

## 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 2907).

## 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.

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### **NOTICE:**

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## MODIFICATIONS TO THIS MANUAL

This manual will be reviewed on an annual basis by the Unit Commander 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 Officer will prepare a written memorandum outlining his / her 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 / Main Lobby Lieutenant. Permanent changes must be cleared through the PPC / Main Lobby Lieutenant.

## 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 separation;
- 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.

The PPC Administrative staff conducts this training prior to each shift change. All personnel that are assigned to work at PPC will have had to attend one of these classes within the last two years in order to be in compliance with 15 CCR 1024.

As a general rule, only those department members that have received the required training should work as a PPC staff member. The staffing requirements and options can be found in the BFO Shift Guidelines.

# **PRE-PROCESSING STAFF AUTHORITY/REQUIREMENTS**

## **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. 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 on-duty PPC Supervisor.

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 addressed at the time of occurrence. All disagreements will be resolved by the PPC Commander if on-duty or the on-duty BFO Watch Commander. If required, the violation will be reported and documented as described on page 7 of this manual.

## **REQUIRED PERSONNEL AT PPC**

PPC will be staffed with a sufficient number of personnel to conduct random, unscheduled safety checks as prescribed in Title 15 of the California Code of Regulations. The on-duty PPC supervisor will be present whenever there are arrestees present in PPC. No arrestees will enter the facility unless the on-duty supervisor is present at PPC.

When an arrestee is to enter the facility, an officer of the same gender will be present in the facility prior to the arrestee entering PPC (4021 PC). If there are arrestees in both the juvenile and adult sides of PPC, the PPC on-duty supervisor will require an officer of the same gender as the arrestee to be present in both sides of PPC.

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

- Always carry a cell phone (either departmental or personal)
- Be available to quickly respond back to the facility
- Notify Communications that the facility will be temporarily vacant, providing a call back phone number
- Post signs with a call back phone number as appropriate at entry doors
- Staff may forward the PPC Main Line to a cell phone using the \*106(area code) seven digits. To undo the call forwarding, use \*107 on the PPC Main Line

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

The facility will be open unless the facility is closed by proper authority.

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
- Post signs as appropriate at entry doors

# **PRE-PROCESSING STAFF AUTHORITY/REQUIREMENTS**

## **REQUIRED MEMORANDA AND WATCH COMMANDER NOTIFICATIONS**

The on-duty PPC Supervisor is **required** to complete a memorandum directed to the PPC Commander 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
- Any assault / injury to Department personnel requiring medical attention and directly caused by an arrestee while inside PPC
- It is necessary to document any violation of this manual

The memorandum will be directed to the PPC Commander and will be accompanied, if required, by a copy of the general offense report documenting the incident. The supervisor will complete the memorandum prior to the end of the shift.

The on-duty 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
- Any assault / injury to Department personnel requiring medical attention and directly caused by an arrestee while inside PPC
- At the direction of the PPC Commander

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
- The date and time of the occurrence

# PRE-PROCESSING STAFF REQUIREMENTS

## **REPORTING FOR DUTY**

First Watch: 0600 to 1400 hours  
Second Watch: 1400 to 2200 hours  
Third Watch: 2200 to 0600 hours

Unless the sergeant is assigned briefing duties, the sergeant is excused from attending daily patrol shift briefings.

## **PRE-PROCESSING UNIFORM**

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

- The SJPB 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 SJPB 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.

**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.

**GROOMING:** SJPB grooming standards apply.

## **DUTY EQUIPMENT:**

The on-duty PPC Supervisor shall carry on their persons at all times:

1. PPC keys set
2. Handcuffs
3. SJPB Handpack Radio

If the on-duty Supervisor does not wish to carry their personal cell phone, a Department cell phone may be checked out on a daily basis at Central Supply for use during the shift.



# PRE-PROCESSING STAFF RESPONSIBILITIES

## **SUPERVISOR**

PPC Supervisors are responsible for knowing the 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.

When arrestees are present in the facility, the on-duty supervisor shall be immediately available and accessible to arrestees in the event of an emergency. The on-duty supervisor will not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency.

At the beginning of each shift, the on-duty supervisor will log on via I-mobile at the PPC bridge computer as PPC2. The on-duty supervisor will log on with their assigned handpack radio in case of 10-99 activations. The on-duty supervisor will also include a cell phone number in the "Comments" section of the log on mask.

**Note:** While monitoring the I-mobile program, pressing the "ctrl" & F1 button will cause a 10-99 activation. This activation is sent to all I-mobile terminals.

## **BEGINNING OF SHIFT INSPECTION**

At the beginning of each shift, the on-coming PPC Supervisor 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 on-coming PPC Supervisor will also conduct a sanitation, safety, and maintenance inspection. The Supervisor 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 PPC Administrative Officer. If the condition requires immediate attention and the PPC Administrative Officer is not available, the Police Facilities Manager will be notified (John Ubando 307-1274). If during non-business hours, the Supervisor will notify Fire Systems Control at x 8956 to arrange for the appropriate personnel to respond.

At the beginning of each shift, the on-coming PPC Supervisor will conduct the following:

- Visually inspect the assaults blood refrigerator, holding cells, interview rooms, and evidence lockers for evidence, contraband, arrestee property, and/or any damage
- Sanitize (using sanitizing wipes) the tables, chairs, benches, and work stations
- Visually inspect the smoke detectors in the facility to ensure the power indicator (red blinking light)

# PRE-PROCESSING STAFF RESPONSIBILITIES

## **SUPERVISOR (continued)**

Below is a list of duties to be performed:

- Conduct “beginning of shift” inspections
- Ensure that at an officer of the same gender as the arrestee is present whenever any arrestee is in PPC
- Supervise personnel using the facility. 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 (i.e.: janitor, medics), staff members will make every effort to ensure his / her safety and no tools or property are left behind
- Visually check that officers have removed weapons, ammo magazines, and 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/verified prior to the intake search at the metal detector
- Assign arrestee room assignments. Ensure that arrestees are separated as necessary, and placards are placed on the doors accordingly, for instances such as medical issues, contaminants, and/or separation
- Ensure the bullet proof door is closed during the intake search at the metal detector
- Ensure that all arrestees successfully pass through the metal detector
- Supervise the processing of arrestees, including the initial intake search at the metal detector
- Authorize strip searches, when appropriate
- Monitor all surveillance cameras
- Ensure that random, unscheduled safety checks are conducted and documented
- Ensure that audio and visual equipment is monitored and operated properly
- Ensure accurate documentation and recording of all required statistics pertaining to arrestee processing and the use of PPC equipment
- Ensure arresting or transporting officers complete a DNA swab packet for felony charges that result in a release per 849(b) PC (Refer to DNA Collection in this manual)
- Ensure arresting or transporting officers complete the Consulate and/or ICE Notifications when required for foreign nationals
- 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

# PRE-PROCESSING STAFF RESPONSIBILITIES

## **ADMINISTRATIVE OFFICER**

The Administrative Officer's function is a separate duty position assigned by the Unit Commander. The Administrative Officer 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.

The Administrative Officer is exempt from the PPC uniform requirements.

Examples of duties to be performed:

- Schedule sergeants to fill shifts in PPC
- 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 the facility, medical equipment, test all fire suppression equipment and "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 DVR machines for interviews and surveillance
- 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
- Review and update the PPC Procedures Manual on an annual basis
- Participate in the annual inspection process, which includes the California Corrections Standard Authority, San Jose Fire Department, State Fire Marshall, Santa Clara County Department of Environmental Health, Santa Clara County Grand Jury, and the Santa Clara County Juvenile Justice Commission

# PROCEDURE FOR SECURITY AND ALARMS

## **PPC SECURITY INFORMATION**

All entrances to the facility (including the fenced parking area) are protected by electronic keypad locking mechanisms, manual key locks, or pressure pads. There are internal alarms and 24-hour monitored video cameras. In addition, there are intercom speakers at all walk-in entrances. There are prominently positioned code 20 buttons, which are connected to the Supervisor's Control Panel, Main Lobby, and Communications.

Entering PPC:

- Enter the current code on the keypad  
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
- During normal business use of PPC, personnel will secure all weapons, ammo magazines, 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 Main Lobby 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

## **PPC "10-99" ALARM PROCEDURE**

Whenever a "10-99" activation from the on-duty supervisor's handpack occurs, the following procedures will be followed:

- Communications will immediately dispatch a basic response team and broadcast the 10-99 activation on All police radio channels
- Communications will also contact the Main Lobby to advise of the 10-99 activation
- Officers assigned to the Main Lobby will immediately respond fully armed
- 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

# PRISONER PROCESSING PROCEDURES

## PRISONER PROCESSING WORK FLOW DUTIES

- When there are no arrestees in the facility, monitor phones and security camera system for the parking lot, sally port, entrance doors, and holding cells areas
- When arresting / transporting officers arrive with arrestees, the duties include:
  - Ensure the officer has removed weapons and handpack radio
  - Review PPC Intake and Screening Form for medical issues and completeness
  - Sign PPC Intake and Screening Form indicating that you have reviewed it
  - Assign room, mark the appropriate “accepted” and “separation” box
  - Input arrestee’s information into Livescan and the photo database computer
  - Bring prisoner in from holding cell to clear through the metal detector
  - Fingerprint and photograph the arrestee
  - Offer the arrestee access to bathroom facilities and drinking water
  - Direct the arrestee to the assigned room. Ensure that arrestee is properly secured inside the room
  - Conduct random, unscheduled physical room safety checks at least every 30 minutes. Juveniles are considered to be under constant supervision, however document room safety checks at least every 30 minutes (at least every 15 minutes if influence is suspected)
  - Conduct Valtox tests when needed
  - Distribute a stamped copy of the CEN sheet and photograph to arresting / transporting officer
  - Ensure the Prisoner Log for accuracy and completeness
  - Conduct room checks for property, contraband, contaminants, and/or damage of any type as arrestee(s) exit their assigned room

# PRISONER PROCESSING PROCEDURES

## ADMITTANCE RESTRICTIONS

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 the PPC; they may be interviewed in the Witness Center. All arrestees entering PPC will enter through the appropriate sally port holding cell and will be handcuffed with their arms secured behind their back. Any exception to the handcuffing policy will be addressed through the on-duty PPC Supervisor.

PPC is restricted to sworn personnel (of any jurisdiction), district attorneys, members of the Grand Jury, "in-custody" participants of a "line-up", custodians, lab technicians, Emergency Medical Personnel in the performance of their duties, Department of Environmental Health Inspectors, members of the CCSA, the Fire Marshall, Fire Department personnel in the performance of their duties, and authorized repair or trades-persons.

Citizen observers and citizen groups may tour the PPC facility with the permission of the on-duty PPC supervisor. A sworn member of the SJPD must accompany the citizen observer or citizen group. Tours should occur only if there are no arrestees present in the facility. 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.

**ALL** arrestees (adult or juvenile) NOT cited in the field should be processed at PPC. This applies to felony AND misdemeanor crimes (Duty Manual Section L 2906).

The following arrestees **will not** be admitted into PPC:

- Arrestees contemplating suicide
- Mentally Disordered or Developmentally Disabled arrestees (see Appendix 4)
- Arrestees requiring utilization of a wheelchair
- Actively combative arrestees (see Appendix 14 for blood draws)
- Arrestees requiring medical attention will be admitted to PPC only after receiving medical clearance from a physician
- Arrestees who are unable to walk or stand without assistance (due to intoxication and / or other physical limitations)
- Arrestees who refuse or are unable to clearly and intelligently respond to the intake questions
- Arrestees with Communicable/Contagious Diseases (See Appendix 5)
- Arrestees infected with head lice, vermin, staph infections, etc (See Appendix 3)
- Arrestees who are extremely hostile or disruptive
- Arrestees suspected to be under the influence of PCP will not be processed at the facility, unless approved by the on-duty PPC supervisor
- Arrestees with a blood alcohol content greater than 0.225%
- Misdemeanor drunk drivers will not normally be processed at PPC.

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 on-duty PPC Supervisor.

## **TIME RESTRICTIONS**

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.

Adult arrestees will not remain in the PPC facility for more than 12 hours due to lack of bedding / living quarters (Title 15, Article 14, § 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 (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 to ensure their future appearance in court, to provide positive identification that the arrestee is not a fleeing criminal, and confirm that the arrestee is not related to other criminal activity.

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

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 disposition will be determined later by the administrative officer 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. 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, noting the new room number. The first room check for the re-entered arrestee will be the re-entry time. The time the arrestee was in custody whether in PPC or in the Bureau is all inclusive. The maximum 12-hour rule for adult arrestees, or the 6-hour rule for juvenile arrestees, applies whether the arrestee remained in custody PPC or elsewhere in the Police Department. Leaving PPC for the bureau does not restart the clock.

# PRISONER PROCESSING PROCEDURES

## **PPC LOG-IN**

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

The PPC staff is responsible for reviewing the log, and ensuring that the steps of processing (valtox, sample collection, prints, photo, DNA, ICE, and Consulate Notification), 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. The shift supervisor will mark their badge number in the appropriate box on the prisoner log for each arrestee they supervise.

## **INTAKE FORMS AND PROPERTY BAGS**

Intake forms and paper bags for arrestees' property are provided outside of the adult and juvenile sally port, near the adult tunnel entry, and at the adult sally port entry. PPC staff will ensure that only the most current Intake forms (PPC Intake Form (08/05/2015 ) (204-27)) are stocked.

The forms will be completed and the arrestee's property bagged before placing any arrestee into a sally port holding cell. All arrestees will be thoroughly searched and their personal property placed in bags PRIOR to entering the holding cells at the sally port (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 prisoner safety).

The arresting / transporting officer will ensure that the case number and the arrestee's name are written on the property bag(s). The arresting / transporting officer is responsible for the arrestee'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 arrestee property if brought inside of PPC, officers will store their arrestee's property in the appropriate locker that corresponds with their arrestee'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 has the option of asking the arrestee the questions, if they deem it appropriate, and thereby completing the intake form, prior to allowing the arrestee entry.

All "yes" responses to the intake questionnaire should have a notation on the form. PPC staff will follow-up on this questioning to clarify the arrestee's needs while at PPC.



# PRISONER PROCESSING PROCEDURES

## 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 Main Lobby.
- The arresting/transporting officer will complete the Intake & Screening Form for each arrestee
- All arrestees will enter PPC through the appropriate (juvenile/adult) arrestee admission sally port holding cells
- All arrestees will be handcuffed with their arms secured behind their back. Any exception to this will be cleared through the on-duty PPC Supervisor prior to the arrestee being placed into the admission sally port holding cell
- Prior to securing the arrestee in the holding cell, the arresting/transporting officer shall remove the arrestee's property from his/her person, including belts, jewelry (if possible), evidence and/or contraband. The arrestee's property will be placed in a brown bag with the arrestee's name, case number written on the bag. The arrestee will be advised of 4573 PC; Bringing controlled substances into a temporary holding facility
- The arresting/transporting officer will inspect the holding cell for contraband prior to the arrestee entering the holding cell
- After securing the arrestee in the holding cell, the officer will log the arrestee on the Prisoner Log and present the Intake & Screening Form to the PPC staff
- The PPC staff will assign a room for the arrestee. The arresting/transporting officer will secure the arrestee's property in the locker assigned to the arrestee's room. The arresting/transporting officer will retain the key to the locker

# PROCEDURE FOR PERSONNEL UTILIZING PPC

## **MULTIPLE ARREST PROCEDURES**

Personnel intending to enter the facility with multiple arrestees will:

- Keep arrestees of the opposite sex separated while in PPC regardless of how they were transported, or their relationship
- Be conscientious of separation concerns
- 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
- Upon leaving the facility with multiple arrestees, sufficient officers must be present to uphold high safety standards.

**Pre-Planned Operation:** The commanding officer (or designee) of a preplanned operation where multiple arrests are anticipated will, when possible, notify the on-duty PPC supervisor at least four hours prior to the commencement of such operation. The commanding officer of the preplanned operation will be responsible for having adequate personnel to properly address the number of arrestees while at PPC.

**Spontaneous Operation:** When an incident results in multiple arrests, the officer in command will ensure that the on-duty PPC Supervisor is notified as soon as possible. In any event, notification should not be delayed until arrival at the police department or PPC. The officer in command will be responsible for having adequate personnel to properly address the number of arrestees while at PPC.

## **USE OF PRE-PROCESSING EQUIPMENT**

The on-duty PPC Supervisor is 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. Persons who are trained in PPC operations (Valtox, Live Scan, etc.) may use those items with the approval of on-duty 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.

In addition, no equipment will be loaned or removed from PPC without the approval of the on-duty PPC supervisor. If equipment is loaned, an entry in the Pass-down Log will be made.

## **REPAIRS, DAMAGE, OR CONTAMINATION**

The on-duty PPC Supervisor will be responsible for forwarding information regarding repairs, damage, and/or contamination to the PPC Administrative Officer. If the PPC Administrative Officer is not available, the information will be forwarded directly to the Facilities Manager at x5200 between 0800 and 1700hrs, Monday through Friday. The Facilities Manager (John Ubando) is also available via cell phone 307-1274.

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

For bio-hazard clean-ups, such as blood, excrement, or excessive vomit the on-duty PPC Supervisor can contact Crime Scene Cleaners (1-800-357-6731) for clean-up. The custodians should be used for minor incidents, such as urine spills. However, the affected area(s) should be closed until it can be corrected.

For decontamination of the holding cells for communicable diseases, ie.: tuberculosis, the holding cell will be disinfected and aired-out for a period of no less than two hours. The holding cell will be closed during this time with signs posted.

In any event, the Administrative Officer will be notified via the Pass-down Log and email of the problem, so follow up to ensure a successful resolution can be done.

## INTERVIEW ROOM / HOLDING CELL SEARCHES

At the beginning of each shift, PPC staff shall inspect all sally port holding cells 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. The inspection should be completed prior to relieving the prior shift supervisor.

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 general offense report.

Prior to placing an arrestee in a sally port holding cell or interview room, the arresting / transporting officer will inspect the room for property and / or contraband of any type.

The arresting / transporting officer will inspect the sally port holding cell upon an arrestee's entry into the metal detector area during the intake process, checking for property and / or contraband of any type.

When removing an arrestee from the assigned interview room or sally port holding cell, the arresting / transporting officer will inspect the room for property and / or contraband of any type. For the interview rooms, the PPC staff member will also conduct an inspection of the interview room for property and / or contraband of any type after the arrestee is removed for a new room assignment or exiting the facility. The PPC staff will document this inspection in the "Room Checks" section of the intake form.

If for any reason, the arrestee is to remain in the sally port holding cell, he / she shall not be un-handcuffed in any manner until a thorough search is done. Refusal of admittance does not nullify or alter the officer safety and search procedures. Searches will be done with the sally port holding cell door closed, or with the sally port 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.

Once the reason for un-handcuffing is complete, i.e.: blood draw, the arrestee will either return to having both hands handcuffed behind his/her back or both hands secured to the cuffing table in holding cell #2. Arrestees will not have one hand free while held in the sally port holding cells.

## METAL DETECTOR

Arresting / transporting officers will only move an arrestee from a holding cell (sally port) into PPC with the approval of the on-duty PPC supervisor.

When the arrestee is cleared to enter, the arresting / transporting officer will begin the intake process. If there are other officers in the facility to assist, ideally two officers should be present during the search at the metal detector. If there are no other prisoners inside PPC, the PPC supervisor may participate in the search, otherwise the supervisor should monitor the search from inside PPC.

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. Ideally there will be two officers present during this process. The arresting / transporting officer will have the arrestee, while still handcuffed, exit the sally port holding cell and conduct a pat-search. The arrestee will then be un-handcuffed and directed to walk through the metal detector. 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 (including the holding cells), an arrestee shall only be searched by an officer of the same gender as the arrestee (4021(b) PC). Two of the exceptions to this statute for peace officers are emergency situations and when there is an expected weapon.

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

If the arrestee is charged with a felony, or a crime involving weapons, controlled substance, or violence a strip search may be conducted in an appropriate area (see Strip Searches section of this manual).

## MOVEMENT OF ARRESTEES

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

After an arrestee has been processed, he / she will be escorted to the assigned room by the arresting / transporting officer. The arrestee will 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 handcuffed hand.

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

The PPC supervisor 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.

## FINGERPRINTING

Arrestees entering PPC may be fingerprinted using the Live Scan system.

If case prints are needed, the portable wheel cart with the ink and cards is stored in the Juvenile PPC. For assistance with case prints, Central ID or the OSSD Fingerprints Unit may be able to answer questions or provide instructions.

It is acceptable for a male officer to fingerprint a female arrestee after a female officer conducts the intake search at the metal detector.

Once the AFIS returns come back, the CEN sheet will be printed. The CEN sheet will be stamped with the "Official Use Only" stamp noting the receiving and issuing officers' badge numbers.

## PHOTO/MUG CAPTURE ENTRY

All arrestees processed at the facility should be entered into the photo / mug capture system. This should occur each and every time regardless of the date last photographed. Care should be taken to ensure that the photograph for the arrestee is of the quality to be used in photo line-up packages.

After taking the facial photograph, tattoos should be documented with a photograph. Only those tattoos in non-sensitive areas will be photographed. When describing tattoos, be generic as possible; i.e.: for a rose with a clown face, put rose or clown for the description. Generic descriptions will provide a greater result when searching for matches within the database.

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.

## EVIDENCE HANDLING

No hazardous evidence or weapons will be brought into PPC. Only narcotics contraband for presumptive testing is allowed. Prior to, and after the presumptive test, 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.

## VALTOX TESTING

Only personnel who are familiar with Valtox testing procedures are authorized to conduct presumptive tests on suspected drugs &/or narcotics.

All Valtox tests will be conducted in accordance to Department (L5607) and OSHA guidelines. The officer requesting the test will be responsible for completing the Valtox log and noting the test on the prisoner log.

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

NOTE: Only one entry per drug per arrestee is needed in the log. If an officer tests multiple packages of suspected methamphetamine for one arrestee, only one entry for one meth test is needed in the log. The other meth tests should be documented in the general offense report.

Liquids will not be directly tested using Valtox chemicals (ie: a loaded syringe). To test liquids, dip paper into the liquid and test the soiled paper.

Any spillage during the testing procedure will be cleaned using the Acid Neutralizer.

The current Santa Clara County Lab Technician that handles the Valtox Training is Jean Arase. Her office phone number is 808-5930. She can also be reached at [jarase@crimelab.sccgov.gov](mailto:jarase@crimelab.sccgov.gov).

## 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 PPC policy 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 and cleared through the metal detector. 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 adult arrestees 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.

After a juvenile arrestees is processed, he / she will be escorted to a pre-assigned room, where the juvenile will either be handcuffed with their hands secured behind their back and seated at the stool at the table or simply seated at the table (unhandcuffed) and directly supervised. Due to the "Non-secured" manner the Juvenile PPC functions, juveniles will not be secured or "anchored" to a fixed object. Because the movement of the juvenile arrestee is controlled by the officer, the juvenile is considered to be under "constant supervision."

### **The WRAP**

The WRAP will be used in accordance to SJPD Duty Manual Sections L2903 - L2904. 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 PPC supervisor will note the event in the Pass-down Log to ensure the whereabouts of the PPC equipment. If EMS responds to PPC for a WRAP deployment, the PPC supervisor will notify the PPC Commander as described on page 7 of this manual.

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 PPC supervisor that delivered the WRAP for cleaning will also make an entry into the Pass-down Log noting the whereabouts of the PPC equipment, and will notify the PPC Administrative Officer.

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

## DRAWING OF BLOOD

Duty Manual section L 6700 (Chemical Tests) will be followed (Appendix 14). The investigating officer (or substitute officer) WILL accompany the lab technician whenever blood is drawn. At no time will the blood tech be allowed in the vicinity of an arrestee without an officer present.

### **PPC PROCEDURES FOR DRAWING BLOOD IN HOLDING CELL 2**

Sally port holding cell #2 is equipped with a table to facilitate blood sample collection from arrestees who will not be admitted into PPC for medical or other reasons. An intake sheet and a prisoner log entry will be completed. The use of sally port holding cell #2 will be done only under the supervision of PPC supervisor or supervisor from the field.

When blood is to be drawn in sally port holding cell #2, search procedures must first be adhered to within the room. The blood tech will not be present in the metal detector area or HC2 during the search procedures.

After the search, the arrestee will be un-handcuffed for the blood draw. At least one of the arrestee's hands will be secured to the cuffing table, depending on the level of cooperation, during the drawing of the blood sample. Once secure, the blood tech will be allowed into the room.

Note: An arrestee who is under the influence of PCP or who is physically combative should remain handcuffed during the entire search and blood draw.

After the blood sample has been collected, the arrestee will be handcuffed again with his/her hands behind their back or both hands secured to the cuffing table.

## DNA COLLECTION

Due to the recent case of People v. BUZA, the CAL-DNA Data Bank Program (296.1(a) (1) (A) PC) will only be done with the consent of the arrestee. No compelled sample will be taken. See Appendix 12 / SJPd Memo 2011-040.

The CAL-DNA Data Bank Program (296.1(a) (1) (A) PC) applies only to adults arrested for felony offenses, not juveniles. The collection of DNA samples from an adult arrested for a felony offense must be based solely upon the offense that was the basis for the arrest. DNA collection of arrestees should occur at booking and after checking an arrestee's California automated criminal history record for a DNA collection flag. The automated criminal history system can assist in identifying whether individuals qualify for collection or already have provided a DNA sample.

The arresting / transporting officer is responsible for determining if an arrestee qualifies for DNA collection. PPC staff may assist in this determination, instruction, and collection of a DNA sample. CAL-DNA buccal swab packets are located in the Valtox / Evidence Room. See Appendix 12 / SJPd Memo 2009-001 for details.



For our purposes, a DNA sample should be collected from any adult arrested for a felony offense who is going to be released from custody at PPC per 849(b) PC unless there is a notation that the arrestee has already complied with 296 PC.

The thumb and palm prints will be collected using the AFIS machine.

If the adult is going to be booked into the Santa Clara County Jail, the jail personnel will determine the need for the DNA buccal swab collection.

## STRIP SEARCHES

Strip searches are controlled by 4030 of the California Penal Code and the Department Duty Manual sections L2910 – L2915 (Appendix 12).

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

If a strip search is contemplated, care to ensure the arrestee will not have the ability to discard or ingest any contraband prior to the search. Therefore, strip searches should be done, once approved by the on-duty supervisor, without unnecessary delay. Strip searches will be done, when possible, in interview room #1 due to there is not a video feed for the room.

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

- On-duty PPC Officers
- Main Lobby Officers
- Beat Unit Officers (preferably from a nearby district)

## 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)/849.5 PC

Adult arrestees released with a citation or per 849(b)/849.5 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 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 to document charges and the arrestee's address. The CEN sheet will be placed in the appropriate collection bin near the AFIS 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 boxes on the citation for CEN and PFN will include the appropriate information. The CEN sheet and the citation will be placed in the appropriate collection bin near the AFIS 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 main lobby will have the handcuffs removed in the Main Lobby elevator area, prior to being sent into the public lobby area.

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.

## ARRESTEE ACCESS TO AN ATTORNEY

After the arrest, any attorney at law entitled to practice in the courts of record of California, may, at the request of the prisoner or any relative of the prisoner, visit the prisoner (825 (b) PC).

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 #5 in JPPC. As with phone calls, department members shall not monitor, record, or eavesdrop on their communications.

## AUDIO/VIDEO RECORDING

Adult PPC: Rooms 1 – 6 and Holding Cell 1 & 2 have the capability of audio recording. Rooms 7 – 12 have both audio and video recording capabilities. The Holding Cells video recording is part of the overall surveillance system of PPC.

Juvenile PPC: Rooms 1, 2, and 4 have the capability of audio and video recording. The juvenile sally port holding cell does not have audio capability. The juvenile sally port holding cell's video recording is part of the overall surveillance system of PPC.

When it is desired to record an arrestee (audio or video) while in an interview room, they will advise the PPC supervisor. When an interview is recording, due to the sensitivity of the microphone system the PPC supervisor will advise other department members inside of PPC that a recording is occurring. This will eliminate unnecessary background noise in the recording.

## 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 (if desired) to make three phone calls no later than three hours after being arrested (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.

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 (851.5 PC).

For phone calls requiring special equipment (i.e.: an arrestee who has a hearing and/or speech impairment) see Appendix 4 for procedures to complete the required and/or necessary calls.

Any phone calls made by or for any arrestee will be documented on the intake form and prisoner log.

# FOREIGN NATIONALS

## **CONSULAR NOTIFICATION (Duty Manual Section L8215):**

The officer completing the intake form will ask each arrestee if he / she is a foreign national. If the 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 arrestee is a foreign national, the on-duty 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 834c(d) PC. If the identified country requires mandatory notification, the on-duty 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 834c PC. 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 general offense 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 faxing the sheet.

PPC staff will ensure that the "Disposition (PPC staff use only)" portion of the intake sheet is completed as well as noted on the PPC Log; 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 via Records.

# FOREIGN NATIONALS

## **IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) NOTIFICATION** **(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 should be included with the reports associated with the case and forwarded to O.S.S.D. for processing to document actions taken by Department members in their compliance with 11369 HS and DM L7911.

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 general offense 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 faxing the sheet.

PPC staff will ensure that the “Disposition (PPC staff use only)” portion of the intake sheet is completed as well as noted on the PPC Log; 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.

## 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.
- 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 attorneyThese 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 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, unless directly supervised (i.e.: 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
- 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 without delay 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 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

## JUVENILE SPECIFIC GUIDELINES

- Minors will be provided with blankets and clothing to assure comfort when necessary or requested (white jump suits over their clothing can be used)
  - Disposable Emergency 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
- 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 facilityDuring 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 L2919 also contained in Appendix 13

**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 disposition. The disposition time will be noted on the log in the lower right half of the "Release Time" box, and the appropriate disposition 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 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.

## 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 and the type of assistance required (fire department, 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

## 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 on-duty 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-Victor Sergeant is responsible for the coordination of efforts pending the response of the BOI. Refer to the BFO Watch Guidelines for further details.



# COMPUTER SYSTEMS

## LIVESCAN

The log on information for the LiveScan machine is:

Username: user

Password: user

The LiveScan has a touch screen monitor. The mouse pad is on the lower right corner of the keyboard.

There are three icons that are used at the LiveScan terminal:

1. Book (four arrows forming a box)
2. Mail (mailbox)
3. Print (two drawer filing cabinet)

To access the icons, use the mouse pad to position the arrow cursor to the far right side of the monitor. The cursor should disappear off the screen. With the cursor at the far right side, the task bar will appear. Use the appropriate icon to conduct the desired task.

The staff at Central ID (408.808.4750) can provide guidance regarding the LiveScan machine.

## BOOK

When an arrestee is to be processed, start by bringing up the “Book” icon. The “Book” icon will bring up a mask with several options. Only use the “Criminal” option. This will generate a new CEN number. Document the CEN number on the intake sheet. Make sure that “Criminal” is noted in the upper left corner of the screen, if not, re-boot the machine.

Press the “Next” button to start the process. The first item is the demographic entry. Complete the fields with the appropriate information regarding the arrestee. If the PFN is known, enter the PFN. Otherwise, leave the PFN blank. After completing the demographic entry, press “Next.”

The machine will start the fingerprinting process. Follow the machine as it goes through the process. The “slaps” (flat impressions of the fingers), palms, and writer’s palms are done on the large glass portion. The fingers are also scanned by rolling the fingers on the smaller glass portion. Use the foot toggles or “scan” icon to start the scan. Once the machine scans and prompts “next,” press the foot toggle or “next” icon to proceed.

When printing the “slaps,” make sure the flats are within the box (es). The four fingers may need to be angled to fit all four fingers within the box. When printing the palms, it is done in two steps. For the first step, position the hand to capture the fingers and the upper portion of the palm on the screen. For the second step, position the middle of the palm (life line) on the blue line that is on the screen. If the arrestee’s palm does not flatten on the screen, manipulating the thumb upward may help flatten the palm. For the writer’s palm, place the arrestee’s edge of the hand flat on the screen within the box then angle the hand at an approximate 45° angle to just catch the hair line on the side of the hand.

# COMPUTER SYSTEMS

When rolling the individual fingers, place the digit flat on the screen with the center of the distal flange (finger tip) in the cross hair. Ideally you want the crease line that separates the distal from the rest of the digit to be displayed on the scan.

Roll the finger to the side and use the foot toggle or “scan” icon to start the scan. Roll smoothly and when you reach the other edge of the finger, lift the finger off the screen. Once the machine prompts “next,” press the foot toggle or “next” icon to proceed.

On the left side of the screen, the fingerprinting order is displayed. The machine will also display what finger is to be scanned.

When the left writer’s palm is complete, the machine will display an overview of the 10-print card. If you need to rescan any of the fingers, highlight the finger and press rescan. If you have multiple fingers to rescan, use the 10-print icon to redisplay the 10-print card.

Once ready to submit the prints to Central ID press the “next” icon. To submit the prints, press the “final” icon.

## MAIL

To access the returns, bring up the “mail” icon. The CEN numbers will display as Central ID gives the returns. If the CEN number is not displayed, the returns have not come in yet.

Once returns come in, a HIT with the PFN will be displayed, or No Hit will be displayed. If a No Hit returns, you will need to touch the lower half of the display to be able to scroll down. On line 2.015 the PFN will be displayed. To print the returns, you will need to access the CEN through the “print” icon.

If an ERROR message returns, you will need to touch the lower half of the screen to scroll down to read the error message. If the error messages calls for rescans, you will need to access the CEN through the “print” icon.

## PRINT

The “print” icon allows you to print the CEN sheet or access rescans.

Once the “mail” icon indicates returns, use the “print” icon to print the CEN sheet. Highlight the CEN you wish to print and touch the “print” tab. The machine will display the “Card Printing” display. Touch “OK.” The “submit print request” displays, and touch “OK.” The CEN sheet will print on the Lexmark printer by the LiveScan machine.

To access rescans, use the “print” icon to access the CEN. Highlight the CEN and touch edit. The 10-print card will display. Highlight the appropriate finger and touch rescan. If you have multiple rescans, touch the 10-print icon to return to the display. After all rescans are done, submit the CEN once more.

# COMPUTER SYSTEMS

## PHOTO DATABASE

The Photo Database computer uses the DataWorks program. If Windows is locked, the following information will be used: User Name: capture Password: capture

The computer has three different databases that can be accessed.

County Mugshot: User Name: SJPD Password: MUGS  
SJPD Mugshot: User Name and Password are unique to the user.  
Mugshot Capture: User Name: ppc Password: sjpd

The County and SJPD Mugshot programs work essentially the same. Both programs allow the user to search previous photos of arrestees. The Mugshot Capture is the Photo Database program for entering new photos.

### Mugshot Capture

When a new photo of an arrestee is needed, open the program and click on the “capture” icon. The program will generate a new photo ID number and display a blank tablet with fill-in and drop-down boxes.

Complete the fill-in and drop-down boxes with the known information. Remember to document the photo ID number on the intake sheet. The tablet has two pages. To access the second page, click on the “SMT” thumbnail. On the “SMT” thumbnail, you can enter AKAs, Charges, and Scars/Marks/Tattoos.

To take a photo, click on the “face” icon in the top center row of icons. The machine will bring up the camera. Align the camera with the arrestee’s nose on the cross hairs. It is important to have the arrestee standing straight, hair off the face, with chin up, and looking at the camera. The quality of the photograph is important for building photo lineups in the future. Once ready to take the picture, either click on the “Acquire Image” icon or tap the space bar. Once the photo is taken, click on the “Add Image” icon. The program will quality control the photo and either accept the photo or reject it. Once accepted, the program will give you the opportunity to align the arrestee in the center of the field of view. If acceptable, click the “OK” icon.

If the arrestee wears glasses, take a second photo of the arrestee wearing glasses. To access the camera for glasses, click on the “face with glasses” icon. Align the arrestee for a quality photo.

To document tattoos, click on the “heart” icon. This will bring up a tablet with fill-in and drop-down boxes along with a silhouette of a body. Use the body to identify the body part where the photo will be taken. The camera will come up. Use the zoom-in lever to slide it over to approximately 110. Move the camera to focus on the tattoo. Click on the “Acquire Image” icon to take the photo. Once the photo is taken, you have the ability to move the field of view. The dashed-line box is the size of the photo. Using the “+” or “-” icon can expand or decrease the field of view. Click on “OK” to save the image. Fill in the appropriate information on the mask. Try to be as generic as possible on the description of tattoos, i.e.: “rose” instead of “red rose.” Generic descriptions will allow a wider search when using the photo database to search for tattoos.

# COMPUTER SYSTEMS

## **PPC DESKTOP COMPUTERS**

The generic PPC log-in for the computer terminals in PPC, use the following log-in:

Username: ppc      Password: Sjpd5370

The generic log-in will allow PPC customers to access CJIC, Internet, forms, etc without exposing anyone's individual profile. Email is not accessible with the generic profile.

## **SECURITY VIDEO RECORDING**

There are twenty-nine cameras that monitor in and around the PPC facility. There are two Digital Video Recorders (DVR) that are set on motion detection. The recording starts when the system detects motion in the camera's field of view. Recording will continue for approximately five minutes after the motion ceases.

The cameras are divided between two monitors. DVR1 records the Juvenile PPC, Witness Center, and most of the exterior doors. DVR2 records the critical areas where arrestees are normally processed, or expected to be.

The PPC Administrative Officer has primary responsibility for maintaining the DVR system. If there is a problem/error in the system, contact the PPC Administrative Officer.

Any requests for copies (CD) of any security video footage will be routed through the PPC Administrative Officer. The Unit Commander shall be notified of all requests.

## **REMOTE SECURITY SYSTEM VIEWING STATIONS**

There are three remote viewing stations for the security DVR system; the Adult Bridge (user: ppc, pw: sjpd), Main Lobby (user: ml, pw: sjpd), and the Witness Center (user: wc, pw: sjpd). The log on information is labeled on the screen for each computer. The Windows password is "sjpd".

To start the log-on, open the Invidia Icon on the desktop. Highlight (green outline) the DVR that you want to log on. The log-on mask should be pre-populated:

DVR1	DVR2
Time Loop: 30	Time Loop: 30
Address: 172.27.1.13	Address: 172.27.1.14
Port: 9677	Port: 9677
Location: DVR1	Location: DVR2
User: ppc	User: ppc
Password: sjpd	Password: sjpd

Click Login and the monitor will boot. Minimize the open Invidia program and repeat the procedure to log on the second DVR.

# COMPUTER SYSTEMS

Once both DVRs are running at the remote station, use the “Windows” button on the keyboard to pull up the concealed task bar. Click on the other open Invidia program to view the second DVR.

The monitor will display black screens if the system has goes into sleep mode (28 hours of not using system). To re activate the viewing, you will need to close each DVR and re-open. The recording continues even when the monitor is in sleep mode.

To review footage from the remote viewing station, click on the camera that you wish to review. Click on the “File with Magnifying Glass” icon to pull up the search menu. Fill in the search criteria and click on the search button. Select the time frame(s) and make sure the “stream mode” is off. Click “download selected” and click on the “Play” button.

## **INTERVIEW ROOMS RECORDING**

The Witness Center, Juvenile PPC, and Adult PPC have the capability of recording interviews.

The Witness Center has audio and video recording capabilities in Room 1, 2, and 3. Room four has no recording capability.

Juvenile PPC has audio and video recording capabilities in Room 1, 2, and 4. Rooms 3 and 5 have no recording capability.

Adult PPC has audio recording capability for sally port holding cells 1 and 2. The video recoding for these two cells is part of the security surveillance system. Interview rooms 1, 2, and 3 have audio recording capabilities. These three rooms are generally reserved for female arrestees. Rooms 4, 5, and 6 do not have audio or video recording capability. Rooms 7, 8, 9, 10, 11, and 12 have audio and video recoding capability.

To activate the interview room recording system, either click on the round icon below the camera view to activate it to the color red or push the button near the interview room door (remote buttons are only available in Adult PPC for rooms 7 -12). To turn off the recording, repeat the above.

To burn a CD or DVD, use the icon with the file and magnifying glass below the camera view. Search for the time frame(s) to record. For multiple time frames, use the shift button to highlight more than one time frame. Click on burn to CD and follow the prompts.

The user will not be able to erase footage from the interview system. To erase interview footage, contact the Administrative Officer. On a quarterly basis, the Administrative Officer will remove interview footage.