Redondo Beach Police Department

Jail Procedure Manual
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2. Daily Prisoner Register – RBPD Form 28
3. Jail Activity Log – RBPD Form 255
4. Daily Jail Log – RBPD Form 349
5. Daily Jail Meal Report – RBPD Form 136
6. Jail Food Service Menu
7. Government Code Section 12525
8. Los Angeles County Medical Screening Form – LASD Form SH-R-422 (front and back)
9. Classification/Phone call & Visitation Log – RBPD Form 285/317
10. Inmate Rules and Regulations Placard
11. Secure Detention of Juveniles Log
12. None-Secure Detention of Juveniles Log
13. Intoxication Assessment Sheet – RBPD Form 301
14. Skin Search Authorization – RBPD Form 321
15. Policy Manual – Police 300- Use of Force
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17. Penal Code 853.6
18. RBPD Cash Inventory Envelope – RBPD Form 332
19. Jail Bulk Property Receipt – RBPD Form 112
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Introduction

The policies and procedures contained herein have been adopted for the Redondo Beach Police Department Detention Facility in accordance with 2023 Adult Title 15 Regulations, effective April 2023.

The Jail Procedure Manual (JPM) is available to all employees. Copies of the JPM are located in all Division Commander’s offices, the Watch Commander's Office, Records Unit and the Jail Office. All sworn personnel and Community Services Officers have access to a copy. The JPM shall be updated biannually and copies forwarded either electronically or in binders to the personnel listed above.

Numbering System

The numbering system in the Jail Procedure Manual has been reformatted to conform and align with sections in Title 15, in order to ease compliance audits during Board of State and Community Corrections (Board) inspections. Because all aspects of Title 15 may not apply to Type I facilities, some numbered sections may be missing. Therefore, it should not be assumed that these sections were accidentally or intentionally omitted.

The numbering system will also allow the “lay person” to review the Jail Procedure Manual for this department’s policy and procedures, as they relate to sections in Title 15.
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Article 1 - General Instructions

1004 Severability
If any article, section, subsection, sentence, clause or phrase of these regulations is for any reason held to be unconstitutional, contrary to statute, exceeding the authority of the State Corrections Standards Authority, or otherwise inoperative, such decision shall not affect the validity of the remaining portion of this Manual.

1005 Other Standards and Requirements
Procedures Manual

Each Jail employee (PSS/CSO II) shall receive a controlled copy of the Procedures Manual. All Rules and Regulations described in the Procedures Manual apply to all employees.

1006 Definitions
The following definitions shall apply:

Administering Medication, as it relates to managing legally obtained drugs, means the act by which a single dose of medication is given to a patient. The single dose of medication may be taken either from stock (un-dispensed), or dispensed supplies.

Administering Separation means the physical separation of different types of incarcerated persons from each other as specified in Penal Code Sections 4001 and 4002, and Section 1053 of these regulations. Administrative separation is accomplished to provide that level of control and security necessary for good management and the protection of staff and incarcerated persons.

Alternate Means of Compliance means a process for meeting or exceeding standards in an innovative way, after a pilot project evaluation, approved by the Board pursuant to an application.

Average Daily Population means the average number of incarcerated persons housed daily during the last fiscal year.

Board means the Board of State and Community Corrections (BSCC), whose board acts by and through its executive director, deputy directors, and field representatives.

Clean means laundered immediately prior to issue unless new or, in the case of mattresses and items that cannot be laundered, disinfected immediately prior to issue.
Clinical Evaluation means an assessment of a person’s physical and/or mental health condition conducted by licensed health personnel operating within recognized scope of practice specific to their profession and authorized by a supervising physician or psychiatrist.

Concept Drawings means, with respect to design-build project, any drawings or architectural renderings that may be prepared, in addition to performance criteria, in such detail as the agency determines necessary to sufficiently describe the agency’s needs.

Contact means any physical or sustained sight or sound contact between minors in detention and incarcerated adults. Sight contact is clear visual contact between incarcerated adults and minors within close proximity to each other. Sound contact is direct oral communication between incarcerated adults and offenders who are minors.

Court Holding Facility means a local detention facility constructed within a court building after January 1, 1978, used for the confinement of persons solely for the purpose of a court appearance for a period not to exceed 12 hours.

Custodial Personnel means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose primary duties are the supervision of incarcerated persons.

 Delivering Medication as it relates to managing legally obtained drugs means the act of providing one or more doses of a prescribed and dispensed medication to a patient.

Design-Bid-Build means construction procurement process independent of the design process and in which the construction of a project is procured based on completed construction documents.

Design Build means a construction procurement process in which both the design and construction of a project are procured from a single entity.

Developmentally Disabled means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes cognitive and intellectual disabilities, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to cognitive and intellectual disabilities or that require treatment.

Direct Visual Observation means direct personal view of the incarcerated person in the context of their surroundings without the
aid of audio/video equipment. Audio/video monitoring may supplement but not substitute for direct visual observation.

Disability means a physical or mental impairment that substantially limits one or more major life activities; a record or history of such an impairment; or is regarded or perceived by others as having such an impairment.

Disciplinary Separation means the status assigned a person as the result of violating facility rules and which consists of confinement in a cell or housing unit.

Dispensing as it relates to managing legally obtained drugs, means the interpretation of the prescription order, the preparation, repackaging, and labeling of the drugs based upon a prescription from a physician, dentist, or other prescriber authorized by law.

Disposal as it relates to managing legally obtained drugs, means the destruction of medication or its return to the manufacturer or supplier.

Emergency means any significant disruption of normal facility procedures, policies, or activities caused by a riot, fire, earthquake, attack, strike, or other emergent condition.

Emergency Medical Situations means those situations where immediate services are required for the alleviation of severe pain, or immediate diagnosis and treatment of unforeseeable medical conditions are required, if such conditions would lead to serious disability or death if not immediately diagnosed and treated.

Exercise means the opportunity for physical exertion.

Facility/System Administrator mean the sheriff, chief of police, chief probation officer, or other official charged by law with the administration of a local detention facility/system.

Facility Manager means the jail commander, camp superintendent, or other comparable employee who has been delegated the responsibility for operating a local detention facility by a facility administrator.

Facility Watch Commander means the individual designated by the facility manager to make operational decisions during their work hours.

Gender expression means a person’s gender-related appearance and
behavior regardless of whether it is stereotypically associated with the person’s assigned sex at birth.

Gender identity means a person’s sense of being male, female, some combination of male or female, or neither male nor female.

Health Authority means that individual or agency that is designated with responsibility for health care policy pursuant to a written agreement, contract or job description. The health authority may be a physician, an individual or health agency. In these instances where medical and mental health services are provided by separate entities, decisions regarding mental health services shall be made in cooperation with the mental health director. When this authority is other than a physician, final clinical decisions rest with a single designated responsible physician.

Health Care means medical, mental health and dental services.

In-Person Visit means an on-site visit that may include barriers. In-person visits include interactions in which an incarcerated person has physical contact with a visitor, is able to see a visitor through a barrier, or is otherwise in a room with a visitor without physical contact. “In-person visit” does not include an interaction between an incarcerated person and a visitor through the use of an on-site two-way audio/video terminal.

Jail as used in Article 8, means a Type II or III facility as defined in the “Minimum Standards for Local Detention Facilities.”

Labeling as it relates to managing legally obtained drugs, means the act of preparing and affixing an appropriate label to a medication container.

Law Enforcement Facility means a building that contains a Type I Jail, Temporary Holding Facility, or Lockup. It does not include a Type II or III jail, which has the purpose of detaining adults charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

Legend Drugs are any drugs defined as “dangerous drugs” under Chapter 9, Division 2, Section 4211 of the California Business and Professions Code. These drugs bear the legend, “Caution Federal Law Prohibits Dispensing Without a Prescription.” The Food and Drug Administration (FDA) has determined because of toxicity or other potentially harmful effects that these drugs are not safe for use except under the supervision of a health care practitioner licensed by law to prescribe legend drugs.

Living Areas means those areas of a facility utilized for the day-to-day
housing and activities of incarcerated persons. These areas do not include special use cells such as sobering, safety, and holding or staging cells normally located in receiving areas.

Local Detention Facility means any city, county, city and county or regional jail, camp, court holding facility, or other correctional facility, whether publicly or privately operated, used for confinement of adults or of both adults and minors, but does not include that portion of a facility for confinement of both adults and minors which is devoted only to the confinement of minors.

Local Detention System means all of the local detention facilities that are under the jurisdiction of a city, county or combination thereof whether publicly or privately operated. Nothing in the standards are to be construed as creating enabling language to broaden or restrict privatization of local detention facilities beyond that which is contained in statute.

Local Health Officer means that licensed physician who is appointed pursuant to Health and Safety Code Section 101000 to carry out duly authorized orders and statutes related to public health within their jurisdiction.

Lockup means a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily used for the temporary confinement of adults who have recently been arrested; sentenced persons who are incarcerated workers may reside in the facility to carry out appropriate work.

May is permissive; Shall is mandatory.

Medical Detoxification means a process that systematically and safely withdraws people who may be addicted to drugs or alcohol, under the care of a licensed medical provider. The detoxification process is designed to treat the immediate bodily effects of stopping drug or alcohol use that may be life-threatening.

Mental Health Director means that individual who is designated by contract, written agreement or job description to have administrative responsibility for the facility or system mental health program.

Non-Secure Custody means that a minor’s freedom of movement in a law enforcement facility is controlled by the staff of the facility; and

1. The minor is under constant direct visual observation by the staff;
2. The minor is not locked in a room or enclosure; and,
3. The minor is not physically secured to a cuffing rail or other stationary object.
Non-Sentenced incarcerated people mean an incarcerated person with any pending local charges or one who is being held solely for charges pending in another jurisdiction.

Out-of-cell time means time spent outside of the sleeping area, where an individual has the opportunity to exercise or participate in recreation.

Over the Counter (OTC) Drugs as it relates to managing legally obtained drugs, are medications which do not require a prescription (non-legend).

Performance Criteria means, with respect to a design-build project, the information that fully describes the scope of the proposed project and includes, but is not limited to, the size, type, and design character of the buildings and the site; the required form, fit, function, operational requirements and quality of design, materials, equipment and workmanship; and any other information deemed necessary to sufficiently describe the agency’s needs; including documents prepared pursuant to paragraph (1) of subdivision (d) of section 20133 of the Public Contract Code.

Pilot Project means an initial short-term method to test or apply an innovation or concept related to the operation, management or design of a local detention facility pursuant to application to, and approval by, the Board.

Procurement as it relates to managing legally obtained drugs, means the system for ordering and obtaining medications for facility stock.

Psychotropic Medication means any medication prescribed for the treatment of symptoms of psychoses and other mental and emotional disorders.

Rated Capacity means the number of incarcerate occupants for which the facility’s single and double occupancy cells or dormitories, except those dedicated for health care or disciplinary separation housing, were planned and designed in conformity to the standards and requirements contained in Title 15 and Title 24.

Recreation means the individual’s ability to choose from activities that occupy the attention and offer the opportunity for relaxation and may include reading, games, socialization, entertainment, education, and programs.

Regional Center for Developmentally Disabled means those private agencies throughout the state, funded through the Department of Developmental Services, which assure provision of services to persons with developmental disabilities. Such centers will be referred
to as regional centers in these regulations.

Remodel means to alter the facility structure by adding, deleting, or moving any of the buildings' components thereby affecting any of the spaces specified in Title 24, Part 2, Section 1231.

Repackaging as it relates to managing legally obtained drugs means the transferring of medications from the original manufacturer's container to another properly labeled container.

Repair means to restore to original condition or replace with like-in-kind.

Responsible health care staff means an individual who is qualified by education, training, licensure/regulation, and/or facility privileges (when applicable) who performs a professional service within their scope of practice and in accordance with assigned duties. This distinguishes the "responsible health care staff" from the many other "qualified health care staff" that are not specifically assigned to assure that certain care is rendered.

Safety Checks means direct, visual observation performed at random intervals within timeframes prescribed in these regulations to provide for the health and welfare of incarcerated people.

Secure Custody means that a minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.

Security Glazing means a glass/polycarbonate composite glazing material designed for use in detention facility doors and windows and intended to withstand measurable, complex loads from deliberate and sustained attacks in a detention environment.

Sentenced means a person that has been sentenced/committed to custody in a local detention facility.

Serviceable as it relates to mattresses, means mattresses that lack holes or tears and have sufficient padding.

Sexual Abuse has the same meaning as 28 C.F.R. Section 115.6 (June 20, 2012), hereby incorporated by reference.

Sexual Harassment has the same meaning as 28 C.F.R. Section 115.6 (June 20, 2012), hereby incorporated by reference.
Shall is mandatory; “may” is permissive.

Sobering Cell as referenced in Section 1056, refers to an initial “sobering up” place for people who are sufficiently intoxicated from any substance to require a protected environment.

Storage as it relates to legally obtained drugs, means the controlled physical environment used for the safekeeping and accounting of medications.

Supervision in a Law Enforcement Facility means that a minor is being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.

Supervisory Custodial Personnel means those staff members whose duties include direct supervision of custodial personnel.

Telehealth means a collection of means or methods for enhancing health care using telecommunications technologies. Telehealth encompassing a broad variety of technologies to delivery health services.

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

Temporary Holding Facility means a local detention facility constructed after January 1, 1978, used for the confinement of persons for the 24 hours or less pending release, transfer to another facility or appearance in court.

Trauma is an experience that causes intense physical and psychological stress reactions. It can refer to a single event, multiple events, or a set of circumstances that is experienced by an individual as physically and emotionally harmful or threatening and that has lasting adverse effects on the individual’s physical, social, emotional, cognitive, or spiritual well-being.

Type I Facility means a local detention facility used for the detention of persons for not more than 96 hours excluding holidays after bookings. Such a Type I facility may also detain persons on court order either for their own safekeeping or those committed to a city jail or may house people sentenced to the county jail provided such placement in the facility is made on a voluntary basis on the part of the person incarcerated. As used in this section, an incarcerated worker is defined as a person assigned to perform designated tasks outside of their cell or dormitory, pursuant to the written policy of the facility, for a minimum of four hours each day on a five-day scheduled work week.
Type II Facility means a local detention facility used for the detention of persons pending arraignment, during trial, and upon sentence of commitment.

Type III Facility means a local detention facility used only for the detention of convicted and sentenced persons.

Type IV Facility means a local detention facility of portion thereof designated for the housing of incarcerated persons eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving incarcerated persons access into the community.

Video Visitation has the same meaning as Penal Code Section 4032.

**All references to one gender made herein shall be interpreted to include the other gender, where applicable.**
Article 2 - Inspection and Application of Standards

1012

Emergency Suspensions of Standards or Requirements.

Nothing contained herein shall be construed to deny the power to the facility administrator to temporarily suspend any standard or requirement herein prescribed in the event of an emergency which threatens the safety of a local detention facility, its incarcerated persons, or the public. Only such regulations directly affected by the emergency may be suspended. The facility administrator shall notify the Board in writing in the event that such a suspension lasts longer than three days. Suspensions lasting for more than 15 days require approval of the chairperson of the Board. Such approval shall be effective for the time specified by the chairperson.
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Article 3 – Training, Personnel, and Management

1020

Corrections Officer Core Course
(a) In addition to the provisions of California Penal Code Section 831.5, all custodial personnel of a Type I, II, III, or IV facility shall successfully complete the “Corrections officer Core Course” as described in Section 179 of Title 15, CCR, within one year from the date of assignment.

(b) Custodial Personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also successfully complete the “Corrections Officer Basic Academy Supplemental Core Course” as described in Section 180 of Title 15, CCR, within one year from the date of assignment.

1021

Jail Supervisory Training
Prior to assuming supervisory duties, jail supervisors shall complete the core training requirements pursuant to Section 1020, Corrections Officer Core Course. In addition, supervisory personnel of any Type I, II, III, or IV jail shall also be required to complete either the STC Supervisory Course (as described in Section 181, Title 15, CCR) or the POST supervisory course within one year from date of assignment.

1023

Jail Management Training
Managerial personnel of any Type I, II, III, or IV jail shall be required to complete either the STC management course (as described in Section 182, Title 15, CCR) or the POST management course within one year from date of assignment.

1025

Continuing Professional Training
With the exception of any year that a core training module is successfully completed, all facility/system administrators, managers, supervisors, and custody personnel of a Type I, II, III, or IV facility shall successfully complete the annual required training” specified in Section 184 of Title 15, CCR.
1027  Number of Personnel

Whenever there is a person in custody, there shall be at least one employee on duty at all times in a local detention facility or in the building which houses a local detention facility who shall be immediately available and accessible to incarcerated people in the event of an emergency. Such an employee shall not have any other duties which would conflict with the supervision and care of the incarcerated people in the event of an emergency. Whenever one or more females in custody, there shall be at least one female employee who shall be immediately available and accessible to such females.

The following Jail staffing requirements will be complied with at all times:

- A Watch Commander or Acting Watch Commander will be on duty twenty-four hours daily. There will be at least one civilian jailer assigned to the jail at all times.
- The jailer will have no other duties assigned that would prevent an instant response to a jail emergency.
- There will be a matron/female jailer immediately available and accessible to females, when in custody or in case of emergency.

1027.5  Safety Checks

Safety checks will determine the safety and well-being of individuals and shall occur at least every thirty minutes through direct visual observation of all people held and housed in the facility. There shall be no more than a thirty-minute lapse between safety checks. Safety checks for people in safety cells and restraints occur more frequently as outlined in sections 1055, 1056, and 1058 of these regulations. Safety checks shall occur at random and varied intervals. All safety checks shall be logged in the Redondo Beach Jail Activity Log, RBPD Form 255 (attachment 3). This log will document the actual time at which each individual safety check occurred, the location where each individual safety check occurred, such as a cell number, and initials of the jailer who completed the safety check(s).

The Jail manager will be responsible for inspecting and documenting inconsistent documentation or untimely completion of safety checks on the Daily Jail Log, RBPD Form 349 (attachment 4).

1028  Fire and Life Safety Staff

The Redondo Beach Fire Department is summoned for all fires occurring in the jail facility. There are firefighters on duty at all times. The jailer will notify Communications who will summon the Fire Department.
Policy and Procedures Manual

The facility administrator shall develop and publish a manual of policy and procedures for the facility. The policy and procedures manual shall address all applicable Title 15 and Title 24 regulations but not be limited to a policy on the use of force that meets current state and federal legal requirements and includes prohibition of the use of carotid restraint and choke holds. The policy and procedure manual shall be comprehensively reviewed and updated at least every two years and be available to all employees.

Suicide Prevention Program

The following are recommendations to prevent suicide. They shall be followed as closely as possible during the incarceration of any person. Upon admitting incarcerated people into the facility, be particularly alert for those who fall within the victim’s profile (persons at risk) described below. Such people should be transferred from the Jail to alternative services.

- Attention should be focused on the person during their initial period of incarceration, particularly during the first three hours.
- The use of isolation enhances the chance of suicide and it should be avoided. Incarcerated persons exhibiting suicidal behavior should be placed in the general population of the Jail and/or kept under 24-hour “eye contact” supervision.
- The state of intoxication of a person upon incarceration greatly increases the likelihood of a suicide.
- Many times, the jailer’s verbal interaction and availability will be enough to get an incarcerated person over the initial crisis of incarceration.

Persons at risk:

- Prominent persons charged with embarrassing crimes;
- Persons held for alcohol or drug-related charges;
- All minors held in adult facilities;
- All females held in local jails;
- Persons with a history of self-destructive acts or who makes statements to kill themselves;
- Persons who appear very depressed (sad, crying, withdrawn);
- Everybody!
The Jailer shall inform the Watch Commander about any incarcerated person exhibiting signs of suicidal symptoms. Upon evaluation by the Watch Commander, the incarcerated person may be diverted to alternate housing.

**Suicide Intervention Kits**
A suicide intervention kit is maintained in the jail office. This kit contains scissors and a cutting knife (to cut through fabric), nitrile gloves, a towel, CPR mask, assorted bandages and gauze. The tamper proof seal has been affixed to the kit. Once the seal has been broken, the kit shall be returned to the jail manager for restock.

Annual suicide prevention training for all custodial personnel will be available.

1032 **Fire Suppression Preplanning**
Facility staff shall make weekly fire and life safety inspections and record their findings on a Weekly Jail Inspection Form, RBPD Form 222 (attachment 1). These forms will be kept in the Jail Booking Room. The Jail Manager will retain completed forms for a period of no less than two years.

The Redondo Beach Fire Department shall conduct a fire prevention inspection of the jail facility at least once every two years.

In case of a fire, all incarcerated persons will be transported to an appropriate jail facility for housing.

**Fire Evacuation Procedure for the Jail**

Personnel discovering the fire shall notify the RBPD Communications Center, the Watch Commander and any other available police personnel. After receiving notification, the Communications Center will notify the Fire Department. The employee notifying Communications shall relay all pertinent information on the size and location of the fire. **The jailer Shall:**

- Decide whether to fight the fire with an extinguisher or seal off the area.
- Affect an evacuation of the incarcerated people in the immediate area of the fire.
- In the case of jail wide evacuations, activate the panic alarm so that all available qualified station personnel can immediately respond to assist in the escort and control of the incarcerate persons.

  a. With the assistance of the Watch Commander or Administration personnel, sworn personnel shall position themselves in the rear lot to take custody of all incarcerated evacuees,
b. Incarcerated evacuees shall then be transported to a nearby jail facility with the approval from the alternate facility management.

- For a small fire with a minimal amount of smoke, move the incarcerated persons from the immediate area to the opposite side of the Jail and close all solid fire doors.

- For larger fires with more smoke, remove the incarcerated persons from the Jail to a safe area that will not interfere with firefighting efforts.

- Utilize the metal doors to keep the fire contained to as small of an area as possible.

- DO NOT allow firefighting efforts by police personnel to delay the rescue of incarcerated persons or the notification of the Fire Department.

- Always assess the size and circumstances of the fire before beginning the firefighting efforts.

- REMEMBER that the smoke is generally deadlier than the flames.

There is a 3-A:40-B:C fire extinguisher available in the kitchen.

Evacuation charts have been posted in the Booking Room, jail hallways and the Watch Commander's office. These charts show the proper evacuation routes and denote which doors to use to seal off an area.
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Article 4 – Records and Public Information

1040 Population Accounting

Population accounting procedures will consist of the following:

- Jail staff will enter booking data into Mark 43 and the Live Scan machine.

- If incarcerated people are brought to the Jail by an employee of an outside law enforcement agency, the Watch Commander or his or her designee shall require that person to present proper identification and advise the circumstances surrounding the arrest/detention, thus verifying the person’s authority to make the arrest/detention. These incarcerated persons will also be recorded in the Daily Prisoner Register, RBPD Form 28 (attachment 2).

- The jailer shall record the daily population by gender and juvenile status at 0300 hours each day on the Jail Activity Log, RBPD Form 255 (attachment 3) and Population Log (attachment 53).

- The Jailer will record booking arrest data for every booking in the Daily Prisoner Register, RBPD Form 28 (attachment 2), maintained in the Jail booking room.

- The Jail Manager will prepare and submit the Jail Profile Survey each fiscal year to the Board.

1041 Records

Individual arrest files which shall include but not limited to booking information, personal property receipts, commitment papers, court orders, medical orders issued by a responsible physician, and non-medical information regarding disabilities and other limitations will be maintained for all persons arrested by this Department.

The Jail administrator shall collect accurate, uniform data for every allegation of sexual abuse at the Redondo Beach Police Department. This shall include other facilities if we are currently in a contract with another facility for the confinement of its incarcerated people. This data shall include, at a minimum, the data necessary to satisfy reporting requirements of 34 U.S.C. section 30303(a)(1).
1044 Incident Reports

A report will be prepared for every incident resulting in physical harm or serious threat of physical harm to any employee, incarcerated person, or person in the detention facility. The Watch Commander may request the report be written by a police officer or by the jailer. The jailer is responsible for preparing the report by documenting the incident prior to the end of their shift if designated by the Watch Commander.

A report number will be assigned to the report and the report given to the Watch Commander for review and forwarding to the Records Unit. A similar report will be made documenting any incident that threatens the facility.

The filing of an Incident Report does not relieve the jailer from filing a Crime Report where a violation of law has occurred.

An Injury Report must be prepared for the injured person if injuries occurred. This report may be assigned to a police officer at the Watch Commander's request.

The jailer shall follow the Procedures Manual concerning "Reports of Personnel Injury" if injury occurs on duty.

1045 Public Information Plan

Access to incarcerated persons records will be limited in accordance with Federal and State statutes. This information will be provided to members of the public upon request. Such information includes:

- The full name, current address, occupation, physical description, date of birth, color of eyes and hair, sex, height, weight, the time and date of arrest, the time and date of booking, location of arrest, amount of bail set, the time and manner of release or location where the individual is currently being held, and all charges against the individual, including outstanding warrants, parole holds or probation holds, and circumstances surrounding the arrest.

- Consideration should be given to whether disclosure of a particular item of information will endanger the safety of a person engaged in an investigation or the successful completion of the investigation.

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

- Persons to whom such information will be provided include:
o Spouses.

o Relatives.

o Next of kin.

o Employers.

o Parents and legally appointed guardians of the incarcerated person.

o Bondsmen.

o Other law enforcement agencies.

o Parole, probation, and diversion program personnel.

o Authorized members of the press.

o Other persons as may be authorized by the person under arrest, to be determined by the Watch Commander.

o Anyone as allowed by the California Public Records Act, Government Code 6250 – 6276.48.

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

- Watch Commanders or Command Staff Personnel.

- Jailers.

- Records Unit personnel.

- Investigations personnel.

- The arresting officer.

- Other patrol officers.

Due to the short-term nature of the detention of incarcerated persons at this facility and the lack of public interview facilities, public access for incarcerated persons interviews will be limited to regular visitation hours and subject to the same guidelines described in Article 6, section 1062, of this manual.

The Watch Commander may allow limited access to incarcerated persons for purposes of posting bail, parole or probation conferences, or medical attention.

Copies of both the Redondo Beach Police Department Jail Procedure Manual, and the Detention Facilities Guidelines and Law published by the Board shall be kept in the Jail booking room and the Jail Manager's Office. These manuals, labeled for public viewing, shall be made available to the incarcerated persons and general public upon request.
Death in Custody

Death in Custody Review for Adults and Minors

In the event of the death of any incarcerated person in custody, adult or minor, the Chief of Police, the Facility Bureau Commander, the Facility Administrator, and the Jail Manager will be notified immediately. The Redondo Beach homicide investigators will be contacted immediately by the Watch Commander. The Chief of Police or his designee will determine if the Los Angeles County Sheriff’s Department will be requested to assist.

The Los Angeles County Coroner’s office shall be contacted by the Facility Commander or his designee to report a death in custody. The Coroner’s Office will verify the decedent’s identity and make the appropriate next of kin or legal guardian notifications.

- The Los Angeles Department of Coroner
  
  1104 N. Mission Road
  Los Angeles, Ca 90033
  Phone # (323) 343-0711

A medical and operational review shall be conducted for each in-custody death. The review team at a minimum shall include the Facility Bureau Commander or designee, Facility Administrator or designee, Jail Manager, custody staff relevant to the incident, the health administrator, the responsible physician and other health care staff and supervision staff who are relevant to the incident.

After completing the initial investigation concerning the death of the incarcerated person, the following agencies shall be contacted by the Administrative Services Division Commander in conducting the medical review surrounding the death:

- The County of Los Angeles Department of Health Services - Housing and Institutions Program

  Medical Evaluator
  5050 Commerce Drive
  Baldwin Park, Ca. 91706
  Phone# (626) 430-5570

In accordance with California Government Code Section 12525, the Jail Commander shall contact:

- The Attorney General’s Office within 10 days of the death to report all of the facts concerning the death. The (LEIC) Law Enforcement Information Center is responsible for collecting these reports and maintaining the integrity of this reporting system to the Attorney General.
• **Department of Justice – Statistical Data Center**

Law Enforcement Information Center  
Attention: Death in Custody Program  
P.O. Box 903427  
Sacramento, Ca, 94203-4270  
Phone# (916) 227-3545  
FAX (916) 227-4777

• **Los Angeles County District Attorney's Office-Command Post**

211 W. Temple St., Suite 300  
Phone# (213) 974-3607

The investigation will focus on the procedures and practices applicable to the operation of the Jail. This report will not identify the deceased by name, booking number, or other personal reference or title.

**Death of a Minor**

The Jail Administrator shall provide the Board (BSCC) a copy of the death-in-custody report submitted to the Attorney General under Government Code Section 12525 within 10 calendar days after the death.

A medical and operational review shall be conducted for each in-custody death. The review team shall include the Facility Bureau Commander, the Facility Administrator, the Jail Manager, custody staff relevant to the incident, the health administrator, and the responsible physician.

Upon receipt of a report of death of a minor from the Jail Administrator, the Board may, within 30 calendar days, inspect and evaluate the jail.

**Serious Illness, or Injury of a Minor in Custody**

Notifications:

If any minor incarcerated is seriously ill, attempts suicide, is injured or dies while incarcerated, the Watch Commander shall ensure a report is prepared. The Watch Commander shall ensure the necessary notifications to the minor’s parent(s), guardian(s), or person standing in loco parentis and the court of jurisdiction are made. In the event of a death in custody, the Coroner's Office will make the necessary notifications.
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Article 5 – Classification and Separation

1050 Classification Plan

The Redondo Beach Police Department hereby adopts the following classification plan designed to assign incarcerated persons in the detention facility properly.

The jailer, under the direct supervision of the Watch Commander, is responsible for the Jail operation. All unusual incidents shall be immediately reported to the Watch Commander who will determine what further actions are required.

Incarcerated persons will be separated by classes for their own protection and to maintain security in the detention facility. The following procedures will be used in conjunction with the Medical Sections of this Manual.

- Different genders will be separated.
- All minors will be separated, by gender, and from adults.
- Persons charged with crimes will be separated from persons already convicted of a crime and serving their sentence.
- The jailer may make the determination for the administrative separation of offenders who:
  - Pose a threat to the peace and security of the Jail.
  - Appear to be a danger to themselves or others by their behavior.
  - Appear to be an escape risk.
  - Exhibit assaultive behavior personalities.
  - Appear to be mentally deficient.
  - Appear to have especially shy, withdrawn personalities.
  - Appear to display emotional instability.
  - Appear or are known to be Developmentally Disabled.
  - Risk of being sexually abused or sexually harassed
Jailers are required to be especially watchful of incarcerated persons while they are in custody. The jailer should immediately notify the Watch Commander when abnormal or unusual behavior is observed. An incarcerated person's own views with respect to their own safety shall be given serious consideration in deciding whether to assign a person to a housing area for a specified gender. The decision shall be made on a case-by-case basis whether the placement would ensure the incarcerated person's health and safety, and whether it would present management or security problems.

1051 Communicable Diseases

At the time of booking, and prior to placement in a housing area, an L.A. County Arrestee Medical Screening Form, LASD Form SH-R-422 (attachment 8), shall be completed. Responses to questions on this form shall be noted, with any affirmative answers immediately reported to the Watch Commander for a determination on alternate housing or release.

It is the policy of the Redondo Beach Police Department not to house any incarcerated person who claims to have an active communicable disease, including but not limited to Hepatitis, MRSA, Tuberculosis and AIDS. While in custody, the incarcerated person shall be separated from all others. All reported disease conditions will be presumed as serious and/or potentially contagious.

1052 Behavioral Crisis Identification

All incarcerated people who may be in behavioral crisis shall remain separated if retained in custody. The Watch Commander is responsible for deciding whether the incarcerated person should be kept in custody or whether they should be transferred to an appropriate medical facility.

An evaluation from medical or mental health staff shall be secured within 24 hours of identification. This may include telehealth. If an evaluation from medical or mental health staff is not readily available, an incarcerated person shall be considered in behavioral crisis for the purpose of this section if they appear to be a danger to themselves or others or appears gravely disabled.

In such cases where any subject has been returned to custody after having been transferred to a medical/psychiatric hospital the jailer shall obtain a copy of the Injury Report, detailing his transfer to the medical facility and a copy of the report detailing the subject's return to custody. These copies are to be placed in the person's booking package.

Upon release to another law enforcement facility a copy of these reports, along with the RBPD 5150 WIC Notification Form (attachment 49), shall be presented to an employee of that facility to ensure proper notification for the safety of the employees and the incarcerated person. A copy of the RBPD 5150 WIC Notification Form shall be retained and filed with the person's booking package.
Administrative Separation

Administrative separation may consist of separate housing but shall not involve any other deprivation of privileges than is necessary to obtain the objective of protecting the welfare of incarcerated people and facility staff. It is the responsibility of the arresting and/or booking officer to advise the Watch Commander and the jailer of any information that would necessitate separation of an incarcerated person entering the jail facility.

Administrative separation must not adversely affect an incarcerated person's health.

Administrative separation may be used for incarcerated persons who have:

- A documented history of activity or behavior, or promoting such activity or behavior, that is criminal in nature, disruptive to facility operations, or affects the safety of the facility, other incarcerated people, and facility staff.

- Influenced or participated in activity that is criminal in nature, disruptive to facility operations or affects the safety of the facility, other incarcerated people, and facility staff.

- Committed assault, attempted assault, or participated in a conspiracy to assault or harm other incarcerated persons or facility staff.

- A history of escape or have recently attempted escape.

- A demonstrated need for protection from other incarcerated people.

Documentation indicating the necessity of administrative separation to obtain the objective of protecting the welfare of incarcerated people and facility staff.

A documented individualized ongoing review and evaluation of the need to continue placement in administrative separation.

In order to correctly classify incarcerated persons and their housing requirements, booking officers shall complete the Classification Form, RBPD Form 285/317 (attachment 9), for proper cell assignment.

Use of Safety Cell

The safety cell shall be used to hold only those people who display behavior which results in the destruction of property or reveals intent to cause physical harm to self or others. A Watch Commander or person of a higher rank shall approve the detention of an incarcerated person in the safety cell.

The jailer shall make a direct visual observation of the incarcerated person at fifteen (15) minute intervals to ensure no more than a 15-minute lapse between safety checks due to the possibility of death from overexertion and document the visual checks on the Jail Activity Log, RBPD Form 255 (attachment 3).

Incarcerated persons housed in the safety cell shall be offered fluids at least every 2 hours and a meal if held during a mealtime. Continued retention
shall be reviewed a minimum of every four hours.

Incarcerated persons in the safety cell shall be allowed to retain sufficient clothing or issued a “safety garment” in order to provide for personal privacy unless specific identifiable risks to the person’s safety or facility security are documented.

A medical assessment shall be completed as soon as possible, but not more than 8 hours from the time of placement in the safety cell. The person shall be medically cleared for continued retention, referral to advanced treatment, or removal from the safety cell after the eight-hour period.

Safety cells are not used for punishment or as a substitute for treatment.

1056

Use of Sobering Cell

The sobering cell shall be for temporary holding of incarcerated people who are a threat to their own safety or the safety of others due to their state of intoxication. A person shall be removed from the sobering cell and transferred to a regular cell as soon as they are able to continue the admission process or are no longer a risk to themselves or others.

The jailer shall visually observe the incarcerated person every thirty (30) minutes or less and document using the Intoxicated Assessment Sheet, RBPD Form 301 (attachment 13), until removed from the sobering cell. This will include an attempt to rouse the person in order to ascertain their well-being.

If the incarcerated person is still intoxicated after six hours, the jailer shall re-evaluate the person using the Intoxicated Assessment Form, RBPD Form 301 (attachment 13) and shall notify the Watch Commander.

In no case shall a person remain in a sobering cell over six hours without an evaluation by medical or jailer to determine whether the person has an urgent medical problem.

If the incarcerated person is still intoxicated two hours after the six-hour evaluation, they shall be evaluated by a physician. The jailer shall reevaluate the person using the Intoxicated Assessment Form, RBPD Form 301 (attachment 13) and shall notify the Watch Commander.

1057

Developmental Disabilities

Incarcerated persons with developmental disabilities shall be separated from others. Incarcerated persons with developmental disabilities are often highly susceptible to assaults and abuse. The presence of a known or suspected developmental disability constitutes a “special need”, which requires consideration in classification.
When an incarcerated person is suspected or confirmed to be developmentally disabled, the jailer shall notify the Watch Commander. The Watch Commander may attempt to contact relatives or caregivers of the person to confirm any disabilities or special needs. The Watch Commander may contact the Harbor Regional Center, for purposes of diagnosis and/or treatment within twenty-four (24) hours, excluding weekends and holidays.

**Harbor Regional Center**  
21231 Hawthorne Blvd.  
Torrance, CA 90503  
(310) 540-1711

Type 1 Jail Facilities do not detain people long enough to contact and get a response from regional centers. Therefore, the jailer shall ensure, at the time of transfer to another law enforcement facility, this information is passed on by proper documentation on the L.A County Arrestee Medical Screening Form, LASD Form SH-R-422 (attachment 8).

If an incarcerated person is suspected of being developmentally disabled, the person should not be released without contacting a caregiver or someone that can assume supervision of the person before their release.

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Use of Restraint Devices

Restraint devices include any device which immobilize extremities or prevent the incarcerated person from being ambulatory. The provisions of this section do not apply to the use of handcuffs, shackles or other restraint devices when used to restrain incarcerated people for security reasons. The Watch Commander may delegate authority to place an incarcerated person in restraints to responsible health care staff.

Once an incoming person has been un-cuffed, no restraint equipment will be placed on that person, except in the following situations:

- Mentally disabled persons who exhibit conduct or behavior that would indicate that the individual should be restrained in order to avoid possible injury to themselves or others.
- To move a suddenly violent person to a cell.
- To transport a person to a medical facility or another detention facility.
- To release a person to another law enforcement agency.
- To take a person into the field with Investigators.

Use of restraint devices are outlined in the Redondo Beach Police Department Policy Manual (P.M.), Policy 302. Jailers will document all uses of restraints in the jail on the Daily Jail Log, RBPD Form 349 (attachment 4). This documentation shall include the time the person incarcerated was restrained, the reason for the restraints, and the time the restraints were removed.

In no case shall restraints be used for punishment or as a substitute for treatment.

Restraint devices shall only be used on incarcerated people who displays behavior which results in the destruction of property or reveal an intent to cause physical harm to self or others.

Restraint devices should be used only when restrictive alternatives, including verbal de-escalation techniques, have been attempted and are deemed ineffective.

An incarcerated person shall be placed in restraints only with the approval of the facility manager, the facility Watch Commander, or responsible health care staff; continued retention shall be reviewed a minimum of every hour.

Continuous direct visual observation shall be maintained until a medical opinion can be obtained.

A medical opinion on placement and retention shall be secured within one hour from the time of placement.

A medical assessment shall be completed within four hours of placement.

Continuous direct visual observation shall be conducted at least twice every 30 minutes to ensure that the restraints are properly employed, and to ensure the safety and well-being of the incarcerated person. Such observations shall be documented on
the Jail Activity Log, RBPD Form 255 (attachment 3). While in restraint devices all incarcerated persons shall be housed alone or in a specified housing area which makes provisions to protect the person from abuse.

If the Watch Commander, or designee, in consultation with responsible health care staff determines that an incarcerated person cannot be safely removed from restraints after four hours, the person shall be taken to a medical facility for further evaluation.

Where applicable, the Watch Commander shall authorize the use of restraint device manufacturer’s recommended maximum time limits for placement.

All events and information related to the placement in restraints shall be documented and shall be video recorded unless exigent circumstances prevent staff from doing so. The documentation shall include: the reason for placement; person authorizing placement; names of staff involved in the placement; injuries sustained; and the duration of placement.

Incarcerated persons that are placed in restraints in the jail facility shall be offered fluids to maintain hydration and be monitored for adequate circulation of their extremities at the time of the visual checks (conducted every 15 minutes). The person shall be transferred to a medical facility if they refuse to take fluids voluntarily, if circulation is impaired or if the restrained limb(s) is cold.

If an incarcerated person (while in restraints) exhibits difficulty breathing (hyperventilating, stertorous breathing—loud breathing), is difficult to wake (confused, unable to answer coherently and respond rationally, unaware of where or who they are, or what the time of day is), or is unconscious, immediate medical attention shall be rendered. The person shall be transferred to an appropriate medical or mental health facility as soon as possible.

An incarcerated person that was restrained in the field, by the use of a Ripp-Hobble restraint where the subject was face down and the hands and feet were joined by the Ripp-Hobble, shall be medically evaluated prior to booking and the incident documented by the arresting officer.

The Watch Commander will be notified when physical force is used, and the person using the force shall write an Incident Report.

1058.5  
Restrains and Pregnant Persons
An incarcerated person known to be pregnant or in recovery after delivery or termination of the pregnancy shall not be restrained by the use of leg or waist restraints, or handcuffs behind the body.

An incarcerated pregnant person in labor, during delivery, or in recovery after delivery or termination of the pregnancy, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the incarcerated person, the staff, or the public.

Restrains shall be removed when a professional who is currently responsible for the medical care of an incarcerated pregnant person during a medical emergency, labor, delivery, or recovery after delivery or termination of the pregnancy determines that the
removal of restraints is medical necessary.

Upon confirmation of the incarcerated person's pregnancy, they shall be advised, orally or in writing, of the departments policies regarding incarcerated pregnant people.

1059 DNA Collection, Use of Force
If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order and only with the prior written approval of the facility watch commander or designee. Methods to consider when seeking voluntary compliance include contacting:

a) The person's parole or probation officer when applicable.

b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.

c) The judge at the person's next court appearance.

d) The person's attorney.

e) A Chaplain.

f) Another custody facility with additional resources, where an incarcerated person can be transferred to better facilitate sample collection.

g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

Video Recording
A video recording should be made anytime force is used to obtain a DNA sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department's records retention schedule (15 CCR 1059).

Cell Extractions
If the use of force includes cell extraction, the extraction shall be video recorded, including audio. Video shall be directed at the cell extraction event. The video recording shall be retained by the Department for the length of time required by the statute. Notwithstanding the use of the video as evidence in a criminal proceeding, the tape shall be retained administratively (15 CCR 1059).
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Article 6 - Programs and Services

1062 Visiting

Incarcerated persons must be afforded a visit no later than the calendar day following their arrest and every other day thereafter. Visiting is allowed between the hours of 10:00 a.m. – 12:00 p.m. and 7 p.m. – 9 p.m. seven days a week. Visiting hours are publicly posted in the front lobby. Visitations are limited to ten minutes per incarcerated person to ensure that each incarcerated person is afforded the opportunity to a visit.

Sentenced incarcerated persons (i.e. pay-to-stay) shall be allowed no fewer than two visits totaling at least one hour per incarcerated person each week.

Minors under eighteen may visit when accompanied by a responsible adult.

Visitors will not be allowed physical contact with the incarcerated person. Visitors are restricted to the visiting booth.

Persons wanting to visit an incarcerated person should make an appointment on the visitation day with the on-duty jailer. Jailers begin taking appointments at 9:00 a.m. for morning visitations and 6:00 p.m. for evening visitations. Appointments may be made by telephone or by coming to the front counter of the police department. No visitor shall be refused for not having an appointment to visit if they arrive during the designated visitation times.

All approved visitors shall fill out a Prisoner Visitation Request, RBPD Form 169 (attachment 37), prior to the visit. The form shall be attached to the incarcerated person's booking packet. The jailer will enter the visit information on the Classification form 285/317, (attachment 9) under Telephone Calls and Visitors.

Legal identification is required for all visitors over the age of 17. The reason for this requirement is for security of the station as the visitor must be escorted through the station to reach the visitation booth.

All visitors are subject to a thorough search prior to entering the police facility. Visitors refusing to submit to a search will not be allowed to visit.

Attorneys will be allowed a physical contact visit at any time upon presentation of a current, valid Bar Association Membership Card and a state issued identification card. Attorneys who are unable to present the required identification will not be permitted to visit unless the Watch Commander or other personnel have personal knowledge of the attorney's identity. Incarcerated people have a right to confidential access to an attorney. The conversation between the attorney and the incarcerated person will not be monitored. Visiting attorneys shall be escorted by a member of the Department when outside the visitation room.

Visits may not be cancelled unless a legitimate operational or safety
and security concern exists. All cancelled visits must be documented. The facility manager or designee shall regularly review cancelled visits and document such review.

Members of the clergy will be allowed a physical contact visit at any time with appropriate clerical ID and state issued ID card. Visiting clergy members, who are not employed by the City of Redondo Beach, shall be escorted by a member of the Department when outside the visitation room.

Parole and Probation Officers may be allowed a physical contact visit only with Watch Commander approval and with appropriate ID.

Special attention shall be paid to crime victims and crime partners of the incarcerated person who are requesting visitation. For station security and incarcerated persons and employee safety, the Watch Commander shall approve such visitations. The jailer shall secure the Watch Commanders initials on a Visitation Request, RBPD Form 169 (attachment 37) in the appropriate area.

1063

Correspondence

There is no restriction on the volume of mail that an incarcerated person may send or receive.

Cash, checks, money orders, mail and/or packages received by mail or from visitors will be carefully inspected for weapons, contraband, or any item that threatens the security of the Jail facility. After inspection, the items will be added to the incarcerated person’s property inventory and placed in their property bag for storage. Mail will be forwarded to the incarcerated person after inspection.

Incarcerated persons mail will not be read except when the Jail Manager or Watch Commander feels that a valid security reason exists.

Jail staff shall not review incarcerated person’s correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections; however, jail authorities may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the incarcerated person.

Those incarcerated persons who are without funds shall be permitted at least four postage paid envelopes and eight sheets of paper each week to permit correspondence with family members and friends but without limitation on the number of postages paid envelopes and sheets of paper to their attorney and to the courts.

Incarcerated persons may correspond confidentially with the Administrative Services Division Commander, Support Services Bureau Commander, or the Chief of Police.
1065 Exercise and Recreation
Table games and playing cards are available to incarcerated persons upon request.

1066 Books, Newspapers, Periodicals and Writings

Current newspapers or other like source, including a non-English language alternative, as well as books and periodicals, are available to incarcerated persons upon request to ensure reasonable access to interested people. The facility has the right to exclude the provision of material which includes:

- Any publication or writing based on any legitimate penological interest;
- Obscene publications or writings, and mail containing information concerning where, how, or from whom such matter may be obtained;
- Any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence;
- Any matter of a character tending to incite crimes against children;
- Any matter concerning unlawful gambling or an unlawful lottery;
- The manufacture or use of weapons, narcotics, or explosives;
- Any other unlawful activity.

A library of various religious books is available to incarcerated persons upon request. These books are kept in the Jail office. Jailers shall make themselves aware with the types of books included in the library.

1067 Access to Telephone 851.5 PC

Immediately upon being booked, and, except where physically impossible, no later than three hours after arrest, an incarcerated person, adults and minors, have the right to make at least three completed telephone calls.

- The incarcerated person shall be entitled to make at least three calls at no expense if the calls are completed to telephone numbers within the local calling area.

- If the incarcerated person is identified as a custodial parent with responsibility for a child, the incarcerated person shall be entitled to make two additional calls at no expense if the calls are completed to telephone numbers within the local calling area to a relative or other person for the purpose of arranging for the care of the child or children in the parent's absence.

- Incarcerated persons can also make unlimited collect calls from the telephones located in the incarcerated persons cell.
• In addition, between the hours of 0900 and 2100 hours, incarcerated persons will be allowed reasonable access to routine telephone calls beyond those required by Section 851.5 PC.

• Individuals who are known to have, or are perceived by others as having, hearing or speech impairments shall be provided access to the appropriate telecommunication device which will facilitate communication. Such devices may include but are not limited to videophones, teletypewriters, or third-party communications assistance. An individual’s access to telephone communications shall not be withdrawn unless doing so is required to uphold the safety and security of the facility.

Incarcerated minors shall be advised and have the right to make two completed phone calls immediately upon entering the facility but no later than one hour from the time they were taken into custody; one call to the incarcerated persons parent/guardian, responsible relative or incarcerated persons employer, and another call completed to an attorney. It is the responsibility of the arresting or transporting officer to ensure these calls are completed and shall be documented on the Juvenile Detention Form, RBPD Form 352 (attachment 39).

All phone calls, adult or minors, shall be documented on the Classification Form under Phone Call and Visitors, RBPD Form 285/317 (attachment 9).

1068 Access to the Courts and Counsel.

Nothing in this section shall be construed as limiting or denying the right of access to any incarcerated person to have confidential consultation with legal counsel at any time during the incarcerated persons detention. Duly appointed attorneys are not considered members of the general public and are officers of the court.

There is no restriction on the amount of mail that an incarcerated person can send and receive to the courts.

1069 Orientation.

In order to orientate newly received incarcerated persons at the time of placement in a living area, Inmate Rules and Regulations (attachment 10) are posted in the booking room and in each cell.

1071 Voting.

The Redondo Beach Police Department does not house incarcerated workers and therefore does not have a voting procedure.

1072 Religious Observances.

Incarcerated persons may participate in religious services to the
extent that the visiting clergy member can provide these services during the course of a visit, paying special attention to security concerns.

A current list of Police Chaplains is kept in the Jail Office for reference.

1073  **Grievance Procedure.**

The Redondo Beach Police Department does not house incarcerated workers and therefore does not have a grievance procedure.
Article 7 - Discipline

1080 Discipline

The Redondo Beach Police Department does not administer discipline.
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Article 9 – Minors in Temporary Custody in a Law Enforcement Facility

1101 Restrictions on Contact with incarcerated Adults

There shall be restricted sight and sound contact, as defined in section 1006 between detained minors and adults confined in the facility.

In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant side-by-side presence with the minor or the adult to prevent sustained contact.

1102 Classification

See section 1142 regarding the safety of staff and minors while held within this facility.

1103 Release Procedures

Police personnel will notify parents or guardians prior to release of minor. This may include release of the minor to the parents’ or guardians’ custody, or transfer of the minor to East Lake Juvenile Hall. The minor’s personal clothing and valuables shall be returned to the minor, parents or guardian, upon the minor’s release or consent.

1104 Supervision of Minors

The supervision of minors is detailed in sections 1148 (Supervision of Minors in Secure Custody Outside of a Locked Enclosure) and 1150 (Supervision of minors in Non-Secure Custody).

1140 Purpose

The purpose of this article is to establish minimum standards for law enforcement facilities in which minors are held in secure or non-secure custody.

Unless otherwise specified in statute or these regulations, minors lawfully held in local adult detention facilities shall be subject to the regulations and statutes governing those facilities found in Title 15, Division 1, Chapter 1, Subchapter 4, Section 1000 et seq. and Title 24, Part 1, Section 13-102, and Part 2, Section 470A, California Code of Regulations.

For the purpose of these guidelines, the term “secure detention” and “non-secure detention” refer only to the temporary detention of minors in law enforcement facilities, and not to any subsequent detention at an approved juvenile hall. These guidelines also describe use of the Secure Detention of Juveniles Log (attachment 11) and the Non-secure Detention of Juveniles Log (attachment 12).
Written Policies and Procedures

Secure Detention and Non-Secure Detention Logs

A Secure Detention of Juveniles Log and a Non-secure Detention of Juveniles Log shall be maintained to record the detention of minors held within this facility. Completed copies of these logs shall be retained by the Jail Manager and presented upon request, to the Board during biennial inspections.

The Jail Manager shall provide monthly and yearly statistics regarding the number of minors securely or non-securely detained to the Board.

Detention Time Limit

Pursuant to Welfare and Institution Code 207.1(d), minors shall not be held in secure or non-secure detention in a law enforcement facility that contains a lock-up for adults for more than six hours.

The six-hour time frame begins when the minor physically enters the police facility and ends when the minor physically leaves, not to return to the police facility.

Minors may be held only long enough for officers to investigate the crime, facilitate release of the minor to a parent, guardian, responsible relative or adult designated by the parent, or arrange for them to be transported to juvenile hall. Regardless of the age of the minor, nature of the offense or status of the investigation, minors shall not be held in this facility more than six hours.

Suicide Risk and Prevention

A minor who exhibits excessive agitation, despondency, or other distressed behavior shall be under constant direct supervision by a jailer or designated employee. If the minor appears to be potentially suicidal, the Watch Commander shall be immediately advised.

Use of Physical Restraints on Minors

The use of physical restraints on minors shall be limited to handcuffs. Restraints shall be employed only as necessary to prevent injuries to minors and department personnel. If restraints are employed the Jailer shall notify the Watch Commander.

A minor who exhibits violent behavior necessitating the use of alternative restraints shall be kept under continuous in-person observation for evidence of breathing difficulty or other symptoms of physical distress. Paramedics shall be called for any minor displaying these symptoms and the Watch Commander shall be immediately notified for a review of the circumstances surrounding the detention.
Death in Custody

Article 4, section 1046 of this manual refers to guidelines set forth in Title 15 C.C.R. for a death in custody.

Serious Illness or Injury of a Minor in Custody

Article 4, section 1047 of this manual refers to guidelines set forth in Title 15 C.C.R. for serious injury or illness of a minor in custody.

Emergency Medical Assistance/Services

Jail staff will be responsible for the safety and protection of a minor while in custody. Jailers shall immediately notify the Watch Commander about any injury, illness, or other condition that suggests the minor may require special care or medical attention. The jailer is responsible for ensuring the L.A. County Arrestee Medical Screening Form, Form SH-R-422 (attachment 8), is completed. The Jailer will advise the Watch Commander about any special care required by the minor.

Any employee who knows or has reason to believe that a minor in secure or non-secure detention is in need of immediate medical care shall take immediate action to ensure that the minor receives medical care.

Discipline

It is neither the responsibility nor the intention of the department to discipline minors in temporary custody in this facility. No employee, nor any group of persons, shall be allowed to administer, perform, or inflict any discipline, punishment, or corrective action on any minors while in secure or non-secure detention. The forms of discipline, referred to in this section, include corporal punishment, denial of privileges, or mental stress.

Care of Minors in Temporary Custody

Minors held in secure or non-secure detention shall have:

- Access to toilets and washing facilities;
- One snack during term of temporary custody if the minor has not eaten within four hours or is otherwise in need of appropriate nourishment.
- Access to drinking water;
- Access to language services;
- Access to disabilities services;
- Sanitary napkins, panty liners, and tampons as requested;
- Privacy during consultation with family, guardian, and/or lawyer;
- Blankets and clothing, as necessary to assure the comfort of the minor; and
- Personal clothing, unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.
Upon entry, the minor shall be informed in writing of what is available under this section, and it shall be posted in at least one conspicuous place to which minors have access.

1144 Contact Between Minors and Incarcerated Adults

In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of incarcerated people) shall maintain a constant side-by-side presence with the minor or the adult to prevent sustained contact.

1145 Decision on Secure Custody

A minor held in secure custody shall meet all of the following criteria:

- The minor must be 14 years of age or older; and
- The minor must be in custody under authority of Section 602 WIC; and
- **The minor presents a serious security risk of harm to self or others.**

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

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

When secure custody occurs staff must document the circumstances which justify this decision.

1146 Conditions of Secure Custody

While in secure custody, minors may be locked in a room or other secure enclosure, secured to a cuffing rail, or otherwise reasonably restrained as necessary to prevent escape and protect the minor and others from harm.

Whenever a minor is placed into secure custody, Section **207.1(d)(1)(C) WIC** requires that the officer shall inform the minor about:

- The purpose of the secure custody,
- The length of time the secure custody is expected to last; and
That the minor will not be held in secure custody longer than six hours.

Supervision of Minors Held Inside a Locked Enclosure

The Redondo Beach Police Department does not house minors inside locked enclosures.

Supervision of Minors in Secure Custody Outside of a Locked Enclosure

When placing a minor in secure custody, the following procedures shall be followed:

- The jailer and arresting officer shall obtain an approval from the Watch Commander prior to placing the minor in secure custody.

- The officer shall read the 207.1 WIC advisement from the Secure Detention of Juvenile Log (attachment 11).

- The officer shall document the reason for the secure custody in the crime report or a supplemental report.

- The jailer or officer shall immediately record the secure custody on the Secure Detention of Juvenile Log (attachment 11) and ensure that the approving Watch Commander signs the log.

- An officer shall provide constant direct visual observation of the minor for the duration of the secure custody, noting each 30-minute check on the Secure Detention of Juvenile Log (attachment 11).

- In instances where a minor held in non-secure custody is changed to a secure custody, the arresting officer shall be notified to return to the station to supervise the minor during the term of the secure custody.

- A staff person shall provide constant direct visual observation to ensure the minors safety while secured to a stationary object. Securing minors to a stationary object for longer than 60 minutes, and every 30 minutes thereafter, shall be approved by a Watch Commander, shall be based upon the best interest of the minor and shall be documented.

- Minors of different genders shall not be placed in the same immediate area of secure detention.

Criteria for Non-Secure Custody

Minors held in temporary custody, who do not meet the criteria for secure custody as specified in Section 207.1(b) WIC, may be held in non-secure custody to investigate the case, facilitate release of the minor to a parent or guardian, or arrange for transfer of the minor to an appropriate facility. While minors are held in temporary non-secure custody the provisions of Section 1143 apply.

Supervision of minors in Non-Secure Custody

The following minors transported to the Redondo Beach jail for booking shall be held in non-secure custody:
- All minors under the age of 14; and
- Minors who do not meet the criteria for secure custody.

Minors held under non-secure custody shall receive constant direct visual observation by a designated staff member in the following order;

- When two (2) jailers are assigned to and working the jail, one (1) jailer shall be responsible to monitor the minor, provided the Jail Unit is not behind in the booking process of several incarcerated persons. If no jailers are available,
- A sworn officer shall be responsible to maintain constant visual supervision of the minor at all times.

Monitoring a minor using audio, video, or an electronic device does not replace constant direct visual observation.

Minor entry and release times shall be logged on the Non-Secure Detention of Juveniles Log (attachment 12).

1151

Minors Under the Influence of Any Intoxicating Substance in Secure or Non-Secure Custody

Minors who are detained while under the influence of drugs, alcohol or any other intoxicating substance may be at risk of serious medical consequences, including death. Examples include acute alcohol poisoning, seizures and cardiac complications of cocaine, markedly disordered behavior related to amphetamines or hallucinogenic drugs, and others. In certain cases, a medical clearance should be obtained prior to custody of minors at the Redondo Beach Police Department where the minor appears to be under the influence of drugs, alcohol or any other intoxicating substance. Each incident is unique and the determination is left to the officer’s discretion in determining if a minor may require medical attention.

The following criteria may help establish if a minor is severely intoxicated to the point a medical evaluation is warranted:

- Known or suspected ingestion or sequestration of a balloon containing drugs in a body cavity;
- Minor is known or suspected to have ingested any substance that could result in a medical emergency;
- A minor who is severely intoxicated;
- An intoxicated minor whose symptoms of intoxication are not showing signs of improvement.

Minors with lower levels of alcohol in their system may not require medical evaluation. An example is a minor who has ingested one or two beers would not normally meet this criterion.

(A) minor detained and brought to the Redondo Beach Police
Department who displays symptoms of intoxication as a result of alcohol or drugs shall be handled as follows:

1. Observation of minors breathing to determine that breathing is regular. Breathing should not be erratic or indicate that the minor is having difficulty breathing.

2. Observation of the minor to ensure that there has not been vomiting while sleeping and to ensure that intoxicated minors remain on their sides rather than their backs to prevent the aspiration of stomach contents.

3. An arousal attempts to ensure that the minor will respond to verbal or pressure stimulation. This is the most important monitoring procedure.

(B) Personal observation shall be conducted on a frequent basis while the minor is in the custody of the Redondo Beach Police Department, and shall include safety checks at least once every 15 minutes until such time as the symptoms are no longer present. The 15-minute checks of the minor shall be documented on the Juvenile Detention Log, RBPD Form 420 (attachment 40). A Department employee or sworn officer must maintain constant direct visual supervision of intoxicated minor.

(C) Any situation involving a minor who displays symptoms suggestive of a comatose state (increasing difficulty or inability to rouse, irregular breathing patterns, or convulsions), shall be treated as an EMERGENCY. Paramedics should be called and the minor taken to a medical treatment facility.

(D) Minors undergoing acute withdrawal reactions shall immediately be transported to a medical facility for examination by a physician.

(E) A medical clearance is required before the minor is transported to Juvenile Hall if it is known that the minor ingested any intoxicating substances or appears to be under the severe influence of alcohol.

When the minor no longer displays symptoms of intoxication, the requirements in section (a) above will no longer be required. The minor will still be monitored on a 30-minute basis as outlined in this policy. The minor will continue to be monitored as required for secure or non-secure custody.

Supervision of minors in secure custody outside of a locked room shall be supervised in accordance with Section 1148.

Supervision of minors in non-secure custody shall be supervised in accordance with section 1150.
Article 11 – Medical/Mental Health Services

1200 Responsibility for Health Care Services

Incarcerated persons requiring medical treatment will be transported to the Little Company of Mary or Torrance Memorial Hospital emergency rooms where there is at least one qualified health care professional on duty at all times. The jailer will notify the Watch Commander to arrange for a sworn officer to transport the incarcerated person to the hospital for treatment. After treatment, the officer will return the incarcerated person to the Redondo Beach Jail with an “OK to Book” unless otherwise indicated by the attending qualified health professional.

1205 Health Care Records

All medical records are maintained by the off-site medical facility providing treatment to the incarcerated person.

1206 Health Care Procedures

The Redondo Beach Police Department’s health care procedures for Incarcerated persons are as follows:

a) The jailer will call dispatch to summon paramedics if an incarcerated person requires immediate medical attention.

b) In a non-emergent situation where an incarcerated person requires contact or consultation with a private physician, the incarcerated person will be transferred to Little Company of Mary or Torrance Memorial Hospital emergency rooms (see 1200).

c) For emergency and non-emergency medical and dental services, the incarcerated person will be transported by either paramedics or a sworn officer to a local hospital emergency room or medical facility for treatment. For a service that cannot be accommodated by a medical facility or that requires continued care including medication, the incarcerated person will be transferred to L.A. County jail.
1206.5 Management of Communicable Diseases in a Custody Setting
At the time of booking, and prior to placement in a housing area, an L.A. County Arrestee Medical Screening Form, LASD Form SH-R-422 (attachment 8), shall be completed. Responses to questions on this form shall be noted, with any affirmative answers immediately reported to the Watch Commander for a determination on alternate housing or release.

It is the policy of the Redondo Beach Police Department not to house any incarcerated person who claims to have an active communicable disease, including but not limited to Hepatitis, Tuberculosis, MRSA and AIDS. The incarcerated person shall be separated from others. All reported disease conditions will be presumed as serious and/or potentially contagious.

Managing COVID-19 in the Jail Environment

During a pandemic such as COVID-19 and any future variants, the following procedures to stop or reduce the likelihood of exposing others shall be followed.

• All incarcerated persons entering the jail shall have their temperature taken upon entry. Any incarcerated person with a temperature of 100 or above shall be isolated from others.

• All incarcerated persons must wear a mask while in the jail. Incarcerated persons can only remove their mask when they are enclosed in their own cell provided they are not housed with others. They must wear a mask while in the cell 8 if other incarcerated people are present.

• Incarcerated persons exhibiting symptoms of COVID-19 shall be isolated in a single cell until they can be transferred to County Jail where they have access to medical treatment. Symptoms include but not limited to; fever, cough, headache and body aches.

• The cell is to be thoroughly cleaned and sanitized if someone suspected or known to have COVID-19 has occupied the cell.
Medical Receiving Screening

- The following guidelines should assist in detecting medical problems with incarcerated persons in our custody. These guidelines are not to be considered all-inclusive. All personnel coming in contact with an incarcerated person are responsible to look for actual or potential medical problems and to initiate actions to ensure that incarcerated persons receive proper treatment. In addition to medical problems, personnel will also be aware of any incarcerated persons believed to have mental health problems, developmental disabilities, or communicable diseases.

- Arresting officers, prior to transporting to the Jail, shall immediately notify the Watch Commander of any injured or obviously ill person held in custody. Those persons in need of medical attention shall be taken to an appropriate medical facility for treatment. In addition to any treatment, they shall be medically cleared for booking by the treating medical facility, prior to being transported to the Jail. Documentation of this medical clearance must be obtained by the transporting officer and given to the jailer upon their arrival at the jail.

- In those instances where an officer observes a suspect ingest drugs, narcotics or other harmful substances, the individual shall be taken to an appropriate medical facility for treatment. The Watch Commander shall be notified of the incident and the medical findings.

- Jailers shall also attempt to recognize other signs of problems including; fever, infection, swelling, vermin, potential suicide risk, or assaultive behavior towards staff members or other incarcerated persons. Potential medical concerns shall immediately be brought to the attention of the Watch Commander so that medical treatment may be arranged.

- If an incarcerated person exhibits symptoms of withdrawal, then that person shall be transported immediately for medical evaluation.
Medical Form Reporting

The jailer and the transporting officer shall complete a medical screening form, L.A. County Arrestee Medical Screening Form, LASD Form SH-R-422 (attachment 8), for each incarcerated person. The transporting officer shall ask the incarcerated person the medical questions in the Officer's Observations section, noting the responses. The jailer shall complete the remaining medical screening immediately after the pre-booking review is completed. If the incarcerated person has some form of a sensory deficit, the jailer's visual observations should be documented and the remainder of the form completed when the incarcerated person is coherent. A "yes" response to any of the medical questions shall immediately be brought to the attention of the Watch Commander so that medical treatment may be arranged. An incarcerated person with medical ailments/diseases or who takes prescribed medications shall have the “medical” stamp affixed to the front of the Records Face Page (attachment 47) and jail copy of the Los Angeles County Booking Face Page (attachment 43). This stamp will alert jailers to any special handling necessary for an incarcerated person. The “medical” stamp is located in the jail booking room.

To ensure that pertinent medical information will be given to another correctional, medical or mental health facility upon the transfer of the incarcerated person, one copy of the L.A. County Arrestee Medical Screening Form (attachment 8) shall be attached to the plastic bag containing incarcerated persons property.

Another copy of the L.A. County Arrestee Medical Screening Form (attachment 8) will be attached to the Records copy of the booking package after the release of the incarcerated person.

Pregnant Incarcerated Persons
Women who have reached their seventh month of pregnancy will not be detained for extended periods of time in this facility. They will be transferred to the Los Angeles County Jail for women, if they do not qualify for release on citation, and they cannot immediately arrange for bail. Women who are breastfeeding must be allowed to use a breast pump when necessary during their incarceration. Two manual breast pumps for this purpose shall be kept in the Jail storeroom. Breast milk may not be stored and shall be disposed of promptly. Breast pumps shall be discarded when the incarcerated person is released from custody or transferred to another facility.

A Female Inmate Pregnancy Services Placard (attachment 35) is posted on the windows of each female housing cell.
Prosthetic Devices

Incarcerated persons will be allowed to retain prosthetic devices, including eyeglasses, unless an immediate risk to security or safety exists. Prosthetic limbs may be retained by the incarcerated person after they have been thoroughly searched for contraband by the arresting officer or jailer. Stretch bandages (Ace bandages) are not a prosthetic device and will not be allowed in a cell. These bandages are frequently used as a suicide tool and pose a critical security hazard.

Diabetes/Heart Conditions/Epilepsy
Incarcerated persons who have diabetes, heart trouble, or epilepsy, and who are currently receiving prescribed medication for any or all of these illnesses shall be immediately transferred to L.A. County jail if the incarcerated person is retained in custody on felony or misdemeanor charges. The charges and bail amount must meet the Los Angeles County facility requirements.

Mental Health

All incarcerated persons who may be in behavior crisis or incarcerated persons with obvious diminished capacity will be separated from others. The jailer is responsible for determining from the incarcerated persons and arresting officer whether special treatment conditions exist. The Watch Commander will be notified whenever a person with mental health problems or developmental disabilities is arrested. The Watch Commander will decide which of the following procedures is appropriate, based upon the severity of the incarcerated persons mental disability:

- Place the incarcerated person in custody in a cell by themselves. A physician’s opinion shall be secured within twenty-four hours of such segregation to evaluate whether the incarcerated person should continue to be housed in this facility.
- Transport the incarcerated person to Harbor General Hospital for a seventy-two (72) hour observation period or transport the incarcerated person to the Los Angeles County Jail.

Special Behavior Health Assessment

1207.5

Jailers and officers shall immediately notify the Watch Commander when an incarcerated adult or minor is arrested who has given birth within the past year and is charged with murder or attempted murder of their infant. This assessment may indicate postpartum psychosis which necessitates transfer to the Century Regional Detention Facility (CRDF) or, if a minor to the Eastlake Juvenile Hall for alternate housing and further evaluation.
Access to Treatment
The jailer shall notify the Watch Commander if an incarcerated person complains about or exhibits illness or injury. The incarcerated person will be transported to Little Company of Mary or Torrance Memorial Hospital by a sworn officer for treatment.

Females will be allowed to consult a physician of their choice, and at their expense, to determine if they are pregnant.

If a female request for a personal physician for an exam, she will be transferred to Los Angeles County Jail where adequate medical facilities and security procedures are available for the examination.

Incarcerated persons under the care of a Methadone Program will be immediately transferred to the Los Angeles County Jail upon being booked, where they will be able to continue to receive management in the Methadone Program.

Mental Health Services and Transfer to Treatment Facility
The Redondo Beach Police Department does not provide mental health services. A mentally disordered incarcerated person who appears to be a danger to themselves or others, or to be gravely disabled, will be transferred for further evaluation to Harbor General Hospital for a seventy-two (72) hour observation period or to the Los Angeles County Jail.

Sick Call
Incarcerated persons complaining of illness will be transported to Little Company of Mary Hospital, Torrance Memorial Hospital or Los Angeles County Jail for treatment, at the discretion of the Watch Commander.

Jailers will conduct a daily sick call at the beginning of their shift, and note this on the Daily Jail Log, RBPD form 349.

Vermin Control
Liquid Lice Treatment is available to treat incarcerated persons who are infested with crabs, head or body lice. The jailer will follow the directions on the container in applying the preparation. The jailer will seal the incarcerated persons clothing in a plastic bag, place it outside the jail facility, and will issue jail clothing. The incarcerated person will be separated from others to prevent the infestation spreading. The jail cell the incarcerated person is housed in will not be used until the cell has been disinfected. The liquid lice treatment is located in the jail storage room.

Detoxification Treatment
Incarcerated persons who require more than minimal assistance walking shall be medically cleared before they are accepted at this facility.
Those believed to be intoxicated and a threat to their own safety shall be kept in the Sobering Cell until they are considered sober.

Before placement in the Sobering Cell, jail staff must complete an Intoxicated Assessment Form, RBPD Form 301 (attachment 13), for incarcerated persons believed to be under the influence of an intoxicant.

Jailers shall evaluate the incarcerated persons level of sobriety prior to assignment to a regular cell. This must be done no later than six hours from placement in a sobering cell and shall be documented on the Intoxicated Assessment Form, RBPD Form 301 (attachment 13). The Watch Commander shall be notified if the incarcerated person is still unable to care for themselves after six hours in custody.

Jail staff shall evaluate incarcerated persons in order to assess whether they should be transported to an appropriate medical facility. Should a medical evaluation be necessary two hours after the six-hour evaluation, it shall be indicated on the Intoxicated Assessment Form, RBPD Form 301 (attachment 13), and the incarcerated person taken to the appropriate medical facility. Medical staff must approve continued retention of the incarcerated person in this jail facility with an “Okay to Book”.

REMEMBER that people suffering from a diabetic reaction can appear to be intoxicated. If an incarcerated persons level of intoxication appears to be deteriorating or intoxication seems to be increasing, the subject shall be immediately evaluated by medical staff.

While in the Sobering Cell, the jailer will monitor the incarcerated person every thirty (30) minutes or less and describe the incarcerated persons condition on the Intoxicated Assessment Form, RBPD Form 301 (attachment 13). This will include an attempt to rouse the person in order to ascertain their well-being.

If any incarcerated person exhibits signs of acute intoxication, difficulty breathing, or is difficult to rouse, the Watch Commander shall be notified immediately so that the appropriate medical attention can be rendered. (Note: loud, raspy, labored breathing commonly thought to be snoring is an example of difficulty breathing.)

1215

**Dental Care**

Incarcerated persons with dental complaints will be transferred to the Los Angeles County Jail.

1216

**Pharmaceutical Management**

**Non-Prescription Medications**

A supply of aspirin, non-aspirin, and antacid tablets will be kept in the locked storeroom for incarcerated persons requesting such medication for minor complaints. The jailer must never suggest one of these medications. This is considered to be a prescription of medication and is not allowed.
The jailer will note the date, time, jailer's serial number/initials, and dosage for the medication that was furnished on the Classification Form (attachment 9) under medication. Dosage shall not exceed recommended dosage and/or frequency on packaging. Jailers will verify incarcerated person's identity by matching booking sheet photo and name with incarcerated persons wristband prior to furnishing non-prescription medication.

The jailer will stand by and observe the incarcerated person take the non-prescription medication. If the incarcerated person states that they want to wait to take the non-prescription medication, then the jailer will retrieve the non-prescription medication until the incarcerated person is ready to take it.

Non-prescription medications stocked by the jail are checked weekly by an assigned jailer to ensure expiration dates have not passed.

**Prescription Medications**

Prescription medications are not provided in the Redondo Beach Jail. Incarcerated Persons who require prescription medications are transported to the Los Angeles County Facility for continuation of their medication, transferred to the appropriate medical facility, or released from custody.

If an incarcerated person is transported to the hospital for an “OK to Book” and the hospital gives the incarcerated person a prescription for medication, they will be transferred to the Los Angeles County Jail or released from custody.

**Inhalers**

Incarcerated persons will be allowed to use their asthma inhalers upon request. After each use, the inhaler will be stored and locked in the incarcerated persons property locker. The asthma inhaler must have the incarcerated person's name, dosage and issuing pharmacy clearly affixed to the label/container. Incarcerated persons with chronic asthma will be transferred to the Los Angeles County jail.
Methadone

Incarcerated persons participating in a methadone program will be transferred to the Los Angeles County Jail where methadone is available.

Birth Control Medication

Incarcerated persons will be allowed to continue taking birth control pills. Birth control pills will be provided by a hospital pharmacy, or the incarcerated person shall be transferred to the Los Angeles County Jail.

Psychotropic Medications

Psychotropic medications will not be administered in the Redondo Beach Jail. Incarcerated persons who require psychotropic medications will be transferred to the Los Angeles County Jail, other appropriate medical facility or released from custody.

First Aid Kits

First aid kits including CPR rescue mask, gloves and hazardous material bag are located in the jail booking room, female corridor near the kitchen door, male corridor near the emergency exit and near the storeroom door.

Food Handler  As part of the hiring process, new jailers are medically screened by a physician prior to being hired or being permitted to disperse food. This is to minimize exposure to food borne diseases. Applicants are tested for tuberculosis at the time of hire and have the option of annual testing for tuberculosis. The hepatitis series is available for all employees at their discretion.

Written procedures for education and ongoing monitoring and cleanliness of food handlers are detailed in the Exposure Control Plan Manual. Copies of the manual are located in the Watch Commander’s Office and on the City-Wide Share Point Drive (S drive).
1240

**Frequency of Serving**

Frequency of Meals - Meals shall be served three times in any 24-hour period. At least one of these meals shall include hot food. If more than 14 hours pass between these meals, supplemental food must be served. Designated meal hours: 5:30 AM, 12:00 Noon, 5:30 PM. (1240 MJS).

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

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

Food Services Plan - The Food Services Plan shall be found and or posted in the kitchen, the Jail Manual located in the jail office, booking room, and Jail Manager's office, and is available to jailers serving food at all times.
Article 12 – Food

1241 Minimum Diet

The minimum diet provided shall be based upon nutritional and caloric requirements found in the 2019 Dietary Reference Intakes (DRI) of the Food and Nutritional Board, Institute of Medicine of the National Academies, and the 2020-2025 Dietary Guidelines for Americans, which are hereby incorporated by reference.

Minors, pregnant and lactating females incarcerated will receive an additional carton of milk per day.

Minors, pregnant and lactating females incarcerated will receive twice the usual daily meals provided to ensure adequate nutritional requirements. Plastic spoons will be issued with meals. A count of the number dispensed must correlate with those collected after meals. Utensils and related trash will be discarded in the jail kitchen wastebasket by each jailer at the end of mealtime or by the end of their shift. At the discretion of the jailer, the incarcerated persons may retain one Styrofoam cup for drinking water.

Institutional dinners are served each day. Special holiday dinners may be provided when available. Vegetarian meals are available.

The jailer is responsible for recording the type and quantity of meals served on the Daily Jail Meal Report, RBPD Form 136 (attachment 5).
1242 Menus

Two different menus (attachment 6) are offered and are served on alternate days. These menus are posted, along with cooking instructions in the kitchen and the booking area.

The menus are as follows:

*Minors, pregnant or lactating persons receive an additional carton of milk per day.*
1243  Food Service Plan

Purchasing

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

The following vendor shall be used:

Los Angeles Sheriffs Department Food Services Unit
Central Kitchen CRDF

Contacts:

Dale Turner, Manager (323) 526-5431
Victor Soto, Asst. Manager (323) 526-5338
CRDF Kitchen: (323) 568-4571
Levon Arabyan, Food Manager (323) 568-4572

Meal order form (attachment 44) is sent by email to 'fd_srv_rdon_bch_pdlasd.org' or faxed to (323) 568-4713

Storage and Inventory Control

It is a designated jailer's responsibility, as a secondary duty, to order food every Monday for delivery on the following Wednesday using the LASD Food Services Unit Order Form (attachment 44). This form shall be forwarded to the Jail Manager where the form will be archived for one year.

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

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

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

Hot foods shall be kept at 135 degrees Fahrenheit or above.
Cold foods shall be refrigerated at 41 degrees Fahrenheit or below
Frozen foods shall be kept at 0 degrees Fahrenheit or below.
It is a designated jailer’s responsibility, as a secondary duty, to check kitchen stock and inspect kitchen for damages or defects. All items for repair or restock shall be noted on the Weekly Jail Inspection Form (attachment 1) and forwarded to the Jail Manager for action. These forms will be stored for one year.

Receipt of Food

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

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

Food Preparation

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

(a) "Limited food preparation" means food preparation that is restricted to one or more of the following:
(1) Heating, frying, baking, roasting, popping, shaving of ice, blending, steaming or boiling of hot dogs, or assembly of non-prepackaged food.
(2) Dispensing and portioning of non-potentially hazardous food.
(3) Holding, portioning, and dispensing of any foods that are prepared for satellite food service by the onsite permanent food facility or prepackaged by another approved source.
(4) Slicing and chopping of food on a heated cooking surface during the cooking process.
(5) Cooking and seasoning to order.
(b) "Limited food preparation" does not include any of the following: slicing and chopping unless it is on the heated cooking surface, thawing, cooling of cooked potentially hazardous food, grinding raw ingredients or potentially hazardous food, reheating for hot holding, washing of foods, and cooking of potentially hazardous foods for later use.

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

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

Poultry, stuffed meats, pasta stuffed with meat leftovers: 165°F.
Ground meats, including ground beef (non-poultry): 155°F. Eggs, pork and most other potentially hazardous foods: 145°F.
Foods cooked in a microwave oven must be stirred or rotated often during cooking and need to be covered and heated throughout to a minimum temperature of 165° F. Never cook or reheat using hot holding equipment and never add raw food to food that has already been cooked.

Any food that appears to be contaminated or where the jailer believes the meal is not in compliance with the approved menu must be discarded. The Jail Manager or the Watch Commander shall be notified of such action and shall arrange for a replacement of food for the incarcerated person.

**Orientation and On-Going Training**

Jail staff will be trained on meal service, basic sanitation and safe food handling by their training officers. At least one jailer, or the Jail Manager, shall be certified with the minimum food safety knowledge and will train staff should a change in dietary requirements occur in order to meet the new specifications.

**Meal Service & Food Handling Procedures (1230 MJS and Section 27605 California Uniform Retail Food Facilities)**

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

**Personal Cleanliness**

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

Employees must conduct themselves in such a manner that they do not contribute to the contamination of any food. No employee shall commit any act that may cause the contamination or adulteration of food, food-contact surfaces or utensils. Employees serving food shall thoroughly wash their hands and that portion, if any, of their arms exposed to direct food contact with cleanser and warm water by vigorously rubbing together the surfaces of their lathered hands and arms for at least 10 to 15 seconds and thoroughly rinse them. Employees shall wash their hands in all of the following instances:
1. Immediately before engaging in food preparation including working with prepackaged foods.
2. After touching bare human body parts other than clean hands and clean exposed portion of arms
3. After using the toilet room
4. After coughing or sneezing using a handkerchief or disposable tissue, using tobacco, eating or drinking.
5. Before donning gloves for working with food and after engaging in other activities that contaminate the hands.

Sanitation Guidelines

Jail staff must wear clean clothing or uniforms at all times. Jail staff must wash their hands with cleanser and warm water before handling or serving incarcerated person meals, immediately after using toilet facilities, and at other times as necessary to prevent contamination of food or utensils. Staff shall use paper wrappers, gloves or other implements to assemble ready-to-eat food or to place ready-to-eat food on tableware or other containers for distribution to incarcerated persons.

Food Inspection

Employees serving food to incarcerated persons shall visually inspect the food prior to service to verify the meal complies with the approved Redondo Beach Police Department menu.

Employees serving food to incarcerated persons shall verify that the meal is being served according to manufacturer's cooking instructions.

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

Employees shall check the temperature daily on the refrigerator and freezer. Employees shall complete the daily log sheet located in the kitchen by indicating temperature. The Watch Commander or Jail Manager shall be notified immediately of any inconsistencies in the temperature of either the refrigerator or freezer (see equipment maintenance and repair).

Meals shall be served immediately.

Budgets and Food Cost Accounting

All food costs are analyzed annually and determined by the Jail Manager using Title 15 nutritional guidelines, the vendor providing the food and the County of Los Angeles Department of Health Services Environmental Health Specialist. The annual estimated cost of incarcerated persons food is included in the City's annual budget.

Emergency Feeding Plan

Food from LASD Food Services Unit is available for pick up from CRDF if
the jail runs out of food. Neighboring agencies who also use the LASD Food Services Unit may also be able to provide food on an emergency basis. If for any reason the Jail is unable to serve the food from LASD Food Services Unit due to shortage or any other unforeseen emergency, arrangements will be made with McDonald’s Restaurant, located at 235 N. PCH, Redondo Beach, CA 90277.

Equipment Maintenance and Repair

A weekly food service appliance and equipment inspection shall be conducted by jailers as assigned by the Jail Manager. Any repairs required shall be documented on Weekly Jail Inspection Form, RBPD Form 222 (attachment 1) and submitted to the Jail Manager.

The temperature of the freezers, located in the storeroom shall be annotated daily onto the Temperature Log. The temperature for the freezers should read 0 degrees with a plus or minus variable of 5 degrees being in a safe range. The jailer shall notify the Jail Manager of any unusual fluctuation of the temperature.

Weekly Menus

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

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

Incarcerated persons shall be provided three meals each day, two of which shall be served hot. Variations to the two hot meals per day requirement may be allowed to accommodate religious observances, religious meal programs, and institution emergencies. The breakfast meal shall be served not more than 14 hours following the previous day’s evening meal.
Menus in the Redondo Beach Police Department Jail shall be planned at least one month in advance of their use. Menus shall be planned to provide a variety of foods, thus preventing repetitive meals. Menus shall be approved by a registered dietitian from LASD Food Services prior to being used. If any meal served varies from the planned menus, the change shall be noted in writing on the menu and or production sheet. Review of the meal plan including changes shall be evaluated by a registered dietitian at least annually.

**Recall of Food Products**

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

Los Angeles County Sheriff’s Department (LASD) subscribed to the USDA/FDA recall notices. Once there is a food product on the recall list, LASD will receive a notice. LASD will check the list against their inventory. They have made up the proportion trays with cook chill items that they have cooked to 180 degrees above following the HACCP plan. The products are chilled to below 41 degrees and stored in a deep chill cooler for product safety. LASD food buyers will verify with our vendors if there is a known recall to ensure food safety for all parties. If an item in their ingredient is under recall, all prepared items will not be used and they will notify the health department immediately.

It is the policy of LASD to maintain a sample of each cook and chill product. LASD will send the sample for product testing if there is any doubt about the food safety of that product. If LASD received any of the recalled products, that product will be wrapped and put aside in a designated area to be returned to the vendor.

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

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

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

Levon Arabyan, Manager  
Los Angeles Sheriff’s Food Service Unit  
(213) 893-5109 or e-mail  
LArabya@lasd.org
1248 Medical Diets

Minors, pregnant, and lactating people shall receive an additional carton of milk per day. Incarcerated persons who require any other medical diets will be transferred to Los Angeles County Jail where medical diets and diet manuals are available.

Religious Meals

Incarcerated persons who request religious meals will be transferred to Los Angeles County Jail where religious meals are available.
Article 13 – Clothing and Personal Hygiene

1263 Clothing Supply
All incarcerated persons will normally receive two blankets when initially assigned to a cell. Used blankets will be collected and placed in the laundry hamper when released or transferred.

Jail pants, tee shirts, underwear and socks will be issued to those incarcerated persons whose clothing is soiled, placed into evidence, or as requested.

Laundry that is known or suspected to be contaminated with infectious material will be sealed by the Jailer in a plastic bag, and placed outside the jail facility.

1264 Control of Vermin in Personal Clothing
Incarcerated persons clothing believed to be contaminated with infectious material will be sealed by the Jailer in a plastic bag, and placed outside the jail facility. The Jailer will issue jail clothing to the incarcerated person.

1265 Issue of Personal Care Items
The following procedures will be followed in issuing personal care items to incarcerated persons:

- Each menstruating person shall be provided with sanitary napkins, panty liners, and tampons as requested with no maximum allowance. Personal care items shall be issued within the first 12 hours of housing assignment.

- Incarcerated persons held over twenty-four hours will be provided a toothbrush, toothpaste, towel, soap, shaving implements, and a comb.

- All items given shall be collected and destroyed after use by the Jailer issuing the items.

- A disposable razor and shaving gel will be provided to those requesting them. A jailer shall supervise while the razor is in use and collect it immediately after use.

- All incarcerated persons will normally receive two blankets when initially assigned to a cell. Used blankets will be collected and placed in the laundry hamper when released or transferred.

- Jail pants, tee shirts, underwear and socks will be issued to those incarcerated people whose clothing is soiled, placed into evidence, or as requested.

Incarcerated persons will not share the personal care items issued
Showering

Incarcerated persons will be allowed to shower upon assignment to a cell and at least every other day thereafter. Shower times are each day between the hours of 11am and 3pm upon request.

Absent exigent circumstances, no person shall be prohibited from showering at least every other day following assignment to a housing unit. If showering is prohibited, it must be approved by the facility manager or Watch Commander, and the reason(s) for prohibition shall be documented on the Daily Jail Log, RBPD Form 349 (attachment 4).

Bedding and Linen Exchange

Mattress shall be free of holes and tears. Mattress with holes, tears, or that lack sufficient padding shall be replaced upon request with mattresses that meet the requirements outlined in Title 15 section 1270.
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Article 15 - Facility Sanitation and Safety

Facility Sanitation, Safety, and Maintenance

The jail facility will be kept in a clean and safe condition at all times.

City-employed custodians will thoroughly clean the Jail each day and replace all used/soiled linen and blankets. They will also remove all trash from the Jail.

Showers, toilets, sinks, and floors will be cleaned and disinfected daily. Walls and windows will be cleaned, if soiled. A checklist of duties completed by the custodians will be maintained and kept in the linen room.

Jailers are responsible for maintaining the facility in a safe and sanitary condition when custodians are not available. Jailers are also responsible for monitoring the quality of work performed by the custodians to ensure that acceptable standards are met.

A jailer assigned the inspection task will inspect the Jail weekly, using the Weekly Jail Inspection Form, RBPD Form 222 (attachment 1) as a guide. The inspection shall include a search for weapons and contraband and a check of all the locks, bars, lights, ventilation covers, wash basins and toilets to ensure that they are operating correctly and have not been tampered with. The form will be forwarded to the Jail Manager so that any required repairs may be initiated.

The jailers receiving the meal and linen deliveries shall ensure that meals are placed in the jail freezer/refrigerator and that the linens are placed in the jail storage room.

Whenever emergency repairs are required, the jailer will immediately notify the Jail Manager or Watch Commander.
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Jail Operations

Jail Security

2000  Jail Security Procedure

The following security procedures are mandatory at all times:

- All incarcerated persons entering the jail from any outside source will be thoroughly searched at time of entry by the arresting officer, the jailer, or the matron.

- Persons arrested on drug-related charges or suspected of possessing weapons may be skin-searched with Watch Commander approval. Forcible skin searches of incarcerated persons also require the Watch Commander's approval. Additionally, the arresting officer must complete a Skin Search Authorization, RBPD Form 321 (attachment 14), explaining the circumstances, naming the personnel present during the search, and the results of the search.

- Firearms are not permitted in the Jail at any time.

- Only attorneys, members of the clergy, or medical personnel will be allowed physical contact visiting. All other visitors are required to use the visitors' booth. Upon completion of a physical contact visit, a skin search of the incarcerated person may be completed at the direction of the Watch Commander.

- A pat-down search and an inspection of purses and bags shall be performed on all visitors. Visitors who refuse a pat-down search and/or search of their property being brought into this facility shall not receive the visit.

- Incarcerated persons shall not possess matches or lighters at any time.

- Jailers will monitor all maintenance workers, whether City employees or not, to ensure that they do not have physical contact with incarcerated persons. Jailers shall inspect the jail facility for tools immediately after the repair(s) is completed.

- If the jailer has reason to believe that any cell contains contraband or that any incarcerated person is in possession of contraband, the jailer will notify the Watch Commander and request that a search be conducted.

- The Watch Commander reporting on duty shall inspect the Jail facility at least twice during their shift. Both of these inspections will be recorded on the Jail Activity Log, RBPD Form 255 (attachment 3).
• The jailer will visually observe every incarcerated person at least every half-hour. Incarcerated persons in the safety cell will be monitored once every fifteen (15) minutes. Incarcerated persons in the detoxification cell will be monitored at least every thirty (30) minutes or more frequently if circumstances warrant. These inspections will be documented on the Jail Activity Log, RBPD Form 255 (attachment 3).

• When a female employee is available, she shall accompany a male jailer in doing a visual observation of a female incarcerated persons. If no female employee is available, then a male jailer shall announce that he is conducting a jail check to notify the females that he is walking through the female area of the jail.

• The Jail Manager will inspect the Jail each duty day and document the inspection on the Jail Activity Log, RBPD Form 255 (attachment 3).

• The Jail Commander will inspect the Jail and review jail operations at least once each month and document the inspection on the Jail Activity Log, RBPD Form 255 (Attachment 3).
2003  **Entry into Occupied Cells**

Civilian jail staff and sworn personnel shall not enter an occupied cell unless a second jail staff member or sworn officer is present. The only exception is when an incarcerated female is skin searched by a female jailer/matron/officer with only a male jailer/officer present. In this case, the male jailer/officer shall remain in the hallway out of view of the female being searched.

2004  **Security Check of Cells**

It is the responsibility of jail staff to conduct a security inspection of an unoccupied cell prior to placing an incarcerated person in that cell. The security inspection should include a search for weapons and contraband.

After removing an incarcerated person from a cell, thereby making it unoccupied, the jailer shall conduct a security inspection of that cell.

In the event that a weapon or contraband is found during a security inspection, the Watch Commander shall be notified immediately (or as soon as practical) of the circumstances surrounding the incident.
2005  **Cell Surveillance**

Jail cameras are permanently affixed to positions viewing the cells, booking area and corridors. Viewing cells via the monitoring stations shall be utilized as a supplement to visual observations and will not substitute for staff visually observing each incarcerated person.

Jail cameras are positioned for maximum privacy. Modesty panels have been installed in front of toilet facilities so that particular sections of a cell do not appear on the monitor.

2006  **Weapons in the Jail**

Firearms: Firearms are prohibited from entering the jail facility except in those exigent circumstances where lethal force is necessary to safeguard human life.

Chemical Weapons: Chemical weapons may be brought into the jail facility by those personnel that have been authorized by the department to deploy such weapons.

Electronic Weapons: Electronic weapons may be brought into the jail facility by those personnel that have been authorized by the department to deploy such weapons.

2007  **Use of Force**

When the use of force is exercised, the officers or jailers involved will notify the Watch Commander as soon as possible. The Watch Commander shall ensure that the appropriate documentation occurs.

Any employee witnessing the use of force shall inform their immediate supervisor about the incident as soon as possible.

Policy Manual (P.M.), Policy 300 – Use of Force (attachment 15) and all Administrative Directives attached to this section, define the policy of the Redondo Beach Police Department.
Jail Emergencies

2100 Emergency Suspensions of Standards or Requirements

The Watch Commander has primary responsibility for controlling any emergency situation and may deviate from guidelines as circumstances dictate.

2101 Escapes

In the event that an incarcerated person escapes from the Jail, the person discovering the escape will immediately notify the Watch Commander who will ensure that an escape radio broadcast is made. The Jail Commander in cooperation with the Bureau Commander will appoint an investigator to determine the cause of the incident and file a comprehensive crime report. The Jail Commander and Jail Manager will also take other precautions to prevent further escapes. The following persons will be notified that an escape has occurred:

- The Chief of Police.
- All Bureau and Division Commanders.
- The Jail Manager.

2102 Disturbances

If a disturbance occurs amongst incarcerated persons, the Watch Commander will immediately report to the Jail and provide direct supervision as the Incident Commander. The Watch Commander will determine the number of officers required to control the disturbance and deploy them to the Jail. Outside agencies will be contacted for assistance, if required.

The tactical techniques utilized to quell the disturbance will be at the discretion of the Watch Commander but may include any or all of the following measures:

- Reasoning with the problem incarcerated persons, either by the Watch Commander or a department crisis negotiator.
- Physical restraint of the incarcerated persons.
- Placement of incarcerated persons into the safety cell or sobering cell.
- Transfer of incarcerated person to a medical institution or The Los Angeles County Jail.
2103 Hostage Taking

If incarcerated persons take a hostage, the Watch Commander will immediately respond to the Jail as the Incident Commander. The Watch Commander will give primary consideration to preventing injury to the hostage, maintain control of the jail facility, and prevent escapes.

Actions to be considered by the Watch Commander include:

- Utilizing a crisis negotiator.
- Making a direct assault to affect the rescue of the hostage.
- Utilizing a taser or chemical devices to incapacitate the incarcerated person.
- Requesting the SWAT Team to take operational control of the hostage rescue.
- Any other actions that the Watch Commander deems necessary.

The following personnel will be notified when a hostage situation exists:

- The Chief of Police.
- All Bureau and Division Commanders.
- The Jail Manager.

2104 Civil Disturbance

If civil disturbances affecting the Jail occur, the Watch Commander shall dispatch adequate personnel to ensure the safety of all incarcerated persons and employees. Assistance will be obtained from outside agencies, if required.

2105 Natural Disasters

In the event of an earthquake or other natural disaster threatening the safety of incarcerated persons or employees, the Watch Commander will take immediate steps to move the incarcerated persons to another facility or implement other actions that may be necessary to prevent injury and Jail escapes.

2106 Group Arrests

In the event of a group arrest that would exceed the capacity of the RBPD Jail Facility, arrangements shall be made to house the excess of incarcerated persons at a neighboring facility. Jail staff shall immediately contact the Watch Commander to make appropriate arrangements for housing booked incarcerated persons in another facility until the next available court day or when space becomes available in the RBPD Jail Facility. Additional Jail staff may be called in on an overtime basis as needed to staff any neighboring facilities housing RBPD incarcerated persons.
2107 Testing of Emergency Equipment

The emergency equipment will be tested periodically to ensure that it is functioning correctly. A day shift jailer will conduct weekly inspections of the facility’s automatic fire detection system. The jailer will inspect the smoke detectors. Each smoke detector is equipped with blinking lights which indicate the unit is functioning. If any light is malfunctioning, the jailer will immediately inform the Jail Manager or Watch Commander to request immediate repair. These inspections shall be documented on the Weekly Jail Inspection Form, RBPD Form 222 (attachment 1).

2108 Jail Panic Alarm Policy

The jail contains a panic alarm system which can be activated by either pressing a button located on walls throughout each area of the jail or by pressing the portable panic alarm buttons carried on the jailer’s person.

While in the Jail all on-duty jailers shall carry a portable panic alarm activation device on their persons.

The panic alarm system shall be used when an unusual event or occurrence takes place in which immediate assistance is required. The panic alarm, rather than the telephone, should be used in situations when using the telephone would cause a delay in rendering first aid or assistance with other emergencies.

In the event the panic alarm system is malfunctioning or is disabled the Jail Manager shall ensure a portable radio is assigned to the Jail. This portable radio shall be worn by jail staff, while in the jail, in order to summon immediate assistance if needed.
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Booking Procedures

2200 Booking and Processing

Jailers shall prepare all the required paperwork associated with the booking process as outlined in the Jail Training Manual for each incarcerated person.

A Los Angeles County booking number will be assigned to each incarcerated person. Information for completing a booking shall be obtained from the arresting officer's Pre-Booking Review, RBPD Form 298 (attachment 16), for adults or the Juvenile Detention Form, RBPD Form 352 (attachment 39), for minors.

Each incarcerated person shall be Live Scanned for proper collection of fingerprints, photographs, arrest and booking data.

Confirmation from DOJ that the fingerprints are acceptable to the State Automated Fingerprint Identification System (AFIS) is necessary prior to releasing a subject from custody. There may be circumstances when subjects have to be released prior to a DOJ response, but these should be limited to medical issues or when the DOJ system is inoperative for an extended period of time, with Watch Commander approval.

Fingerprint returns from ICE (Immigration and Customs Enforcement), a division of The Department of Homeland Security (DHS), is mandatory prior to the release of a subject from custody.

In cases when the Live Scan machine is not operational, jail staff should call the LA County help desk to obtain an ETA on fixing the issue. If no ETA is provided, the jailer shall attempt to obtain further direction on how to proceed with bookings. Once the Live Scan machine is operational, jail staff shall fingerprint each incarcerated person not fingerprinted on the Live Scan machine.

2201 Prior Release Bookings

A defendant may be required to surrender at RBPD for booking. Usually this occurs because the defendant has either been detained then released by citation in the field, or the defendant has been charged with a crime by way of complaint. It is necessary to book and fingerprint these individuals to properly record their crimes with both State and Federal authorities [as required by Penal Code Section 853.6 (attachment 17)].

When a defendant surrenders at the front counter to be booked, the following procedures shall be followed:
• Complete the Booking as outlined in the Jail Training Manual. Use the original RBPD report number and incident number. For persons charged by way of complaint and not arrested, the arrest date/time will be the same as the booking date/time. The booking time will be the actual date/time the defendant surrenders at the front counter. A pre-booking form is not required.

• Fingerprint and photograph the subject using the live Scan machine.

• Make a note under the “other information” section, that the defendant was booked per 853.6 P.C., “prior release booking.” Indicate the court case number here, if known.

• If the defendant has any related paperwork, including a copy of the citation, make a copy and attach it with the rest of the booking.

• Give the defendant a copy of the L.A. County Booking Form (attachment 43). This form will be the proof needed to show the court that they have completed the booking process. Release the subject and file the paperwork.

2202 Property

All property taken from an incarcerated person shall be handled as follows:

• During the booking, the jailer is responsible for listing all personal property accurately and completely on the booking.

• Incarcerated persons clothing and shoes shall be placed in a property bucket. All other personal property shall be sealed in a plastic bag and placed with the clothing in the Jail Property Room. The Jail Property Room shall be secured at all times, unless a jailer is placing or retrieving property from the room.

• All jewelry, including watches, shall be collected and placed into an RBPD Jewelry Inventory Envelope (attachment 38). The RBPD Jewelry Inventory Envelope shall have clearly written descriptions as to its contents. Jewelry shall be marked as “white metal” or “yellow metal” rather than “silver” or “gold”. Jewelry containing stones shall be marked as “clear stones”, “red stones”, “white stones”, etc. rather than “diamonds”, “rubies”, “pearls”, etc.

• Incarcerated persons money shall be counted and verified by two employees. This shall be known as the “two-person rule”. Once the money has been counted and verified it shall be sealed in the RBPD Cash Inventory Envelope, RBPD Form 332 (attachment 18). The “officer counting” and the “officer verifying” the money in the envelope will sign their names at the indicated lines.
• In accordance with the Los Angeles Sheriff’s Department policy, property that cannot be sealed in a plastic bag and money in excess of one thousand dollars ($1000) may not be transferred to court. Therefore, money not transferred to court shall be submitted to the Property and Evidence Unit for safekeeping following their procedures on booking money. Mark 43 and the Jail Bulk Property Receipt, RBPD Form 112 (attachment 19) shall be notated with the deposited money to the Property and Evidence Unit.

• Property that is too large to be sealed in a plastic bag cannot be sent to court. It shall therefore be kept in the jail property room for safekeeping. The jailer shall indicate on the Jail Bulk Property Receipt, RBPD Form 112 (attachment 19), the property that is being retained for safekeeping.

• The provisions for incarcerated persons property safekeeping, storage and disposition are defined in California Civil Code 2080.10(a).

• All incarcerated persons shall receive a copy of the Jail Bulk Property Receipt, RBPD Form 112 (attachment 19). When the incarcerated person does not have property retained, “none” shall be noted in the property description field.

• Incarcerated persons property shall be kept for 90 days. After 90 days unclaimed property may be disposed by auction or destruction. Unclaimed property for auction or hazardous items for destruction shall be submitted to the Property and Evidence Unit. Monies not claimed shall be deposited with the Property and Evidence Unit.

• When submitting items to the Property and Evidence Unit, the Jailer will notify the Property and Evidence personnel about the status of the property indicating “auction”, “destruction”, or “deposit”. The Jail Bulk Property Receipt, RBPD Form 112 (attachment 19), will show the disposition of the property and will be forwarded to the Records Unit for scanning and filing.

• When a subject has returned to claim property left behind during incarceration, the jailer will use the RBPD Property Release Form, RBPD Form 118 (attachment 36). The jailer shall verify the person’s identity asking for a State issued ID or driver’s license. The jailers shall then write all the property to be released on the RBPD Property Release Form, RBPD Form 118, have the subject sign the form, release the property and forward the form to the Records Unit for scanning and filing.
• When a subject has returned to claim money left behind during incarceration, the jailer shall refer the subject to the Property and Evidence Unit. The Property and Evidence Unit will release the money, adhering to the “two-person rule”.

• A written request by subjects to retain their property past the 90 days due to their incarceration will be accommodated by jail staff placing a hold on their property for not longer than 9 additional months. The jailer accepting the request shall copy the document, forward the original to the Records Unit for scanning and filing, and attach the copy to the subject’s property. The jailer shall write the date of final disposition on the request and attach it to the property.

When an incarcerated person is released or transferred from the Redondo Beach Jail, their property will:

• Be released to the LASD representative when the incarcerated person is transferred to court.

• Be released to such other law enforcement agency as may be taking custody of the incarcerated person.

• Be released to the incarcerated person at the time of the release.

• Be released to the parent, legal guardian, spouse or other persons with the consent of the incarcerated person or approved by the Watch Commander.

When an incarcerated person is released from custody by bail, citation, 849(b) (1) or 849(b) (2) any cash retained shall be released to the incarcerated person only upon verification of the amount by a second employee, using the “two-person rule”. After counting the money to be released both employees shall sign the Classification Form under Inmate Cash Verification, RBPD Form 285/317 (attachment 9) where indicated. These two signatures shall reflect the accuracy of the amount being released. Any discrepancy of the amount upon re-verification shall be brought to the immediate attention of the Watch Commander and noted into the Daily Jail Log, RBPD Form 349 (attachment 4).

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Release Procedure

Every release, no matter which type, shall be recorded in the Daily Prisoner Register, RBPD Form 28, (attachment 2) and in Mark 43. Police Personnel track incarcerated person releases by accessing these fields, and statistics are generated using these fields.
Penal Code Section 849(b) (1)

- When a charge is determined to be unfounded after investigation or requires additional investigation, the incarcerated person may be released from custody. A lesser misdemeanor charge may be filed, bail may then be determined, or the citation procedure may be followed.

- The investigating officer, the Watch Commander, the District Attorney, or the City Prosecutor may make the decision to drop or reduce charges. An RBPD Investigative Referral Form (attachment 20) shall be completed by the deciding employee and delivered to the jailer. In the case where the District Attorney rejects a case, the assigned RBPD Investigator will complete the Investigative Referral Form and deliver it to the jailer.

- Upon receipt of an RBPD Investigative Referral Form, the jailer shall immediately prepare a Detention Certificate, RBPD Form 264 (attachment 21), in duplicate. The original Detention Certificate, RBPD Form 264, will be given to the incarcerated person. The duplicate copy of the Detention Certificate and the RBPD Investigative Referral will be submitted to the Records Unit copy of the incarcerated persons booking packet after all transactions are completed. The incarcerated person will be released if no other charges or warrants are pending.

- If the incarcerated person has warrants or other charges not covered by the RBPD Investigative Referral Form, the Records Face Page and all four Los Angeles County Face Pages shall be noted to reflect what charge(s) was dropped and the current bail. The incarcerated person will be informed of the changes and be given an opportunity to make bail arrangements.

Penal Code Section 849(b) (2)

- A person arrested for intoxication only may be released when prosecution is not desired. When the jailer feels that the incarcerated person has regained sobriety and their obligatory 6 hours has expired, the incarcerated person will be released. The jailer will write “849(b)(2) P.C.” as the reason for release on all booking paperwork and in Mark 43 as outlined in the Jail Training Manual.

- Any adult arrested for alcohol intoxication (647(f) P.C.) who has never been arrested by this Department and who has no additional charges or wants, may be released, per Section 849(b)(2) P.C., after a minimum of six hours, or when sober.

- The Watch Commander may release an intoxicated person to a responsible party at his/her discretion.

- The jailer will check the incarcerated persons record of arrests by the Redondo Beach Police Department to determine if the incarcerated person is eligible for release pursuant to 849(b) (2) P.C.
Release, per Section 853.6 P.C. (Citation and Promise to Appear)

- The Watch Commander will review all misdemeanor arrests and decide whether the incarcerated person should be released on a Notice To Appear ("citation"), RBPD Form 404 (attachment 26), as authorized by Penal Code Section 853.6, or whether the incarcerated person will be held in custody until the incarcerated person posts bail or is arraigned.

- The jailer is responsible for preparing the "citation" and releasing the incarcerated person after the Watch Commander’s approval.

- The word “cite” will be written as the release field in all paperwork as outlined in the Jail Training Manual and in Mark 43 with the citation date, time, and court to appear in.

Cash Bail Procedures

Jailers receiving cash bail for an incarcerated person totaling $10,000.00 or more, no matter what the charges, shall notify the Watch Commander prior to the release of the incarcerated person. The Watch Commander will notify the detective Lieutenant immediately if there are suspicious circumstances regarding the acquisition of the cash bail money.

- Cash bail will be accepted for any adult bailable offense(s).

- The “two-person rule” applies when accepting cash bail. The employees counting and verifying the cash amount will sign the Bail Envelope, RBPD Form 97 (attachment 23), as to its accuracy. The money shall be deposited into the bail safe, located below the Records Unit front counter.

- The jailer accepting the cash bail will record the bail information on the Bail/Bond Log (attachment 24). A second employee shall witness the placement of the bail money into the bail safe. Both the jailer and witness shall initial the appropriate area on the Bail/Bond Log verifying the bail money is deposited into the bail safe in the Records department.

- The jailer will complete a Bail Receipt/Notice To Appear, RBPD Form 1 (attachment 25), in triplicate recording the deposit of the cash bail and specifying a court appearance date, time and location.

- One copy of the Bail Receipt / Notice to Appear, will be given to the inmate. Two copies will remain in the jail’s copy of the inmate’s booking package that will eventually be combined with the records packet. The fourth copy will be attached to the cash bail envelope prior to dropping it into the safe located in the records department front counter. If the cash does not fit into the records safe, the jailer shall place it into a property and evidence locker. The jailer must then advise both property
and evidence and court liaison about the bail envelope being dropped with property and evidence.

- The words "cash bail" will be the reason for release on all booking paperwork and in Mark 43 as outlined in the Jail Training Manual.

**Bail Bond Procedures**

- Bail bonds will be accepted for any adult bailable offense(s).
- The jailer will check the bail bond thoroughly to ensure that all information is correct and that the agent has signed the bond. Only the bondsman may change the bond if it is not correct. Bonds may be brought to jail staff by the bondsman or by another person, if sealed in an envelope.
- The full name and phone number of the bail bond company along with the bail bond number will be documented as outlined in the Jail Training Manual.
- The jailer accepting the bail bond will record the bail information onto the Bail/Bond Log (attachment 24). A second employee shall witness the placement of the bail bond into the bond box, located below the Records Unit front counter. Both the jailer and witness shall initial the appropriate area on the Bail/Bond Log verifying the bail bond deposit.

**Bail for Warrants**

- The full amount of bail specified on a warrant must be posted before the person can be released. Either U.S. currency or a bail bond is acceptable.

**Release Procedures for Minors**

- Minors arrested for Misdemeanor or felony charges may, after fully booked as outlined in the Jail Training Manual, be released by completing a City of Redondo Beach Notice to Appear based on the criteria set forth in the Juvenile Release Worksheet, RBPD Form 402 (attachment 22).
- Minors issued a citation may only be released from custody to a parent or guardian.
- The Watch Commander or a Juvenile Detective may place a minor in custody into a juvenile hall facility, rather than issuing a Notice To Appear, RBPD Form 404 (attachment 22). This decision will be based on the severity of the crime, the pattern of behavior, or the refusal of any parent or guardian to accept custody of the minor.
- The jailer will complete a Juvenile Hall Entrance Record, Form 1295 (attachment 27), when placing a minor in a juvenile hall facility. This document must be received by the juvenile hall facility accepting custody for a successful placement.
Court Release Procedures

Incarcerated persons sent to court require specific paperwork and property packaging as required by the Los Angeles County Sheriff's Department (LASD) guidelines. The following outlines the correct procedures for sending incarcerated persons to court:

- Incarcerated person shall have a yellow band affixed to the LASD white wristband.

- Incarcerated persons shoes (without laces) and clothing articles shall be returned to the incarcerated person prior to the court appearance and shall be thoroughly searched by the jailer preparing them for court. Illegal contraband that is discovered shall be documented on the Daily Jail Log, RBPD Form 349 (attachment 4) and the Watch Commander on duty notified of the situation for further direction, such as a supplemental report. Items that are discovered and are not illegal in nature, shall be documented on the Daily Jail Log and added to the incarcerated persons property. The additional found property shall be noted on the incarcerated persons booking paperwork.

- Each incarcerated person shall have the appropriate paperwork attached to their property, which includes:

  o Parole, Probation, PRCS, and ICE holds **if applicable**
  o Warrant Abstracts **if applicable**
  o Warrant Information Sheets (WIS) **if applicable**
  o LA County Booking Face Page (attachment 43) with DNA status
  o Signed Original LA County Medical Screening form (attachment 8) (Copy stays with records)
  o OK to BOOK, if seen by a medical professional during their incarceration
  o LASD BOMHR (Behavioral Observation Mental Health Referral) Form (attachment 51) **if applicable**
  o LASD Preliminary Field Medical Screening (Covid Form) (attachment 52)
  o Redondo Beach Intoxication Form (attachment 13) **if applicable**
  o Fingerprint Returns (LACRS, DOJ, FBI, DHS)
  o Copies of citations for charges or warrants if the subject was booked but issued a citation for a specific open charge or warrant.
  o Detention Certificate (attachment 21), **if applicable**
  o RBPD Investigative referrals, (attachment 20) **if applicable**
  o LA County PREA (Prison Rape Elimination Act) Form (attachment 50)
• Sworn Officers will conduct searches prior to allowing incarcerated persons to dress for court. For females, a matron will search when a sworn female officer is not available.

• Illegal contraband discovered shall be documented on the Daily Jail Log, RBPD Form 349 (attachment 4) and the Watch Commander on duty shall be notified for further direction.

• Items discovered, not illegal in nature, shall be documented on the Daily Jail Log and added to the incarcerated persons personal property. The additional found items shall be noted on the incarcerated persons booking paperwork.

• Incarcerated persons shall be released in JDIC and noted as released in the Daily Prisoner Register RBPD Form 28 (attachment 2), and the Jail Activity Log, RBPD Form 255 (attachment 3) when released.

2204 Felony Charges Changed to Misdemeanor Status

When a felony charge is downgraded to a misdemeanor charge, under the provisions of the Penal Code Section 17(b)(4), by the District Attorney or the Investigating Detective, the jailer will receive an RBPD Investigative Referral (attachment 20), from the Investigating Detective. Upon receipt of this document, the jailer will take the following actions:

• Adjust the bail amount on all copies of the LA County Booking Face Page (attachment 43) and Records Face Page (attachment 47) to reflect the misdemeanor bail guide specifications

• Change the charges on all copies of the LA County Booking Face Page (attachment 43) and Records Face Page (attachment 47) to reflect the 17(b)(4) PC status

• Notify the incarcerated person of the changes and provide them the opportunity to arrange for bail

• Verify a copy of the Investigative Referral (attachment 20) has been placed in the Records copy of the incarcerated persons booking packet

2205 Detention of Foreign Nationals

The U. S. Department of State requires the assistance of State and local law enforcement authorities in carrying out the following treaty obligations of the United States concerning the detention or arrest of foreign nationals in this country. These obligations are embodied in both bilateral agreements with specific countries and in the multilateral Vienna Convention on Consular Relations, to which the United States is a party. The Department of State reminds state and local governments that these treaty obligations are legally binding on
Whenever a state or local authority arrests, imprisons, or otherwise detains a foreign national for more than two hours, such authority must promptly inform the incarcerated person of the right to have a specified government informed of such event. If the incarcerated person asks to exercise this right, the detaining authority must inform the appropriate foreign consulate or embassy without delay and should make a written record of such notification. A list of the telephone numbers for foreign consulates and embassies is attached (attachment 28).

Subject to local laws and regulations regarding access to detained persons, consular officers have the right to visit their nationals who are in prison, custody, or detention, to converse and correspond with them and to arrange for their legal representation. A foreign consular officer should not take such actions on behalf of such a person if the person being held expressly opposes these actions.

Law enforcement authorities should telephone the U.S. Department of State immediately concerning any questions that arise about the foregoing procedures at (202) 647-4415. Written inquiries may be addressed to Office of the Assistant Legal Advisor for Consular Affairs, Room 5527A Department of State, and Washington, D.C. 20520. The Los Angeles Office may be contacted at (213) 894-3290, FAX number (213) 894-0914.

Law enforcement personnel should also be aware that agreements with certain countries require mandatory notification when their nationals are confined or detained. In these cases, the foreign national has no choice regarding notification, and law enforcement authorities must notify the consulate or the embassy of the situation without delay. The foreign national should be advised that his/her consul has been notified. The United States has these special arrangements with the following countries:

Albania
Algeria
Antigua and Barbuda
Armenia
Azerbaijan
Bahamas, The
Barbados
Belarus
Belize
Brunei
Bulgaria
Guyana
Hungary
Jamaica
Kazakhstan
Kiribati
Kuwait
Kyrgyzstan
Malaysia
Malta
Mauritius
Moldova
Saint Vincent and the Grenadines
Seychelles
Sierra Leone
Singapore
Slovakia
Tajikistan
Tanzania
Tonga
Trinidad and Tobago
Tunisia
Turkmenistan
China* | Mongolia | Tuvalu
---|---|---
Costa Rica | Nigeria | Ukraine
Cyprus | Philippines | United Kingdom
Czech Republic | Poland | U.S.S.R.**
Dominica | Romania | Uzbekistan
Fiji | Russia | Zambia
Gambia, The | Saint Kitts and Nevis | Zimbabwe
Georgia | Saint Lucia | Saint Vincent & Grenadines
Ghana | Grenada

*includes Macao and Hong Kong but does not include Republic of China (Taiwan) passport holders

**Passports may still be in use

- Upon telephonic consulate notification a fax notification may be requested by embassy staff. A Consular Notification Form and Fax Sheet (attachment 42), located in the jail booking room, shall be sent without delay.

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U.S. Immigration and Customs Enforcement (U.S.I.C.E.)

Redondo Beach Police Department does not place Immigration holds on incarcerated persons unless it is in a form of a warrant reflected in the incarcerated persons hit return in JDIC.

- If a detainer is received for an incarcerated person we shall fill out the detainer and write the persons Last Known Address (LKA) at the bottom as outlined in the Jail Training Manual. The jailer will also add the verbiage “We will not place a hold” and fax it to DHS at 213-830-4949.

- If a detainer is received for an incarcerated person we shall Advise them of DHS/ICE attempting to place a hold. The jailer will inform them that we do not honor the hold unless it is in the form of a warrant but we do provide DHS/ICE their last known address. We shall then place the “Notice of The Detainee” form into their property bag.

- The only immigration hold that is honored are those hit confirmations in JDIC that states “violation of Title 8 USC, Section 1326.” This is a criminal warrant signed by a judge and Records will need to verify it by calling DHS/ICE. All other hits will be known by DHS/ICE as an Administrative Warrant signed by their own agents. These should be treated the same as detainers mentioned above. The jailer shall advice Records to pull the Warrant from JDIC as outlined in the Jail Training Manual.

- If the incarcerated person has open RBPD charges, the hold will be added to all copies of the booking paperwork, Mark 43 and in JDIC. A copy of the hold will be attached to the incarcerated persons property bag when
they are transported to court. Contact DHS/ICE for further instructions. A copy of the hold will be attached to the incarcerated persons property bag when they are transported to court. An incarcerated person has the right to bail on their open charges, even with their I.C.E. hold. If they bail on their open charges, they will continue to be held on the I.C.E. hold only.

- Incarcerated persons in custody with an I.C.E. hold only will remain in our custody until I.C.E. officials take custody of the person. The day-shift jailer will contact the Los Angeles District I.C.E. Facility at (213) 830-4925, (213) 830-4926 or (213) 830-4927 to confirm pick-up arrangements. I.C.E. will pick them up within 48 hours, excluding weekends and holidays.

2207 Identification of Incarcerated Persons

Identification shall be accomplished by the attachment of wristbands to the left wrist of each incarcerated person. All incarcerated persons will receive a white Los Angeles County Identification wristband.

Wristband identification shall include:

- Last name, first name, and booking number

Identification of an incarcerated person to be released shall be verified by the information contained on the wristband. In the event that an incarcerated person has removed their wristband, their LA County booking photo will be used to verify the correct person is being released.

All incarcerated persons being transferred to court shall have a yellow wristband placed and secured (looped) around their current white L.A. County wristband. This yellow band will notify the L.A. County Sheriff's Department that the incarcerated person being transferred from our facility is "pre-arraigned" and therefore is not subject to skin search.

2208 Destruction of Jail Property 4600 P.C.

In the event of a 4600 P.C. violation, the jailer will describe the incident in a Supplemental Report in Mark 43. The jailer, with the Watch Commander's approval, shall add the charge of 4600 P.C. (destruction of jail property) to all copies of the booking face pages as outlined in the Jail Training Manual, and adjust the bail amount, if required. The incarcerated person shall be informed of the additional charge and bail increase.

When an incarcerated person destroys jail property, the jailer or Watch Commander may take action depending on the severity of the incident. This may include withholding the items that the person has destroyed (reading material, board games) or the temporary relocation to a single person cell.
Mandatory School Employee Reporting

Law enforcement agencies must immediately notify school superintendents when a school employee has been arrested for any sexual offenses enumerated in Penal Code section 290 and any drug offenses enumerated in Health & Safety Code section 11590. Refer to Policy Manual, Policy 340 (attachment 41) for detailed information, including applicable Penal Codes and Health & Safety Codes.
Jail personnel shall immediately notify the Watch Commander, either telephonically or in person, when learning an arrestee is a school employee. This notification shall be noted on the Daily Jail Log, RBPD Form 349 (attachment 4). The log entry shall include the time notification was made, the manner of notification and the name of the Watch Commander notified.

2210 Cell Searches

At the beginning of each jailer’s shift and after the release of each incarcerated person the jailer shall search each vacant cell for contraband. All items, except for the mattresses and toilet paper shall be removed and or discarded;

- Magazines shall be searched and returned to the booking room for recirculation

- Playing cards shall be counted and returned to the booking room for recirculation (decks of cards with missing cards shall be discarded)

- Food and hygiene wrappers shall be discarded into waste receptacles

- Blankets shall be placed into the appropriate laundry hamper for cleaning

Illegal contraband shall be collected and the Jail Manager or Watch Commander shall be notified. The jailer discovering the contraband shall write a supplemental report describing the circumstances in which the contraband was found. The incident shall be noted on the Daily Jail Log, RBPD Form 349 (attachment 4) describing the event.

2211 Hazardous & Solid Waste Procedure

A waste is considered hazardous if it exhibits one or more of the following characteristics:

1. Ignitability: Ignitable wastes can create fires under certain conditions; examples include liquids, such as solvents, that readily catch fire, and friction-sensitive substances.

2. Corrosivity: Corrosive wastes include those that are acidic and those that are capable of corroding metal (such as tanks, containers, drums, and barrels).

3. Reactivity: Reactive wastes are unstable under normal conditions. They can create explosions, toxic fumes, gases, or vapors when mixed with water.

4. Toxicity: Toxic wastes are harmful or fatal when ingested or absorbed.

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Ignitable, corrosive, reactive and toxic hazardous waste shall be cleaned, handled and disposed of by the Fire Department. Jailers aware of these hazardous wastes shall notify the on-duty Watch Commander to inform him/her of the situation. Personnel shall follow appropriate hazardous waste procedures detailed in the Policy Manual, Policy 406 Hazardous Material Response (attachment 45).

Toxic Waste Disposal

Toxic waste in containers such as gallon paint containers and chemicals in bottles used for cleaning shall be disposed by calling the Public Works Department for pick up. The Public Works Department receives training from Waxie Janitorial Services as well as the Redondo Beach Fire Department on the proper disposal of toxic waste. The Public Works Department can be reached at x4686 during normal business hours. For emergencies or after hour call-outs call (424)237-5067.

Refer to the Material Safety Data binder, located in the Jail Manager's Office, for material safety data sheets on chemicals used in the Jail.

Solid Waste Disposal

Solid waste includes predominantly household waste (domestic waste). The City custodian removes solid waste daily for deposit into the large solid waste receptacle located in the rear parking lot. Athens Disposal, phone number 888-336-6100, is responsible for removing the solid waste receptacles weekly.

Biological Hazardous Waste

A `biological hazard` or `biohazard` is an organism, or substance derived from an organism, that poses a threat to (primarily) human health.

Large pools or large areas of Biohazard waste should be directed to the Fire Department for cleanup. Secure the area to prevent further contamination until Fire Department personnel have cleaned the area. Minimal amounts of blood or bodily fluid shall be cleaned by jail personnel using the items included in the “Bio Kit” bucket (located under the sink in the kitchen cupboard). This kit is provided by the fire department. Fire department personnel will restock the kit upon notification by jail personnel. This kit includes:

- Nitrile gloves
- Gauze sponges
- Face masks
- Biohazard bags,
• 10% bleach solution spray bottle

• Isolyser Isosorb granules

• Anticoagulation solution (spray bottle) for small pools of dried blood

Biohazard clean-up procedure:

1. Secure the area to avoid further contamination

2. Use latex or nitrile gloves and a face mask for maximum protection

3. Remove all contents from the "Bio Kit" bucket. Line the bucket with a red hazardous waste bag

4. For small pools of biohazard waste sprinkle with Isolyser Isosorb. Allow a sufficient amount of time for solidification before handling. Sweep up solidified waste and pour into the biohazard bag. Tie a knot in the biohazard bag

5. For smears of biohazard waste spray the affected area with bleach mixture spray bottle (10% solution) and wipe with gauze sponges. Place all waste inside the biohazard bag and secure it with a knot

6. Place the first biohazard bag inside a second biohazard bag, along with the nitrile/latex gloves. Secure bag with a knot

Biohazard Waste Disposal

Red biohazard bags that have been secured as described above shall be given to the Property and Evidence Unit for disposal. Biohazard bags can be given directly to the Property & Evidence personnel or secured in appropriately sized evidence lockers. When securing in an evidence locker it is necessary to leave evidence personnel a note stating the biohazard bag is for "hazardous waste pick up" along with your name and the date.
PRISON RAPE ELIMINATION ACT (PREA)
The Redondo Beach Police Department will comply with the Prison Rape Elimination Act of 2003 (PREA) and have established standards to prevent, detect and respond to sexual abuse, harassment and retaliation against detainees or prisoners in the Redondo Beach Police Department’s Type I jail facility. The Patrol Bureau Commander and the Jail Administrator shall act as PREA coordinators to ensure that all guidelines are being met. For more information and a list of definitions see Redondo Beach Police Department’s Policy and Procedures (LEXIPOL) policy #902

The Redondo Beach Police Department has zero tolerance toward all forms of sexual abuse and sexual harassment. The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment or who cooperates with a sexual abuse or sexual harassment investigation. The Redondo Beach Police Department will take immediate action to protect detainees and prisoners who are reasonably believed to be subject to a substantial risk of imminent sexual abuse.

Reporting Sexual Abuse and Harassment
Detainees or prisoners may make reports verbally, in writing, privately or anonymously of any of the following:
• Sexual abuse
• Sexual harassment
• Retaliation by other detainees or prisoners or staff for reporting sexual abuse or sexual harassment
• Staff neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment.

Member Responsibilities
Members of the Redondo Beach Police Department shall accept reports from detainees, prisoners and third parties and shall promptly document all reports (28 CFR 115.151). All members shall report immediately to the Jail Administrator or his/her designee any knowledge, suspicion or information regarding:

• An incident of sexual abuse or sexual harassment that occurs in the Redondo jail facility.
• Retaliation against detainees or the member who reports any such incident.
• Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation.

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.
Jail Administrator Responsibilities

The Jail Administrator shall report to the Crimes Against Persons Lieutenant all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports.

If the alleged victim is under the age of 18 or considered a vulnerable adult, the Jail Administrator shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that a detainee or an incarcerated person was sexually abused while confined at another facility, the Jail Administrator shall notify the head of the facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Jail Administrator shall document such notification.

If an alleged detainee or incarcerated victim is transferred from the Redondo Beach PD jail facility to another jail, prison or medical facility, the Redondo Beach Police Department shall, as permitted by law, inform the receiving facility of the incident and the prisoner's potential need for medical or social services, unless the prisoner requests otherwise.

Investigations
See Redondo Beach Police Department's Policy and Procedure # 902 for full PREA investigation guidelines.

First Responders
See Redondo Beach Police Department's Policy and Procedure # 902 for full PREA First Responder guidelines.

Retaliation Prohibited
All detainees, prisoners and members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation. If any other individual who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that individual. See Redondo Beach Police Department's Policy and Procedure # 902 for full PREA guidelines on preventing retaliation.

Handcuff Cleaning
Using a pair of disposable nitrile gloves gently spray on CaviCide spray, saturating the handcuffs and chains. CaviCide wipes are also available for use in cleaning handcuffs. Gloves shall be used whenever handling CaviCide spray or wipes.

Return dried handcuffs to the Jail handcuff drawer, located in the booking room;
CaviCide wipes may also be used to clean handcuffs. After wetting handcuffs with wipes, wait two to three minutes prior to wiping off with a dry cloth.

Soiled handcuffs shall not be placed into the handcuff drawer.
Fee Paying Court Commitment Program

2300 Qualifications

The Jail Manager approves or denies all court committal applications.

Court committals shall be persons sentenced to jail time due to misdemeanor convictions such as driving under the influence or non-drug related, non-violent related offenses. At the discretion of the Jail Manager, subjects with a history of violent behavior may not be admitted to the program.

The court ordered sentences will be served as outlined by the commitment papers issued by the court. The maximum time that can be served is 96 hours.

All persons considered for the Fee Paying-Court Commitment Program must include an original tuberculosis screening certificate, issued within the previous 15 days, by a licensed medical doctor with the application. The applicant is responsible for any and all fees associated with such screening.

2301 Court Papers

Court issued court commitment documents must be submitted to the Redondo Beach Police Department along with a completed Fee-Paying Court Committal Application (attachment 29).

Upon release of the committal, the original court commitment document will remain with the booking packet and a copy will be issued to the committal.

2302 Fee

Court committals are required to pay $198 per day (12-24 hours). The jailer will accept full payment for the commitment period prior to escorting the committal to the jail.

Payment must be in the form of cash or cashier’s check made out to the City of Redondo Beach.

The jailer will complete three (3) copies of the Court Committal Cash Receipt, RBPD Form 283 (attachment 30), for the payment received. The original will be given to the committal, one copy will be placed in the Records copy of the booking packet, and the other copy is placed in the Bail Envelope, RBPD Form 97 (attachment 23) with the payment. The jailer will stamp the Bail Envelope with the “court commitment” stamp and place it into the bail safe, located below the Record’s Unit front counter.

The “two-person rule” applies when collecting payment from the Court Committals.
2303 Booking

Prior to booking, the jailer must complete a Pre-Booking Review, RBPD Form 298 (attachment 16). In the “charges” field the jailer will write “Court Commitment.” The Pre-Booking Review must be submitted to the Watch Commander or Jail Manager for approval.

When the Pre-Booking Review has been approved the court committal shall be booked in the same manner as a misdemeanor arrest. The charge of 4022 P.C. (attachment 31) is used as the arrest charge.

All copies of the Los Angeles Count Booking Face Page (attachment 43) and Records Face Page (attachment 47) must be stamped with the “Court Commitment” stamp.

Prior to housing the committal, the Conditions of Confinement, RBPD Form 283-A (attachment 32), shall be read and signed by both the committal and jailer. One copy shall be placed with the committal’s property and the original kept with the Jail’s copy of the booking packet.

All committals will be issued a “purple” wristband. This color identifies the committal, separating them from the pre-arraigned incarcerated persons.

The Jail Manager will complete the Certificate of Completion, RBPD Form 282 (attachment 33), in duplicate. One copy of this certificate will be issued to the committal upon completion of the entire committal period and the other copy is placed in the committal’s booking packet.

Committals not serving their time consecutively must be re-booked upon reporting back to jail for the remaining portions of their sentence. In order to record a distinctive separation of the in-custody status, the same county booking number cannot be used. The same DR# shall be used with a new time and incident number.

2304 Clothing

The committal may retain one set of clothing appropriate to cover their body in the cell.

2305 Separation

Court committals shall be housed alone in a single cell or in a cell with another committal of the same gender, following housing classification protocol.
2306  **Personal Property**

The court committal may keep the following items in the cell:

- comb or brush
- reading material (pornographic material is prohibited)
- writing material
- toothbrush, toothpaste, soap, and towel
- watch

The court committal may bring the following items that must be retained in their property locker by the Jail Staff:

- shoes
- additional clothing
- photo identification
- prescription medications, previously approved through the Jail Manager, with the committals name, dosage and issuing pharmacy clearly affixed to the container.

2307  **Visitors**

Committals may not have a contact visit. Committals are subject to the same guidelines set forth under Article 6, section 1062 of the RBPD Jail Procedure Manual, with the exception they shall be allowed at least a total of 2 ½ hours of visitations per week.

2308  **Smoking Privileges**

Smoking is not allowed during a committal stay.

2309  **Work Assignments**

The committal will not be required to perform any task.

2310  **Release**

Upon completion of the commitment period, the committal will be released.

The normal release procedure will be followed.

The committal will receive the original Certificate of Completion, RBPD Form 282 (attachment 33), and a copy of the court commitment orders.
The jailer shall use "time served" as the release type in all booking paper work and Mark 43. The jailer shall use "TSER" as the type of release in JDIC for time served. On the Daily Prisoner Register, RBPD Form 28 (attachment 2) the reason for release shall be "time served".

Both, the Records and Jail copies of the committal's booking packet shall be combined and submitted to the Records Unit for scanning and filing.
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DNA Collection, Proposition 69


Policy

The Redondo Beach Police Department will assist in the expeditious collection of required biological samples (DNA samples) from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

Persons Subject to DNA Collection

DNA collection status is obtained by inspecting the print returns and/or by running an incarcerated person's name in JDIC as explained in the Jail Training Manual. Jailers shall be aware of the following guidelines.

Immediately following arrest, during the booking process, or as soon as practicable after arrest, it is the responsibility of the jailer on duty to ascertain the qualifying status for biological sample collection of the incarcerated person. Those who must submit a biological sample include (Penal Code 296):

a) A person, including a minor, upon conviction or other adjudication of any felony offense.

b) A person, including a minor, upon conviction or other adjudication of any offense if the person has a prior felony on record.

c) An adult arrested or charged with any felony offense when the person consents. Absent consent, an adult arrested or charged with a felony must submit a biological sample upon a judicial determination of probable cause.

2400

Procedure

Upon a determination that any individual is qualified and required to provide biological samples under the Act, the jailer or other employee designated by the Watch Commander or Jail Manager, shall attempt to obtain biological samples in accordance with this policy.
The DNA Collection Admonishment Form (attachment 34) shall be completed by the collecting officer for each incarcerated person who qualifies. The collecting officer shall obtain the incarcerated person's signature, in the designated area, to indicate understanding and compliance with this procedure. The collecting officer shall have the Watch Commander or Jail Manager sign the form and, in the event the person wishes blood to be taken as the biological sample, the transporting officer shall obtain the phlebotomist's signature where indicated. Once completed these forms are to remain in the Jail's copy of the incarcerated persons booking packet.

**Collection**

The following steps should be taken to collect a sample:

a) Verify the individual is required to provide a sample pursuant to Penal Code 296; Penal Code 296.1

b) Verify that a biological sample has not been previously collected from the offender by querying the individual's criminal history record for a DNA collection flag, or during regular business hours, calling the California Department of Justice (DOJ) designated DNA laboratory. There is no need to obtain a DNA sample if one has been previously obtained.

c) Use a DNA buccal swab collection kit provided by the California DOJ to perform the collection and take steps to avoid cross contamination (See 2401).

**Biological (DNA) Collection Refusals**

Pursuant to Penal Code 298.1 the refusal or failure to give any or all of the following: saliva specimens, blood specimens, or thumb or palm print impressions once he or she has received written notice from any law enforcement personnel that he or she is required to provide such, is guilty of a misdemeanor.

In the event of a refusal a charge of 298.1(a) PC will be added to the booking. The DNA Collection Admonishment Form (attachment 34) shall note a refusal; a copy will be forwarded to the Jail Manager and a notation shall be made on the Daily Jail Log, RBPD Form 349 (attachment 4).

With prior written consent of the Watch Commander reasonable force may be employed to collect blood or saliva samples and print impressions. Refer to Section 1059, Use of Reasonable Force to Collect biological (DNA) Specimens, Samples, Impressions, of this manual for guidelines. Reasonable force shall only be preceded by efforts to secure voluntary compliance.
2401  **Buccal Swabs**

Buccal swab samples (inner cheek scrapings) may only be procured by employees who have successfully completed departmentally approved training in the collection of buccal swabs and with the use of DOJ buccal swab collectors.

- Wearing protective gloves remove the buccal DNA collector from the package and discard the plastic wrapper.
- Write the subject's name and CII# in the space provided
- Instruct the subject to place the foam head in the mouth and using moderate pressure, run it along the gum line, under and on the tongue. Once wet, run the foam head inside both cheeks for 15 seconds.
- Collect the Buccal swab and secure it by folding the arm and sliding the case downward as stated in the collection kit instructions.

**Avoid sample contamination; DO NOT touch the collection paper with your hands.**

Each DNA collection kit shall be packaged by the jailer collecting the sample and placed in the Records Unit out-bound mail tray as outlined in the Jail Training Manual. One DNA sample shall be packaged per envelope.

New DNA collection kits are stored in the booking room and storage closet nearest the male single-man cell.

2402  **Blood Samples – Refusals Procedure**

Blood samples shall be obtained for biological (DNA) only after the subject has refused to submit to the buccal swab collection. When a subject has refused the process, the jailer shall notify the Watch Commander. The Watch Commander will make the determination if reasonable force shall be used for compliance. If the Watch Commander determines that compliance will be forced, a sworn officer shall:

- Transport the subject to a hospital where a licensed professional will obtain a blood sample using a DNA blood kit provided by the jail.
- Return the completed DNA blood kit to the jailer for processing.
- Return the DNA Admonishment Form (attachment 34), provided by the Jail staff, which shall include the phlebotomist’s signature, to the jail staff for processing.

**The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. Blood samples obtained for submission to the DOJ DNA lab shall be placed in DOJ approved vials and submitted according to DNA blood kit instruction by the collection witnessing officer or jailer.**

If the hospital refuses to collect an involuntary blood sample, it is the transporting officer's responsibility to notify the jailer of the situation. The jailer shall call the Inmate Reception Center (IRC) at the L.A. County Jail, to obtain approval for an involuntary DNA collection at that facility.

When approved by the IRC, officers shall transport the incarcerated person to IRC where the L.A. County deputies will assist us with a DNA collection. The LASD will not take custody of the person but will assist in the collection process using a phlebotomist on staff. After completion, the officer(s) must return the incarcerated person to the RBPD jail.

### 2403 Print Impressions

Thumbprint impressions shall be collected when conducting a biological sample (DNA) collection if the subject has not had electronic prints taken as a part of a booking process. This process is conducted when livescan is down and we are required to submit DNA manually.

### 2404 DNA Collection Stamps

DNA collection stamps shall be imprinted on the Los Angeles County Booking Face Page (attachment 43). This stamp is mandated for incarcerated persons acceptance at any Los Angeles Sheriff's Department facility, including court lock up and the Los Angeles County Jail. The stamp shall be imprinted on the top right side of the Los Angeles County Booking Face Page (attachment 43) under DNA status. The DNA Collection stamp is located in the booking room.

### Legal Mandates and Relevant Laws

California law provides the following:

#### Documentation related to force

Supervisors shall prepare prior written authorization for the use of any force (15 CCR 1059). The written authorization shall include information that the subject was asked to provide the requisite specimen, sample or impression and refused, as well as the related court order authorizing the force.
Blood Samples

A blood sample should only be obtained under this policy when:

a) The California DOJ requests a blood sample and the subject consents, or

b) A court orders a blood sample following refusal.

The withdrawal of blood may only be performed in a medically approved manner by health care providers trained and qualified to draw blood. A California DOJ collection kit shall be used for this purpose (Penal Code 298(a); Penal Code 298(b)(2)).

Litigation

The Chief of Police or authorized designee should notify the California DOJ’s DNA Legal Unit in the event this department is named in a lawsuit involving the DNA databank sample collection, sample use or any aspect of the state’s DNA Data Bank Program.