

## FOREWORD

The primary purpose of the San Jose Police Department Pre-Processing Center (PPC) is to provide a safe, secure, and efficient environment to process arrestees. Officers will utilize the facility **only** in the manner defined and regulated by federal, state and local authorities.

The California Corrections Standards Authority (CCSA) identifies PPC as a “***Temporary Holding Facility***” (6031.4 PC / 15 CCR 1006). In order to be in compliance with the CCSA requirements, we must maintain a printed procedural document. This document will be kept in a commonly accessible location and referred to as the “Pre-Processing Center Standard Operating Procedures Manual”.

The manual’s rules & regulations are in accordance with Title 15 and 24 of the California Code of Regulations. Except where specified otherwise, they apply equally to adult and juvenile arrestees.

The Bureau of Field Operations maintains operational responsibility for the Pre-Processing Center (L 2904).

## STATEMENT OF THE CHIEF

The “Pre-Processing Standard Operating Procedures Manual” is an approved document of the San Jose Police Department. Members of the department will become familiar with these rules / regulations and will abide by them.

Manual review prepared by:

---

Officer Denise Escobar #2090  
Administrative Officer, Pre-Processing Center  
Effective Date: March 15, 2007

Manual reviewed by:

---

Lt. Gene Phillips #2248  
Unit Commander PPC/Main Lobby

### **NOTICE:**

**This is a confidential document intended only for the use of authorized personnel. It cannot be reproduced in any form without the expressed written permission of the San Jose Police Department.**

# TABLE OF CONTENTS

	Page #
<b>REQUIRED TRAINING</b>	<b>5</b>
<b>PPC STAFF RESPONSIBILITIES</b>	<b>6</b>
Supervisor	6
Administrative Sergeant &/or his/her Appointee	6
Processing Officer	7
PPC Staff Authority	8
Required Personnel at PPC	8
Reporting for Duty	9
Briefings	9
PPC Uniform	9
Duty Equipment	10
Beginning of Shift Inspection	10
Use of PPC Equipment	11
Security Video Recording	11
Required Memoranda and Watch Commander Notifications	11
Closing PPC	12
Admittance Restrictions and Time Limits	12
<b>WITNESS CENTER</b>	<b>15</b>
<b>RESPONSE TO MEDICAL EMERGENCIES OR NATURAL DISASTER</b>	<b>15</b>
<b>PERSONS WHO WILL BE PROCESSED AT PPC</b>	<b>16</b>
<b>PERSONS WHO WILL <u>NOT</u> BE PROCESSED AT PPC</b>	<b>16</b>
<b>PROCEDURES FOR PERSONNEL UTILIZING PPC</b>	<b>17</b>
Multiple Arrest Procedures	17
Pre-Planned Operation	17
Spontaneous Operation	17
Entering the Facility (Adult or Juvenile Division)	17
PPC Security Information	17
PPC "Code 20" Alarm Procedure	18
Entering PPC with Multiple Arrestees	18
Intake Forms and Property Bags	18
Consular Notification	19
Immigration and Customs Enforcement (ICE) notification	20
PPC Log-In	21

## TABLE OF CONTENTS (continued)

	Page #
<b>INTERVIEW ROOM / HOLDING CELL SEARCH</b>	<b>21</b>
<b>METAL DETECTOR</b>	<b>22</b>
<b>STRIP SEARCHES</b>	<b>22</b>
<b>MOVEMENT OF ARRESTEES</b>	<b>23</b>
<b>AUDIO/VIDEO RECORDINGS</b>	<b>24</b>
<b>VALTOX TESTING</b>	<b>24</b>
<b>DRAWING BLOOD</b>	<b>24</b>
Misdemeanor Cases	<b>25</b>
Felony Cases	<b>25</b>
Non-Consensual Cases	<b>26</b>
Cases Disallowed into Processing Area / Drawing Blood in Holding Cell 2	<b>27</b>
Urine Cases	<b>27</b>
<b>FINGERPRINTING</b>	<b>27</b>
<b>ARRESTEE PHONE CALLS</b>	<b>28</b>
<b>AN ARRESTEE'S RIGHT TO ATTORNEY</b>	<b>28</b>
<b>EVIDENCE HANDLING</b>	<b>29</b>
<b>PHOTO / MUG CAPTURE ENTRY</b>	<b>29</b>
<b>DISCIPLINE OF ARRESTEES AT PPC</b>	<b>30</b>
<b>RELEASE VIA CITATION AND 849(b) PC</b>	<b>30</b>
<b>USE OF RESTRAINT DEVICES AT PPC</b>	<b>31</b>
<b>JUVENILE SPECIFIC GUIDELINES</b>	<b>32</b>
<b>MODIFICATIONS: TO THIS MANUAL AND PROCEDURAL</b>	<b>35</b>

<b>TABLE OF CONTENTS -- APPENDICES</b>	
<b>IN-CUSTODY DEATHS</b>	<b>APPENDIX 1</b>
<b>SUICIDE PREVENTION</b>	<b>APPENDIX 2</b>
<b>VERMIN CONTROL</b>	<b>APPENDIX 3</b>
<b>CLASSIFICATION AND SEPARATION</b>	<b>APPENDIX 4</b>
<b>COMMUNICABLE DISEASE INFORMATION</b>	<b>APPENDIX 5</b>
<b>EXPOSURE TO HAZARDOUS MATERIAL / CONTAGIOUS OR INFECTIOUS DISEASE</b>	<b>APPENDIX 6</b>
<b>FIRE SUPPRESSION</b>	<b>APPENDIX 7</b>
<b>FACILITY SANITATION</b>	<b>APPENDIX 8</b>
<b>USE OF FORCE</b>	<b>APPENDIX 9</b>
<b>HOSTAGE / BARRICADE</b>	<b>APPENDIX 10</b>
<b>CITE AND RELEASE</b>	<b>APPENDIX 11</b>
<b>ARRESTEE PROCESSING</b>	<b>APPENDIX 12</b>
<b>JUVENILE CONTACTS</b>	<b>APPENDIX 13</b>
<b>CHEMICAL TESTS</b>	<b>APPENDIX 14</b>
<b>PRE-PROCESSING FORMS</b>	<b>APPENDIX 15</b>

## REQUIRED TRAINING

Title 15, section 1024 of the California Code of Regulations states:

“Custodial personnel who are responsible for supervising inmates in, and supervisors of, a Court Holding Facility or Temporary Holding Facility shall complete 8 hours of specialized training.

Such training shall include, but not be limited to:

- a) applicable minimum jail standards;
- b) jail operations liability;
- c) inmate segregation;
- d) emergency procedures and planning; and,
- e) suicide prevention.

Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility...

Eight hours of refresher training shall be completed once every two years.”

Unless there are exigent circumstances that can be articulated, only those department members that have received the required training are authorized to work as a PPC staff member. The staffing requirements and options can be found in the BFO Shift Guidelines.

The PPC Administrative staff conducts this training prior to each six-month shift change. All personnel that work at PPC, either as their assignment, or as a fill-in basis, will have had to attend one of these classes within the last two years in order to be in compliance with 15 CCR 1024. Any violation of this policy and statute will be reported to the Watch Commander and PPC Commander as explained on pages 11-12 of this manual.

**Exception:** When the Watch Commander assigns personnel (sergeant or officer) who are not in compliance with 15 CCR 1024 to work a shift at PPC, the Watch Commander will be responsible for reporting and documenting the non-compliance of this manual and statute to the PPC Commander.

# PRE-PROCESSING STAFF RESPONSIBILITIES

## **SUPERVISOR**

PPC Supervisors are responsible for knowing procedures and functions associated with all aspects of the adult and juvenile facilities. A primary responsibility of the on-duty supervisor is that of monitoring and directing the movement and processing of arrestees in order to ensure the highest degree of safety for police personnel, in-custody arrestees and any other persons present in PPC.

Examples of duties to be performed:

- Supervise the processing of arrestees, including the initial intake
- Supervise assigned personnel
- Monitor all surveillance cameras
- Ensure that audio and visual equipment is monitored and properly operated
- Ensure accurate documentation and recording of all required statistics pertaining to arrestee processing and the use of PPC equipment
- It is the responsibility of the PPC Supervisors to ensure that all logs are completed and updated at the end of their shifts. After reviewing these logs, the supervisor will stamp and sign the log indicating that he / she reviewed the log.
- Approve the use of Holding Cells #4, #5, and #6 for multiple arrestees.

## **ADMINISTRATIVE SERGEANT**

The Administrative Sergeant's function is a separate duty position assigned by the Unit Commander. The Administrative Sergeant will be assigned to the facility on a 4-day, 40-hour per week basis with three consecutive days off. This position is not a normal resource for patrol duty and the "overlap" or "hole day" system does not apply. Exceptions may occur during times of disaster or emergency.

In addition to the regular PPC functions, the Administrative Sergeant will:

- Maintain and file all PPC records.
- Review the Intake Logs daily.
- Complete and report required statistics in a timely manner.
- Be responsible for ordering all supplies and materials.
- Ensure that all equipment is maintained and repaired as necessary.
- Inspect / test all fire / medical equipment, and all "Code 20" alarms monthly. These inspections will be documented on a 'PPC Inspection Form'. These inspection forms will be retained for a period of not less than two years.
- Be responsible for security video retrieval / release when requested by proper authority.
- Maintain the security of the hard drives and ensure that the hard drives are changed at the proper intervals.
- Ensure that all staff members receive training regarding PPC operations and in the use of all facility equipment.
- Conduct daily inspections to ensure that clean and sanitary conditions are maintained.

## **PROCESSING OFFICERS**

Processing Officers will be responsible for performing a variety of functions assigned by the PPC Supervisor. The Processing Officer's primary objective is to allow personnel to use the facility in a safe, efficient, and expedient manner. Examples of duties to be performed by the Processing Officers are:

- Visually check that officers have removed weapons and / or SJPD radios.
- Visually check that the suspect(s) in the holding cell is handcuffed with arms secured behind his/her back. Any exception will be cleared through the PPC Sergeant.
- Review all intake forms and ensure that they are completed properly.
- Ensure that the intake log is properly filled out by the transporting / arresting officer before the arrestee leaves the holding cell.
- Make room assignments and ensure that officers check the rooms for contraband **before** and **after** use.
- Ensure that only one arrestee will be assigned to each room at a time. If more than one arrestee is to be assigned to a room, rooms #4, #5, and #6 will be used and only with the approval of the on-duty PPC Supervisor.
- Ensure that arrestees are separated as necessary, and placards are placed on the doors accordingly, for instances such as medical issues, contaminants, and gang affiliation,
- Whenever possible assist officers with CJIC checks.
- Check the database for prior entries.
- **ENSURE THE BULLET PROOF DOOR IS CLOSED BEFORE ANY ARRESTEE IS BROUGHT INTO PPC. This is MANDATORY.**
- **Search all arrestees for weapons and contraband.**
- Ensure that all arrestees successfully pass through the metal detector.
- Make database entries (**a photo entry is required every time an arrestee is processed**).
- Complete all required fingerprinting of arrestees via "Live Scan" and/or ink methods.
- Assist with evidence collection from arrestees when necessary.
- Assist with strip searches as needed. The searching officer will be of the same gender as the arrestee being strip-searched.
- Perform Valtox testing and ensure that the Valtox log is completed.
- Ensure that officers accompany the lab technician while obtaining blood specimens.
- Advise the PPC supervisor anytime an arrestee refuses to give a blood sample.
- Conduct, and document, room checks (required at least every 30 minutes) on the intake form. Monitoring an arrestee using audio, video, or other electronic devices does not replace personal visual observation.
- Provide officers with the CEN printout and assist them with the cite and/or 849b procedures as needed.
- Ensure the log is completed and arrestees are signed out when exiting the facility. Ensure the room is checked for contraband, damage, and contaminants after the arrestee is removed. Document the findings on the Intake Sheet.
- Ensure that all personnel utilizing the facility adhere to the provisions of this manual, especially with regards to officer safety.

- Whenever any non-sworn person enters PPC (ie: janitor), staff members will make every effort to ensure his / her safety.
- Ensure the non-sworn persons do not leave behind any tools or property upon exiting. This applies especially to workmen and emergency medical personnel.

### **PRE-PROCESSING STAFF AUTHORITY**

*For the purposes of **safety**, PPC staff members will have functional authority over all personnel entering the facility, regardless of rank.*

All personnel utilizing the PPC facility will, at all times, strictly adhere to all prescribed procedures. Any dereliction of the policies and procedures described in this manual will be reported and documented as described on page 11.

All disagreements will be resolved by the PPC Commander if on-duty or the on-duty BFO Watch Commander.

### **REQUIRED PERSONNEL AT PPC**

Generally, PPC will be staffed with a sergeant and two officers for each shift.

The on-duty PPC supervisor will be present whenever there are arrestees present in PPC. No arrestees will enter the facility unless a supervisor is at PPC.

When a female arrestee is present, there **will** be at least one trained female staff member immediately available and accessible to such female per 4021(a) P.C. (this includes a female arrestee sitting in the holding cells). “Immediately available and accessible” has been interpreted as a female staff member will be either at the adult side or juvenile side while a female arrestee is in either facility. The female staff member will respond as needed to assist any female arrestee if requested by the arrestee. If there are two female arrestees (one juvenile and one adult), the PPC Sergeant will require two female officers to be present in PPC. The second female officer does not need to be PPC trained, and may be brought in from the Bureau of Investigations or Patrol.

If there are no PPC trained female officers to work in PPC, PPC will be closed to female arrestees.

When there are no arrestees in PPC, staff may leave the center using the following procedures:

- Always carry a pager or cell phone (either departmental or personal).
- Be available to quickly respond back to the facility.
- Ensure that there is always at least one staff member present.

**At no time will the facility be vacant unless the facility is closed by proper authority.**

In the event that PPC is closed, signs will be posted at all entrances advising that the facility is closed, and Communications shall be notified. See “Closing PPC” for additional information.

### **REPORTING FOR DUTY**

First Watch: 0600 to 1600 hours.  
Second Watch: 1500 to 0100 hours.  
Third Watch: 2100 to 0700 hours.

### **BRIEFINGS**

PPC staff will attend their respective BFO briefings unless excused by the PPC supervisor. The on-duty PPC supervisor will be notified of any delay in reporting to PPC after briefing.

### **PRE-PROCESSING UNIFORM**

While working at PPC, the staff has the option of wearing:

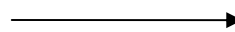
- The one or two-piece BDU.
- “Class A” uniform without weapons, radio, or chemical agents.
- The “Pre-Processing” uniform.

The PPC uniform has several options:

**SHIRT:** Either a polo shirt or a Dickies brand button shirt is authorized. The shirts may be black or navy blue in color. Either shirt may be long or short sleeve.

Each shirt will be embroidered with “PRE-PROCESSING” and the officer’s name in capital 5/16” letters on the right side. The badge number will be embroidered in 3/8” numbers below the name. The word “PRE-PROCESSING” will be embroidered in blue on black shirts and in red on blue shirts. The name and badge number will be embroidered in white. The SJPD star patch will be placed over the left breast area. A black, or white, crew neck T-shirt will be worn under the uniform shirt.

Example of approved name patch



**PANTS:** Pants will be black denim, black Dickies brand or utility uniform pants..

**BOOTS / SHOES:** Black leather (non-patterned toe and heel) laced boots or shoes with traction type non-slip soles. No patent leather, elevator or platform soles or high heels.

The PPC Administrative Supervisor is exempt from the above uniform restrictions and may wear other appropriate attire.

**GROOMING:** All SJPD grooming standards apply.

### **DUTY EQUIPMENT**

ALL PPC personnel shall carry on their persons at all times:

1. **Yawara Stick** (if so trained),
2. **PPC key ring,**
3. **Handcuffs.**

**Exceptions:** The Unit Commander, Administrative Sergeant, or anyone with the Unit Commander's permission for valid cause, may be excused from these equipment requirements.

### **BEGINNING OF SHIFT INSPECTION**

At the beginning of each shift, PPC staff members will conduct a physical security inspection of the facility to ensure that no weapons, contraband, or other personal items have been left by previous arrestees or officers and that all security doors and cameras are functioning properly.

Additionally, the PPC staff members will also conduct a sanitation, safety, and maintenance inspection. The staff member assigned will report any conditions such as vermin (or signs thereof), plumbing problems, broken glass, exposed sharp objects, chemical spills, or other hazardous conditions immediately to the on-duty PPC Supervisor.

The on-duty PPC Supervisor will be responsible for forwarding the information to the PPC Administrative Sergeant and/or Administrative Officer. If the Administrative personnel are not available, the information will be forwarded directly to the building maintenance supervisor at extension 5235 or 5200 between 0700 and 1600hrs, Monday through Friday. The building maintenance supervisor is also available via cell phone 307-1274 between 0700 and 1600 hrs, Tuesday through Friday.

For after hours issues that have an **immediate** need, General Services can be contacted via Fire Communications (x8956). Fire Communications will contact the on-call GSA person to locate a janitor or trades-person (electrician; plumber; etc.)

**Note:** Some problems may be handled by the "on-call" custodians. If they are not available or are unable to address the problem, isolate the affected area until it can be corrected.

In any event, the Administrative Sergeant or Administrative Officer will be notified (via email, or written message in the folder) of the problem, so follow up to ensure a successful resolution can be done.

## USE OF PRE-PROCESSING EQUIPMENT

The PPC Supervisors are solely responsible for the operation of the PPC facility; therefore, no equipment will be manipulated except under the direction of the on-duty PPC supervisor. All non-authorized personnel will refrain from operating or attempting to operate any "Live Scan" station or computer terminal (except CJIC and MDT), photographic equipment, audio or visual device, or any Valtox related testing equipment.

**Exceptions:** Persons who are trained in PPC operations (Valtox, Live Scan, etc.) may use those items with the approval of on-duty staff members.

In addition, no equipment will be loaned or removed from PPC without the approval of the on-duty PPC supervisor.

## SECURITY VIDEO RECORDING

There are twenty-nine cameras that monitor in and around the PPC facility. There are two security video recorders that run on alarm sensors. The recording starts when the system detects motion in the camera's field of view. Recording will continue until motion ceases, or is no longer detected. Currently, the system is set at 16 shots per second with a 5-second lapse. If motion is detected, the system records 16 pictures per second (cycling through all active cameras). If no motion is detected for 5-seconds, the recording stops.

The cameras are divided between two monitors. One monitor records all critical areas where suspects are normally processed, or expected to be. The other monitor records all non-critical areas.

The day shift PPC Administrative Sergeant has primary responsibility for changing the hard drives or ensuring it has been done. In his/her absence, the Administrative Officer or Unit Commander, respectively, will ensure that the hard drives have been changed. Hard drives from the critical area cameras will be archived for 14 months. Non-critical area cameras will record on a continuous loop, with the hard drives being neither changed nor archived.

Any requests for copies (CD) of any security video footage will be routed through the PPC Administrative Sergeant or Administrative Officer, The Unit Commander shall be notified of all requests. The Administrative Sgt or Officer will document the request, and release, in the electronic, request Log.

## REQUIRED MEMORANDA AND WATCH COMMANDER NOTIFICATIONS

The on-duty PPC Supervisor is **required** to complete a memorandum directed to the PPC / Main Lobby Lieutenant when:

- An arrestee causes any major damage to the PPC facility.
- An arrestee receives any significant injuries while at PPC.
- An arrestee dies while at PPC or attempts suicide (see Appendix 1).
- Any major incident occurs during the shift.
- It is necessary to document any violation of this manual.

The memorandum will be directed to the lieutenant in charge of PPC / Main Lobby and will be accompanied by a copy of the crime report documenting the incident (A crime report is not required for procedural violations). **The supervisor will complete the memorandum prior to the end of the shift.**

The Watch Commander will be notified when:

- An arrestee causes any major damage to the PPC facility.
- An arrestee receives any significant injuries while at PPC.
- An arrestee dies while at PPC or attempts suicide (see Appendix 1).
- It is necessary to close any portion of PPC (provide reason and duration).
- An adult arrestee remains in-custody at PPC for longer than 6 hours.
- An EMS response is required for an “in custody” illness or injury.
- At the direction of the PPC / Main Lobby Lieutenant.

A memorandum to the Watch Commander (as opposed to simple notification) will only be completed at the PPC/Main Lobby Lieutenant’s direction. However, all Watch Commander notifications will be documented in the Pass-down Log, and will include the following:

- The names of those persons involved, including EMS personnel,
- A description of the incident,
- Actions taken, and
- The date and time of the occurrence.

### **CLOSING THE PRE-PROCESSING CENTER**

The following steps will be taken whenever the on-duty PPC Supervisor determines that it is necessary to temporarily close either the juvenile, or the adult division of the facility:

- Contact Communications.
- Advise the Watch Commander.
- Ensure that a Watch Commander’s log entry is made.
- Direct a memo to, or verbally contact the PPC / Main Lobby Lieutenant. If the Lt. is unavailable, an email will suffice.
- Post signs as appropriate at entry doors.

### **ADMITTANCE RESTRICTIONS AND TIME LIMITS**

PPC is a temporary holding facility established for the purpose of assisting officers in the processing of arrestees. Only persons **UNDER ARREST** may be brought into the PPC facility. Witnesses and victims will **NOT** be allowed into Pre-processing; they may be

interviewed in the Witness Center. All arrestees entering PPC will be handcuffed with their arms secured behind their back. Any exception to the handcuffing policy will be addressed through the PPC Sergeant.

PPC is restricted to sworn personnel (of any jurisdiction), district attorneys, members of the Grand Jury, “in-custody” participants of a “line-up”, custodians, County lab technicians, Emergency Medical Personnel in the performance of their duties, Health Department Inspectors, members of the CCSA, the Fire Marshall, Fire Department personnel in the performance of their duties, and authorized repair or trades-persons. If no arrestees are present within the facility, citizen observers / ride-alongs, and citizen groups may tour the PPC facility with the permission of the PPC supervisor. A sworn member of the SJPd must accompany the citizen observer or citizen group. After any such tour or visit, PPC Staff shall insure that no items were left behind and that the PPC Facility is again ready to receive arrestees.

**Note:** the PPC supervisor must be given at least one-hour advance notice of group tours.

The on-duty PPC Supervisor is responsible for monitoring the amount of time that arrestees are detained and will take appropriate steps to ensure that the detention time is minimized.

Arrestees will not remain in the PPC facility for more than six hours.

**Exception:** **Adult** arrestees may be held for a maximum of 12 hours. Holding an adult arrestee longer than six hours requires approval by the on duty BFO Watch Commander or PPC Commander. The supplemental room-check form will be utilized to document the approval. The fact that a prisoner is held more than 6 hours will be documented in the Pass-down Log.

**Arrestees will not remain in the PPC facility for more than 12 hours. No exceptions per Title 15, Article 14, Section 1270 CCR.**

Persons arrested in accordance with 40302(a) CVC (failure to present satisfactory evidence of identification) may be detained a **MAXIMUM** of **two hours** in order to verify identity.... Per 40307(b) CVC.

Persons brought to PPC in accordance with 853.5 and 853.6 PC (failure to present satisfactory evidence of identification) should only be detained as long as it takes to verify the persons’ identification. See Appendix 11 for Cite and Release Procedures.

Arrestees will be logged out, noting the time of exit on the daily log as well as the intake form.

**Note:** If an adult arrestee is taken from the PPC facility to the Investigations Bureau, that adult arrestee will be logged out of the PPC facility, noting which unit the adult arrestee was transferred to, next to the “Time-out” column on the daily log. A disposition will not

be circled at this time. The check of the room after the arrestee departs will be documented as usual on the Intake sheet.

If the adult arrestee does not return to PPC, the appropriate dispo will be determined later, by administrative personnel during the quality control procedure.

If the adult arrestee returns through the PPC facility, the arrestee will re-enter the facility through the sally port/holding cell, just as if the arrestee had not yet been through the process. The only difference will be that the arrestee will not need to be re-photographed or re-fingerprinted. No new log entry needs to be made, the original will suffice. The initial intake form will be used for the remainder of the arrestee's time at the PPC facility. The first room check for the re-entered arrestee will be the re-entry time.

**NOTE: The time the arrestee was in custody whether in PPC or in the Bureau is all inclusive. The maximum 12 hour rule applies whether it was all spent in PPC or not. Leaving PPC for the bureau does not restart the 12 hour clock.**

The new room # will also be added in the "Room Number" space with the admitting staff member's initials and badge #. The "Time out" boxes on the Log and the Intake sheet will be divided with a diagonal line from upper right to lower left corners. When the arrestee leaves the facility, the lower right hand portion of the divided boxes on both the Intake sheet and the Log will be used. The check of the room after the arrestee leaves will be noted on the Intake sheet.

Note: If the PPC log with the original entry has already been completed and filed, it is admissible to make a new entry, and use a new intake sheet. The original CEN and Photo number will be listed on the PPC log and the new intake sheet.

## WITNESS CENTER

The Witness Center is located immediately south of the PPC Adult Division. The Witness Center is part of the Bureau of Investigations. The individual Unit using the center is responsible for their own supplies (film, cassette tapes, CDs, video tapes, etc.). In addition, the Unit using the facility is responsible for the comfort and needs of their witnesses.

The Witness Center is available for interviews, blood draws, etc. of persons **not in custody**.

The PPC Sergeant will be notified when the Witness Center is being used, due to the Code-20 phone that only rings into the Adult PPC Control Bridge.

When the Witness Center is being used for a BFO case, the District V Sergeant is responsible for the coordination of efforts pending the response of the BOI. Refer to the BFO Watch Guidelines for further details.

## RESPONSE TO MEDICAL EMERGENCIES OR NATURAL DISASTERS

In the event of a medical emergency, fire, flooding, earthquake, or other disaster which affects PPC, the following guidelines will be observed whenever feasible:

- Contact communications via the “ring down” line, or if no immediate response, the red “code 20” phone.
- Advise communications personnel regarding the details of the event, the type of assistance required (such as fire, ambulance, additional police personnel, public works, etc.).
- In case of a medical emergency, arrestees will be transported to VMC Emergency Room immediately, unless circumstances justify using an alternative hospital.
- If evacuation is necessary, personnel and arrestees should convene in the secure PPC parking lot via the admissions entrance. If that is not possible, then the South exit should be utilized. In all cases, the on-duty PPC Supervisor will determine the need for, and the method of, evacuation.
- In all cases, the on-duty PPC Supervisor will be responsible for determining that all arrestees are safely evacuated, accounted for, and the PPC log reflects the appropriate disposition.
- The Unit Commander will be notified.

## PERSONS WHO WILL BE PROCESSED AT PPC

Also see: Duty Manual Section L 2903.

**ALL** arrestees (adult or juvenile) NOT cited in the field should be processed at PPC. This is for felony AND misdemeanor crimes.

**Note:** Routine Driving Under the Influence of Drugs &/or Alcohol arrests are generally not processed at PPC. However, if the arresting officer, with the concurrence of the PPC Sergeant, deems that further investigation is required, PPC is available to accommodate the investigation, depending on the level of intoxication and the sobering cell issues.

## PERSONS WHO WILL NOT BE PROCESSED AT PPC

- Mentally disordered arrestees (see “Appendix 4” for additional guidelines).
- **Arrestees requiring utilization of a wheelchair.**
- Developmentally disabled arrestees (see “Appendix 4” for additional guidelines).
- Actively combative arrestees. They should be transported directly to jail (Exceptions: see “appendix 14” regarding the taking of blood).
- No arrestee needing medical attention will be admitted to PPC without receiving medical clearance from a physician.
- Arrestees who are unable to walk or stand without assistance (due to intoxication and / or other physical limitations).
- **Contagious Diseases:** The PPC intake sheet and its medical / health questions can only serve as a **guideline**. Many arrestees actually have diseases for which they are yet to be diagnosed. Others may lie about whether they do or do not have diseases or conditions. Treat everyone as though he / she **is** contagious.
  - Arrestees who DO report having a disease will be evaluated on a case-by-case basis for admittance. If the arrestee is to be admitted into the facility after claiming a contagious disease, staff members should use breathing masks and face shields in addition to the normal safety precautions taken during processing. The contagious arrestee should be removed from the facility as soon as the processing is completed. All surfaces and areas exposed to the arrestee will be decontaminated.

Things to consider will be:

- The particular disease or condition involved.
- The number of personnel and arrestees already in PPC who may be exposed.
- Cooperative or combative nature.
- If blood or body fluids are present.
- If the arrestee is actively coughing.
- The importance of processing the arrestee at PPC.
- Arrestees infected with head lice, vermin, staph infections, etc. **WILL BE EXCLUDED, NO EXCEPTIONS.**

- Arrestees who are **extremely** hostile or disruptive will not be allowed to enter.
- Arrestees suspected to be under the influence of PCP will not be processed at the facility, unless approved by the on duty PPC supervisor on a case-by-case basis.
- Misdemeanor drunk drivers will not normally be processed at PPC, unless other on-view charges apply or further investigation is required as determined by the arresting officer with the concurrence of the PPC Sergeant.

**If there is a dispute over the admittance of a suspect, the ultimate decision of whether an arrestee is refused entry into PPC will lie with the PPC Sergeant.**

## PROCEDURE FOR PERSONNEL UTILIZING PPC

### MULTIPLE ARREST PROCEDURES

When four or more persons are taken into custody at the same time, the following procedures will be observed:

**Pre-Planned Operation:** The commanding officer (or designee) of a preplanned operation where multiple arrests are anticipated will, when possible, notify the PPC supervisor at least four hours prior to the commencement of such operation (for planning and staffing reasons).

**Spontaneous Operation:** When an incident results in multiple arrests the officer in command will ensure that the PPC supervisor is notified **as soon as possible**. In any event, notification will **not** be delayed until arrival at the police department or PPC.

### ENTERING THE FACILITY

- Department members transporting arrestees will drive into the fenced security PPC parking lot whenever parking space is available.  
**Exceptions:** Walk-ins from detective bureau or Information Center.
- **All** arrestees will enter PPC through the appropriate (juvenile/adult) **arrestee admission sally ports. NO EXCEPTIONS.**
- **All** arrestees will be handcuffed with their arms secured behind their back. Any exception to this will be cleared through the PPC Sergeant prior to the arrestee being placed into the admission sally port holding cell.

### PPC SECURITY INFORMATION

All entrances to the facility (including the fenced parking area) are protected by electronic keypad locking mechanisms, manual key locks, internal alarms, and 24-hour monitored video cameras (the cameras also cover most internal areas). In addition, there are intercom speakers at all entrances and prominently positioned code 20 buttons, which are connected to the Supervisor's Control Panel, Info Center, and Communications.

Entering PPC:

- Enter the current code on the keypad.

**Note:** For security reasons, the entry code may be changed periodically. All personnel will be notified in advance of any such change.

- If entry is unsuccessful via the keypad method, contact the control station via the intercom or telephone.
- Officers will secure all weapons and handpack/portable radios in the gun lockers (located in the officers' sally port); in the officer's vehicle, or other secure area.

### **PPC "CODE 20" ALARM PROCEDURE**

Whenever a "Code 20" alarm or "Code 20" phone is activated, the following procedures will be followed:

- Officers assigned to the Information Center will immediately respond **fully armed**.
- Communications personnel will **immediately** dispatch a basic response team and broadcast the Code 20 on ALL police radio channels.
- If communications supervisor(s) choose to contact PPC by telephone for confirmation of the alarm it will only be AFTER units are dispatched. **Calling PPC will NEVER substitute for the immediate dispatch of emergency assistance.**
- PPC staff will update communications personnel as conditions allow.
- The on-duty PPC Supervisor will ensure that Pre-Processing premises are secure prior to canceling responding officers.

### **ENTERING PPC WITH MULTIPLE ARRESTEES**

Personnel intending to enter the facility with multiple arrestees will, in addition to the above procedures:

- Keep arrestees of the opposite sex separated while in PPC regardless of how they were transported, or their relationship.
- Have sufficient officers present to ensure the safe and efficient handling of arrestees.
- Move arrestees, one at a time, from the sally port/holding cell to the metal detector, and then to the assigned interview room.

**Note:** Upon leaving the facility with multiple arrestees sufficient officers must be present to uphold high safety standards.

### **INTAKE FORMS AND PROPERTY BAGS**

Intake forms and paper bags for arrestees' property are provided outside of the juvenile sally port, near the adult tunnel entry, and also at the adult sally port entry. PPC staff will ensure that only the most current Intake forms (PPC Intake Form (03/07)(204-27)) are stocked.

**The forms will be completed and the arrestee's property bagged before placing any arrestee into a holding cell (sally port).**

**Note:** Officers will ensure that the case number and the arrestee's name are written on the property bags. Officers are responsible for the suspect's property and great care should be taken to be sure that it is secure and not left behind when departing.

As a security measure for suspect property, Officers will store their suspect's property in the appropriate locker that corresponds with their suspect's room assignment.

The PPC staff will review the completeness of the Intake form, ensuring that all categories on the form have been addressed. If the form is not complete, PPC staff will request the arresting/transporting officer ask the appropriate questions and obtain the answers before allowing the arrestee entry. PPC staff have the option of asking the arrestee the questions, if they deem it appropriate, and thereby completing the intake form themselves, prior to allowing the arrestee entry.

Arresting / transporting officers will ONLY move an arrestee from a holding cell (sally port) into PPC with the approval of a PPC staff member.

If for any reason, the arrestee is to remain in the holding cell, he/she shall not be uncuffed in any manner until a thorough search is done by PPC staff. Refusal of admittance does not nullify or alter the officer safety and search procedures. Searches will be done with the holding cell door closed, or with the holding cell door propped open and the bullet proof door of the metal detector area closed. No fewer than two officers shall be present during the search. No other arrestees will be present in the holding cell and/or the metal detector area during this process.

### **CONSULAR NOTIFICATION:**

Also see: Duty Manual Section L 8215.

Officers who have arrested a known or suspected foreign national will ask if he/she is a foreign national. If the detainee/arrestee answers yes, the officer will ask the person to identify their country of citizenship and offer to notify the detained foreign national's Consulate Office. The officer will note the corresponding responses to each question in the "Consulate Notification" section of the intake form.

PPC personnel will review the intake form and verify that the Consulate Notification Section has been completed. If the detainee/arrestee is a foreign national, PPC personnel will check the detainee/arrestee's country of citizenship against the list of countries requiring mandatory notification under Article 36 of the Vienna Convention contained in PC 834c (d). If the identified country requires mandatory notification, PPC personnel will notify the arresting or transporting officer, who is responsible for ensuring notification to the consulate office of the foreign national.

If the identified country does not require mandatory notification of the arrest and booking or detention of its citizens, but the detainee/arrestee wishes consulate notification, the arresting/transporting officer will be required to make notification to the consulate office of the foreign national.

In either case, the Pre-Processing Center Embassy/Consulate Fax Notification Form will be completed by the arresting/transporting officer and faxed to the appropriate consulate official. The faxed notification sheet will be maintained to document actions taken by

Department members in their compliance with PC 834c. As such, the faxed notification form should be included with all reports associated with the case and forwarded to O.S.S.D. for processing.

If the officer is unable to send a fax notification sheet to the consul office, the officer should attempt to contact the consular office by telephone. If the officer is unable to make contact with the consul office by fax or phone, it should be noted on a Crime Report (Form-2) or Supplemental Report (Form-3).

PPC staff will guide the arresting/transporting officer through the consulate office notification process; however, the responsibility of the notification lies with the arresting/transporting officer. In the interest of expediency, PPC staff may assist the arresting/transporting officer by filling out the fax sheet and/or physically sending the fax.

PPC staff will ensure that the “Disposition (PPC staff use only)” portion of the intake sheet is completed; indicating whether a mandatory or voluntary notification was required, and verifying a fax was sent by checking the appropriate box and placing their badge number in the provided space.

Any and all faxed responses received from consulates will be forwarded to the Case Management Unit.

### **IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) NOTIFICATION:**

Also see Duty Manual Section L7911

PPC personnel will review the intake form for Foreign National status of the arrestee. If the detainee/arrestee is a foreign national, PPC personnel will check the arrest charges. If the arrest charges require ICE notification, per Duty Manual Section L7911 or HS §11369, PPC personnel will notify the arresting or transporting officer, who is responsible for ensuring notification to ICE.

The Pre-Processing Center ICE Fax Notification Form will be completed by the arresting/transporting officer and faxed. The ICE Fax Notification Form will be maintained to document actions taken by Department members in their compliance with HS 11369 and DM L7911. As such, the ICE Fax Notification Form should be included with the reports associated with the case and forwarded to O.S.S.D. for processing.

If for any reason the fax attempt is unsuccessful, the officer should attempt to contact the ICE office by telephone. If the officer is unable to make contact with the ICE office by fax or phone, it should be noted on a Crime Report (Form-2) or Supplemental Report (Form-3).

PPC staff will guide the arresting/transporting officer through the ICE notification process; however, the responsibility of the notification lies with the arresting/transporting

officer. In the interest of expediency, PPC staff may assist the arresting/transporting officer by filling out the fax sheet and/or physically sending the fax.

PPC staff will ensure that the “Disposition (PPC staff use only)” portion of the intake sheet is completed; verifying a fax was sent by checking the appropriate box and placing their badge number in the provided space.

The PPC fax to ICE instigates a multi-tiered, computer generated, response which will sometimes result in a reply fax from ICE. This is a form letter than can be discarded with no further investigation or action taken.

### **PPC LOG-IN**

The arresting / transporting officer is responsible for completing the PPC log. After presenting the intake form to PPC staff, the arresting / transporting officer will enter the appropriate information in the PPC log.

The PPC staff are responsible for reviewing the log, and ensuring that the steps of processing (valtox, sample collection, prints, and photo), PFN, CEN, exit times, and dispositions are properly noted on the log.

The shift supervisor is responsible for ensuring that the logs are complete and accurate. At the end of each shift, the shift supervisor will stamp and sign the PPC log.

## **INTERVIEW ROOM / HOLDING CELL SEARCH**

At the beginning of each shift, PPC staff shall inspect all holding cells (sally port) and interview rooms for property, contraband, contaminates, and/or damage of any type. The property lockers will also be inspected for any items not retrieved by arresting/transporting officers upon leaving the facility. This will be done on both the Juvenile and Adult sides.

Contaminants will be removed and the area cleaned/disinfected.

Contraband and/or property that cannot be assigned to the previous occupant will be booked as found property by the searching staff member.

If damage is found, and it can be attributed to a specific arrestee, the arresting officer will be notified and requested to add a charge of malicious mischief and document such in their form 2 or form 3.

A similar inspection will also be done as the arrestee is removed from the assigned room or cell and PPC staff will document this inspection in the “Room Checks” section of the intake form.

Before an arrestee is placed in a holding cell (sally port) **OR** interview room the arresting / transporting officer **will** inspect the room for property and / or contraband of any type. A similar inspection **will** also be done as the arrestee is removed from the room or cell.

## METAL DETECTOR

All arrestees will be **THOROUGHLY** searched and their personal property placed in bags **PRIOR** to entering the facility (Exceptions: Jewelry and belts that are difficult to remove).

If a belt cannot be removed, it must be checked to ensure it is harmless (does not contain hidden or disguised weapons and is not a risk for inmate safety).

When the arrestee is cleared to enter, the PPC staff member, accompanied by the arresting / transporting officer, will begin the intake process. The intake process will begin in the metal detector area. The bullet proof glass door leading into PPC, doors to occupied holding cells, and the door leading to the officer entry and gun lockers shall be closed at all times during this process. There will never be less than two officers present during this process. The PPC staff member will have the arrestee, **while still handcuffed**, exit the holding cell (sally port) and conduct a **pat-search**. The arrestee will then be un-cuffed and directed to walk through the metal detector after the remainder of the search. If cleared (does not set off the metal detector), the arrestee will be escorted to the photo / fingerprinting area or an assigned room.

**NOTE:** Once inside the PPC facility, a female arrestee shall **ONLY BE SEARCHED BY A TRAINED FEMALE OFFICER (4021 PC)**. Refer to page 5 of this manual for training requirements.

If not cleared, the arrestee will be pat-searched (when appropriate) and scanned with a hand held metal detector. The arrestee may be denied entry to P.P.C. if the processing staff member is unable to determine the cause of the failure to clear metal detection screening.

If the arrestee is charged with a crime involving weapons or drugs a strip-search may be conducted in an appropriate area, **see Strip Searches (below) for specific guidelines**.

## STRIP SEARCHES

**The on-duty PPC Supervisor will be informed whenever a strip search is to be performed.**

Arrestees may be strip-searched under the following conditions:

- If the charges involve weapons, controlled substances or violence.

- If the search is due to MISDEMEANOR charges then the “MISDEMEANOR STRIP SEARCH” section on the back of the “Intake and Screening Form” MUST be completed AND approved by the PPC supervisor, see Misdemeanor Strip Search Procedure (SJPD Duty Manual Section L 2910) as well as the Penal Code (4030 PC).

**L 2910: “No person arrested for a misdemeanor may be strip searched unless their case involves weapons, controlled substances or violence and a peace officer has determined that there is a reasonable suspicion based on specific and articulable facts that lead the officer to believe such person is concealing a weapon or contraband, and a strip search will result in the discovery of such weapon or contraband.”**

- The officer conducting the search must be of the same sex as the arrestee (4030(l) PC).
- The searches will be conducted in the specified area with the door and blinds closed, visible only to the searching officer. If a video camera is present, the PPC supervisor will ensure that it is not activated. If officer safety or other specific circumstances dictate that additional officer(s) is/are needed to be present during the strip search, the PPC supervisor may approve more than one officer present during the strip search (4030(m) PC).
- Any physical body cavity search shall be conducted under sanitary conditions, and only by a physician, nurse practitioner, registered nurse, licensed vocational nurse or emergency medical technician Level II licensed to practice in this state (4030(k) PC).
- No person arrested on a misdemeanor or infraction offense (adult or minor) shall be subjected to a physical body cavity search except under the authority of a search warrant issued by a magistrate specifically authorizing the physical body cavity search (4030(h) PC). The search warrant will be shown to the PPC supervisor prior to conducting the search.
- Under no circumstances is an officer to touch the breasts, buttocks, or genitals of the person being searched (4030(j) PC).

Officers are expected to strip-search their own arrestees. When a male or female officer is needed to respond to assist, the PPC supervisor will use the following priority list for response order:

- PPC Officers.
- Information Center Officers.
- Beat Unit Officers (preferably from a nearby district).

## MOVEMENT OF ARRESTEES

Officers will ensure that they are in immediate control of their arrestees when moving them within the facility (with or without handcuffs).

After an arrestee has been processed, they will be escorted to their assigned room by either the arresting officer or a PPC staff member. The arrestee will then be secured in the room by handcuffing **one** of the arrestee's hands to the table or bench with the cuffs affixed thereon. At no time will an arrestee be left unattended when not secured to a bench or table. Every two hours PPC staff will alternate the arrestee's cuffed hand. **No Exceptions!**

**Note:** "Immediate control" means that the arrestee will be within arms reach and to the side or front, not rear, of the escorting officer.

PPC Staff will monitor arrestee movement within the facility to ensure it is done safely and with the fewest number of arrestees being moved at any one time.

## AUDIO/VIDEO RECORDING

When it is desired to record an arrestee (audio or video) while in an interview room, **only on-duty PPC staff members will operate the recording equipment hard wired into the rooms.** Arresting/Interviewing officers are allowed to use their own recording devices as they see fit. There are small table top cassette recorders available.

## VALTOX TESTING

**Only PPC staff members are authorized to conduct presumptive tests on suspected drugs &/or narcotics.**

**Exceptions:** Persons who are trained in Valtox testing may conduct the test with the approval of on-duty staff members.

All Valtox tests will be conducted in **strict** accordance to department and OSHA guidelines. The officer requesting the test will be responsible for completing the Valtox log and noting the test on the arrestee log.

All Valtox tests will be documented on the Valtox log, regardless of who performs them, the test results, or whether or not an arrestee was brought in on the corresponding case.

## DRAWING OF BLOOD

The investigating officer (or substitute officer) **WILL** accompany the lab technician whenever blood is drawn.

Duty Manual section **L 6706 (Seizures of Blood Samples)** will be followed. It is summarized as:

When a suspect refuses to consent to a blood extraction:

**MISDEMEANORS:**

**Physical force shall not be used.** However, the suspect's **consent** to a blood sample and the **use of force** to obtain it are two separate and distinct issues. The suspect's submission, absent physical resistance is sufficient to constitute consent.

Consent is not required where the officer would otherwise be able to seek the blood sample, incident to a lawful arrest, as set out in existing case and statutory law.

**FELONIES:**

The fact that the crime is a felony is not sufficient to draw blood.

A blood sample may be taken without a warrant, and without consent, only if **ALL** the following criteria are met:

- The test is taken incident to a lawful arrest for a felony.
- At the time of arrest there is reasonable cause to believe that the person is under the influence of alcohol / drugs and the officer has a clear indication that a chemical test will reveal evidence of it.
- Alternatively, an involuntary blood sample may be taken if the arresting officer or a credible witness observed the objective symptoms of alcohol or drug influence in the suspect at the time of the commission of the felony, and the time interval between the arrest / testing and the commission of the crime was short enough so that there is a clear indication that blood testing will determine that the suspect was under the influence the time of the crime.
- Exigent circumstances exist requiring prompt testing without first obtaining a search warrant (e.g. the evidence of alcohol or drug intoxication will be lost due to the delay in obtaining a warrant.)
- The test is conducted in a medically approved manner.
- Only objectively reasonable force is used to obtain the blood sample.
- Generally, in the context of forcible extraction of a blood sample, reasonable force would be the application of that amount of physical restraint required to conduct the blood extraction in a safe and efficient manner (See Duty Manual section L 2602 for “objectively reasonable force”).

A blood sample shall not be forcibly taken if the suspect requests to undergo and completes an alternative form of drug testing that would yield similar results.

**Note:** Officers are not required to offer the suspect an alternative form of drug testing but if the suspect requests it the testing officer is obligated to provide it *if it is available*.

**L 6707 METHOD OF BLOOD SAMPLE EXTRACTION:**

The method utilized to extract blood samples must not deviate from what is considered to be reasonable by contemporary standards and will be done by a laboratory technologist or medical physician in a **medically approved manner**.

#### **L 6708 PROCEDURES FOR TAKING NON-CONSENSUAL BLOOD SAMPLES:**

An arrestee who is **verbally resistive** is defined as a person who orally refuses to submit to a blood sample, but does not physically resist. Persons classified as such will be processed without the use of physical force and according to standard procedures.

A **physically resistive person** is defined as one who physically refuses to cooperate in providing a blood sample, but is not considered physically threatening by an objectively reasonable officer involved in the encounter.

A **combative person** is defined as one who could be considered physically threatening by an objectively reasonable officer involved in the encounter. There is no requirement that the person actually has to swing at or strike an officer to be combative so long as an officer has sufficient information (verbal threats, physical stance, etc.) to believe that a person has the present ability and intent to harm the officer.

The following procedures must be adhered to whenever a blood sample must be obtained from a suspect who is physically resistive or combative and refuses to provide a blood sample:

- The PPC supervisor will evaluate each situation, determining the processing area and the level of restraint that will be implemented when initiating a forcible blood drawing.
- The PPC supervisor will ask the subject to voluntarily submit to a blood sample. If the subject refuses, they will be advised of the type of restraint that will be used to accomplish the extraction of blood.
- The PPC supervisor will be present at all forcible blood drawings to ensure they are conducted in a safe manner and the force used to accomplish the collection of the sample is reasonable.
- If the arrestee resists to a degree that the subject cannot be placed in a position for a blood draw without undue risk of injury to the arrestee, officers and blood technician, then all officers shall not attempt to conduct a forced blood extraction. If in the opinion of the blood technician the level of the arrestee's resistance creates an undue risk of injury, the blood technician may choose not to attempt obtaining a blood sample.
- The arresting officer(s) will ensure that all incidents of non-consensual blood extractions are documented in a Police Report. The Police Report shall include the facts and circumstances necessitating forced blood extraction and the type of force used; the resistive conduct of the suspect, including verbal statements; and all witnesses present, including the laboratory technician.

## PPC PROCEDURES FOR DRAWING BLOOD IN HOLDING CELL 2

Arrestee admission sally port room 2 (holding cell 2, or HC2) is equipped with a table to facilitate blood sample collection from arrestees who will not be admitted into PPC for medical or other reasons. This will be done only with the permission of the on-duty PPC supervisor.

When blood is to be drawn in HC2, search procedures must first be adhered to within the room, as they would normally be done in the metal detector area. The exception would be an arrestee under the influence of PCP, who will remain handcuffed during the entire search and his/her aggression level constantly monitored.

The search will be conducted with the HC2 door closed, or at the discretion of PPC staff, with the HC2 door propped open and the bullet proof door of the metal detector area closed. There will be no blood tech, or other arrestees present in the metal detector area and/or HC2 during this search process. There will be no less than two officers present during the search process.

After the search, the arrestee will be handcuffed to the table. Both hands will be secured during the drawing of the blood sample. At this time the blood tech will be allowed into the room. All departmental blood draw procedures, rules, and regulations still apply.

At no time will the blood tech be allowed in the vicinity of an unsecured and/or unsearched arrestee.

After the blood sample has been collected, one of the arrestee's arms will be unsecured from the table. The cuff change rules will still apply.

### L 6709 URINE TESTS:

Persons who refuse to give a blood sample will frequently give a urine sample. A urine sample is acceptable if a blood sample is unobtainable.

The law requires that when a urine sample is taken the subject must be given reasonable privacy consistent with the accuracy of the sample and the dignity of the individual.

## FINGERPRINTING

All arrestees entering PPC shall be fingerprinted using the Live Scan system. **Only PPC trained staff members are authorized to operate the machine.** When requested, PPC staff members will perform all necessary ink (case prints) utilizing the portable fingerprinting cart.

Generally, the staff member doing the initial search at the metal detector will be the staff member fingerprinting the arrestee. However, it is acceptable for a male staff member to fingerprint a female arrestee.

## ARRESTEE PHONE CALLS

There are two phones designated for arrestee use in both PPC divisions (the phone on the left is for long distance, the other is for local calls).

**Adults** will be allowed to make three phone calls no later than three hours after being arrested. (Per 851.5 PC)

**Juveniles** shall be advised and allowed (if desired) to make at least two phone calls within one hour of **arrest** (Per 627 W&I)

- One completed call to a parent / guardian, responsible relative or employer
- One completed call to an attorney.

These calls are free within the local dialing area and at the suspect's expense if they are outside the local area. Willful violation of this law is a misdemeanor.

Calls to an attorney shall not be monitored, eavesdropped upon, or recorded. Violation of this section is a misdemeanor.

**In addition:** Any arrestee identified as the custodial parent or primary caregiver of a minor child or dependent adult shall be allowed two **additional** phone calls to arrange for the care of the child or dependent adult if needed. These calls shall be given immediately upon request, or as soon as practicable. (PC 851.5)

## ARRESTEE ACCESS TO AN ATTORNEY

**Per Penal Code Section 825 (b), it is a misdemeanor for any officer who has charge of an arrestee to willfully refuse or neglect to allow that arrestee's attorney to visit him / her.**

In the event that a specific arrestee's attorney responds to the San Jose Police Department in an attempt to visit his client, PPC staff will allow this visit using interview room #4 in JPPC. As with phone calls, department members shall not monitor, record or eavesdrop on their communications.

## EVIDENCE HANDLING

Absolutely no hazardous evidence will be brought into PPC. Only narcotics contraband for presumptive testing is allowed. Prior to, and after the presumptive test by PPC staff, the narcotics contraband will be controlled by the arresting officers.

**Under no circumstances will hypodermic syringes, or any other type of needle, be allowed in PPC except those necessary for blood draws in accordance with policy.**

All contraband, as with other evidence, will be stored in one of the evidence lockers in the PPC facility whenever possible.

**At no time will evidence or contraband be placed on the PPC countertops in the main work areas, the AV room, or the bridge.** If there is a need for investigating officers to un-package the evidence in any way, such as for a more intense examination, or to photograph it, they may do so using the countertops in the Valtox room.

## PHOTO/MUG CAPTURE ENTRY

All arrestees processed at the facility shall be entered into the photo/mug capture system. This will occur each and every time regardless of the date last photographed and entered. **Only PPC trained staff members are authorized to operate the data base system.**

PPC trained staff members will photograph tattoos when the suspect's level of cooperation and time/workload permit. Only those tattoos in non-sensitive areas will be photographed.

PPC staff members will print a copy of the photo data sheet, stamping it with the "Official Use Only" stamp noting the receiving and issuing officers' badge numbers. Once the AFIS returns come back, the CEN sheet will be printed. The CEN sheet will also be stamped with the "Official Use Only" stamp noting the receiving and issuing officers' badge numbers.

## DISCIPLINE OF ARRESTEES AT PPC

**Under no circumstances will members of the San Jose Police Department administer any type of discipline to arrestees in our custody.**

Department members will provide:

- Reasonable access to bathroom facilities
- Reasonable access to drinking water
- Reasonable access to a telephone (as required by law)
- Permission to retain their personal clothing, unless it presents a health hazard or is required as evidence.

## RELEASE VIA CITATION AND 849(b) PC

Adult arrestees released with a citation or per 849(b) PC may be released via the south building exit. Arrestees released in this manner will be escorted out of PAB by a minimum of two officers. If the arrestee is a female, one of the escorting officers will be a female. Arrestees will be escorted out in handcuffs and will remain in handcuffs until the point of release outside the building.

If the arrestee is released pursuant to 849(b) PC, a PPC staff member will ensure that the CEN sheet is stamped with the 849(b) PC stamp. The CEN sheet will be placed in the appropriate collection bin near the Livescan machine.

If the arrestee is released with a citation, a PPC staff member will ensure that the arrestee's copy of the citation is stamped with the "PPC Booking Process Completed" stamp if the charge requires pre-booking. The CEN sheet and the citation will be placed in the appropriate collection bin near the Livescan machine.

Adult and juvenile arrestees may be released through the Main Lobby, or the appropriate arrestee's sally port, with the approval of the on-duty PPC Supervisor.

Arrestees released through the sally port will be placed in a vehicle within the secured area and driven from the premises. Arrestees will not be allowed to walk through the secured police parking lot areas.

Arrestees released through the main lobby will have the handcuffs removed in the info center elevator area, prior to being sent into the public lobby area.

## USE OF RESTRAINT DEVICES AT PPC

**Per Title 15 Article 5 section 1058, handcuffs are not considered restraint devices when used to restrain inmates for security reasons.**

It is the policy of the San Jose Police Department's Pre-Processing Center (PPC) to use handcuffs on all arrestees for security reasons. All arrestees will be handcuffed when they are brought into PPC. Arrestees will remain handcuffed until they are searched by PPC staff. The arrestees will remain un-handcuffed while they are being processed. After the arrestee is processed he/she will be escorted to a pre-assigned room, where they will have one of their hands handcuffed to the table / bench in the room. PPC staff will ensure that the arrestee's cuffed hand is alternated every two hours. This change will be documented on the Intake Form.

### **The WRAP**

The WRAP will be used in accordance to SJPD Duty Manual Sections L2611 through L2613. Once the WRAP is used on an arrestee at PPC, the arrestee will be removed from the facility after the arrival of EMS personnel.

The WRAP devices are located in Storage Cabinet #12, next to the bridge.

If the WRAP is used, the on-duty PPC Supervisor will note the event in the Passdown Log to ensure the whereabouts of the PPC equipment, and will notify the PPC/ML Lieutenant. Once the WRAP is returned to PPC, the on-duty PPC Supervisor will inspect the WRAP to determine if the device needs to be cleaned. If **any** bodily fluids came in contact with the device, the WRAP will need cleaning.

To have the WRAP cleaned, the device will be delivered to Central Supply, noting the case number causing the WRAP to be used, and any information regarding contamination or reason the device needs to be cleaned. The on-duty PPC Supervisor that delivered the WRAP for cleaning will also make an entry into the Passdown Log noting the whereabouts of the PPC equipment, and will notify the PPC/ML Lieutenant.

Central Supply personnel will notify PPC once the WRAP is ready for pick-up.

## JUVENILE SPECIFIC GUIDELINES

Juvenile PPC is considered a “Non-Secured” Facility.

In addition to other procedures detailed in this manual, officers will **strictly** adhere to the following guidelines:

- Ensure that the temporary detention is for the purpose of investigating the case, facilitating release of the minor to a parent or guardian, or arranging transfer of the minor to Juvenile Hall. Minors will be processed, interviewed (if needed), and exited as soon as practical. Any delay in a parent or guardian response to take custody of the minor at the police station will require the arresting / transporting to choose a different disposition. The facility will not be used as a “day care.”
- Minors at PPC are considered to be in “*non-secured custody*” and shall not be handcuffed to any fixed object or placed in any locked room. All minors will be handcuffed behind their back at all times (Exceptions: during fingerprinting, interviewing, taking of blood or while using the restrooms). **Minors held in Temporary Custody shall not be subjected to the use of restraints.**
- Minors shall receive constant personal visual observation by officers or staff. At no time will the minor be left unattended. Monitoring a minor using audio, video, or other electronic devices does not replace personal visual supervision.
- When ever possible PPC Staff will assign rooms #1 and #2 for use when a minor enters the facility.
- No minors considered combative, **extremely** disruptive, suicidal, extremely under the influence of alcohol &/or drugs, or with health risks will be allowed in PPC.
- If a minor becomes combative, disruptive, suicidal or presents a health risk while at PPC, the minor will be transported immediately to VMC Psychiatric Services, VMC Emergency Room, or Juvenile Hall, depending on the nature of the incident. While the minor is still at the PPC facility, a PPC staff member will conduct direct, personal observation of the minor until the juvenile exits the facility with the arresting / transporting officer.
- Minors that are allowed entry into PPC who are, or appear to be, under the influence of alcohol &/or drugs shall be personally monitored no less than once every 15 minutes when they are at the PPC facility. The observation will be noted on the back of the Medical Screening / Intake form.
- Male and female minors will not be placed in the same interview room.
- Minors and adults in custody can not be in contact with each other. Contact is defined as any verbal or non-verbal communication or passing of notes.  
Situations in which a minor and an adult arrestee may be in the same room or corridor are limited to:
  - Booking
  - Medical Screening
  - Movement of persons in custody within the law enforcement facility

During any of the above situations, Officers will maintain a constant, side-by-side presence with either the minor or adult arrestee to assure there is no communication between them.

- **Minors, because of the nature of non-secure custody, may be detained a maximum of six hours per 207.1(d)(2) W&I.** Those minors in custody for 40302(a) CVC may not be detained longer than **two hours** in order to verify identity Per 40307(b) CVC. Reference SJPD Duty Manual Section L2916 also contained in Appendix

Note: If a minor is taken from the JPPC facility to the Investigations Bureau, the minor will be logged out of the JPPC facility, noting which unit the arrestee was transferred to next to the “Dispo” column on the monthly log. A diagonal line will be made in the “Release Time” box from the lower left corner to the upper right corner. The time the minor left the JPPC facility will be noted in the upper left portion of the box. A disposition will not be circled at this time. The “Time of exit” and “Officer ID” boxes on the Intake sheet will also be divided. The initial time of exit and Officer ID will be placed in the upper left portions. The check of the room after the minor departs will be documented as usual on the Intake sheet.

If the minor does not return to JPPC, the bureau unit responsible for that minor will notify PPC staff, via phone, of the time, and type of dispo. The dispo time will be noted on the log in the lower right half of the “Release Time” box, and the appropriate dispo will be circled. The lower portions of the boxes on the Intake sheet will be left blank.

If the minor returns through the JPPC facility, the minor will re-enter the facility through the sally port, just as if the minor had not yet been through the process. The only difference will be that the minor will not need to be re-photographed or re-fingerprinted, and no new log entry will be made. The initial intake form will be used for the remainder of the minor’s time at the JPPC facility. The first room check for the re-entered minor will be the re-entry time. The new room # will also be added in the “Room Number” space with the admitting staff member’s initials and badge #, if it differs from the first room the minor occupied. When the minor leaves the facility, the lower right hand portion of the divided boxes on both the Intake sheet and the Log will be used. The second check of the room after the minor leaves will be noted on the Intake sheet.

- Minors shall be advised of the purpose and probable duration of confinement, as well as the six-hour limit.
- **Minors** shall be advised and allowed (if desired) to make at least two phone calls within one hour of **arrest** (Per 627 W&I)
  - One completed call to a parent / guardian, responsible relative or employer
  - One completed call to an attorney.

These calls are free within the local dialing area and at the suspect’s expense if they are outside the local area. Willful violation of this law is a misdemeanor.

- Minors will be allowed to meet with privacy during consultations with family, guardian, or a lawyer.

- Minors will be permitted to retain their personal clothing, unless it presents a health hazard or is required as evidence.
- Officers will allow minors access to restroom and drinking water when requested.
- One snack will be provided upon request during the term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment. A small supply of snacks is kept in stock in the PPC facility for such contingencies.
- Minors will be provided with blankets and clothing to assure comfort when necessary or requested (white jump suits over their clothing can be used).
  - Space type blankets are stored in the first aid lockers in the juvenile and adult areas.
- If any minor in custody is seriously ill, injured or dies while in custody, the Watch Commander and PPC Commander shall be notified immediately, as well as the minor's parent(s), guardian(s), or person standing in loco parentis.

## MODIFICATIONS TO THIS MANUAL

This manual will be reviewed on an annual basis by the Administrative Sergeant or his / her appointee. The purpose of this review is to ensure that the policies and procedures put forth in this manual are correct and current. The Administrative Sergeant or his / her appointee will prepare a written memorandum outlining their recommendations for the manual and forward said memorandum to the unit commander. Under no circumstance will this manual be changed without the prior written approval of the unit commander or his / her appointee.

Copies of the revised manuals and of the memorandums outlining those revisions will be held for a period of not less than two (2) years.

## MODIFICATION OF PROCEDURES

There may be occasions when circumstances justify the temporary modification of certain procedures listed in this manual. **Officer Safety Procedures may not be relaxed at any time, for any reason.** On such occasions, the PPC Supervisor has the responsibility to notify the PPC / Information Center Lieutenant. **Permanent changes must be cleared through the PPC / Information Center Lieutenant.**

Robert L. Davis  
Chief of Police  
Reviewed and Updated May 16, 2006