

# IN-CUSTODY DEATH CASES

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In the event that an officer / staff member discovers that an arrestee has or appears to have died while in PPC, they will immediately:

- Begin life saving measures such as first aid and CPR.
- Summon paramedics and ambulance response.
- Notify the Watch Commander.
- Complete a Crime Report (including the information listed in the below section).
- Complete a memorandum to the PPC / Main Lobby Lieutenant.
- Follow the guidelines in section L5901 of the Department's Duty Manual (which is included in this Appendix section).

In the case of a death, or attempted suicide in PPC, the following information must be included in the Crime Report:

- Time of last check when the arrestee was alive and who made the check.
- Time the arrestee was found in present condition and who found the arrestee in such condition.
- Time first aid was started, which type of aid was administered, and by whom.
- Time paramedics were called and the time they arrived.
- Time arrestee left PPC.
- Name of paramedics, ambulance, and coroners' personnel.
- Name of the investigating officer(s) and the time the investigation was turned over to them.

### **Procedural and Medical Review**

As soon as reasonably possible the Facility Administrator (the San Jose Police Department's Chief) or his/her appointee will initiate a procedural and medical review of the incident. The Facility Administrator will appoint a team to conduct this review. The team will include the Facility Administrator or his/her appointee, the Facility Manager (the PPC unit Commander), the Health Administrator (the San Jose Director of City Medical Services), the responsible physician, and other relevant health care and supervisory staff.

This team will prepare a written report of their review. The team will document any discrepancies or problems they identified during their review. If any discrepancies or problems are discovered, the team will use their report to make recommendations and proposals to rectify these discoveries.

## **Procedural and Medical Review**

Per California Government Code section 12525, the Chief of Police will report in writing to the California Attorney General within 10 days after the death, all facts in their possession concerning the death. The written report will include incident reports, coroner reports, death certificates, and other reports relating to the death. The Bureau of Criminal Statistics is responsible for maintaining the Death in Custody Reports submitted to the Attorney General.

Additionally, a copy of the entire report will be forwarded to the California Correctional Standards Authority within ten (10) days.

Death in Custody Reports will be submitted to:

Bureau of Criminal Statistics  
Statistical Data Center  
PO Box 903427  
Sacramento, Ca. 94203-1170

# SUICIDE PREVENTION

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Upon admitting arrestees (adults or juveniles) to PPC, it is important to always be alert for those individuals that may exhibit signs of potential suicide. **Approximately 25% of jail suicides occur within the first three (3) hours of incarceration.** Intoxication increases the possibility of suicide. Persons at risk include, but are not limited to the following:

- Prominent persons charged with embarrassing crimes.
- Persons held for alcohol or drug related charges.
- All juveniles held in temporary custody.
- Individuals who appear depressed or isolated.
- Persons with a history of self-destructive behavior.
- A female who has given birth within the past year, and is charged with the murder or attempted murder of her infant child.
- Persons who have visible scars on their wrists, or elsewhere, indicating prior suicide attempts.

Arrestees exhibiting suicidal behavior shall be transported to VMC Psychiatric Services or VMC Emergency Room.

# VERMIN CONTROL

## VERMIN CONTROL

All vermin infested arrestees (adult or juvenile) transported to this facility for processing will be brought to the immediate attention of the on-duty PPC supervisor **prior to placement in any holding cell (sally port).**

It is not unusual for an officer to observe what appears to be lice infestation on an arrestee during the processing or subsequent placement in a holding cell. The most common observation will involve adult lice and / or nits (eggs) on the scalp or other hairy portions of the body. Lice can also be found on the clothing, particularly along the seams of inner surfaces.

The three types of lice most commonly found in detention environments are the head louse, the body louse, and the crab (pubic) louse. The crab louse may be observed in the pubic area and, in some cases, the eyebrows and eyelashes. It is also possible for some forms of mites to be present on arrestees, including scabies. Lice do not jump, but rather transfer by direct contact with the infected person, clothing, or other personal belongings.

Should an arrestee contaminate the facility and / or equipment, the contaminated cell(s) or area(s) will be brought to the attention of the PPC supervisor. The PPC supervisor will then notify the custodian of the contamination. The cell(s) or area(s) will not be used until after being thoroughly cleaned and disinfected.

The custodian will treat the infested area(s) and equipment with a non-toxic pesticide, such as Pyrethrin. After treatment, all area(s) and equipment should be thoroughly cleaned. If vermin infestation is heavy, the supervisor in charge of building maintenance should be notified.

Should an employee become infested with lice, there are two over-the-counter pediculocides available at most pharmacies. The shampoos are 'Pyrinate A 200' and 'R I D'.

If an employee's clothing becomes infested with lice, the clothes should be dry cleaned or washed in detergent and water at a temperature of at least 140°. Commercial products such as 'Silox' and 'Dri Code' are available at hardware stores to delouse clothing.

# CLASSIFICATION AND SEGREGATION



# CLASSIFICATION AND SEGREGATION

## REQUIRED SEPARATION OF ARRESTEES

The following separation will be accomplished to the extent possible within the limits of the available number of holding cells in the facility:

- No female arrestee will be processed at PPC without a female staff member being immediately available. If there are no female staff members available the female arrestee will be transported immediately to the Santa Clara County Jail or Juvenile Hall.
- Male arrestees are to be separated from the female arrestees at all times while in PPC. Male and female arrestees will not dress, undress, or perform eliminatory functions in the same room with each other.
- Arrestees charged with a felony are not to be placed in cells with arrestees that are charged with a misdemeanor.
- If the sex of an arrestee is indiscernible at the time of processing, that arrestee will be transported to the Santa Clara County Jail or Juvenile Hall.
- An arrestee who has been identified as having served time in a Federal / County / State Facility should not be placed with an arrestee who has never been in jail.
- Gang members will not be placed with non-gang members or with rival gang members.
- Juveniles will not be placed in the same cell with adult arrestees.
- Adult arrestees with a large difference in age should not be placed together.
- The on – duty PPC Supervisor may make other separation and classification decisions as deemed necessary to provide for safety of staff, arrestee (s) or to aid in an investigation.
- Only one arrestee will be assigned to a 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.

## MENTALLY DISORDERED ARRESTEES

An arrestee will be considered mentally disordered if they appear to be a danger to themselves / other, or appear to be gravely disabled. Such a mentally disordered arrestee will not be processed at PPC and will be transported to VMC Psychiatric Services or the VMC Emergency Room as soon as possible.

## DEVELOPMENTALLY DISABLED ARRESTEE

Arrestees will be considered developmentally disabled if they are disabled due to mental retardation, cerebral palsy, epilepsy, autism, or a combination of these handicaps. If it is suspected that an arrestee is developmentally disabled, the arrestee will not be processed at PPC. The arrestee will be transported to the Santa Clara County Jail or Juvenile Hall.

**COMMUNCIABLE DISEASE INFORMATION**

# COMMUNICABLE DISEASE INFORMATION

The following information deals with the most commonly encountered diseases carried by an arrestee. The information will help you better deal with the decision of accepting the arrestee for processing.

## **TUBERCULOSIS:**

Tuberculosis can be transmitted as aerosol through coughing or spitting. Symptoms of active T.B. include: coughing, sweating, fever, weight loss, loss of appetite and fatigue. A person, who tests positive for T.B., but without active symptoms, may be treated with one drug as a preventative.

A person who is diagnosed with active T.B. will normally be treated with four drugs to control the disease. Medication is taken daily in the form of pills. Treatment may last from six months to a year or longer. A follow up exam at the end of the drug treatment is necessary to insure that the disease has been controlled. Patients commonly discontinue taking the drugs before the disease has been controlled or fail to get the follow up exam.

## **HEPATITIS (A, B &C):**

Hepatitis is transmitted by bodily secretions: blood, urine, stool or saliva. The following are symptoms of Hepatitis infection: fatigue, fever, abdominal pain, jaundice of skin and yellowing of the eyes. Precautions include: wearing rubber gloves, face mask, goggles and washing hands thoroughly.

Treatment for hepatitis infection varies with the type of infection. Hepatitis A is fairly common and is treated with gamma globulin shots. Hepatitis B is serious. There is no treatment other than bed rest for months. Hepatitis C is very serious, yet rare. There is no treatment and an infected person is contagious for six to eight weeks.

## **HEAD LICE:**

Head lice is contagious and the primary means of transmission is head to head contact. Head lice crawl, they do not jump or fly. Adult head lice are 2 to 3 mm long (about the size of a sesame seed) and brownish to grayish white in color.

# GUIDELINES FOR ACCEPTING ARRESTEES

To assist PPC staff in making an informed decision on whether to accept an arrestee for admittance, the following questions will be asked of the arrestee who indicates he / she is infected:

- How were you informed that you were infected?
- What treatment have you received?
- How long did you receive treatment?
- Did you have a follow up exam?

Officers should also consider observable symptoms of infections.

Other considerations whether to accept an arrestee might include the severity of the offense or our ability to guard against exposure through the use of face masks, rubber gloves, hand washing and goggles. The infected person can be required to wear a facemask while in the pre-processing facility.

The Health Department recommends that all officers working PPC get a tuberculosis skin test annually. A good idea would be for officers to be tested before and after assignment since exposure is significant. Officers should also begin the immunization process for hepatitis prior to assignment if not already immunized.

**EXPOSURE TO HAZARDOUS MATERIAL &/OR  
CONTAGIOUS OR INFECTIOUS DISEASES**

# FIRE SUPPRESSION

## **FIRE SUPPRESSION**

Pursuant to Penal Code section 6031.1 (b), whenever there is an arrestee in custody, there will be at least one person on duty in the facility at all times who meets the training standards established by the State Fire Marshal for general fire and life safety which relate specifically to the facility.

The San Jose Police Pre-Processing Center is equipped with smoke / heat detectors and sprinklers in all areas. The fire detection equipment is monitored on a 24-hour basis. Fire extinguisher and first aid kits are located inside of the Valtox room, Audio room, First aid rooms, Administrative Sergeant's office, and Control Bridge areas (cabinets). An additional fire extinguisher is kept in the file storage room.

The PPC Administrative Supervisor will conduct a fire prevention inspection monthly. The fire prevention inspection consists of:

- An examination of all smoke / heat detectors and sprinklers to ensure that they are operational.
- An examination of the fire extinguishers to ensure that they are in place and fully charged.
- An inspection of both the juvenile and adult facilities for any fire hazards.

These monthly inspections are documented on a 'PPC Inspection Sheet'. The sheets are retained for a period of not less than two (2) years.

In the event that an evacuation is necessary, the arrestees will be moved to the secured PPC parking area and then transported to the Santa Clara County Main Jail or Juvenile Hall. Those arrestees who can be released without posing a threat to the community will be released. Juveniles will be released to a parent or guardian.

### **NOTIFYING THE FIRE DEPARTMENT**

In the event of a fire, personnel shall contact communications via the "ring-down" line, the red "Code 20" phone, or by dialing 911.

When reporting a fire, personnel shall give the name of the facility, the address of the facility, and if known, the exact location of the fire (i.e.: storeroom, restroom, holding cell, etc.).



Personnel on duty must know the locations and how to activate the fire alarm “pull stations”. The alarm system in PPC is a “local” alarm and is not connected to the fire department, so the direct call to the fireboard or communications **must** be made.

Fires often disrupt or destroy normal telephone services. Employees should know the location of the nearest outside means of contacting the fire department (a street fire alarm box, inside manual pull station, a telephone, or the fire station itself).

PPC Staff should anticipate:

- Fires at detention facilities are usually intentionally started.
- Persons in custody may resist fire fighting or relocation efforts.
- Copious amounts of smoke can be generated from normal combustibles.
- The possibility of having to relocate arrestees.
- When relocation of arrestees is necessary, such movement should not conflict or hamper fire fighting efforts or permit the spread of smoke.
- The need to provide access for fire fighters and equipment and still maintain security.
- The assignment of a supervising officer with a full set of keys to provide access for the fire department and to remain with the fire department command person to render assistance as necessary.

## **RELOCATING THREATENED ARRESTEES**

During a fire, smoke and heat can impede rescue operations, lessen visibility and create a panic that may lead to injuries and death. Fires in areas opening into escape corridors, stairways and ramps are particularly hazardous. Such fires can fill the exiting system with toxic gases and smoke within a very short period of time.

Perhaps the most important factor in detention facility fire safety is the proper maintenance of exit systems. Corridors and stairways must be clear, unobstructed and well lighted. Key-moved deadbolts, padlocks, and similar devices on any exit door must be in an operable condition at all times.

In facilities where the swift relocation of persons may be hampered, an evacuation plan is required. If a fire occurs, implementation of this plan should be immediate. Arrestees, visitors and employees may have to be safely relocated. The designated refuge areas may be on the other side of a firewall, or on another floor of the structure. In some cases, evacuation to the outside of the building is required. Training on relocation procedures and review of operating systems (locks, doors, etc.) is recommended at least on a quarterly basis for all personnel.

Employees should be familiar with safe relocation areas and evacuation routes as they are defined in the fire evacuation plan.

## **CONFINING A FIRE**

In a building, fire, heat, and smoke can travel horizontally and vertically. Hot gases will rise and carry the fire to upper levels. To prevent this vertical spread, openings into enclosed stairways and shafts are kept closed.

Firewalls and doors often control the horizontal spread of fire. A “one hour” firewall indicates the approximate time it takes for a fire to burn through the wall and extend to adjoining areas. Fire doors are installed to prevent the spread of fire through openings in the firewalls. These doors must be kept free of obstacles that would prevent them from closing. Wedges must never be placed under fire doors to hold them in an open position

Regular inspection of fire door hardware is important. Fire door latching devices must be maintained in operable condition.

## **IDENTIFYING FIRE EXTINGUISHERS**

Fire extinguishers are designed to fight one or more classes of fire.

### **Classes of Fires:**

**Class A** fires involve ordinary combustible materials such as wood, paper, grass, litter, bedding, and similar materials.

Class A fires are most commonly extinguished by water. Many types of extinguishers used on Class A fires contain water expelled by various methods.

**Class B** fires involve combustible liquids such as gasoline, kerosene, grease, and similar materials.

Class B fires are more difficult to fight. Flammable liquids generally burn much hotter than ordinary combustible materials. Class B extinguishers generally contain a powder or gas.

**Class C** fires involve energized electrical equipment. Examples would be motors, switchboard and wiring.

An extinguisher designated for Class C fires must contain an agent that does not conduct electricity. Carbon dioxide gas, special powders or halogenated liquids are used on this type of fire.

**Class D** fires involve combustible metals such as magnesium, sodium, and others.

The extinguishment of Class D fires generally requires a specialized agent such as graphite or sodium chloride.

Personnel who might be called upon to use extinguishers during an emergency should know the operation, effective range, and contents of the extinguisher. Personnel should also know what class of fire the extinguisher is designed to combat.

Inside PPC (adult and juvenile sides) there are extinguishers that are designated for use against Class A, B, and C fires. The same extinguisher can be used on these types of fires.

To use the extinguisher, follow these steps:

1. Pull ring pin.
2. Start from 8 feet back.
3. Aim at base of fire, using the extinguisher upright.
4. Squeeze lever. Sweep side to side.

The extinguishers at PPC contain ABC Dry Chemical mixture that is dispersed using compressed nitrogen.

## LOCATIONS OF FIRE EXTINGUISHERS

- Adult PPC :** First Aid Room (3) – one on wall inside door and two in cabinet  
(two emergency lanterns in cabinet)  
Admin Sgt. Office – on wall inside door  
Valtox Room – on wall near janitor closet  
Audio Visual Room – on wall inside door  
Bridge - in cabinet below control panel  
(two emergency lanterns in cabinet)  
Store Room – behind door next to file cabinet
- Juvenile PPC:** Tunnel – On wall inside tunnel below gun lockers  
First Aid Room – on wall inside door  
(two emergency lanterns in cabinet)  
Bridge – in cabinet below control panel  
(two emergency lanterns in cabinet)
- PAB 1<sup>st</sup> Floor:** On wall outside Victim Witness Interview Center  
On wall near exit by Central Supply  
On wall outside range by door leading to elevator
- PAB 2<sup>nd</sup> Floor:** Info Center (2) – two in office area  
4800 – on wall, down low, inside door  
West exit – on wall near exit by R&D Conference room  
North hallway – on wall outside Chief's Office  
Main hallway – on wall between warrants and fingerprints
- PAB 3<sup>rd</sup> Floor:** North hall – on wall outside rm 314  
North hall – on wall outside SAIU  
Northeast exit hall – on wall outside Juvenile Unit  
Main hallway – on wall outside rm 307  
Main hallway – on wall outside VCU  
Main hallway – on wall outside back door of CSU  
Main hallway – on wall outside Robbery Unit

FACILITY SANITATION,  
MAINTENANCE AND SAFETY

## FACILITY SANITATION, MAINTENANCE AND SAFETY

The Pre-Processing Center will be kept in a clean and safe condition at all times. The city custodian is responsible for cleanliness / sanitation and will thoroughly clean the facility each day according to the maintenance schedule established by the Administrative Supervisor.

The PPC staff is responsible for maintaining the facility in a clean and sanitary manner when the custodian is not available.

Whenever emergency repairs are necessary, the on-duty PPC supervisor will contact the PPC Lieutenant, and / or the supervisor in charge of building maintenance (ext 5200). If the repairs necessitate immediate action after hours, General Services can be contacted via Fire Communications (ext 8956). The PPC supervisor will describe the problem so that the appropriate janitor or trades-person is called.

At the beginning of each shift, the PPC supervisor will ensure that the following are visually inspected for contraband, cleanliness, and safety:

- Holding cells (sally port).
- Interview rooms.
- Restrooms.
- Cite and release areas.
- Officers' work counters.
- Valtox room.
- Evidence lockers.
- Gun lockers.

At the beginning of each shift, the PPC supervisor will also ensure that the following are inspected for proper operation and / or damage:

- All interior and exterior lighting.
- All electric and mechanical locking mechanisms.
- All plumbing fixtures.

The custodian will accomplish the following each workday for the Adult, Juvenile, and Witness Centers:

- Sweep and mop all interior floors.
- Clean and disinfect all bathroom toilets, wash basins and drinking fountains.
- Flush all toilets to ensure proper operation.
- Check all wash basins by running water down the drain .
- Wipe down and disinfect all holding cell tables, seats, and benches.

- Wipe down the exterior and interior of all doors.
- Clean all interior and exterior counter tops.
- Empty and clean the exterior of all trash receptacles.
- Clean all window and door glass.
- Wipe down the exterior of all cabinet doors

The custodian will accomplish the following weekly:

- Clean all window and door blinds.
- Vacuum areas in and around all computer systems.
- Vacuum the inside of all gun lockers and evidence lockers.
- Pour a solution of one cup of liquid bleach to one gallon of water down each floor drain.

The custodian will also accomplish the following on a weekly basis or when requested by the PPC staff:

- Sweep and / or hose off all exterior concrete areas in front of the adult and juvenile processing entrances.
- Sweep or hose off the exterior adult tunnel walkway.
- Sweep or mop the interior juvenile tunnel walkway.
- Wipe down all interior walls.
- Vacuum and wipe down all air conditioning vents.
- Wipe down both sides of all lighting covers.
- Scrub and / or polish (where applicable) all interior floors.
- Clean the base board and tile edge for the flooring.

When the custodians are working within the center, they will keep all tools and equipment within close proximity so arrestees will not have access to them. When the custodians take a break, go to lunch, or leave at the end of their work shift, they will secure all of their equipment within their storage areas.

Any problems / defects with PPC equipment, sanitation, safety or maintenance will be brought to the attention of the PPC Administrative supervisor.

# USE OF FORCE



**HOSTAGE / BARRICADE**

## HOSTAGE / BARRICADE

The San Jose Police Department's Pre-Processing Center is housed in the basement of the Police Administration Building. The California Board of Corrections has designated PPC as a 'Temporary Holding Facility'. Due to the nature of this facility and to the nature of persons who may enter this facility, the San Jose Police Department maintains a "No Hostage Policy" with regards to the center. "No Hostage Policy" signs are posted at all entrance doors to the center.

Hostage / Barricade situations will be handled in a manner described by the San Jose Police Department's Duty Manual.

CITE AND RELEASE

# ARRESTEE PROCESSING

**JUVENILE CONTACTS**

# CHEMICAL TESTS

## CHEMICAL TESTS

There are two locations within PPC that are designated for the extraction of blood samples.

- Holding cell #2, which is specifically equipped for the taking of blood samples from physically resistive or combative arrestees. It is also used for taking blood from arrestees that are refused entrance in PPC.
- Any interview room, while the arrestee is handcuffed in an appropriate manner to the table.

There are two approved devices that may be used to aid in the taking of blood from a resistive or combative arrestee.

- The adjustable stainless steel table (with soft or hard restraints) located in holding cell #2.
- The 'WRAP'.

# PRE-PROCESSING FORMS



