

## **JAIL 1-100**

### **1-100.0 TITLE: JAIL ANNUAL SHIFT SIGN-UP AND STAFFING**

Effective Date: 5-21-91

Revised Date: 01-12-2020 (Author: Paul Alexander, Jail/Dispatch Manager)

Prior Revised Date: 12-28-99, 10-24-95, 9-10-14, 02-15-17

### **1-100.1 SYNOPSIS:**

Describes shift sign-up procedures, supervision and minimum staffing levels.

### **1-100.2 OVERVIEW:**

The purpose of this procedure is to establish annual shift sign-up for Jail personnel and establish recommended staffing levels. The Jail shall be staffed at all times with sufficient personnel to ensure safe processing and supervision of prisoners. Jail shift sign-up occur annually. Employees are provided a brief period of time to select their choice during sign-up. Employees are expected to be ready to participate when their turn arrives.

### **1-000.4 DEFINITIONS**

1. Jail Manager: Employee assigned to manage and oversee all functions within the Jail.
2. Jail Supervisor: Employee assigned to oversee the day to day operations within the Jail.
3. Senior Jailer: Employee assigned to perform certain duties such as training, and may be delegated supervisory duties in the absence of the Manager.
4. Jailer: Employee assigned to a specific shift under the supervision of a Senior Jailer.
5. Shift and Hours of Work: A shift is a ten hour work period that includes a lunch period. The Jail unit has 5 different shifts:
  - a. Day Shift 0630-1630
  - b. Mid Day Shift 0900-1900
  - c. Swing Shift 1600-0200
  - d. Mid Swing Shift 1900-0500
  - e. Grave Shift 2100-0700
6. Seniority: Seniority shall be determined by hire/promotion date. When two or more employees have the same hire/promotion date, seniority shall be determined by the employee's application date for said position.

NOTE: In accordance with the provisions of Section III.D.914.1 of the City of Pomona Personnel Rules and Regulations, an employee in good standing who

## **JAIL 1-100**

has resigned and then returned to City service within one (1) year of that resignation, may have prior regular employment time restored for purposes of determining City seniority and vacation earning rate entitlement. The anniversary date shall be adjusted to reflect the period of absence from City employment.

7. Shift Trades: An employee's request to trade a shift with another employee. Shift trades are subject to review by the Jail Manager.
8. Vacancies and Reassignment: Vacancies that arise during the calendar year of the current signup shall be filled at the discretion of the Jail Manager. Personnel wishing to fill such vacancies may request a squad reassignment in writing to the Jail Supervisor.

### **1-100.5 PROCEDURES:**

1. Annual Shift Sign-Up
  - a. In preparation for Jail sign-up, the Jail Supervisor or his/her designee shall circulate the seniority list for Jail personnel on the first Monday in October.
  - b. The Jail Supervisor or his/her designee will direct all Jail personnel to review the seniority list. Any disputes must be forwarded to the Division Commander by the third Friday in October.
  - c. Jail sign-up shall begin the first Monday in November and conclude that same day.
  - d. The sign-up shall be conducted and monitored by the Jail Supervisor or his/her designee.
  - e. Senior Jailers and Jailers shall sign up for preferred vacancies on the basis of rank first, then seniority.
  - f. Female Jailers will sign-up by seniority in the designated positions provided on the sign-up list.
  - g. All personnel shall be available for contact by the Jail Supervisor or his/her designee during the sign-up period.
  - h. Contact with bidding personnel shall occur at a time reasonable to the employee's current schedule.

## JAIL 1-100

- i. Jail personnel are notified in advance of the exact day when the shift sign-ups will occur and are expected to respond to the Jail Supervisor or designee within one (1) hour of initial attempted contact.
  - j. Employee who will not be available during the bidding period are responsible to notify the Jail Supervisor in e-mail, listing any choice (alternative choices are recommended). Availability notification is to be made prior to the employee's bidding turn. Employees are responsible to monitor the bidding process.
  - k. Employees who cannot be contacted at their bidding turn in person, by three (3) phone calls to listed phone numbers (leaving voicemails if available), or who have not provided notification to the Jail Supervisor as described above, shall be assigned a shift at the discretion of the Jail Supervisor and/or Jail Manger.
  - l. If the employee does respond later, the employee will be given the option of retaining the shift he/she was assigned or picking from the remaining shifts available to choose from at that point in the sign up.
  - m. Any employee who elects to "pass" their bidding turn shall be assigned to a shift at the discretion of the Jail Supervisor.
2. Bidding Exclusions
- a. Prior to the beginning of sign-up, the Jail Supervisor shall identify any employee who is to be excluded from the bidding process.
  - b. Exclusions shall be made on an individual case basis, but generally will be based on long-term absences, generally in excess of two (2) months.
  - c. Acceptable causes of absence include, but are not limited to:
    - 1) Illness or injury
    - 2) Military leave
    - 3) Leave of absence
  - d. The Jail Supervisor will assign personnel who return to the Jail after exclusion from the bidding process. However, if possible, consideration will be given to the employee's preference and seniority when making the assignment.
  - e. Other personnel who were not excluded from bidding, and did not bid shall be assigned to a shift at the discretion of the Jail Supervisor.
  - f. Probationary personnel shall be assigned to a shift at the discretion of the Jail Supervisor.

## JAIL 1-100

3. Effective Date
  - a. The annual rotation of personnel shall generally occur on the first pay period to fall completely within the month of January, unless otherwise directed by the Chief of Police.
4. Vacancies / Reassignment / Exchanges
  - a. Vacancies that arise during the year shall be filled at the discretion of the Jail Supervisor. Personnel wishing to fill such vacancies or exchange shifts may request transfer via memo through their Chain of Command. Seniority may be a consideration, but the final decision shall be at the discretion of management.
5. Supervision
  - a. Each shift shall be supervised by a Senior Jailer responsible for the operation of the Jail and all included duties as described in the Procedure Manual.
  - b. The Senior Jailer has full authority to demand compliance with Jail Procedure and Department Rules.
  - c. The Senior Jailer shall complete a Jail Roster each shift indicating appropriate code for assigned and substituting personnel.
  - d. The Senior Jailer is immediately accountable to the Jail Supervisor, and in his absence to the Division Commander or Watch Commander.
  - e. In the absence of a Senior Jailer, the Jailer with greatest department seniority, or the Jailer so designated by the departing Senior Jailer, the Jail Supervisor, Jail Manager or the Watch Commander, shall assume all authority and responsibility.
6. Staffing
  - a. Normally, minimum staffing for each shift is one (1) male Jailer, one (1) female Jailer and one (1) additional Jailer of either sex or authorized substitutes. However, when staffing levels drop below the three Jailer rule, i.e., sick call, each situation will be evaluated to determine if the Jail can operate safely with a minimum staffing level of two Jailers (one male and one female). Taken into consideration when making this decision will be the Jail population and workload, activity being generated by patrol personnel, and the period of time that the two Jailer staffing level will exist. (The Senior Jailers or Jailers-in-Charge are to contact the Jail

## JAIL 1-100

Supervisor for approval of any overtime. In his or her absence, contact the Jail or the on-duty Watch Commander).

- b. A Jailer shall not enter a room or cell occupied by prisoners of the opposite sex unless in the company of an employee the same sex as the prisoner.
- c. Some emergency situation may occur requiring a Jailer to enter a cell of a prisoner of the opposite sex without the presence of a staff member of the same sex as the prisoner. If this emergency situation occurs, the Jailer entering the cell will summon assistance immediately and will prepare, as soon as possible, before the end of watch, a Special Incident Report explaining the necessity of the action. The memo will be forwarded to the Jail Supervisor.
- d. Any shift not staffed to a minimum standard shall be brought to the attention of the Jail Supervisor by an email from the Senior Jailer or Jailer-in-Charge.
- e. The Senior Jailer shall take all possible steps to insure minimum staffing is met.

### 7. Vacation

Vacation sign up will occur on January 15. No shift can expect to have less than the recommended staffing levels for the purpose of allowing vacations. Only two employees will be allowed off on vacation the same day. Jail Staff compete for vacation by seniority, commencing by rank.

### 8. Time Off

An employee can request additional time off once all priority vacations have been submitted. Time off will be granted on a first come first serve basis. If two people submit a time off slip requesting the same time period, at the same time, the person with the most seniority will be granted the day off.

### 9. Holidays

If the holiday falls on your normal work day, you will be required to work your normal work hours, unless you have approved scheduled vacation.

## **JAIL 1-150**

### **1-150.0 TITLE: BOOKING FEE REIMBURSEMENT PROGRAM**

Effective Date: 5/11/00

Revised Date: 3/7/17 (Author: Andrew Warm, Jail Supervisor)

### **1-150.1 SYNOPSIS:**

This policy establishes procedures and guidelines for the implementation of the Booking Fee Reimbursement Program.

### **1-150.2 POLICY/OVERVIEW:**

Legislative law allows local law enforcement agencies to collect administrative fees for **bookings** when an individual has been **convicted** of a crime.

### **1-150.3 STATUTORY REFERENCES:**

Sections 29550 through 29550.3 of the California Government Code.

### **1-150.5 PROCEDURES:**

- I. Jail personnel shall complete a Police Jail Booking Fee Notification Form (PPD 396) on all prisoners who are booked for an open charge crime or a Confidential Order for Payment of Criminal Justice Administration Fee Form (CRM 201) on all prisoners who are booked for a Pomona Police Department issued warrant at the Pomona Police Department Jail Facility.
- II. The form will be completed immediately during the booking process.
- III. The last copy of Police Jail Booking Fee Notification Form (gold) will be removed and placed in the prisoner's property package.
- IV. The white and green will be forwarded to the Pomona Police Department Records Bureau.
- V. The yellow copy will be kept in the Jail for processing.
- VI. Exemptions
  1. Bench warrant regarding FTA for crime not committed within the agency's jurisdiction.
  2. Arrest warrant for crime not committed within the agency's jurisdiction.
  3. Arrest of a prisoner who has escaped from a county, state, or federal detention or corrections facility.

## JAIL 1-150

4. Parole violation arrests, or probation-ordered returns to custody, unless a new charge has been filed for a crime committed in the agency's jurisdiction.
5. For agencies in a consolidated booking program, those tasks that are part of the program which the agency completed prior to transferring the arrestee to a custody facility. County may charge administrative costs.

### VI. Payments

- A. Booking fee reimbursement payments will be received at the Pomona Police Department. Payments can also be made to the Cashier's Office (Treasurer), City of Pomona Revenue Management Division of the Finance Department, located at 505 S. Garey Avenue, Pomona, California.

### VII. Records

- A. The Pomona Police Department Records Bureau will direct the remaining four forms, as indicated, to:
  1. Superior Court Clerk (green). (Forward via inter-office mailing system)
  2. Records (white)
- B. The Records copy of the form (white) will remain with the case file.

### VIII. Treasurer's Office

- A. The City of Pomona Treasurer's Office, Revenue Management Division of the Finance Department, will prepare and forward a quarterly report (3 months) to the Chief of Police regarding revenues generated from this program.

## **JAIL 1-200**

### **1-200.0 TITLE: OVERTIME COVERAGE**

Effective Date: 12-18-90

Revised Date: 3-7-17 (Author: Andrew Warm, Jail Supervisor)

Prior Revised Date: 08-14-14 , 12-28-99

### **1-200.1 SYNOPSIS:**

Outlines procedure for equitable distribution of available overtime for both scheduled and unscheduled vacancies.

### **1-200.5 PROCEDURES:**

#### **I. Scheduled Vacancies**

##### **A. Posting**

1. Overtime vacancies shall be posted on the Jail log by the Jailer seeking time off, after his/her supervisor (Senior Jailer) approves the posting.
2. Any "E" time vacancy that needs to be staffed shall be compensated with "E" time only. Any "E" time vacancy to be compensated with pay must be approved by the Senior Jailer supervising the shift with the "E" time vacancy or by the Jail Sergeant.
3. Interested personnel shall write their names in ink in the space provided, and are then responsible to work that shift.
4. A Jailer who has signed up for overtime may not remove his/her name without the approval of the Senior Jailer of the shift he/she signed up to work.
5. Jailers wishing to work the entire shift shall have priority over those volunteering only for a portion of the shift. Such choice to fill the entire shift must be identified at least 5 days prior to the subject shift date, unless involved parties are in agreement.
6. Vacancies not voluntarily filled remain the responsibility of the posting Jailer (except priority vacation, training, or other authorized leaves).

##### **B. Substitution**

1. A Jailer who signs up for more than one overtime shift in any two week pay period may be "bumped" by another employee.
2. Bumping may not occur within 7 days of the available shift.



## JAIL 1-200

3. Bumping employee must not have greater than one overtime shift (10 hours) (worked / pending) within the same two-week pay period.
4. The substituting Jailer must notify the bumped employee of the substitution.
5. The employee who originally signed up has choice of which day to keep. The bumping employee has second choice. The choices alternate in the case of multiple dates.
6. After notification; the on-duty Senior Jailer will indicate the “bump” by placing a red line through the name of the employee who initially signed for the shift; he/she will write the name of the substituting Jailer.

All changes on the Sign-Up Sheet related to ‘Bumping’ shall be completed by the Senior Jailers.

7. The bumping employees assume full responsibility for working the shift.

### C. Mandatory Overtime

1. Overtime vacancies not voluntarily filled shall be filled by mandatory assignment when the vacancies are due to:
  - a. Authorized training
  - b. Priority vacation
  - c. Extended sick leave
  - d. Any other foreseeable, extended vacancy either authorized or not preventable.
2. Assignment for mandatory overtime shall be based on total overtime hours worked for the prior two-week period.
3. Those eligible employees with the least amount of overtime hours worked shall be ordered to fill the pending vacancy.

## II. Unscheduled Vacancies

- A. Due to sick time, or urgent circumstances, vacancies may arise without notice requiring overtime coverage.
- B. The Senior Jailer to whom the vacancy is reported is responsible to obtain employees to cover when the vacancy effects minimum staffing.

## **JAIL 1-200**

- C. Whenever possible, unscheduled vacancies shall be filled by ordering one employee (lowest overtime hours worked) from each of the two bordering shifts to work half the vacant spot. This is to minimize the inconvenience to any one employee.
- D. When the vacancy cannot be filled as in #C above, an employee shall be ordered according to C.1 to fill a minimum of five (5) hours slot.
- E. Any employee volunteering to cover the entire shift shall have priority over an employee wishing to cover a partial shift.

## **JAIL 1-300**

### **1-300.0 TITLE: TIME OFF REQUESTS**

Effective Date: 12-17-90

Revised Date: 12-28-99 (Author: Sgt. P Hitt)

Revised Date: 03-07-17 (Author: Jail Supervisor Warm

### **1-300.1 SYNOPSIS:**

Establishes procedure for priority vacation sign-up and other non-priority dates among Jail personnel.

### **1-300.2 OVERVIEW:**

The purpose of the procedure is to assist in long term planning to accommodate needs of both the Jail and personnel. Pre-planned vacations are afforded a priority while other dates may be taken only as available.

### **1-300.5 PROCEDURES:**

#### **I. Vacation Sign-up**

##### **A. Seniority**

1. Bidding priority is established first by rank, then within ranks by Department seniority.
2. Each shift shall bid independent of every other shift.

##### **B. Priority Sign-up**

1. The Jail Supervisor shall circulate a vacation sign-up to all Jailers by order of seniority.
2. Each Jailer may indicate first priority for vacation, and complete and forward a corresponding time off request (PPD 69) to shift supervisor. After all Jailers have chosen or passed, additional circulations for second choice may occur.
3. A vacation priority consists of vacation days which run consecutively.
4. Jailers are not required to select dates, but may expect no priority scheduling for days requested outside this procedure.
5. Senior Jailers and Jailers shall complete the vacation sign-up by the last Monday in January.

## JAIL 1-300

### C. Reassignment

1. Jailers who receive mandatory reassignment shall be entitled to vacation as originally requested.
2. Jailers who are voluntarily reassigned with resultant vacation conflicts may:
  - a. Defer reassignment until after scheduled vacation conflict passes.
  - b. Change vacation selection to resolve conflict.

### D. Vacation Modification

1. Any change in vacation schedule considered after the last Monday in January will be at the discretion of the Jail Supervisor, and will only be considered if no other Jailers have priority time affected.
2. Jailers not having sufficient vacation time available to cover priority vacation dates shall be subject to disciplinary action.

## II. Non-Priority Sign-up

- A. Jailers may request time off on a first-come first-served basis, regardless of seniority or type of time used ("E" or "V"), as available by staffing.
- B. Vacancies created by non-priority requests must be filled by voluntary overtime prior to day off when necessary to provide staffing.
- C. A Jailer who has signed up for non-priority vacation overtime may not remove her/his name without the approval of the Senior Jailer of the shift she/he signed up to work.

**JAIL 1-400.0**

**1-400.0 TITLE: FACILITY PROFILE**

Effective Date: 03-20-91

Revised: 12-28-99 (Author: Sgt. P Hitt)

04-04-07 (Author: Sgt. Keltner)

03-12-09 (Author: Jail Manager Alexander)

03-07-17 (Author: Jail Supervisor Warm)

**1-400.1 SYNOPSIS:**

Describes the rating capacity and administration of the Pomona City Jail.

**1-400.3 DEFINITION:**

I. Prisoner Capacity

A. Pomona Jail is a type I facility with the capacity of 53 beds for pre-arraigned prisoners. The Jail can also hold up to 15 persons in two sobering cells and house up to 6 sentenced inmate workers.

B. Pre-arraignment prisoners are housed as follows:

	Totals
2 blocks of 4 4-person cells	32
1 block of 3 4-person cells	12
1 block of 2 4-person cells	8
1 male sobering cell	12
1 female sobering cell	3
1 Administrative Segregation Cell	1

All cells are equipped with toilet, wash basin and drinking fountain. Each cell block has a shower and day room.

C. There are also two (2) holding cells equipped with benches.

D. Inmate Workers are housed in a six (6) bed dormitory with attached bathroom.

II. Features

A. Jail operation is centered in the control room which utilizes a digital video/audio security camera system, electric door lock controls, and visual observation of entry ways.

B. A full kitchen allows for refrigeration, freezing, and preparation of food for prisoners and Inmate Workers.

C. An identification room is equipped with a LiveScan and photo imaging system, fingerprinting equipment, and a "Data Master" breath analyzer machine.

## **JAIL 1-400.0**

- D. Interview and visitation rooms are available.
- E. Sally port has an electric sliding gate.
- F. Underground tunnel connects the jail with the Pomona Superior Court.
- G. Other features include: 13 gun lockers, 52 first aid kits, and a laundry room.
- H. A lounge/locker room includes a double sink, refrigerator, microwave, a table with four (4) chairs, one recliner and one TV set.
- I. An administrative office for the Jail Supervisor and Senior Jailers.

### **III. Jail Management**

- A. The jail is under the command of the Administrative Services Division.
- B. Facility administrator is the Police Civilian Division Commander.
- C. Facility manager is the Police Dispatch and Jail Services Manager, who reports to the Facility Administrator.
- D. Facility supervisor is the Jail Supervisor, who reports to the Facility Manager.
- E. Shift supervision is conducted by Senior Jailers who report to the Jail Supervisor.
- F. In the absence of the Facility Supervisor, Facility Manager or Administrator, the Watch Commander oversees jail operation.

### **IV. Inspections**

- A. The facility manager shall conduct inspections on a regular basis to monitor facility compliance with statutory regulations.
- B. The facility administrator will conduct random inspections in addition to those of the manager.

### **V. Tool Control/Inventory**

The Pomona City Jail maintains no tools or similar equipment within the jail.

- A. All tools brought into the jail shall be logged into the Jail Operations – Tool Inventory Log by Jail staff.

**JAIL 1-400.0**

- B. All tools shall be accounted for the logged out of the Jail Operations – Tool Inventory Log upon completion of activity requiring subject tool.
- C. Senior Jailers or the Jailer-in-charge shall inspect and initial the Tool Inventory Log at the start of each shift to ensure the log is complete and all tools have been removed from jail.





## **JAIL 1-500**

### **1-500.0 TITLE: RELEASE OF JAIL INFORMATION**

Effective Date: 12-18-90

Revised Date: 12-28-99 (Author: Sgt. P. Hitt)

### **1-500.1 SYNOPSIS:**

Describes what information relative to jail operations is available for public release.

### **1-500.2 OVERVIEW:**

In compliance with law, required information shall be released to inquiring parties as described herein.

### **1-500.5 PROCEDURE:**

#### **I. Arrest and Booking Information**

- A. The public may obtain prisoner information by visiting the front desk of the Pomona Police Department. However, this same information may be accessed through the automated telephone information system by dialing (909) 620-2155. The automated system provides information, in English and Spanish, on prisoners in custody and transferred prisoners. The automated system also includes information on prisoner visiting hours.
- B. Persons requesting information on named prisoners will be provided:
  - 1. All charges
  - 2. The amount of bail
  - 3. Time and manner of release, or current location
  - 4. Time and date of booking.
- C. No information shall be provided regarding juveniles.
- D. Persons requesting additional information shall be referred to the Watch Commander and/or Detective Bureau.

#### **II. Published Information**

- A. Persons requesting, including prisoners, shall be provided for review only a copy of:
  - 1. The Pomona Police Department Jail Manual

## **JAIL 1-500**

2. The "Guidelines for the Establishment and Operation of Local Detention Facilities" as stated by the State Board of Corrections, Titles 15 and 24.

B. These publications shall be maintained in the jail office for access by those requesting them.

### **III. Public Information**

A. Any media requests to interview staff or prisoners shall be referred to the Chief's Office for approval.

B. The jailer receiving any such request shall forward a memo to the Special Services Lieutenant advising of the request.

C. Media interview requests received after business hours will be referred to the Watch Commander.

## **JAIL 1-600**

### **1-600.0 TITLE: JAIL SECURITY**

Effective Date: 5-21-91

Revised Date: 02/11/15 (Jail Manager Alexander)

Prior Revision Date: 10/24/95; 1/23/96; 12/28/99, 04/12/07

### **1-600.1 SYNOPSIS:**

Describes procedures to ensure security within the jail.

### **1-600.2 OVERVIEW:**

In order to provide a safe and secure environment for both prisoners and public, the Jail shall monitor prisoner movement at regular intervals.

### **1-600.5 PROCEDURES:**

#### **I. Access control**

- A. One jailer at all times shall be present in the jail office to monitor prisoner activity, control access into and within the jail, direct alarm response, and oversee other business as necessary.
- B. Security doors leading into cellblocks, the sliding tunnel corridor door, and the entry doors shall remain locked at all times.
- C. No one other than Pomona Police Department personnel and the City contracted custodial staff are allowed unescorted into the jail.
- D. Prisoners within the jail shall be locked down within their assigned cell or holding room at all times, except during designated meal or personal hygiene time. Prisoners not locked down shall be under the direct supervision of a jailer or officer.
- E. Visual inspection of all cell areas shall occur every thirty (30) minutes. This inspection shall include a physical observation of each prisoner and shall be recorded on the Inspection Log by use of the "Pipe" system. If at any time a prisoner's health, safety or the security of the facility become a concern, jailers shall take additional steps to safeguard the welfare of the prisoner and ensure the security and safety of the facility. Additional actions may vary depending upon the circumstances and may include: waking the prisoner if they are sleeping, soliciting a verbal response, having the prisoner stand for a visual inspection, or if necessary, relocating the prisoner to another approved location.

It shall be the responsibility of the on-duty Senior Jailer or Jailer-in-Charge to ensure the Thirty (30) Minute Visual Inspection occur as outlined in this procedure.

## JAIL 1-600

- F. Jailers shall visually search each cell for any contraband prior to placing inmates into the cell and after inmates have been removed from the cell. The search for contraband shall also occur when transferring inmates from one cell to another. A physical cell search should be conducted when safe to do so.
- G. The Senior Jailer or Jailer-in-Charge shall be responsible to ensure that all sets of keys are accounted for at the beginning and end of shift.
- H. The sallyport gate shall be kept in the closed position at all times and only opened to allow for personnel to enter and exit the sallyport. If the sallyport gate is open, the electric door leading to the jail shall be kept closed to prevent escape.

### II. Emergency Situations

- A. Jail alarms are located throughout the jail and are identified as red push-buttons on the walls. The alarms should be activated when immediate assistance is necessary.
- B. When the jail alarm is activated, one jailer is responsible to admit responding personnel and to direct their response. Any additional jailers shall respond to provide assistance.
- C. In case of civil disturbances, riot, or hostage situations, jailers should lock door #131 (the sliding door between the booking area to the mains) and secure the outer door leading to the female housing and sober cell area. As soon as possible, activate the jail alarm and advise Watch Commander of circumstances.

### III. Escapes

- A. In the event of known escape, the Senior Jailer or Jailer-in-Charge shall immediately advise the Watch Commander of the circumstances, then provide Communications with full clothing and physical description of the escapee(s).
- B. In the event a prisoner is missing during headcount, all prisoners shall be checked by wristband to confirm the identity of the missing prisoner. The interior of the jail shall be fully searched. If the prisoner cannot be accounted for, it shall be considered an escape and handled as III. A., above.
- C. The Senior Jailer or Jailer-in-Charge shall notify the Jail Manager or Civilian Division Commander as soon as possible, after notifying the Watch Commander.

**Pomona Police Department Form #PPD 363, effective/revision date 1/96, is associated with this procedure.**

## **JAIL 1-630**

### **1-630.0 TITLE: VIDEOTAPING OF JAIL BOOKING AREA**

Effective Date: 09-20-00 (Author: Sgt. Hitt)

Revised: 10-26-00 (Author: Sgt. Hitt)

04-04-01 (Author: Sgt. Hitt)

04-01-07 (Author: Sgt. Keltner)

04-01-17 (Author: Jail Supervisor Warm)

### **1-630.1 SYNOPSIS:**

Describes the procedure for the use of the Digital Video System and the storage and access of the video media.

### **1-630.2 POLICY/OVERVIEW:**

In compliance with "Pomona Police Department Policy," the Jail shall be monitored by digital video recording 24 hours a day. The following procedure describes how the recording will be done and how the media will be stored.

### **1-630.3 STATUTORY REFERENCE:**

California Government Code sections 26202.6 and 34090.6

### **1-630.4 PROCEDURES:**

#### **I. 24-Hour Video Recording**

- A. The computerized digital video system located in the Jail booking office shall be left on 24 hours a day.
- B. The system records 33 cameras and 3 audio channels directly to the computer hard drive. The 33 cameras are positioned in various locations in the jail and the 3 audio channels are located in the booking area and the print room.

#### **II. Jail Personnel**

- A. It shall be the responsibility of the Senior Jailer (or Jailer-in-Charge) of each shift to verify that the video system is operating. Any problems noted should be directed to the Jail Supervisor.

#### **III. Media Storage**

- A. The Jail Supervisor (or his designee) shall place the back-up DVD disk in a locked storage cabinet located within the Jail facility.
- B. The DVD disks will be kept for a period of two years from their start date. After the two year period, the disks will be destroyed.

## **JAIL 1-630**

- C. VHS video tapes from the previous single camera system will be stored and destroyed as indicated in section III, B.

### **IV. Viewing of Recorded Video**

- A. All requests to view or obtain video for evidence will be directed to the Jail Supervisor by either e-mail or memorandum. The Jail Supervisor will retrieve the video and make it available for viewing or evidence.
- B. The Jail Supervisor will maintain a video log and will track any DVD video or VHS video that has been released for review or evidence.

### **V. Remote Viewing**

- A. The digital video computer system is connected to the Police Department computer network. Remote viewing allows for the real time view and audio of the jail. The remote view can also access previous recordings available on the system hard drive. The system permits the viewing of previous recordings for up to but not limited to two full months. These recording can only be viewed but not saved to a storage medial.
- B. The Watch Commander's Office, Internal Affairs, and Jail Supervisor's Office are the only authorized computers to have Remove Viewing Access. Any requests to have access to the Remote Viewing Feature on additional computer systems shall be approved by the Chief of Police.
- C. Request to view video through the Remote Viewing Feature after normal business hours and during the weekends shall be directed to the Watch Commander who will provide access.

## JAIL 1-650

### 1-650.0 TITLE: BLUE TEAM REPORTING

Effective Date: 06-04-18 (Author: Capt. Christian Hsu)

Related Procedures: Patrol 1-800, Detective 1-900

### 1-650.1 SYNOPSIS:

BlueTeam is the platform selected by the Pomona Police Department to record, track and manage incidents involving Police Department staff. BlueTeam streamlines the flow of information through the chain-of-command that provides review and approval at each step.

### 1-650.5 PROCEDURES:

- I. Incidents (Incident Type) requiring a BlueTeam entry:
  - a. Administrative Complaint
  - b. Citizen Complaint
  - c. Employee Commendation
  - d. Employee Injury
  - e. Firearm Discharge
  - f. K9 Utilization
  - g. Property Damage
  - h. Use of Force
  - i. Vehicle Accident
  - j. Vehicle Pursuit
  
- II. Generating a BlueTeam Incident
  - a. The first-line supervisor, generally a Lieutenant, Sergeant, Corporal or professional staff supervisor, will initiate a BlueTeam incident when any of the above listed events have occurred. The initial incident must be created in the BlueTeam system by the handling supervisor before their end-of-shift on the day of the incident.
    1. When entering the "Summary" of the incident, the supervisor will not identify involved staff member(s) by name. They will be referred to by the role, title or rank.
  - b. The supervisor will enter and complete every section and tab which is appropriate for the incident.
  - c. The supervisor will complete, collect, review and upload reports (criminal, City administrative, traffic collision, Taser download, etc.), documents, photographs, audio recordings and any other items that are material to the incident, making it an attachment.
    1. When an item exceeds size limits to be uploaded and attached; the supervisor will indicate in the "Comments" portion of BlueTeam what this item is, its content, its current location and what value it has to the incident.
  - d. Routing in BlueTeam
    1. Police Department staff complaints will be sent to "Internal Affairs."
    2. All other incidents will be sent to the on-duty Watch Commander.
      - a. Officers or professionals staff members may be involved in an event that requires BlueTeam reporting, but they are not assigned to

## JAIL 1-650

the Operations Division or their work unit first-line supervisor is not on-duty. In those cases, the on-duty Watch Commander will be the recipient of this initial BlueTeam entry. The first-line supervisor for the affected employee will be copied on the routing.

### III. Watch Commander Responsibilities

- a. All BlueTeam incidents, besides “Administrative Complaint” and “Citizen Complaint” will require the on-duty Watch Commander’s review and preparation of an Administrative Insight document.
- b. If the original BlueTeam entry is incomplete it shall be marked “Not Approved” with instructions provided and routed back to the initiating supervisor.
- c. When the on-duty Watch Commander has completely reviewed the entry and is prepared to approve and route the BlueTeam to the affected staff member(s)’s Division commander, they will:
  1. Complete and upload an Administrative Insight document; following the approved format. The on-duty Watch Commander will be responsible for completing this document even if the affected staff member(s) is / are not under their supervision. The staff member(s)’s Operations Division, Investigative Services Division or Administrative Services Lieutenant/Manager will be copied on the routing to keep them informed and updated.
  2. If the event is an on-duty or work related staff injury; in addition to the BlueTeam entry, the following documents will be forwarded/emailed to Human Resources-Risk Management work unit:
    - a. City of Pomona Incident Investigation Report
    - b. City or Pomona Employer’s Report of Occupational Injury or Illness Report
    - c. State of California Worker’s Compensation Claim (DWC 1)
  3. If the event is a traffic collision involving an on-duty Police Department staff member or a City vehicle; in addition to the BlueTeam entry, the following documents will be forwarded/emailed to Human Resources-Risk Management work unit:
    - a. City of Pomona Incident Investigation Report
    - b. Traffic Collision Report

### IV. BlueTeam Management

- a. BlueTeam will be managed through the Office of the Chief of Police.



## **JAIL 1-700**

### **1-700.0 TITLE: FACILITY SAFETY AND MAINTENANCE**

Effective Date: 12-17-90

Revised Date: 08-11-15 (Author: P. Alexander, Jail Manager)

Prior Revision Date: 05-26-05; 05-30-03; 12-28-99; 10-24-95; 12-17-90, 12-21-09, 2-23-12, 03-18-13

### **1-700.1 SYNOPSIS:**

Describes the procedure for prisoner safety and accountability, and maintaining a clean and safe environment in the jail.

### **1-700.2 OVERVIEW:**

Each shift supervisor is responsible for the welfare of the prisoners, and that the Jail is in a clean and safe working order. Any prisoner needs and Jail deficiencies shall be reported to the Senior Jailer or Jailer in Charge, and when necessary, to the Jail Manager.

### **1-700.5 PROCEDURE:**

#### **I. Prisoner and Jail Inspection**

- A. Within 30 minutes from the beginning of each shift, the Senior Jailer or Jailer in Charge shall prepare the Daily Shift Synopsis and an inspection of the prisoners and the facility. The jail keys will be inventoried and accounted for. The keys can then be issued to individual jailers and a notation made on the shift synopsis identifying what keys have been issued to specific jailers.

If during the inventory process it is determined that jail keys are unaccountable for, immediate notification shall be made to the Watch Commander and Jail Services Manager. A search of the facility and all prisoners shall be initiated.

In the event any keys or locks have been compromised, broken or are in need of repair, notification shall be made to the Jail Services Manager and documented in a special incident report.

The outcome and final disposition of either of the aforementioned incidents shall be documented in a special incident report.

- B. During the shift inspection, the Senior Jailer or Jailer in Charge shall:
1. Conduct a visual count of all prisoners in custody while in their current housing location.
  2. Match the number of prisoners with the number of prisoners on the Jail custody list.

## JAIL 1-700

3. Match the number of prisoners to the number of property lockers in use. In the event there is any discrepancy in the prisoner count, the Senior Jailer or Jailer in Charge shall notify the Watch Commander immediately and without delay.
4. Verify that all prisoners held on a misdemeanor open charge(s) have a "No O/R" form completed and signed by the Watch Commander stating the reason for not releasing the prisoner on their own recognizance.

The Senior Jailer or Jailer in Charge shall immediately notify the Watch Commander of any prisoner being held on a misdemeanor without a signed "No O/R" authorization to determine if the prisoner should be cited or continued to be held in custody. If the Watch Commander determines the prisoner shall be held in custody, the Watch Command shall provide the jail staff with a signed "No O/R" authorization form. Otherwise, the prisoner will be issued a citation and released from custody upon completion of the booking process and receiving a live scan result listing the prisoners CII#.

5. Jail keys and "Pipes" will be inventoried and accounted for. The keys and "Pipes" can then be issued to individual jailers and a notation made on the shift synopsis identifying what keys and "Pipes" have been issued to specific jailers.
  6. The Senior Jailer or Jailer in Charge shall check the prisoners in custody for medical problems and any other reasonable complaint(s) and question(s) that the prisoners may have.
  7. Equipment temperatures shall be checked and recorded. Any temperatures outside the normal working range may indicate a potential failure and should be serviced as soon as possible.
- C. Any prisoner problems, damaged or defective items or special situations shall be documented on the Daily Shift Synopsis.
- D. The Senior Jailer or Jailer in Charge, who either becomes aware or is made aware of special situations, shall make any necessary immediate changes in staffing, housing, procedure, etc., as necessary to ensure deficiencies do not present a liability.
- E. During each shift, the Senior Jailer or Jailer in Charge shall conduct or assign staff to conduct random checks and counts of all prisoners housed within the facility.

In the event of an emergency, staff shall conduct a prisoner count to ensure accountability and safety as soon as practical.

## **JAIL 1-700**

- F. Any situation(s) which require follow up shall be documented by the Senior Jailer or Jailer in Charge on the Shift Synopsis Report. A copy shall be forwarded to the Jail Manager prior to the end of shift.

### **II. Incident Reporting**

- A. A Special Incident Report shall be completed by the Senior Jailer or Jailer in Charge for any medical incident, unusual or notable situation, fight, or threat made towards any jail personnel.
- B. The Senior Jailer or Jailer in Charge shall request a police report for any incident resulting in:
  - 1. Harm or serious threat of harm to prisoner or staff, or
  - 2. Notable damage to the facility.
- C. The Senior Jailer or Jailer in Charge shall ensure the Jail Manager is notified in the event of incidents described in Section II, B, above. Notification should include the police incident report number if available.

### **III. Supply Maintenance**

- A. Each Senior Jailer is responsible to ensure that sufficient supplies are on hand to be able to perform all jail duties.
- B. Dayshift is responsible for ordering jail supplies as follows:
  - 1. All food items.
  - 2. Intoximeter supplies.
  - 3. Clerical supplies and all forms.
  - 4. Fingerprinting supplies.
  - 5. Trusty and maintenance (cleaning) supplies.
  - 6. Gloves, GSR's, rape kits, etc.
- C. The other shifts should inform the Jail Manager (via e-mail) when jail supplies are low or needed.
- D. The Jail Manager may assign individual responsibilities to jail personnel in order to ensure reasonable supply and inventory levels. These responsibilities may also include duties or other tasks required to maintain the Jail and ensure efficiency.

## JAIL 1-700

### IV. Sanitation

- A. In order to maintain an acceptable level of cleanliness, the City of Pomona has a contract janitorial service to provide sanitation and other related cleaning services to the jail facility.
  - 1. These services will be provided twice per week, on Tuesdays and Thursdays.
  - 2. The floors will be swept and mopped, the walls will be washed, the toilets will be sanitized, and the bed frames will be cleaned. In addition, other cleaning services will be performed as it is deemed necessary.
  - 3. The floors will be waxed twice per month.
  - 4. The cleaning standards and the materials used will be in accordance with the requirements of the Los Angeles County Health Department.
- B. The Senior Jailer or Jailer in Charge shall ensure that maintenance personnel perform custodial details as necessary. Any deficiencies shall be reported to the Jail Manager.
- C. Inmate Workers shall keep the kitchen clean and orderly in addition to supplementing the contract janitorial staff in maintaining the jail.
  - 1. Immediately following morning meal cleanup, at least one Inmate Worker shall clean the jail including but not limited to:
    - a. The Jail Control Room and restroom
    - b. Clean all benches, tables and counter tops
    - c. Empty all trash receptacles
    - d. Clean all glass including booking and sally port windows
    - e. Sweep and mop all dayrooms
    - f. Clean all showers
    - g. Sweep and mop jail hallways as needed
  - 2. Inmate workers may also be assigned other duties in order to maintain the cleanliness and integrity of the jail.
- D. Trash / Solid Waste (including discarded food) will be collected following each meal and discarded in the trash receptacle located in the jail kitchen. All trash receptacles will be emptied at least once a day and placed in the main trash bin(s) located in the East parking lot. Twice a week, Valley Vista disposal services will collect the trash in the bins and transport it off-site for proper disposal.

## JAIL 1-700

- E. Senior Jailers or Jailers in Charge shall ensure the jail office is clean and neat prior to end of shift.

### V. Personal Protective Equipment

- A. Jail personnel often work in unpredictable and uncontrolled situations. To minimize the risk of exposure, safe work practices and appropriate protective equipment must be used.
- B. The Pomona Police Department will provide, and Jail personnel should use, personal protective equipment to reduce exposure to infected blood and body fluids. A supply of personal protective equipment is located in the supply closet located within the fingerprint room.
  - 1. Gloves – should be donned by all personnel before initiating any task in which a possible exposure to infected material may occur. Gloves must be of appropriate latex material, of appropriate quality for the procedures done, and of appropriate size for each person. Gloves should be changed after contact with each person. Torn gloves should be replaced as soon as possible.
  - 2. Mask/Eye Protection- mask or mask in combination with eye protection should be worn whenever splashes, spray, or droplets of blood or other potentially infectious materials may be generated and eye or mouth contamination can be reasonably anticipated. Glasses with solid side shield protection would be considered appropriate eye protection.
  - 3. Protective Clothing- appropriate protective clothing such as, but not limited to, disposable pants and shirts, should be worn in situations where the exposure to possible contaminated fluids is anticipated. This includes cleaning of equipment if there is fear of contamination of clothing.
- C. Jail personnel must ensure that any personal cuts, abrasions, wounds, etc., are always properly dressed for their own protection and the subject(s) they encounter. Dressings are considered part of the proper use of personal protective equipment.

### VI. Cleaning and Disinfection of Equipment

- A. Cleaning
  - 1. Cleaning is the physical removal of dirt and debris. Personnel should use soap and water, combined with scrubbing action. This scrubbing action is the key for rendering all items safe to use. Cleaning is generally sufficient for most equipment and floors. If the equipment has been grossly contaminated with blood/body fluids, is must also be disinfected.

## JAIL 1-700

### B. Disinfection

1. Disinfecting is reducing the number of disease producing organisms by physical or chemical means.
2. Personnel should clean the item with soap, water and then apply a disinfecting solution.
3. Remember disinfectants can be toxic or caustic. Disinfecting solutions should have an EPA Registry number and show that they are effective against micro-bacterial tuberculosis.
4. Routine disposal of germicidal cleaning solutions in the drainage system is acceptable.

### C. Toxic Chemicals

1. Toxic (cleaning/disinfectant) chemicals may be used by trained personnel and should be stored in the custodial closet when not in use.
2. A copy of the product safety data sheet for all chemicals used in the jail will be maintained in a binder located within the jail.
3. Routine disposal of toxic chemicals (cleaning / disinfectant) solutions from mop buckets & cleaning buckets into the drainage system is acceptable. The generation of waste should be avoided or minimized whenever possible. As necessary, the disposal of toxic waste (cleaning / disinfectant chemicals) shall be in accordance with the City's Hazardous Waste Management Policy – Safety Rule # 14 which ensures safety and compliance with environmental protection guidelines and local regulations.

### D. Body Fluids/Waste Clean Up

1. Cleaning of bodily fluids or waste (blood, urine, vomit, semen and/or feces) in the jail will be completed by personnel using the aforementioned protocol outlined in the beginning of this section starting with section VI, subsections A and B.
2. If an area is so heavily soiled and it would be unsafe or impractical for personnel to clean, a certified biohazard company (under contract with the city) may be utilized. The biohazard company will be called to clean and sanitize the area upon approval from the Jail Manager.

### E. Metal Handcuff / Custody Chains Sanitizing Procedures

1. Metal handcuffs / custody chains that have been used shall be cleaned and sanitized after every use in the following manner:

## JAIL 1-700

- a. Wear disposable gloves
- b. Clean or spray the handcuffs / chains using wipes or other disinfectant that is effective against MRSA.
- c. Allow to remain wet for 10 minutes.
- d. Air dry handcuffs / custody chains before using / oiling / storing.

NOTE: If the handcuffs were exposed to bodily fluids, then the wipes and gloves used for cleaning shall be disposed in the bio-hazard container.

2. When handcuffs / custody chains are contaminated with bodily fluids the following procedures must be adhered to:
  - a. Use disposable gloves and scrub each implement with a clean brush in a solution of soap and water to remove all organic material.
  - b. Rinse implements thoroughly with clean water.
  - c. Pat the implements dry with a clean paper towel or cloth.
  - d. Repeat steps a-d in # 1 above

### VII. Disposal of Biohazard / Infectious Waste

- A. Contaminated items / waste shall be placed in a sealed (Red) Biohazard marked bag and taken to the Biohazard / Infectious waste disposal bin located in the Police facility wash rack. The Biohazard Waste in the bin will be removed according to the terms of the City contract by a company certified in biohazard / infectious waste removal and transported off-site for final disposal and/or destruction.

## **JAIL 1-701**

### **1-701.0 TITLE: INMATE WELFARE FUND**

Effective Date: 3-27-97 (Author: Sgt. Paul Hitt)

Revised Date: 12-7-00 (Author: Sgt. P. Hitt)

Related Procedural Manuals: Desk 5-200

### **1-701.1 SYNOPSIS:**

Policy and Procedure for the appropriate use of the Inmate Welfare Fund created through the use of pay telephones which are used primarily by inmates.

### **1-701.2 STATUTORY REFERENCES:**

Title 15, Article 4, Section 1043 of the Local Detention Facilities Program and Procedures Standards as set forth by the California State Board of Corrections.

California Penal code Section 4025.

### **1-701.3 POLICY/OVERVIEW:**

It is the intent of this policy to follow statutory law in the expenditure of any Inmate Welfare Funds generated through the use of the telephone system primarily used by inmates. Statutory law regulates that any monies deposited into this fund must be used for the benefit, education, and welfare of inmates confined in a jail. Any funds that are not needed for the welfare of the inmates may be expended for the maintenance of the jail facilities, including, but not limited to, the salary and benefits of personnel used in the programs to benefit inmates, including drug and alcohol treatment, welfare, library, accounting, and other programs deemed appropriate by the administrator of the jail facility. These monies may also be used for supplies, equipment, tools, and contracted services for such inmates. Welfare funds may not be used to pay required expenses of confining inmates in a local detention system, such as meals, clothing, housing, or medical services. Persons that are classified as "indigent" may be provided essential clothing and transportation, within the county, from these funds.

### **1-701.5 PROCEDURE:**

- I. The Jail Sergeant or Administrative Jail Lieutenant may submit a request, in the form of a memo, to the Division Commander requesting the need for the use of Welfare Funds, stating the purpose of the use and describing the items or specific program service/s to be purchased. The request will describe the benefit/s to the inmates, indicating the cost.
- II. The Division Commander shall approve or disapprove the use of expenses from the Inmate Welfare Fund.
- III. Statutory law requires that a fiscal year annual itemized report be made to the Pomona City Council regarding any fund income and expenditures made from the Inmate



## **JAIL 1-701**

Welfare Fund. This report shall be prepared annually by the Pomona Police Department Budget Analyst.

- IV. The annual report for these expenses shall be posted in a place where inmates and jail staff can review it, as recommended by the Board of Corrections.
- V. The annual report shall be made available to members of the Press and public when they express an interest in it, as recommended by the Board of Corrections..

## **JAIL 1-710**

### **1-710.0 TITLE: DETERMINING PROGRAM SENIORITY FOR SHIFT OR VACATION BIDS**

Effective Date: 1/30/94

Revised Date: 12-28-99 (Author: Sgt. P. Hitt)

### **1-710.1 SYNOPSIS:**

The purpose of this procedure is to clarify the manner in which seniority shall be defined and equitably applied to shift and vacation bidding situations which the jail staff.

### **1-710.4 DEFINITION:**

For purposes of bidding for shifts or vacations within the Jail staff, seniority shall be determined by time worked in the employee's current position/classification with the Pomona Police Department.

### **1-710.5 PROCEDURE:**

Factors Determining Seniority:

- A. Seniority shall be determined by hire/promotion date.
- B. When two or more employees have the same hire/promotion date, seniority shall be determined by the employee's City identification number, the lowest number being senior.
- C. As it relates to the above procedure, time off during a leave of absence without pay shall be deducted and not applied toward or counted as time in position/classification for the purpose of determining relative seniority between competing employees.

Voluntary/Involuntary Demotion:

- A. When an employee either voluntarily or involuntarily is demoted to a different classification, seniority shall not be lost if (1) both higher and lower classifications are in the same bargaining unit, and (2) the demoted employee has previously held the lower classification for period of time equal to or greater than the normal probationary period for the classification.
- B. In the event an employee demotes between shift and/or vacation bids, he/she shall be placed at the bottom of the seniority list until the next bid.

## **JAIL 1-800**

### **1-800.0 TITLE: FIRE INSPECTION AND EMERGENCY RESPONSE**

Effective Date: 05-26-05

Revised Date: 06-26-19 (Author: Andrew Warm, Jail Supervisor)

### **1-800.1 SYNOPSIS:**

Describes procedures for fire inspections, fire suppression, emergency situations and emergency evacuations.

### **1-800.2 OVERVIEW:**

This procedure describes the inspection process necessary to comply with Title 15 of the California Code of Regulations. Additionally, an outline is given showing the proper actions to take in an emergency situation.

### **1-800.5 PROCEDURE:**

#### **I. Evacuation Routes**

- A. A map of the facility shall be posted throughout the facility, showing emergency exits.

#### **II. Monthly Fire and Life Safety Inspections**

- A. On the first Sunday of the month, the Senior Jailer or designee shall conduct a safety inspection of the Pomona City Jail facility.
- B. An inspection sheet covering areas inspected will be completed. Completed inspection sheets will then be given to the Jail Supervisor for review. (Example form attached)
- C. The completed forms must be kept on file for two years.
- D. A copy of these inspection forms must be made available to any official government agency or organization requesting to review them.
- E. Any violations or repairs needed will be referred to the police building facility coordinator.

#### **III. Annual Fire Inspection**

- A. The Los Angeles County Fire Department will schedule and complete an annual inspection of the Pomona City Jail.
- B. A copy of the inspection report will be kept on file for two years.

## JAIL 1-800

- C. A copy of this report shall be made available to any government agency or organization requesting to review them.

### IV. Hostage Situations within the Jail

- A. In the event of a hostage situation within the jail facility, when possible, the jail staff / officers will attempt to evacuate any prisoners in custody that can be safely removed.
- B. The Watch Commander will be responsible for coordinating the response from Patrol Officers or if needed, the activation of the Pomona Police SWAT Team or requesting mutual aid from another agency.
- C. If the SWAT team is activated, they will evaluate the situation and will determine what action is to be taken to resolve the situation while focusing on the safety of the prisoners, employees, and the general public.

### V. Citywide or Regional Disasters

- A. In cases of citywide or regional disasters, the Watch Commander may authorize the release of prisoners detained for misdemeanors or felonies involving property crimes only. Every available effort will be made to continue the custody of violent felons, or felons accused of violent crimes, to ensure the safety of the citizens of Pomona.
- B. In the event that the disaster affects the jail facility, the procedures in Section VII, (Emergency Housing of Inmates) will be followed.

### VI. Civil Disturbances / Mass Arrests

- A. In the event of a massive civil disturbance or civil unrest, the primary concern is the safety and security of the prisoners, public, and department personnel.
- B. The jail facility will be closed to citizens that may be visiting prisoners or conducting other business at the jail until such disturbance or unrest has been resolved.
- C. In the event of massive arrests during the civil disturbance / unrest, if necessary, jail personnel assigned to the oncoming shift shall be notified and requested to respond. Personnel currently on duty may be held over until all prisoners have been processed.
- D. In the event that the jail reaches maximum capacity, the jail staff will consider releasing misdemeanor prisoners or arrange for the transfer of prisoners to another facility.

## JAIL 1-800

### VII. Emergency Housing of Inmates

- A. In the event that the Pomona City Jail facility must be evacuated, it will be necessary to find safe and secure housing.
- B. If evacuation is temporary (less than one hour), inmates may be kept in the sallyport if feasible.
- C. If the evacuation is longer (two to twelve hours), or the sallyport is not available, inmates may be housed at Station 5 (a temporary holding facility at the Los Angeles County Fairgrounds), or the Pomona North Superior Court Lock Up.
- D. If overnight housing is needed, arrangements may be made with either L.A.S.D. Walnut Station, LaVerne Police Department, Claremont Police Department, or a pre-arranged location conducive to prisoner housing.
- E. Arrangements for housing shall be made by the Jail Supervisor, on-duty Senior Jailer, or designee.

### V. Jail Staffing

- A. In the event of an evacuation of the Pomona City Jail, the on-duty Senior Jailer or designee shall immediately contact and report to the on-duty Watch Commander and notify the following:
  - 1. Jail Supervisor
  - 2. Jail Manager
  - 3. Administrative Services Division Commander

If necessary, jail personnel assigned to the oncoming shift shall be notified and requested to respond.

- B. If inmates are transported to another facility, Jailers shall respond as necessary to the temporary facility.

### VI. Feeding and Visitation

- A. In the event of evacuation from the Pomona City Jail, it will be necessary to provide hot meals for inmates.
- B. Hot meals will either be provided by the host facility, transported from the Pomona City Jail, or arrangements will be made for outside delivery.
- C. During this emergency evacuation, all prisoner visitation will be denied. However, every effort will be made to accommodate visits by attorneys.

## **JAIL 1-800**

### **VII. Re-Opening of the Pomona City Jail**

- A. Upon re-opening the jail, all inmates will be transported back to the facility. Security is a prime concern. This requires searching each prisoner before being assigned to a cell. The level of search will conform to current policy.
- B. Evacuation of the jail would be considered an emergency situation. Per Title 15 C.C.R., any or all regulations may be suspended to meet the needs of the emergency.
- C. A special incident report shall be completed, detailing the emergency situation and any necessary action.

**JAIL 1-800**  
 POMONA POLICE DEPARTMENT  
 JAIL FIRE AND SAFETY INSPECTION  
 (To be completed the first Sunday of each month)

- |  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| <b>A. Jail Security</b>  |                          |                          |
| 1. All perimeter doors are free from obstruction and operating properly.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Jail keys are accounted for and free from defects.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Cell and door locks are functioning properly.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Jail alarm and activating buttons are working properly.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. Jail Safety</b>  |                          |                          |
| 1. All means of egress are unobstructed and free from storage.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Exits and exit signs are unobstructed and free from storage.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Personnel are continually on duty and effective provisions are made to remove occupants in case of fire or other emergency.                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Emergency power is provided for minimal lighting and fire/life safety systems.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Fire/smoke detectors are adequate, properly maintained and tested.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Utilities, access panels and appliances are properly installed and operated.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. First Aid supplies are adequately maintained.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. Fire Equipment / Alarm</b>   |                          |                          |
| 1. All firefighting equipment is properly located and maintained.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. The automatic fire alarm system is properly maintained.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. Training / Preplanning</b>   |                          |                          |
| 1. At least one person is on duty who meets the training standards established for general fire and life safety relating specifically to the facility. | <input type="checkbox"/> | <input type="checkbox"/> |

Comments / Deficiencies:

---



---



---



---

Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

## JAIL 2-090

### **2-090.0 TITLE: PROBABLE CAUSE DECLARATION FORMS**

Effective Date: 4/21/93

Revised Date: 12-7-00 (Author: Sgt. Hitt)

Prior Revised Date: 11/1/93

Related Procedural Manuals: GENERAL 710, RECORDS 3-430, PATROL 7-130,  
DETECTIVE 1-830; CODE 5-050

### **2-090.1 SYNOPSIS:**

Establishes a procedure for filling out Probable Cause Declaration Forms on all adult and juvenile arrestees.

### **2-090.2 POLICY/OVERVIEW:**

It shall be the policy of this Department to complete a Probable Cause Declaration Form on all adult and juvenile arrestees that our personnel will hold in custody for arraignment, at either our facility or at any other law enforcement facility.

### **2-090.5 PROCEDURE:**

#### **I. Arresting Officer**

- A. The arresting officer shall complete the Probable Cause Declaration Form on all adult and juvenile prisoners remaining in custody for arraignment.
- B. The arresting officer shall make a copy of the completed Probable Cause form and add it to the transportation packet of the juvenile(s) transported to another agency, and who are staying in custody to be arraigned.
- C. It is the ultimate responsibility of the arresting officer to ensure that the Probable Cause Declaration is completed.
- D. The completed Probable Cause Declaration, for adult or juvenile prisoners, will be given to the booking jailer.

#### **II. Jail Personnel**

- A. The booking jailer, upon receiving the completed adult or juvenile Probable Cause Declaration Form from the arresting officer, shall place it in the designated holding receptacle within the jail.
- B. On Saturdays, at 1230 hours, the designated jailer shall collect the completed Probable Cause Declaration Forms and will fax them to the on-call judge.

Note: A list of on-call judges and their fax and telephone numbers shall be maintained by the Jail.



## JAIL 2-090

- C. CAUTION: The on-call judge signs, dates, and returns all the PCD's. However, the on-call judge also marks "IS" or "IS NOT" a probable cause at the bottom of the form.
- D. The designated jailer shall make two copies of all the Probable Cause Declarations returned, signed, dated, and marked "IS" or "IS NOT" for prisoners who are no longer in custody. One copy shall be forwarded to the Detective Bureau and the second copy shall be attached to the original PCD and forwarded to the Records Bureau.
- E. The designated jailer shall make three (3) copies of the Probable Cause Declaration Forms returned to the Jail signed, dated, and marked "IS" by the on-call judge, for prisoners in custody at the Pomona Jail. One copy will stay on the prisoner's locker, the second copy shall be forwarded to the Detective Bureau, and the third copy will be attached to the original PCD and given to the designated Records Bureau personnel.
- F. The assigned jailer shall separate the PCD's signed, dated and marked "IS" by the on-call judge for prisoners who are at the Los Angeles County Jail. The assigned jailer shall make sure there is a correct Los Angeles County booking number clearly printed on each one of these PCD's. The assigned jailer shall make two (2) copies of each PCD. One copy shall be forwarded to the Detective Bureau, and the second copy will be attached to the original PCD and delivered, with a brief instruction by the assigned jailer, to the designated Records Bureau personnel. Records shall fax them to Twin Towers.
- G. The assigned jailer shall make two copies of the PCD's signed, dated and marked "IS NOT," for prisoners housed at the Los Angeles County Jail. Clear and correct Twin Towers booking numbers shall be on them. One copy shall be forwarded to the Detective Bureau and the second copy shall be attached to the original PCD and they shall be given to the designated Records Bureau personnel with a brief instruction, so that the designated Records Bureau personnel teletypes a message to Twin Towers instructing them to 849(b)(1) PC the prisoner on that charge.
- H. The assigned jailer processing signed PCD's shall notify the Senior Jailer or Jailer in Charge about every PCD marked "IS NOT" when the prisoner is in our custody and does not have any other holds, before releasing the prisoner under section 849(b)(1) of the California Penal Code.
- I. The assigned jailer processing signed PCD's shall notify the Senior Jailer or the Jailer in Charge when the prisoner shall be cited on the hold(s) because the

## JAIL 2-090

returned signed PCD is marked "IS NOT." The notification must be made before releasing the prisoner.

- J. The Senior Jailer or Jailer in Charge will notify the on-duty Watch Commander of the 849(b)(1) PC or Cite releases due to returned signed PCD's marked "IS NOT." This notification shall be made before the prisoners are released.
- K. All the probable Cause Declaration forms turned in after 1300 hours on Saturday shall be placed in the designated receptacle. These forms shall be picked up by the Detective Bureau on the following Monday morning.
- L. On those weekends when a holidays falls on a Monday (and the courts are closed), the designated jailer shall perform on Sunday the procedures set forth on Section II.

### III. Records Bureau Personnel

- A. Records personnel shall place the original Probable Cause Declaration form and the form signed by the judge in the appropriate Record's file.
- B. If the arrestee is in custody in a facility other than the Pomona City Jail, Records shall fax the Probable Cause Declaration form marked "IS" to that facility. However, Records shall send to that facility an 849(b)(1) PC teletype on all PCD's signed, dated, and marked "IS NOT."

### IV. Watch Commander

Any questions the judge may have stemming from Probable Cause Declarations which cannot readily be answered by the Watch Commander will require the Watch Commander to order in an on-call Detective to complete any follow-up.

- V. The Probable Cause Declaration forms will not be needed in the following situations:
  - A. Warrant arrest.
  - B. Cash bail or bond release at time of booking.
  - C. Cite out after six hours in custody.
  - D. In any other case when the prisoner will not be held in custody until arraigned.

## **JAIL 2-100**

### **2-100.0 TITLE: BOOKING PROCEDURE**

Effective Date: 3-20-91

Revised Date: 06-26-19 (Author: Andrew Warm, Jail Supervisor)

### **2-100.1 SYNOPSIS:**

Describes procedure to admit and book prisoners into Pomona Jail.

### **2-100.2 OVERVIEW:**

The booking process is designed to provide safe admission of prisoners into Pomona Jail, accounting of prisoner property, identifying prisoners and arrest charges, and establishing bail.

### **2-100.5 PROCEDURE:**

#### **I. Admission into the Jail**

- A. Bookings by other law enforcement agencies will not be accepted unless the prisoner(s) meet the Pomona Police Department booking criteria (Jail Manual Section 2-100, III).
- B. All prisoners entering the Jail are the responsibility of the transporting officer.
- C. When the patrol car has entered the sally port, a jailer shall close the slide gate, observe the officer secure his weapon(s), and unload the prisoner. As soon as the slide gate closes, the jailer shall open the jail door leading to the sally port, letting the officer and prisoner enter the jail.

#### **II. Officer's Responsibilities**

- A. All the property shall be removed from the prisoner's pockets, etc., by the transporting officer and placed on the booking counter.
- B. The officer shall count the money of the prisoner in his/her presence, when possible, then write the amount on the money envelop and sign it.
- C. The officer shall then complete Section A of the Booking Property Record (PPD47).
- D. The most serious offense or primary charge shall be recorded on line 9. The other charges, if any, shall be listed on line 14.
- E. All the eligible prisoners shall then be un-handcuffed and searched in compliance with the search/strip policy.

## JAIL 2-100

- F. The officers shall be responsible to complete additional paperwork, such as Probable Cause Declaration forms, warrants, notices to appear, etc., before securing from the Jail.
  - G. The officers shall move their units from the sally port as soon as practical, but safety shall be the primary consideration. The jailers may temporarily supervise the prisoner(s) to allow the moving of the unit(s).
  - H. The transporting officer is responsible to inform the jail staff of pertinent follow-up information.
- III. Prisoner Screening for Housing at the Pomona Police Department Jail, and Prisoner Clearance for Booking at the Pomona Police Department Jail or at the Los Angeles County Jail.
- A. The following prisoners shall not be housed at the Pomona Police Department Jail:
    - 1. On prescribed medication
    - 2. Pregnant women over 6 months or pregnant women with any risks and/or complications.
    - 3. On birth control medication
    - 4. 5150 WIC or Metal Disorders, (i.e. retardation, schizophrenia) unless evaluated and approved for housing by the Department of Mental Health.
    - 5. On the Methadone program.
    - 6. With head injuries
    - 7. Epileptic
    - 8. Diabetic
    - 9. With high blood pressure
    - 10. With previous heart condition or heart attacks
    - 11. Asthmatic
    - 12. Using asthma inhaler
    - 13. Suicidal
    - 14. Heavy drug users who will get sick and become a danger to themselves.

## JAIL 2-100

15. Who have venereal disease
  16. Tuberculosis
  17. Infectious hepatitis
  18. Any medical problem that may present a liability and any prisoner cleared for booking that requires medical follow-up.
- B. Before assigning a Pomona Police Department Jail booking number to a prisoner, the booking jailer shall ask the prisoner all the necessary medical questions about the above medical problems, and also other questions that the jailer considers pertinent to the medical condition of the prisoner, including:
1. Are you sick or injured
  2. Have you fallen recently
  3. Do you suffer from dizzy spells or passing out
- C. All the medical problems shall be immediately reported to the Senior Jailer or the Jailer in Charge.
- D. There are medical conditions that may require the prisoner to be medically cleared before booking; for example, a deep cut that might require stitches, a possibly dislocated shoulder, etc.
- E. The prisoners who do not meet the medical housing criteria, and who have been arrested by an outside agency, shall not be accepted.
- F. The prisoners who do not meet the medical housing criteria, and who have been arrested by the Pomona Police Department, on a felony or no bail warrants or no bail holds, shall be transferred to the Los Angeles County Jail.
- G. The prisoners who do not meet the medical housing criteria, and who have been arrested by our agency, on citable or 849(b)(2)PC misdemeanors, shall be released to a responsible adult. Every effort should be made to have the prisoner arrange his/her own transportation. However, when the prisoner cannot obtain transportation, an officer shall transport the prisoner to the residence of a responsible adult who will accept and become responsible for the prisoner.
- IV. Three Hour Booking Limit and Problem Prisoners
- A. Prisoners shall be booked no later than three (3) hours after arrest.
  - B. Those prisoners who are extremely uncooperative during the pre-booking process should be housed and the booking should be completed later. Also, prisoners who

## JAIL 2-100

present a safety risk shall be handled using appropriate assistance from other jailers and sworn personnel.

### C. Booking into the Jail computer

1. Transfer booking data from the officer's pre-booking report to the automated booking report (screens 1-2).
2. Emergency information (screen 3).
3. Receive and inventory the property of the prisoner (screen 4) and list it, including money and jewelry.
4. If the prisoner does not have any money and/or property, state so in the automated booking report.
5. Confirm the officer's money count, sign the money envelope and ask the officer to sign it, if the officer has not already done so.
6. Hand the open money envelope to a second jailer for his/her verification and signature/
7. This same procedure shall be applied to the jewelry envelope. In addition, the jewelry shall be listed on the back of the envelope. Descriptions should be generic instead of specific, i.e., yellow metal, not gold or clear stone, not diamond.
8. The booking jailer shall make sure that all the entries are correctly filled out on the money and jewelry envelopes, such as all the signatures, appropriate money or jewelry box checked, booking and DR numbers, and the name of the prisoner.
9. Seal the jewelry envelope and place it in the lower portion of the plastic property bag with the rest of the property.
10. Seal the money envelope and place it, by itself, in the upper portion of the plastic property bag.
11. Complete the medical screening
12. Print the booking packet. The prisoners who are staying in custody (in any facility) must sign the two property reports, even if the prisoner does not have any property. Seal one property report in the lower portion of the plastic property bag.

## JAIL 2-100

13. Run the prisoner for warrants in the JDIC computer, print all the JDIC computer screens involving the prisoner being run and file them in the sorter.

### D. Fingerprinting

1. Obtain one set of LiveScan fingerprints and a mug photo, when required. Except when necessary, fingerprinting shall be done by a jailer of the same sex as the prisoner being printed.

Note: The Jail staff shall not use any force to obtain fingerprints or photographs from a prisoner. Assistance may be requested from the Watch Commander to accomplish this task.

Alternatively, prisoners who refuse to cooperate during the booking process may be taken forthwith to a magistrate to seek remanding on a “contempt of Court” ruling.

The arresting officer shall contact the court clerk in an attempt to coordinate appearance of the prisoner before the magistrate who would arraign the prisoner.

2. Prepare an identification bracelet, including the complete name of the prisoner, the booking number, any special information, and secure it to the left wrist of the prisoner.

### V. Booking Reimbursement Application

- A. This form may only be issued at the time of booking.
- B. This form must be used on all the prisoners booked for open charges for which they will have to appear at the Pomona Municipal Court.
- C. This form must also be used on every prisoner booked for warrants issued by the Pomona Municipal Court.
- D. All the appropriate blanks in this form must be completed. This form also contains some instructions on how to fill it out.
- E. The gold (bottom) copy of the form is given to the prisoner or placed in his/her plastic property bag.
- F. If the prisoner is booked on a Pomona Municipal Court warrant and will appear on the court run, the (green) second copy of the form must be left in the jail on the locker of the prisoner.

## JAIL 2-100

### VI. Prisoner's Telephone Calls

- A. Allow the prisoner to make three (3) completed telephone calls. Calls made to the Bail Commissioner shall not count toward the three (3) call privilege. Prisoners who have custody of children shall be allowed additional minutes to arrange childcare.
- B. The calls are free in the local dialing area and shall be collect if they are toll calls.
- C. The booking jailer shall record the phone call information in the appropriate location in the booking packet.
- D. The telephone calls shall be limited to three (3) minutes, except those to attorneys or the bail Commissioner.
- E. The jail staff shall monitor the phone calls, except those to attorneys or the Bail Commissioner.

### VII. Restraint Devices

- A. Prisoners may be placed handcuffed in a temporary holding cell while awaiting questioning or further police investigation prior to booking.
- B. Handcuffs, shackles, or hobble restraint device may be used to restrain violent or potentially violent prisoners. No additional restraint devices have been approved for use in the jail.
- C. Prisoners shall not be housed in the jail facility while handcuffed or in any type of restraint mechanism.
- D. Prisoners that continue to show tendencies of violence or destruction of jail property shall be transferred to another jail facility or medical / mental health facility.

### VIII. Records Responsibility after the Jail Booking Process

- A. The Records Bureau personnel shall check the booking system for new bookings routinely, every 10-15 minutes, throughout each shift.
- B. Those prisoners arrested on printable offenses shall be checked for MAIN and SID numbers. Each arrestee shall also be checked for prior arrests in Pomona.

### IX. Identification of Jane and John Doe



## **JAIL 2-100**

- A. If an arrestee is unable to be identified via California ID Card or previous bookings in ICIS, the ID4 option on the Livescan machine shall be used to identify the subject.
- B. If the ID4 return does not have a name listed, the subject will be booked with the name he/she provided.

### **X. Adults Who turn Out to be Juveniles**

- A. A prisoner who states she/he is a juvenile (17 years or younger) or his physical appearance creates the slightest doubt about him/her being an adult, or his/her relatives state in person or telephonically that she/he is a juvenile, she/he shall be treated as a juvenile. In these cases follow the juvenile booking procedure in Section 2-500.
- B. A prisoner who has been booked s an adult and has been placed in the adult housing cells, and is later discovered to be a juvenile, will be immediately removed from the adult population and adult booking area to the juvenile area.
- C. The on-duty Watch Commander shall be immediately notified.
- D. The arresting officer, if still on duty, shall be called in and he/she shall immediately respond to change and finish the juvenile booking.
- E. If the arresting officer is already off duty, the on-duty Watch Commander shall immediately send an officer to the Jail Booking Area to finish the booking process of the juvenile.

### **XI. Prisoners Under the Influence of Drugs and/or Alcohol**

- A. Prisoners that are difficult to arouse, wake up, or that are completely unable to stand up, must be medically cleared for booking before booking at the Pomona City Jail.
- B. The Pomona Police Department Extreme Intoxication Assessment Sheet will be used during the first six hours an under the influence (drug/alcohol) prisoner is in a cell.

### **XII. Bail Revisions**

- A. A predetermined bail for an offense is identified in the Bail Standards Book in the jail office.

## **JAIL 2-100**

- B. The bail may be subject to increase or decrease based upon appeal to the Bail Commissioner by the officer or the prisoner.

Note: A bail reduction will not be considered on warrants, escapees, fugitives, or parole violations.

- C. If a bail revision occurs, the Bail Commissioner will send a teletype to the Records Bureau identifying the new bail.
- D. The Records Bureau will send to the jail the original and the carbon copy of the teletype.
- E. The jail will revise the bail of the prisoner accordingly in the booking report.
- F. The original teletype will be forwarded to the Records Bureau with an updated copy of the front page of the booking packet stamped "Modified Booking Report."
- G. A photo (Xerox) copy of the teletype will be forwarded to the appropriate court. The carbon copy of the teletype will be shredded.

Note: Do not use the carbon copy of the teletype because it fades very quickly and then the court personnel will ask the Records Bureau for another copy. This may affect the outcome of the case.

## **JAIL 2-400**

### **2-400.0 TITLE: WARRANT ARRESTS**

Effective Date: 12-7-00 (Author: Sgt. P. Hitt)

Prior Effective Date: 12-17-90

Extra Reference: Patrol 5-001, 5-002

### **2-400.1 SYNOPSIS:**

Describes process for booking persons on arrest warrants from local and other jurisdictions.

### **2-400.2 POLICY/OVERVIEW:**

When possible, persons shall be booked on outstanding warrants. Alternatives for processing such persons include cite release, and release to other agencies.

### **2-400.3 STATUTORY REFERENCES:**

1551.1 P.C. Out of state fugitive

40304.5 V.C. Arrest on traffic warrants

### **2-400.5 PROCEDURE:**

#### **I. Obtaining the Warrant(s)**

A. The Jail will abstract all the Los Angeles County warrants.

B. On all other warrants identified in the field, a Communications Operator shall telephone the originating agency to confirm the warrant, then have an abstract teletyped to Records.

C. The Jail shall perform the task described in A and B above on warrants identified by the Jail during a warrant check.

D. It is the responsibility of the transporting officer to bring the Warrant Information Sheet (WIS), or the warrant abstract from the Records Bureau, if the Jail is busy.

E. If either one is not available from the Records Bureau by the time the transporting officer completes his/her portion of the booking process, the Jail staff shall obtain them when available.

#### **II. Booking on Warrants**

A. Persons arrested on an open charge, or open charges, and outstanding warrants, shall be booked listing the primary open charge first, then the other open charges (if any), then listing the warrant(s) in the order stated in C below.

## JAIL 2-400

- B. Persons arrested on only one warrant shall have that warrant as the primary charge.
- C. Persons arrested only on multiple warrants shall be booked using the following priority ranking to determine the primary charge warrant:
  - 1. Pomona Municipal Court warrants.
  - 2. Pomona Superior Court warrants.
  - 3. Warrants originating in Los Angeles County.
  - 4. Warrants originating in other California counties.
  - 5. Warrants of other states (see number V below)

### III. Infraction Warrants Processing

- A. In compliance with 40304.5 C.V.C., persons arrested on two (2) or fewer failure to appear parking citation or traffic infraction warrants shall not be immediately booked; instead, do as follows:
  - 1. The person may post bail if he/she has the money with him/her.
  - 2. If the person has insufficient cash, allow him/her three (3) completed calls (long distance shall be collect) and no less than three (3) hours to arrange deposit of bail.
- B. Persons who are advised of their rights under 40304.5 VC and waive them, may be booked even if the three hours have not expired.

### IV. Notifying Other Agencies

- A. When a person is arrested only on a warrant from another Los Angeles County agency, that agency shall be contacted.
- B. The (originating) agency indicated on the warrant must either pick up the prisoner or direct the Jail staff to cite the prisoner. Always check the current memos and instructions on LAPD warrant pick up guidelines.
- C. When a prisoner has multiple warrants from police agencies within L.A. County, those using the Pomona Municipal Court should generally be contacted first. Bail amount, however, determines priority.
- D. The out of county warrants must be updated through the JDIC computer. The warrant teletype form (PPD 62) may be used as a guideline.

## JAIL 2-400

### V. Out of State Warrants

- A. Persons arrested only on Out of State Warrants will not be booked if the originating agency will not extradite.
- B. Persons arrested only on an Out of State warrant and the originating agency will extradite, shall be booked under Section 1551.1PC Fugitive, with no bail.
- C. The booking Jailer shall telephone the originating agency and request one abstract for the Pomona Jail and one sent to the LASD Fugitive/Warrant Detail (ORI CA0190034) with the following information:
  - 1. The warrant number
  - 2. Subject's name, address and physical description
  - 3. The court or agency of issuance
  - 4. The date of issuance
  - 5. Name of issuing magistrate or authority
  - 6. The charge code with verbal definition
  - 7. The bail amount
- D. The Jailer shall give the agency the phone number (213-974-4412) to the Fugitive Detail and advise them that the Detail will handle the matter.
- E. The jailer shall contact the Detail at the above phone number and provide all available information. The information may be left in recorded message form if the call is made after normal business hours.
- F. The booking Jailer will fax to the Los Angeles County Fugitive Detail (Fax #213-687-0226) a copy of the warrant and also a copy of the top page of the booking packet.
- G. If the person is also arrested on other charges (open charge(s) or "local" warrants) in addition to the Out of State Warrant, these other charges have priority. This is outlined in II, A and B.
- H. If the person is transported to another agency for any reason, or for reasons such as in IV above, always advise the LASD Fugitive Detail of the destination of the prisoner.

### VI. Disputed Warrants

## JAIL 2-400

- A. When a person claims that a warrant has either been paid or served already, or is a case of mistaken identity, the arresting Officer and/or Booking Jailer shall make a reasonable attempt to confirm information.
- B. Steps taken to confirm the information may include, but are not limited to:
  - 1. Confirming warrant status with the originating agency.
  - 2. Requesting bail receipts from person or family members.
  - 3. Checking mug photos and fingerprint cards on file.
- C. Disputed claims that cannot be resolved shall be settled at the discretion of the Officer, the Senior Jailer or the Watch Commander.

### VII. Exoneration

- A. When a suspect has been arrested and booked on a warrant and a determination is made that it is the wrong person, the suspect shall be exonerated on that warrant.
- B. If the warrant is out of CWS, use the "Investigative Information" screen in the JDIC computer. Enter the persons name, DOB, CDL #, or other ID number and pertinent information, including that this is the wrong person.
- C. Before clearing the above screen, call the Warrant Repository (562-465-7851) to reactivate the warrant.
- D. If the warrant is from another county, a teletype will be sent to the originating agency, using the "Admin" screen in the JDIC computer. The teletype will contain the same information as B above.
- D. If the warrant is from another state, send the same information through the JDIC computer using the ORI screen.
- E. In all cases, the person shall be issued a completed Clearance Document (Form PPD 302) by the attending Jailer.

### VIII. CDC (California Department of Corrections) Holds

- A. A prisoner who does not meet the criteria for housing at the Pomona Police Department Jail, arrested only under 3056PC at the request of any CDC agent, shall not be booked here. The parole agent shall take the prisoner to an appropriate facility.

## JAIL 2-400

- B. A prisoner who does not meet the criteria for housing at the Pomona Police Department Jail, booked on a felony and with a 3056PC additional hold, will become the responsibility of the Pomona Police Department Jail whether the 3056PC hold was placed either at the request of a CDC agent or a Pomona Police Officer.
- IX. Entering Warrants and Detailers in the Jail Computer
- A. Warrants from the Pomona Municipal Court.
    - 1. Enter POM in the “AGENCY” column and the name of the issuing police department in the “REMARKS” column.
  - B. Warrants from the Pomona Superior Court
    - 1. Enter POM SUP in the “AGENCY” column and the name of the issuing police department in the “REMARKS” column.

Note: If the warrant is not Pomona PD and the prisoner is TRANS’d anywhere but L.A. County Jail, enter Pomona Municipal and Pomona Superior Court warrants as you would non-Pomona court warrants.
  - C. Warrants from Non-Pomona Courts
    - 1. Enter the issuing police department in the “AGENCY” column and the name of the court in the “REMARKS” column.
  - D. CDC (3056PC) Warrants
    - 1. Enter CDC in the “AGENCY” column.
  - E. CDC (3056 PC Parole) Holds
    - 1. Enter CDC in the “AGENCY” column.
- X. U.S. Fugitive Recovery Agency (Bounty Hunters) “Bond Surrender” and “Paper Surrender” Bookings
- A. “Bond Surrender Bookings. 1300 (a) PC.
    - 1. The Pomona Police Department Jail will not accept a U.S. fugitive Recovery Agency booking when the prisoner does not meet our housing criteria. (See Jail Manual Section 20100 I, A and III, A, E).
    - 2. On a “Bond Surrender” booking, the court certified copy of the bond must be left in the Jail. The bond may be a copy, only the certification seal and

## JAIL 2-400

date of certification from the court must be original. The certification seal may sometimes be found on the back of one of the pages of the paperwork.

3. Make two copies of this document; one for the agent, and one for the Records Bureau Department.
  4. A copy of the “Authorization to Surrender” must be left in the Jail. There will not be an “Authorization to Surrender” document if the name of the person who signed the bond is the transporting agent.
  5. If there is an “Authorization to Surrender,” make two copies of this document; one for the agent and one for the Records Bureau Department.
- B. “Paper Surrender.” 1300 (a) PC. (The Prisoner is already in custody for a different charge)
1. The agent will deliver to the Jail a copy of the bond as in X, A, 2 above.
  2. Make two copies of this document; one for the agent and one for the Records Bureau Department.
  3. The “Paper Surrender” becomes a “hold.”
  4. If the prisoner is only booked on warrants, the “Paper Surrender” hold falls under the same priority ranking classification the warrants do. See WARRANT ARRESTS (20400, II,3).
  5. A Probable Cause Declaration is not required on “Bond Surrender Bookings or “Paper Surrender” cases.
- XI. Entering a “Bond Surrender” and a “Paper Surrender” in the Jail Computer
- A. The “Bond Surrender” and “Paper Surrender” are entered the same way in the Jail computer. See C,D, and E below.
  - B. Abstract the warrant, if there is one in the system.
  - C. Enter 1300(a)PC as the booking charge, even if there is a warrant in the system with a specific charge; the court needs to know it is a (1300(a)PC) “Bond Surrender.”
  - D. Enter the highest warrant or bond bail. If either one shows zero bail, enter zero bail.
  - E. Enter the warrant number if there is one. If there is no warrant, enter the case number on the bond, if there is no case number on the bond, enter the bond number, respectively. The court needs it in this order.



## **JAIL 2-400**

- XII. Release of Booking Information, Criminal History Information, or other Departmental Information to Representatives of the U.S. Fugitive Recovery Agency, on Prisoners in custody and “No Longer in Custody.”
- A. The Jail staff shall not release any prisoner information to the U.S. Fugitive Recovery Agency personnel.
  - B Any prisoner information requests by members of the U.S. Fugitive Recovery Agency (Bounty Hunters) shall be referred to the supervisor of the Pomona Police Department Records Bureau.

## JAIL 2-401

### 2-401.0 TITLE: USE OF THE COUNTYWIDE WARRANT SYSTEM (CWS) BY FIELD OFFICERS.

Effective Date: 11/05/85

Revised Date: 5-10-00 (Author: Judy Ramsey, Sr. Records Supervisor)

Related Procedural Manuals: Pat 5-002; Dispatch 2-291, Detective 1-600

### 2-401.1 SYNOPSIS:

To establish a standardized format for requesting warrant information through "CWS" (Countywide Warrant System). Also, to establish procedure for providing subjects with documentation who have been so arrested and later found to be other than the person for whom the warrant was issued.

### 2-401.2 POLICY/OVERVIEW:

In "CWS" it is imperative that all reasonable efforts be made to insure that the subject specified in the CWS Warrant Information Sheet is, in fact, the subject detained or being investigated.

### 2-401.3 STATUTORY REFERENCES:

816 PC, 850 PC

### 2-401.4 DEFINITIONS:

A. CWS-Countywide Warrant System. The system is operated by the Los Angeles County Sheriff's Department. All warrants issued within Los Angeles County are entered into this system by the issuing court.

The Pomona Police Department provides and operates a terminal that allows inquiry access as to the existence of a warrant(s).

B. Patronymic Name - The surname of an individual derived from their father's surname.

C. Matronymic Name - The surname used by an individual derived from the mother's surname.

D. WIS – Warrant Information Sheet. The Warrant Information Sheet (WIS) is utilized to provide a paper-to-person comparison with the subject of the warrant and the information contained within the CWS. This WIS is intended to prevent the arrest of the wrong subject on a warrant.

E. WPS – Wanted Persons System. The Wanted Persons System is operated by the California Department of Justice and contains warrants issued by all California Law Enforcement agencies based on individual criteria established by the issuing agencies.

## JAIL 2-401

Agencies entering warrants into WPS must be willing to transport the subject from any location within California.

NOTE: All warrants issued within Los Angeles County **MUST** appear in CWS in order to be considered "valid" warrants. If a Want9 reveals a warrant issued in Los Angeles County is in WPS, but not in CWS, contact **MUST** be made with CWS staff to determine why the warrant is not in CWS. In most instances when this occurs, the warrant has previously been recalled by the court but for unknown reasons was not removed from WPS.

### 2-401.5 PROCEDURES:

- A. When a police officer wishes to inquire whether a subject he/she has detained has a warrant in CWS, the following procedure shall apply.
  1. The officer shall advise Dispatch of his/her request for a "CWS check" (this will be automatically included in a "want-9" check as currently performed). The officer shall respond to the channel (i.e., radio frequency) designated by the Dispatcher and advise the following identifying information:
    - a. Subject's Name
    - b. Subject's Address
    - c. Subject's Height
    - d. Subject's Weight
    - e. Subject's Hair Color
    - f. Subject's Eye Color
    - g. Subject's Sex
    - h. Subject's Date of Birth (if unavailable, age estimate may be substituted)
    - i. Subject's Descent
  2. If the subject refuses to state his/her name, address or full date of birth, the query may be initiated without the withheld information. When full date of birth is withheld, an age estimate shall be used in its place.
  3. If a subject is Spanish surnamed, the officer shall ask for both the patronymic and matronymic portion of the name and shall submit both segments, with the matronymic surname last and the patronymic surname as a middle name, unless the subject states that he/she uses only one segment.
    - a. The officer may also request the order of these names be interchanged for the warrant search.
  4. Inquiries into CWS for investigative purposes on a subject who is not in the immediate presence of the officer may be made with all or some of the above data elements.

## JAIL 2-401

5. The Dispatcher shall enter the information and advise the officer of any "hits" (presence of warrant) within the system.
- B. When the requesting officer is advised of a "hit", the following procedure shall apply:
1. While a CWS "hit" response may constitute cause to detain briefly for further investigation it does not, in itself, constitute probable cause for arrest or to believe that the suspect is the wanted person.
  2. The arrest, transportation, or booking of any subject based solely on the basis of a CWS "hit" response is prohibited. The decision to arrest, transport or book a subject in response to a CWS "hit" must be based on an officer's comparison of the subject with the descriptive information contained on the Warrant Information Sheet.
  3. An officer seeking to detain further or to arrest, transport, book or in any other way intrude on a subject's personal liberty, privacy or property -- other than the initial stop -- must:
    - a. Be informed of and review all of the following, to the extent that it is contained in the Warrant Information Sheet:
      - (1) Wanted Person's Name
      - (2) Wanted Person's Address
      - (3) Wanted Person's Height
      - (4) Wanted Person's Weight
      - (5) Wanted Person's Hair Color
      - (6) Wanted Person's Eye Color
      - (7) Wanted Person's Sex
      - (8) Wanted Person's Date of Birth
      - (9) Wanted Person's Descent
      - (10) Wanted Person's Operator's License or DMV Identification Card Number
    - b. Compare such information to the subject;
    - c. Independently determine on the basis of that comparison that probable cause exists to believe that the subject is the wanted person prior to arrest and transport of the subject to Pomona Jail.
      - (1) If the officer determines the subject detained is not the same as described in the warrant, the subject can be released in the field with no documentation required. The officer will so advise the Dispatcher as soon as practical.

## JAIL 2-401

- d. Once the officer reasonably determines the wanted subject to be the same as the one he/she has detained, the officer shall instruct the Dispatcher to abstract (retrieve) the warrant from the system
  - (1) Once the officer arrives at Pomona Jail with the suspect, it shall be the officer's responsibility to contact the Records Bureau for the abstract printout and book the suspect pursuant to law and current departmental procedure.
- C. Whenever a suspect has been detained and transported by an officer pursuant to a CWS "hit" but is released prior to booking because he/she is deemed not to be the wanted person or whenever a suspect has been booked and is later released because he/she is deemed not to be the wanted person, the following shall apply:
  1. The officer will complete and issue to such subject - prior to their release - PPD Form 302, (Clearance Document"), located in the jail that contains the following:
    - a. Identifies the bearer, including his/her physical description;
    - b. Specifies the date and time of issuance;
    - c. Lists the warrants(s), by number, that caused the detention and transportation;
    - d. States that the person to whom the form was issued is not the wanted person on the designated warrants.
    - e. Signature of the subject.
- D. Clearance Document (PPD Form 302)

Whenever any person presents PPD documentation described in this paragraph, or similar documentation from another Los Angeles County law enforcement agency, that person shall be presumed not to be the wanted person on any CWS warrant(s) which are specifically enumerated on such document, or on any CWS warrant with an issue date more than 30 days earlier than the issuance date of the clearance document. Officers shall be prohibited from transporting, arresting, or booking any such subject pursuant to any such CWS warrant unless the arresting officer records specific, concrete facts that constitute probable cause to believe that the person presenting the documentation is not the person named thereon or that the documentation is not authentic.

1. An example of this document is attached.

## **JAIL 2-600**

### **2-600.0 TITLE: FINGERPRINT PROCEDURE/CAL-ID PROCESSING**

Effective Date: September 17, 2014

Revised Date: September 17, 2014 (Author: Susan Ervin, Records Supervisor)

Previous Revision Date: October 1, 1991, June 15, 1994, December 7, 2000

Related Procedures: REC 3-100

### **2-600.1 SYNOPSIS:**

Outlines procedure for obtaining and routing of fingerprints.

### **2-600.2 OVERVIEW:**

Fingerprints are obtained for identification purposes.

### **2-600.4 DEFINITIONS:**

CAL-ID - California Identification System

LACRIS - Los Angeles County Regional Identification System

MAIN # - Number assigned on criminal history information (RAPS)

SID # - Also known as CII # (DOJ will still show it as CII #)

### **2-600.5 PROCEDURE:**

#### **A. Jailers Responsibility**

1. LiveScan fingerprints shall be obtained from every prisoner booked

#### **B. Applicants/Registrants**

1. All registrants (11590 H&S, 290 PC, 457.1 PC) are printed on the CAL-ID System under Registrant. All applicants are printed on the CAL-ID system under Applicant.
2. All applicants/registrants entering the Jail will be asked if they have any firearms or other weapons in their possession. If they have any, they must leave them outside the building in a legal place of their choice.

#### **C. Records Responsibility**

##### **1. Record checks**

- a. Records personnel shall check the ICIS-MTX for new bookings routinely, throughout each shift.

## **JAIL 2-600**

- b. Each arrestee name shall be checked for prior Pomona arrests.
- c. Juveniles arrested on printable offenses shall be checked for JAIN and PHI numbers, which will be written on the upper hand corner of the Juvenile Contact sheet and Booking sheet.

## **JAIL 2-650**

### **2-650.0 TITLE: JAIL IDENTIFICATION PROCEDURE**

Effective Date: 11-01-16 (Author: Patrick O'Malley)

Related Procedure: Jail 2-650

### **2-650.1 SYNOPSIS:**

To establish a procedure related to the positive identification of persons that are booked at the Pomona Police Department Jail. To ensure that all persons who are arrested, booked, processed, and cited out are using their true name and not any false names.

### **2-650.2 OVERVIEW:**

This procedure outlines the steps implemented to ensure positive identification of suspects who are booked at the Pomona Police Department Jail.

### **2-650.3 DEFINITIONS:**

None.

### **2-650.4 PROCEDURES**

#### **A. Jail Personnel**

1. Jail personnel will follow the below procedure for the pre booking and pre identification process:
  - a. To prevent double bookings and an individual creating a criminal record under another person's name (ex: 529 PC) the following procedure will now go into effect.
    - i) If an inmate is in the process of being booked and we have exhausted all means of positively identifying the individual prior to booking, we will do an "IDENTIFICATION (ID4)" livescan print and wait for positive ID livescan response prior to booking them in JDIC and fingerprinting the suspect. Once positive ID is generated, the inmate will be booked and livescanned under the true name. If the subject's livescan return comes back to no previous record, the actual name given at the time of booking will now be his/her True Name and he/she will be booked as such.
    - ii) The above new procedure will prevent the Jail staff from having to rebook a person and have to delete a booking from ICIS.
  - b. Anytime that a person's livescan returns with a false name, or any significant name issue, the jail personnel will contact the arresting officer for follow up.
  - c. Jail personnel will complete pre-filled supplemental form (PPD 18J).
  - d. Jail personnel will issue citations using arrestees livescan/True Name with the AKA name indicated on the body of the citation.



## JAIL 2-650

### B. Sworn Personnel

1. Sworn personnel will attempt to positively identify all arrestees prior to entering the Pomona Police Department Jail.
2. If Jail personnel determine that an arrestee used a false name, or a name significantly different than the livescan result, the arresting officer will respond to the Jail to further investigate.
  - a. The arresting or responding officer shall contact the jail personnel to obtain the identification results.
  - b. The arresting or responding officer will further investigate the discrepancies.
  - c. The officer shall complete a supplemental report summarizing his identity investigation and if he recommends additional charges of 148/529 PC by the filing detective. This supplemental report will also include all of the elements of 529 PC if needed, as well as contact with the victim, desirous of prosecution, knowledge, etc.
  - d. In this era of identity theft, it is important that our arrest reports summarize all of our actions to positively identify persons that we arrest. Our reports should also clearly indicate any actions we took to follow all leads of persons attempting to use another person's identification to avoid prosecution.

### C. Scenarios

#### Scenario #1

Suspect is booked for a crime and the Officer/Jail Staff completes all of the booking paperwork and arrests reports in the name provided by the Suspect. Livescan later returns to a different person. Normal procedure to this point is to turn a copy of the livescan into Records, make a note in the booking record, and do nothing else. This resulted in citations to the suspect in the fake name, as well as no follow up as to why the fake name was used which is crucial in this identity theft era.

#### New Procedure #1

When a livescan returns to a different name that the suspect provided, the following will now occur:

1. Jail staff will complete the pre-filled supplemental form (PPD 18J).
2. Jail staff will notify the arresting officer to respond to the jail for further investigation. If the arresting officer is 10-7, the first available officer will respond to the jail for follow up.

## JAIL 2-650

3. Responding officer will complete a supplemental report summarizing his investigation into the discrepancies related to the name, and if he recommends additional charges of 148/529 PC by the filing detective. This supplemental report will also include all of the elements of the 529 PC if needed, as well as contact with the victim, desirous of prosecution, knowledge, etc.
4. Jail staff will update the ICIS booking system and LA County booking system to reflect any changes in charges and name/DOB.

### Scenario #2

Suspect is booked for a crime as an adult. After livescan returns, it is found that the suspect is actually giving the right name but the wrong birthdate. The suspect is actually a juvenile. Normal procedure up to this point is that a new booking entry is initiated, which then results in this person being in our system as a juvenile and an adult.

### New Procedure #2

1. Jail staff will delete the prior entry completely. The only remaining booking entry will be the correct entry.
2. Arresting officer will respond to complete a supplemental report summarizing the use of the fake birthdate and the reasons the juvenile was originally placed in the adult jail in the first place.

### Scenario #3

Officer brings a suspect in for a crime. They complete the booking sheet and the jail staff enters that information. During questioning, the suspect admits to using a fake name. When the officer advises the jail, he is informed that he is too late and to do the reports under the fake name.

### New Procedure #3

1. The jail staff will delete the prior entry completely. There will be no record, except in the original narrative of the police report, of the fake name originally used. The fake name will be entered as an AKA by jail staff.
2. Officer will complete all of his paperwork and arrest reports in the true, actual name.

### Scenario #4

Officer books a suspect for 647F under one name. Livescan returns to another name. The actual name has a warrant. Officer is notified and does not do anything further. Suspect avoids the charge of 647F and is never questioned about the 529 PC.

## **JAIL 2-650**

### New Procedure #4

1. Jail staff will complete the pre-filled supplemental form (PPD 18J).
2. Jail staff will notify the arresting officer to respond to the jail for further investigation.
3. Jail staff will cross out the fake name on the booking forms and write "True Name" with the true name. They will modify the booking entry to indicate an "add charge" of the warrant that was located and add the true name to the AKA field.
4. Responding officer will investigate the 529 PC and at a minimum complete a supplemental report summarizing his findings and recommendations.

All citations shall be issued using suspect's livescan (True Name) with the AKA name indicated in the body of the citation.

## **JAIL 2-700**

### **2-700.0 TITLE: COURT ARRAIGNMENTS**

Effective Date: 6-26-91

Revised Date: 12-28-99 (Author: Sgt. P. Hitt)

### **2-700.1 SYNOPSIS:**

Outlines procedure for transport of prisoners to court for arraignment.

### **2-700.2 OVERVIEW:**

In compliance with State law, all prisoners held for arraignment shall be delivered before a magistrate within two days after arrest, excluding Saturday, Sunday and holidays, or extended to the next court day if the two day term expires on a day court is not in session. Any prisoner not arraigned by the end of the two days shall be released.

### **2-700.3 STATUTORY REFERENCE:**

825 P.C. - Extent of time of appearance before magistrate

### **2-700.5 PROCEDURE:**

#### **I. Determining Arraignment**

- A. Prisoners held on Pomona Municipal Court warrants shall be transported for arraignment at the first available court run.
- B. Prisoners held on open charges shall be held pending arraignment notification, on PPD Form 152, from the filing officer or detective.
- C. The filing officer or detective shall provide the Jail with a completed Detention Certificate (PPD Form 48) on prisoners not being arraigned.
- D. When a prisoner is approaching time for mandatory release and there has not been any disposition made, as in B or C above, the Senior Jailer shall contact the Detective Coordinator and advise her of the situation.
- E. Per 825 PC, if no disposition has been received at the end of two court days after arrest, the prisoner shall be released.
- F. At the time of release, the Senior Jailer shall notify the Detective Coordinator or the Watch Commander, if applicable. The Jail shall complete the Detention Certificate and provide the prisoner with a copy.

## JAIL 2-700

### II Court List

- A. An up-to-date custody list shall be obtained from the Automated Booking system. The custody list and the paperwork on the lockers shall indicate who is going to court and why. The prisoners going to court shall be marked on the custody list.
- B. All the plastic property bags shall be taken from the lockers and placed in a brown bag. All the prescription glasses inside the lockers shall be labeled and placed on the Jail office desk.
- C. All the loose property (shoes, jackets, etc.) shall be neatly laced in room 120. A notation shall be made, on the custody list marked court run, next to the name of any prisoner that does not have shoes, shirt, etc.
- D. All the paperwork shall be taken off the lockers and processed accordingly.
- E. The Jailer shall indicate arraignment on the Prisoner Disposition screen of the Booking System. The Jailer shall also enter the appropriate date and time, and he/she must confirm the charge(s) on which the prisoner is being arraigned/transferred.

Note: Prisoners booked on non-Pomona warrants such as San Bernardino or Orange Counties warrants are transferred, and they shall also go on the court list and shall be processed as in E above.

Prisoners held only on Pomona Superior Court warrants, or only on INS holds, or only on LAPD warrants do not go on the court run.

- F. The court list may be printed through the Reports function of the Booking System after all the prisoners going to court have had their disposition entered.
- G. Any prisoner that does not appear on the court list shall be typed in manually with all the necessary information.
- H. The medical forms on all prisoners going to court shall be printed through the Automated Booking System after the court run is printed.
- I. All the warrants and holds shall be checked against the court list. Any missing warrant, hold, etc., shall be found and provided by the graveyard shift.
- J. Every prisoner on the court list shall have a property bag. The prisoners who have released their property shall have a property bag with a properly annotated Property Report sealed inside.

## JAIL 2-700

- K. The money amount of every prisoner on the court list must match the money amount on the money envelope and the Property Report sealed in the plastic property bag.
- L. The Jailer shall make six copies of the court list and shall distribute them as follows:
  - 1. Two for jail use.
  - 2. Two for the lock up deputies (non-Pomona warrants).
  - 3. One for the court clerk (Pomona warrants)
  - 4. One for the front desk.
- M. The filings must be received the day before for prisoners to appear on the court list. Filings for same day arraignment require court approval and will be directed to the Detective Sergeant for disposition.

### III. Court Runs

- A. Prisoners on the court list shall be returned their loose property (shoes, socks, jackets). They shall be handcuffed/chained and escorted to court through the tunnel.
- B. The court deputies confirm the number of prisoners, prisoner property bags, and money amounts against the court list upon our arrival.
- C. The Jail shall use sufficient prisoner escorting staff, or shall limit the size of each group escorted, in order to assure security and safety.
- D. Court runs to the Pomona Superior Court are generally limited to one (1) or two (2) prisoners, and these are conducted overland. A police officer may be obtained to provide security.

## **JAIL 2-800**

### **2-800.0 TITLE: RELEASE ON BAIL OR BOND**

Effective Date: 3-20-91

Revised Date: 12-28-99 (Author: Sgt. P. Hitt)

### **2-800.1 SYNOPSIS:**

Outlines procedure for timely release of prisoners upon receipt of bail or bond by jail personnel.

### **2-800.2 OVERVIEW:**

Prisoners shall be provided opportunity to obtain and post bail. Upon presentation of bail, prisoners shall be released from custody as quickly as possible.

### **2-800.3 STATUTORY REFERENCE:**

1269 b P.C. - Persons who accept bail

1270 P.C. - Release on O.R.

40304.5 V.C. - Arrest on Warrant; bail

### **2-800.5 PROCEDURE:**

- I. Presentation of Bail (For Prisoner Release Procedure See 2-900.5)
  - A. Persons arrested on printable offenses shall be booked, fingerprinted and photographed (mug) before bail release.
  - B. Persons arrested on non-printable offenses, and who meet all other criteria, shall be released upon presentation of bail.
  - C. The bail may be presented in the form of cash, cashier's check, money order or surety bond, and it must be in the exact amount.
  - D. Persons presenting coin for bail will be asked to have it changed for paper currency before accepting it, whenever possible.
  - E. The bail may be presented by the prisoner, an agent, or a combination of funds from both.
  - F. The bail money shall be counted by the accepting Jailer, and recounted by the Senior Jailer, if available, or by another Jailer. The bail money shall then be placed in the envelope, sealed and initialed by the witnessing Jailer.

## JAIL 2-800

### II. Processing Bail

- A. A Bail/Fine Receipt (PPD 99) shall be completed in full by the jailer accepting bail. A court appearance date shall be assigned using chart provided in jail office.

Note: The receipt is needed before picking up the money from the bail depositor, at the front desk, because usually the depositor's information and signature are needed. Also, when the depositor asks for a receipt, make him a Xerox copy of this already completed form.

- B. The receipt shall indicate whether the prisoner or the agent deposited the bail money.
- C. The court copy (white) of the bail receipt booklet shall be stapled to the envelope.
- D. The Records copy (yellow) shall be forwarded to Records.
- E. The defendant's copy (pink) shall be given to the prisoner at the time of release.
- F. The Jailer who receives the bail shall also complete the Bail Register and obtain the initials of the witnessing jailer.
- G. The jailer shall also prepare a Demand for Payment Receipt and a Cash Bail Records and Deposit form. These forms are in the Jail office.
- H. The above forms must be prepared according to the samples found in the Jail office. The forms shall then be wrapped on the outside of the sealed bail money envelope, held together with a rubber band, and placed in the mailbox inside the Jail office.

### III. Surety Bonds (For Prisoner Release Procedure See 2-900.5)

- A. Persons arrested for printable offenses shall be booked, fingerprinted, and photographed (mug) before release.
- B. Persons arrested on non-printable offenses, and who meet all other criteria, may be released upon presentation of bond.
- C. Upon presentation of a surety bond at the front desk by an agent, the accepting Jailer is responsible to confirm the validity of the bond.
- D. The bond should be issued as follows:



## JAIL 2-800

1. By an insurer certified to transact in California.
  2. For an amount within the bond limit.
  3. With current valid dates.
  4. One bond for each warrant.
  5. One bond for the open charge(s).
  6. With the correct case and/or court information.
  7. For the exact amount of bail.
- E. Any discrepancies with the bond may be basis for refusal. An effort should be made by the Jail to contact the bond company so that the bond may be corrected by the bond issuer. Disputes may be referred to the Jail Sergeant or the Watch Commander.
- IV. Computer Release on Bond or Bail
- A. The Jailer shall enter CBPTB (cash bail prior to booking) for bail or BPTB (bond prior to booking) for bond, instead of the booking number, on the Booking Report.
  - B. Mark Cash Bail or Bond in line 31, and add the court appearance date, in the disposition section of the Jail computer.
  - C. Process the paperwork.
- V. Verification of Bail Funds
- A. Weekly, or as soon as practical, the Jail Sergeant will take the cash bail money and paperwork to the City of Pomona Treasurer's Office. Note: The money must be transported to the Treasurer's Office by an armed person.
    1. The Treasurer's clerk will check all forms for completion.
    2. the Treasurer's Clerk will count the bail money in the presence of the Jail Sergeant.
    3. The Treasurer's Clerk will initial the golden rod form.
    4. The Treasurer's Clerk will make the appropriate entries in the Demand for Payment form and initial it.
    5. The Treasurer's Clerk will return the white (original) of the Demand for Payment form to the Jail Sergeant.
    6. The Treasurer's Clerk will initial the Cash Bail record and Deposit slip and return it to the Jail Sergeant.

## **JAIL 2-800**

7. The Jail Sergeant will bring back the white (original) of the Demand for Payment form, the Cashier Bail Record, and the golden rod copy of the Bail/Fine receipt.
8. The Jail maintains the copies of the Cash Bail Record and Deposit slips.
9. The Records Bureau maintains the golden rod and the original of the Demand for Payment forms.

## **JAIL 2-900**

### **2-900.0 TITLE: OTHER RELEASES FROM CUSTODY**

Effective Date: 03-20-91

Revised: 12-28-99 (Author: Sgt. Hitt)

05-24-17 (Author: Jail Supervisor Warm)

### **2-900.1 SYNOPSIS:**

Describes releases other than arraignment or bail, and outlines procedure for each method.

### **2-900.2 OVERVIEW:**

All prisoners shall be released from custody as soon as possible upon determination that release is appropriate.

### **2-900.3 STATUTORY REFERENCE:**

825 P.C. Extension of time for appearance before magistrate

827.1 P.C. Release of person arrested for misdemeanor on citation in lieu of physical arrest

849 P.C. Releasing a person from custody

853.6 P.C. Release upon notice to appear

### **2-900.5 PROCEDURE**

- I. At the time of Release of a Prisoner, the Releasing Jailer shall:
  - A. Identify the prisoner being released, his/her locker number, and his/her loose property and his/her plastic property bag (plus other property he/she might have).
  - B. Locate the prisoner, check his/her left wristband and bring him/her to the counter for release.
  - C. Bring the loose property and the plastic property bag to the counter. Give the prisoner the loose property.
  - D. On the counter, open the plastic property bag, open the jewelry envelope, open the money envelope, and count the money back to the prisoner in his presence and in the presence of another Jailer. Then the releasing Jailer and the witnessing Jailer shall sign the money envelope.
  - E. Ask the prisoner to sign for receiving his/her property in the Property Record section of the booking packet.
  - F. Ask the prisoner to continue getting dressed and to pick up all his/her property from the counter.
  - G. Complete the release and disposition sections of the Automated Booking System (ICIS).

## JAIL 2-900

- H. File the paperwork in the sorter.
  - I. All prisoners will be released through the established Prisoner Release Area (East Jail exit door to pedestrian gate leading onto Mission Blvd.)
  - J. All releases will be reviewed and evaluated by the on-duty Senior Jailer or Jailer-in-Charge to ensure release criteria have been met and to evaluate the prisoner's current demeanor.
  - K. Only two (2) prisoners shall be released at one time and it is recommended that two (2) Jailers escort when possible.
  - L. The Jailers escorting a prisoner out will alert another Jailer to watch them on camera to ensure safe exiting.
  - M. To maintain the security of the Jail, the inside metal gate shall be secured while the east door is open.
- II. Cite Out (For Prisoner Release Procedure see Section I)
- A. Pursuant to section 853.6 P.C., persons eligible for issuance of a Notice to Appear shall be cited out unless denied release by the Watch Commander.
  - B. Persons arrested on misdemeanor warrants eligible for release pursuant to Section 827.1 P.C. may be cited out.
  - C. Any person arrested on printable offenses shall be fingerprinted and photographed before cite out release.
  - D. The arresting officer is responsible for obtaining the "NO O/R" signature from the Watch Commander.
  - E. The Jailers shall prepare citations for persons who will be cited out after detention. The appearance date is posted in the jail office.
  - F. The releasing Jailer shall indicate "Cite" in the disposition section of the Automated Booking System (ICIS) and list the cite number and appearance date.
- III. Detention and Release (D&R) and Transfer to other Agency (TRANS)
- A. Persons may be released after detention without booking after detention, when there is no follow-up action or criminal filing immediately forthcoming.
  - B. Persons released under III. A., above, shall be issued a Detention Certificate completed by the transporting officer.

## **JAIL 2-900**

- C. The booking Jailer shall enter D&R where the booking number goes in the Automated Booking System (ICIS), when entering the prisoner in the Jail computer.
  - D. The releasing Jailer shall indicate D&R in the disposition section of the Automated Booking System (ICIS).
  - E. When entering a prisoner in the Jail computer who will not be booked, but instead will be transferred to another agency, enter TRANS in the disposition section of the Automated Booking System (ICIS).
- IV. Releases under 849 (b) P.C. (For Release Procedure See Section I)
- A. 849(b) (1) P.C. Releases
    - 1. Booked prisoners who are released because of insufficient grounds for arraignment (to comply with 825 P.C.) shall receive a Detention Certificate. The Detention Certificate is filled out and signed by the handling officer or detective.
    - 2. Booked prisoners who must be released to comply with the 48 hour custody limit as defined in Section 825 of the Penal Code shall be released under Section 849(b) (1) P.C. and shall receive a Detention Certificate. This certificate may be filled out and signed by the handling officer, detective or by the Senior Jailer.
    - 3. The Jail Supervisor and/or Watch Commander shall always be notified when the Jail finds it necessary to release a prisoner under 849(b) (1) P.C. The notification shall be made before releasing the prisoner.
    - 4. The Jailer shall mark 849(b) (1) P.C. in the disposition section of the Automated Booking System when releasing the prisoner.
  - B. 849 (b) 2 P.C. Release (For Release Procedure see Section I)
    - 1. Drunk in public (647(f) P.C. arrestees shall be released when sober, no longer a danger to themselves or others, and usually after six (6) hours. They will be released under 849(b) (2) of the Penal Code.
    - 2. The releasing Jailer shall indicate 849(b) (2) P.C. in the disposition section of the Automated Booking System (ICIS).
- V. Court-Ordered Releases (for Release Procedure see Section I)

Certain documents, such as a Writ of Habeus Corpus, may require a prisoner to be released. All such requests shall be directed to the Jail Supervisor, or to the Watch Commander.

## **JAIL 2-901**

### **2-901.0 TITLE: CITING AND RELEASING MISDEMEANOR DUI ARRESTEES**

Effective Date: 4/15/13 (Author Captain Olivieri)

### **2-901.1 SYNOPSIS:**

To establish a standardized procedure relating to the cite release of a DUI Arrestee, to include the issuance of CHP Form 202F where applicable (Sample Attached).

### **2-901.2 AUTHORITY:**

The Attorney General issued formal opinion No. 87-802, on March 1, 1988, regarding citing and releasing misdemeanor DUI arrestees. The Attorney General's conclusion is summarized as follows:

- (1) Section 853.6 PC gives a peace officer the authority to release a person arrested under one or more of the circumstances listed in Sections 40302 and 40303 VC. This allows peace officers to release a person arrested for DUI by issuing the person a Notice to Appear, and accepting their promise to appear in court.
- (2) Where a person is arrested for DUI and released upon a written promise to appear in court, the arresting officer would not, without additional facts being established, be liable for injury caused by the release.

### **2-901.3 POLICY:**

Officers or jailers may cite and release physically arrested misdemeanor DUI offenders after booking and after it appears that the arrestee is no longer under the influence.

In limited situations, the Watch Commander may authorize the immediate cite release of a misdemeanor DUI arrestee as long as the following condition apply:

- (a) The arrestee has no prior conviction for DUI.
- (b) The arrestee is not suspected of being under the influence of a controlled substance.
- (c) The arrestee is not displaying violent or aggressive behavior.
- (d) The arrestee does not appear to be a danger to himself/herself or others.
- (e) Someone accepts responsibility of the arrestee and signs CHP Form 202F.

## JAIL 2-401

### 2-901.5 PROCEDURE:

The arresting officer will obtain a chemical test or transport the arrestee to the appropriate facility for chemical testing and processing. After obtaining a chemical test, the arresting officer will determine if the arrestee is to be booked or cited and released. The following factors should be considered when an officer is determining if an arrestee is eligible for release:

- (a) A photograph and/or thumb print should be taken of the arrestee to avoid identity problems in court.
- (b) Likelihood that the arrestee will appear in court at a later date.
- (c) A person is available to assume responsibility for the subsequent behavior of the arrestee. This requirement may be waived whenever the arrestee is expected to stay in a hospital for an extended period of time due to injury or illness. The following criteria may be utilized to determine whether a person is qualified to accept responsibility of an arrestee:
  - 1. The responsible person is not under the influence of alcohol and/or drugs.
  - 2. The responsible person must be available within a reasonable time to respond, or reside nearby, to assume responsibility of the arrestee.
  - 3. The responsible person shall be an adult.
  - 4. The responsible person shall have proper identification.

All arrestees shall be checked for warrants through the California Law Enforcement Telecommunications System (CLETS) and the National Crime Information Center (NCIC).

The arresting officer or jailer will issue a Notice to Appear, and have the arrestee sign the citation.

The arresting officer shall admonish the arrestee and the responsible person of the following information:

- (a) The arrestee has been arrested for DUI.
- (b) The arrestee is not to drive a motor vehicle until he/she is no longer under the influence, or they may again be subject to arrest.
- (c) The arrestee is responsible for his/her own actions.
- (d) The arrestee is being released to the responsible person, and the responsible person accepts responsibility for the arrestee's care.

**JAIL 2-901**

The responsible person shall sign a CHP 202F, DUI Cite and Release Admonishment.  
The form shall be retained and attached to the DUI report.



**DRIVING UNDER THE INFLUENCE CITE AND RELEASE ADMONISHMENT**

CHP 202F (Rev. 10-04) OPI 051

PERSON ARRESTED: \_\_\_\_\_ CITATION NUMBER: \_\_\_\_\_  
Last Name First Name Middle Initial

The person named above has been arrested for driving under the influence of alcohol and/or drugs. In taking responsibility for this person, you understand and agree to the following:

1. You understand that the person has been arrested for driving under the influence of alcohol and/or drugs.
2. The person is not to drive a motor vehicle until he/she is no longer under the influence, or he/she may again be subject to arrest.
3. The person is responsible for his/her own actions.
4. The person is being released to you by mutual agreement and you accept responsibility for his/her care.

Your signature below is your acknowledgement that you have read, understand, and agree to the conditions set forth above.

\_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Driver License #: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_

Officer: \_\_\_\_\_ Badge #: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

## **JAIL 3-100**

### **3-100.0 TITLE: CLASSIFICATION AND SEGREGATION**

Effective Date: 3-20-91

Revision Date: 06/26/19 (Author: Andrew Warm, Jail Supervisor)

Prior Revision Date: 05-26-05, 12-14-95; 12-28-99, 04/04/07

### **3-100.1 SYNOPSIS:**

Identifies the recommended placement of prisoners for housing in Pomona Jail.

### **3-100.2 OVERVIEW:**

Penal Code mandates prisoner separation determined by certain classifications. In addition, security concerns within the Jail make additional segregation desirable. The Jail will house prisoners with the intent of providing a secure and safe detention as facility construction allows.

### **3-100.3 STATUTORY REFERENCE:**

4002 P.C. - Keeping of different classes

4030 P.C. - Misdemeanor housing

6030 P.C. - Minimum standards for detention facilities

### **3-100.5 PROCEDURE:**

#### **I. Cell assignment**

- A. Upon completion of booking, Jailers shall assign a cell location to each prisoner determined by the following classifications. By priority:
  1. Juveniles shall not be housed - they may only be held up to six (6) hours in secure detention. Under no conditions shall juveniles be detained in the same room as adults.
  2. Males shall be housed separately from females.
  3. When possible, strip-searched prisoners should be separated from non-strip searched. This may require O.R. release of prisoners.
  4. Attempts should be made to further segregate on the basis of gang affiliation, age, crime classification, sexual preference, and other criteria to the extent possible within the limits of the facility.
  5. If appropriate housing is not available, either due to population numbers or segregation requirements, the Senior Jailer may direct a prisoner to be transported to another facility for housing.

## JAIL 3-100

- B. Prisoner cells generally are assigned as below. However, any room may be used as needed providing above classifications are observed.

Room 115A - Adult female sobering cell.

Room 115B, 128 - Adult male OR female, preferably either strip-searched or non-strip searched..

Room 134 - Adult male sobering cell.

Room 137 - Adult males, preferably strip-searched.

Room 138 –Administrative Segregation . Any one classification.

- C. Trustees only shall be housed in Room 135.
- D. All cell assignments shall be entered in the Automated Booking System and shall appear on the Custody List.

### II. Sobering Cells

- A. Intermittent direct visual observations of inmates held in either sobering cell shall be conducted no less than every half hour.
- B. Prisoners shall be removed from either sobering cell when they are able to be processed or released. A prisoner shall not remain in a sobering cell over 12 hours without an evaluation by a health care professional.

### III. Safety Cell

- A. The Pomona City Jail does not utilize a safety cell.

### IV. Misdemeanants

- A. No persons arrested and held in custody on a misdemeanor or infraction, not involving weapons, controlled substance or violence, shall be housed in the segregation unit.
- B. Only prisoners who have met the criteria for a “strip search” shall be housed in general population.
- C. If the segregation unit becomes overcrowded, the Senior Jailer shall consider citing some of the prisoners.
- E. In the event of a documented emergency, the Watch Commander may sign an order temporarily preempting the requirements of A above.

## **JAIL 3-100**

- V. Segregation of Prisoners.
  - A. Efforts shall be made to separate prisoners on the basis of gang affiliation, age, crime classification, sexual preference, and other criteria to the extent possible within the limits of the jail space.
  - B. Officers who at the booking time have knowledge of unusual information concerning, but not limited to, any of the following categories, shall complete the Prisoner Information Form (PPD 46).
    - 1. Escape Tendencies
    - 2. Physically Dangerous
    - 3. Informant
  - C. This form shall also be completed by the jail staff upon finding out such information during the course of the confinement of the prisoners.
  - D. The Watch Commander shall sign this form.
  - E. The administrative segregation consists of separate and secure housing with no deprivation of privileges other than those necessary to obtain the objective or protecting inmates and staff.

## **JAIL 3-200**

### **3-200.0 TITLE: MEDICAL CARE FOR PRISONERS**

Effective Date: 3-20-91

Revised Date: 06-26-19 (Author: Andrew Warm, Jail Supervisor)

Prior Revision Date: 08-11-15

Extra Reference: PAT 7-404, PAT 8-005

### **3-200.1 SYNOPSIS:**

Provide medical care when necessary for persons both prior and subsequent to booking.

### **3-200.2 POLICY**

It is the policy of the jail to ensure that medical care is provided to prisoners when necessary. This will frequently result in the transfer to facilities where health care professionals are available.

### **3-200.3 STATUTORY REFERENCES:**

2656 P.C.	Use of orthopedic or prosthetic appliance
4011.6 P.C.	Treatment of mentally disordered
4011.8 P.C.	Voluntary mental health services
4023.5 P.C.	Personal hygiene and birth control
4023.6 P.C.	Female prisoner's right to services
5150 W.I.C.	Mentally ill person.
Title 15	California Code of Regulations

### **3-200.5 PROCEDURE:**

#### **I. Pre-Booking Care**

- A. When it is noted that a prisoner needs medical attention, the Senior Jailer shall:
  - 1. If necessary, summon emergency medical assistance (Fire Department and/or Paramedics) to the Jail and provide first aid, or
  - 2. Direct the transporting officer to immediately transport the prisoner to the Pomona Valley Hospital Medical Center.
  - 3. Notify the Watch Commander.
  - 4. Document the incident in a Special Incident Report and forward it to the Jail Manager.
- B. Prisoners acceptable for booking at the Pomona jail are those who receive clearance from the examining physician and no immediate follow-up is required.

## JAIL 3-200

- C. The transporting officer must provide the jail with the "Medical Clearance for Booking" form from the PVHMC.
- D. Prisoners cleared for booking but in need of follow-up care will be transported to the appropriate Los Angeles County facility.

### II. Medical History Information

- A. At the time of booking, the booking jailer shall complete the Medical Pre-screening portion of the Automated Booking System.
- B. Prisoners with medical conditions or under medical care but not in need of immediate medical attention shall be evaluated by the Senior Jailer for subsequent transport to the appropriate Los Angeles County facility.
- C. Prisoners shall not be housed at Pomona Jail when:
  - 1. Medical care is required
  - 2. Prescription medication is required.
  - 3. Birth control is prescribed.
  - 4. On the Methadone program.
  - 5. Withdrawing from drugs and/or alcohol.
  - 6. Communicable disease/conditions exist.
  - 7. Liability due to medical, mental health or developmental conditions exists.
- D. Prisoners on birth control or other prescribed medication shall be either cited or transported to the Los Angeles County facility.

### III. Female Prisoners and Pregnant Females

- A. Pregnant females may be housed at the Pomona Jail through their second trimester (six months), as long as they have no complications or other medical problems. Those considered a potential risk should be transported as soon as possible to the appropriate Los Angeles County Jail facility.

Pregnancy shall be considered confirmed:

- 1. If obvious to jail staff by visual inspection.
- 2. If the prisoner states the pregnancy was confirmed by her physician.
- 3. If the prisoner makes statements that indicate the early stages of pregnancy.

## **JAIL 3-200**

- B. Female prisoners shall be provided upon request, with personal hygiene materials with regard to menstrual cycle.
- C. Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates (penal code 4023.6)

### IV. Treatment for Booked Prisoners

- A. The jail staff shall request emergency medical assistance for already housed prisoners in need of emergency care. The ambulance transporting the prisoner to the Pomona Valley Hospital Medical Center shall be escorted by the transportation jailers, or an officer obtained through the Watch Commander.
- B. Prisoners in need of imminent but not emergency care, may be transported to the Pomona Valley Hospital medical Center by the Jail Transportation Van or by an officer obtained through the Watch Commander.
- C. All other booked prisoners requiring medical attention shall be transported to the Los Angeles County Jail.
- D. The dayshift jailers shall conduct a daily sick call between 0900-1200 hours. Those prisoners requesting medical attention shall be evaluated by the Senior Jailer.
- E. The jail staff will evaluate prisoners who have sustained a head injury, were treated at PVHMC for a head injury, and were cleared for booking. Every consideration will be given to transporting these prisoners to the Los Angeles County Jail.
- F. Prisoner requests for treatment by a personal physician shall be evaluated by the Senior Jailer.
- G. Contact visits to a prisoner by a physician for defense purposes shall be allowed. For the safety of the physician, a sworn officer or a member of the jail staff shall be present.

### V. Transportation of Prisoners to a County Facility

- A. Prisoners shall be transported to Twin Towers when appropriate. The decision to transport a prisoner shall be made by the Senior Jailer.
- B. The Los Angeles County Jail shall be called and advised of the circumstances and to obtain clearance to transport.

## JAIL 3-200

- C. Whenever possible, such transportation shall be provided by the jail transportation van.
- D. However, if more immediate care is necessary, or the Jail transportation is not available, transportation shall be by the original transporting officer, or a substituting officer obtained through the Watch Commander.

### VI. Providing Non-Prescription Medication

- A. Upon request, prisoners shall be provided with over-the-counter non-prescription medications maintained in the jail office.
- B. When available, prisoners shall be allowed to choose their preferred medication.
  - 1. Aches, pain - aspirin, acetaminophen (Tylenol), or motrin (Advil).
  - 2. Indigestion - Tums, Roloids, Alka-Seltzer
- C. In any instance, the providing jailer shall:
  - 1. Ensure any medication is provided as directed by the product label.
  - 2. Remove the prisoner from the cell, verify identity from armband, observe him/her swallowing, and visually inspect his/her mouth to ensure ingestion.
  - 3. Fully log all furnishing of medication on medical screening form.
- D. Any prisoner requesting multiple dosages should be evaluated for medical care.

### VII. Specific Conditions

- A. Communicable Diseases
  - 1. These include tuberculosis, hepatitis, venereal disease, measles, MRSA and other conditions transmittable by proximate contact.
  - 2. Prisoners identified in the pre-screening, or who later exhibit symptoms, shall be transported to the appropriate Los Angeles County facility.
  - 3. Prisoners identified as having AIDS (or being HIV positive) shall be transported to the appropriate Los Angeles county facility.
- B. Dental Care
  - 1. All references to medical care in this procedure shall equally refer to dental care, including the policy statement.



## JAIL 3-200

### C. Sobering

1. Prisoners under the influence of drugs and/or alcohol shall be processed and then housed in a sobering cell until sober.
2. A prisoner who is too intoxicated to be processed, shall be placed in the detoxification cell for later processing. He/she should be removed from this cell as soon as he/she is ready for processing.
3. The prisoners shall be monitored at least twice every thirty minutes, including two on-site visual inspections.
4. Every on-site visual inspection shall be documented in the "Pomona Police Department Extreme Intoxication Assessment Sheet."
5. During inspection, check the prisoner's breathing. The persons sleeping flat on their backs are a potential risk due to airway blockage by the tongue. If necessary, reposition prisoner to facilitate breathing.
6. Check arousability. Insure that the prisoner is conscious.
7. Emergency aid shall be summoned, and first aid provided if necessary, for prisoners who display symptoms suggestive of impending coma, increasingly difficult to arouse, unable to arouse, with irregular and/or snored breathing, or who have convulsions.
8. The prisoners shall not remain in the detoxification cell over six (6) hours without medical attention.

### D. Developmentally Disabled

1. Developmental disabilities may be due to mental retardation, cerebral palsy, epilepsy or autism, or a combination of handicaps.
2. Prisoners identified as being developmentally disabled in the pre-screening may be housed, but must be segregated from the general population for their safety. Isolation (Room 121) or vacant cell blocks would be appropriate.
3. Prisoners who cannot be segregated, or who by their behavior require constant monitoring or pose a danger to themselves or others shall be transported to the appropriate authorities, cited and released to a responsible adult and/or relative, or transported to the Los Angeles County Jail.
4. Jail staff shall contact the San Gabriel / Pomona Regional Center within twenty-four (24) hours, excluding weekends and holidays, when an inmate is suspected or confirmed to be developmentally disabled. The Center may be

## JAIL 3-200

able to provide additional information regarding where the subject lives or other responsible persons to contact for additional information.

The San Gabriel/Pomona Regional Center is located at 75 Rancho Camino Dr. Pomona and may be reached at (909) 620-7722.

### E. Orthopedic or Prosthetic Devices

1. Prisoners may retain possession of orthopedic or prosthetic devices including prescription eyeglasses if prescribed or recommended and fitted by a physician.
2. Any devices shall be fully searched by the transporting officer prior to returning to the prisoner.
3. If the Senior Jailer has probable cause to believe retention of any such device constitutes a threat to jail security or poses an immediate risk of bodily harm to any persons in the jail, the device may be removed and held in the prisoner's property.
4. The removal of the device may be appealed by the prisoner to the Jail Manager or Watch Commander.
5. Alternatively, prisoners with orthopedic or prosthetic devices or prescription eyeglasses may be transported to the appropriate Los Angeles County facility.

### F. Suicidal Persons

1. The current profile of a jail suicide victim is: male white, 22 years old, single, arrested for public intoxication (under the influence at the time of housing).
2. Other persons at risk include prominent or professional people; juveniles; addicts; homosexuals; or persons with a history of suicide attempts.
3. Objective signs of a potential suicidal person include:
  - a. Lethargy, no energy, not eating, none or too much sleep.
  - b. Despair, hopelessness, helplessness.
  - c. Depressed and/or crying.
  - d. Statements of self-harm, anger
  - e. Hears voices, strange behavior, hallucinations.

## JAIL 3-200

4. The Department of Mental Health Services shall be notified for the proper evaluation and disposition of all detained/arrested high risk suicidal prisoners that the Los Angeles County Jail will not accept.
5. Prisoners identified as being potential suicide risks in the medical pre-screening and refused by the Los Angeles County Jail, and who are under the influence of alcohol or drugs, shall receive additional monitoring by the jail staff, especially during the first three hours, when most suicides occur.

Note: The Mental Health Department will only evaluate these prisoners when sober. This usually means six (6) hours after arrest.

6. Prisoners who state having, at one time, attempted or contemplated suicide, shall be either cited or sent to the Los Angeles County Jail as soon as possible.
7. Every effort should be made to release 647(f) and other similarly charged prisoners who state having at one time attempted or contemplated suicide to a responsible party, such as a relative, before the six (6) hours are over.

### G. Suicide Prevention Kit

1. A suicide prevention kit is located in the control area of the jail. This kit contains a CPR rescue breathing apparatus, gloves, universal cutters, towels, and a first aid suicide pack.
2. This kit shall be inspected monthly to ensure all listed contents are present. The inspection will be documented on the monthly Jail Fire and Safety inspection.

### H. Vermin Control

1. Prisoners suspected of having body, head, or pubic lice shall immediately be taken to a shower area and provided with pediculocide (RID) shampoo. Jailers are responsible to ensure a thorough shower.
2. Clothing is to be taken, sprayed with pediculocide spray, sealed, then placed in the prisoner's property. The prisoner shall be issued disposable clothing.
3. Areas possibly contaminated by an infested prisoner shall be cleaned using pediculocide spray.
4. All pediculocide products shall be maintained in the jail office.

### I. Mentally Ill Persons

### **JAIL 3-200**

1. Mentally ill persons may be detained in the jail for the purpose of 5150 WIC evaluation.
2. Persons may be detained in a holding cell if under constant supervision of the transporting officer.
3. Once an evaluation is completed, the person:
  - a. Shall be transported as soon as possible to a treatment facility, or
  - b. Shall be released as soon as possible, if not meeting 5150 W.I.C criteria.

## **JAIL 3-300**

### **3-300.0 TITLE: FIRST AID**

Effective Date: 3-1-91 *(Reviewed 12/28/99 – No Changes)*

### **3-300.1 SYNOPSIS:**

Outlines jailers response to situations requiring emergency first aid medical response.

### **3-300.2 OVERVIEW:**

Jail personnel are required to possess a current First Aid Card as a job responsibility. This procedure is provided as a quick reference for situations requiring emergency care.

### **3-300.5 PROCEDURE:**

#### **I. Summon Aid**

In all situations requiring first aid, personnel shall immediately summon the response of emergency medical personnel (Fire Department and/or paramedics).

#### **II. Asthma**

A. Symptoms - wheezing, difficult breathing.

B. First Aid - have subject sit in relaxed position with head leaning forward. Apply C.P.R if breathing stops.

#### **III. Bleeding (Severe)**

A. Apply direct pressure to wound using large compress. Use pressure points if bleeding continues. Tourniquets shall be used only as a last resort.

#### **IV. Choking**

A. Lie victim on one side and tilt head. Encourage subject to cough and relax.

B. If object does not come free, attempt a sweep of victim's mouth with index and middle finger.

C. Use Heimlick Maneuver if object remains lodged.

D. Administer C.P.R. if breathing fails.

## JAIL 3-300

### V. Convulsions, Epilepsy, Seizures

- A. Lie victim down, place blankets on either side for stability, and keep head to one side in case of vomiting. Allow seizure to occur. Do not place objects in victim's mouth.

### VI. Heart Attack

- A. Symptoms - severe chest pains; pain from chest into left arm; shortness of breath; bluish discoloration of lips and skin.
- B. First Aid - Allow victim to sit or lie comfortably; keep victim warm. Administer C.P.R. if necessary.

### VII. Shock

- A. Symptoms - pale or moist, clammy skin; rapid weak pulse; irregular breathing.
- B. First Aid - lie victim down; keep warm with blankets; elevate legs.

## **JAIL 3-400**

### **3-400.0 TITLE: DEATHS IN POMONA CITY JAIL**

Effective Date: 5-21-91

Revised Date: 06/26/19 (Author: Andrew Warm, Jail Supervisor)

Prior Revision Date: 12-14-95, 12-28-99

### **3-400.1 SYNOPSIS:**

Establishes procedure for the investigation of deaths occurring in Pomona City Jail.

### **3-400.2 POLICY/OVERVIEW:**

All deaths occurring in the Pomona City Jail shall be thoroughly investigated, documented and the proper authorities notified of the incident.

### **3-400.3 STATUTORY REFERENCE:**

Section 12525, California Government Code.

### **3-400.5 PROCEDURE:**

#### **A. Jailer's Responsibility**

1. Upon learning of the death, or possible death, of a prisoner, the Jailer shall assess the situation and administer proper first aid or CPR procedure if deemed necessary.
2. Summon emergency medical aid (fire/Paramedics) if deemed necessary.
3. Notify the Watch Commander and request a Patrol Officer to conduct an investigation.
4. The Senior Jailer or the Jailer responsible for the shift shall notify the Jail Supervisor, Jail Manager and Civilian Division Commander and will advise them of the incident.
5. The Senior Jailer or the Jailer-in-Charge shall prepare a "Special Incident Report" before going home. This report shall be forwarded to the Jail Manager.

#### **B. The Responsibility of the Watch Commander**

1. Upon learning of the death, assign a police officer to investigate.
2. Notify the District Attorney's Command Post.

#### **C. Responsibility of the Jail Manager**

### **JAIL 3-400**

1. Upon notification respond to the Jail and continue normal Jail operation. Call in additional personnel, if needed, etc.
2. Report the death to the Department of Justice, Bureau of Criminal Statistics (916) 445-5073. Complete the information form attached to this procedure and mail it to the indicated address, along with one copy of the incident report. This must be done within ten days.
3. Request the Coroner's Office to perform a medical review (Autopsy). The autopsy may be performed by a licensed physician approved by the Coroner; it is preferred that it may be performed by a medical examiner or a forensic pathologist.
4. Report the incident to the Los Angeles County Health Department, phone number (323) 881-4038, and (323) 776-4682.
5. Provide to the Board of Corrections and the Attorney General's office a copy of the death report submitted under Government Code Section 12525. A copy of the report shall be submitted to both agencies within ten (10) calendar days after the death.

Upon receipt of the death report from the Jail Administrator, the Board may, within 30 calendar days, inspect and evaluate the Jail facility pursuant to the provisions of this subchapter. Any inquiry made by the Board shall be limited to the standards and requirements set forth in these regulations. Upon request, Title 15 inspectors shall be allowed to review an in-custody death report during an on-site inspection.

The Health Administrator in cooperation with the Facility Administrator shall develop written policy and procedures to assure that there is a medical and operational review of every in-custody death of adult or minor. The review team shall include the Facility Administrator and/or the Facility Manager, the Health Administrator, the responsible physician and other health care and supervision staff who are relevant to the incident.

**Pomona Police Department Form #PPD 364 , effective/revision date 12/20/95 , is associated with this procedure.**



## **JAIL 3-500**

### **3-500.0 TITLE: PRISONER HYGIENE AND PRIVILEGES**

Effective Date: 03-19-91

Revised Date: 11-04-16 (Paul Alexander)

Prior Revision Date: 04-07-07, 05-26-05, 11-30-11

### **3-500.1 SYNOPSIS:**

Prisoners shall be afforded those privileges provided them by law.

### **3-500.2 OVERVIEW:**

Prisoners shall be provided necessary materials to maintain clean hygiene during their housing. Additionally, prisoners shall be provided privileges provided them by law when requested.

### **3-500.3 STATUTORY REFERENCES:**

825 Attorney visits

825.5 P.C. Physician employed by defense visits

6030 P.C. Minimum standards for local detention facilities

### **3-500.5 PROCEDURES**

#### **I. Hygiene**

- A. All incoming prisoners have the opportunity to shower as soon as possible after the booking process is completed.
- B. All prisoners shall be provided with an opportunity to shower daily between 0500 and 0600 hours. Soap and a clean towel shall be provided to each prisoner.
- C. Upon request, prisoners shall be provided personal care items daily including soap, comb, dentifrice, toothbrush (or toothette), and shaving implements. All these items shall be collected by jail staff and discarded after use.

#### **II. Bedding and Linen**

- A. Except for prisoners in the detoxification cells, each prisoner housed shall be issued a mattress cover and a blanket, and a bunk with mattress.
- B. Bedding shall be collected for laundry when the prisoners depart.
- C. All linen and towels shall be laundered after the prisoner's use.

#### **III. Laundering linen, towels, and other items prisoners use.**

- A. Colored items, (including blankets and clothing), shall be washed at a temperature of 140 degrees.

## JAIL 3-500

- B. White items, (including mattress covers and clothing), shall be washed at a temperature of 140 degrees.
- C. These laundering temperatures shall be posted conspicuously inside the laundry room.

### IV. Privileges

#### A. Confidential Visits.

- 1. Defense attorneys may visit the prisoner at any time.
- 2. Defense attorney visits shall be confidential and shall be conducted in rooms 114 (for the prisoner) and 111-d (for the attorney).
- 3. Physicians assisting in the defense of the prisoner shall be allowed to visit at any time. The visit may take place in one of the holding cells.
- 4. For the safety of the physician, a sworn officer or a member of the Jail staff shall be present.

#### B. Regular Visits

- 1. The prisoners may receive visits from family and friend from 1000 to 1500 hours daily. The visits are limited to one per duration of incarceration. The Watch Commander has discretion to increase the number of visits, based on available staffing to accommodate the requested visit. In order to allow all the prisoners to receive visitors, the visits shall be 15 minutes long.
- 2. Non-sentenced detainees will be afforded a visit no later than the calendar day following arrest.
- 3. The adult visitors must present official identification. Acceptable proof of identification may be, but is not restricted to, the following valid documents:
  - (a) Driver's license with picture
  - (b) Department of Motor Vehicles Identification with picture, card can be issued by any state
  - (c) Picture Passport, Armed Forces Identification card with picture
  - (d) Picture Identification card issued by the United States Department of Justice Immigration and Naturalization Service
- 4. Children do not need identification, but must be in the company of an adult with ID.
- 5. One adult or one adult with children may visit at the same time.

## **JAIL 3-500**

6. Visitors must come to the front desk during visiting hours, show their identification, complete a Pomona Police Department Request for Inmate Visit form (PPD 49), and request a visit.
7. Prisoners in the sobering cells may not receive visitors.
8. Cell phones are prohibited.
9. All visitors entering secure areas are subject to search.
10. The visiting approval process shall include an inquiry of personal, identifying and the arrest history information of the prospective visitor sufficient to complete a criminal records clearance. Approval or disapproval of any visitor shall be made by the Watch Commander or at minimum a Senior Jailer. Reasons for disapproving prospective visitors include but are not limited to the following:

### **C. Criteria for Disapproving a Prospective Visitor**

1. The prospective visitor has outstanding warrants, including Department of Motor Vehicle Failure to Appear notice with no disposition from the court.
2. The prospective visitor has one felony conviction within the last three years or two felony convictions within the last six years, or three felony convictions within the last six years, or three or more felony convictions within the last ten years.
3. The prospective visitor has any one conviction of the following types of offenses.
  - a. Distributing controlled substances into or out of state prison, correctional facility or jail
  - b. Transporting contraband, weapons, alcohol, escape or and drug paraphernalia, etc.) in or out of state prison, correctional institution/facility or jail.
  - c. Aiding or attempting to aid in an escape or attempted escape from a state prison, correctional facility or jail.
  - d. The prospective visitor is a co-offender of the incarcerated inmate.
  - e. Visitor is on Parole.
  - f. The identity information or any other information on the visitation request is false or omitted (may be reconsidered when resubmitted).
  - g. When positive identity cannot be established.
  - h. The documentation of approval or disapproval shall be in writing and provided to the visitor and inmate.

### **D. Recreational Items**

1. Both English and non-English daily newspapers are available. Also English and non-English bibles are available for prisoners to read.

## **JAIL 3-500**

2. Table games such as dominoes and checkers are also available upon request.
  3. The prisoner shall be moved to a holding cell for recreation.
  4. The recreation period shall be a reasonable amount of time to allow for prisoner benefit, but within the time and cell space available to the Jail staff.
- E. Medical care is available to any prisoner upon request. Medical care may have to be provided at another facility determined by the care needed.

### V. Telephone Access

- A. Prisoners will be given reasonable access to a telephone beyond those telephone calls which are required by Section 851.5 of the Penal Code. Inmate telephones have been installed in each jail cell. These telephones are for outgoing collect calls only and do not accept incoming calls.

### VI. Correspondence

- A. There is no limitation of the volume of mail that an inmate may send or receive.
- B. Inmate mail may be read when there is a valid security reason and with the approval of the Jail Sergeant.
- C. Prisoners may correspond, confidentially, with state and federal courts, any member of the State Bar or holder or public office, and the State Board of Corrections; however, the Jail Sergeant or designee may open and inspect such mail only to search for contraband, cash, checks, or money orders, and in the presence of the inmate.
- D. Inmates may correspond, confidentially, with the Jail Sergeant or facility administrator.
- E. Those inmates who are without funds shall be permitted at least two postage paid letters each week to permit correspondence with family members and friends but without limitation on the number of postage paid letters to his or her attorney and to the courts.

### VII. Religious Observances

- A. Religious services are not available for pre-arraigned prisoners, however arrangements will be made for counseling on a voluntary basis through the Department Chaplain Program.
- B. Religious reading material is available for all prisoners.

## **JAIL 3-500**

### **VIII. Religious Garments and Clothing**

- A. Prisoners who practice a religion that requires a particular form of dress, headgear, garments, etc., other than standard-use jail clothing, should be accommodated subject to the need to identify prisoners and maintain security of the facility.

Head coverings shall be removed and searched before being worn in the jail housing areas and shall be subject to random searches for contraband and security reasons.

Prisoners wearing headscarves or other religious coverings shall not be required to remove them while in the presence of or while visible to the opposite sex, if they so request. Religious headgear or garments that substantially cover the prisoner's head and face shall be temporarily removed while obtaining booking and identification photographs.

If rationally feasible, Jail staff may consider alternative housing to accommodate a prisoner's need for religious attire, with respect to the safety and security needs of the facility.

### **IX. Inmate Orientation**

An inmate handbook has been published in English and Spanish to assist with inmate orientation. Copies shall be maintained in the Jail Office.

## **JAIL 3-600**

### **3-600.0 TITLE: FOOD SERVICE**

Effective Date: 12-18-90

Revised Date: 06-26-19 (Author: Andrew Warm, Jail Supervisor)

Prior Revision Date: 06-25-08, 02-23-06, 02-02-04, 12-28-99, 12-21-2009, 11-26-2013, 01-26-2015, 11-03-2016

### **3-600.1 SYNOPSIS:**

Outlines procedure to receive, prepare and distribute food for inmate workers and prisoners.

### **3-600.2 POLICY/OVERVIEW:**

The jail provides food for inmate workers, who are responsible to prepare their own meals. Additionally, prepackaged meals are provided for prisoner consumption. All meals for prisoners shall comply with State and County standards.

### **3-600.3 STATUTORY REFERENCES:**

Title 15, Section 1230, Section 27605 Cal Retail Food Code (CalCode) and Health and Safety Codes, 113953, 113967, 113973-113976.

### **3-600.5 PROCEDURE:**

#### **I. Budget and Food Cost Accounting**

On a yearly basis the Jail Manager will present projected food costs during the budgetary planning program to the Chief of Police, which is to be considered the annual Police Department operating budget. The Jail Manager will make recommendations for this based on records of past food consumption, expenditures, number of meals served and average cost per meal. Ultimately the food budget is approved by the Chief of Police and submitted to the City Council as part of the Pomona Police Department's annual budget.

#### **II. Purchasing Food – Inmate Workers**

- A. Food shall be purchased on a regular basis for trustees, each of whom is responsible for preparing their own meals.
- B. Food purchase should be from four food groups (protein, milk, vegetable, fruit, and grain).
- C. Inmate Workers are encouraged to prepare balanced meals.

#### **III. Purchasing Food - Prisoner Meals**

Vendor: Los Angeles County Sheriff's Department  
Food Service Unit  
450 Bauchet Street, Room E-815  
Los Angeles, Ca. 90012  
Ph: 213-893-5866      Emergency Deliveries: 213-893-5109

## **JAIL 3-600**

- A. The monthly menu shall be provided by the Los Angeles County Sheriff's Department Food Services Unit in accordance with Title 15, Article 12 Food, State Code of Regulation defining the minimum diet standard for local adult detention facilities. Nutrition levels shall meet the Recommended Dietary Allowances and Dietary Reference Intakes as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Science.

Inmates shall be provided three (3) meals each day, two (2) of which shall be served hot. Variations to the two hot meals per day may be allowed to accommodate religious observations, religious meal programs and institution emergencies.

A supply of supplemental cold meals (Bag Lunches) shall be maintained within the facility and given to any inmate missing a meal serving. This will serve as a supplement meal until the next scheduled meal service.

### **III. Food Preparation**

- A. Menus for the Pomona City Jail will be planned at least one month in advance of their use. Menus will be planned to provide a variety of foods, thus preventing repetitive meals. Menus will be approved by a registered dietitian from LASD Food Services prior to being used. If any meal served varies from the planned menus, the change shall be noted in writing on the menu and/or production sheet. Review of the meal plan including changes shall be evaluated by a registered dietitian at least annually. Attached is a weekly menu and nutritional summary for meals being served within the Pomona City Jail.
- B. All menu prisoner meals will consist of frozen prepackaged meals for breakfast, lunch and dinner. The prepackaged frozen meals (breakfast, lunch, dinner) will be heated in a convection oven at a temperature of 350 degrees Fahrenheit for 30 minutes, in accordance to the cooking instructions provided by LASD Food Services. All meals must be reheated to a minimum temperature of 165 degrees and verified with the use of a thermometer.

### **IV. Food Serving & Transportation**

- A. Each shift is responsible to serve prisoner meals as per the approved / established Los Angeles County Sheriff's Food Service Unit menu for the Pomona City Jail. Copies of the menu are posted in the kitchen and on the food storage freezer unit.
- B. A prisoner meal shall be served to each prisoner in custody at each meal period (breakfast, lunch, dinner). The number of meals served per shift (meal period) shall be documented on the Jail's Daily Shift Synopsis.
- C. Meals are fed in the dayroom, one (1) meal per prisoner.
- D. Prisoners shall be allowed a minimum of 30 minutes to consume meals.
- E. Extra meals - may be prepared at the direction of a Senior Jailer.

### **JAIL 3-600**

- F. Food serving and waste collection shall be done by a jailer or inmate worker supervised by a jailer.
- G. Prisoners requiring special diets, (i.e. vegetarian diet, religious, medical) shall be transferred to another facility or if applicable, released from custody. Pregnant and lactating females remaining at the Pomona City Jail will be given four (4) servings of milk per day.
- H. After the food has been prepared it will be immediately transported from the kitchen area to the cell area where the jailer or inmate worker under the supervision of a jail, will serve the inmate(s). The amount of time will not exceed 30 minutes. A serving cart will be used to transport the prepackaged food from the kitchen area to the cell area. The jailer will ensure the serving cart is clean before and after every food service. The plastic film over the prepackaged meal will be left in place until the meal is delivered to the inmate(s). The inmate(s) can remove the film at that time. One disposable spoon is provided with each meal serving.
- I. In the event of a 'Food Strike' or a prisoner refusing to eat provided meals; the situation will be evaluated on a case by case basis. Un-resolvable matters will result in the subject(s) being evaluated by mental health professionals and transferred to an appropriate County facility. If such situation involves an ICE Detainee, ICE representatives will be immediately notified for removal of the Detainee from the Pomona City Jail.



THE LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
FOOD SERVICES UNIT

Sgt. Alton Green, Acting Unit Commander



Pomona Police Department Menu

ODD DAYS OF THE MONTH OFFER

BREAKFAST	SERVING SIZE
Chicken Sausage Patty	1 each
French Toast	4 each
Maple Syrup	1 each
Country Style Potatoes	4 oz
Bran Flakes	1 each
Milk 1%	8 oz
Spoon	1 each
LUNCH	SERVING SIZE
Spaghetti & Meatsauce	12 oz
Peas & Carrots	4 oz
Green Beans	4 oz
Whole Wheat Bread	2 slices
Baby Carrots	3 oz
Apple Bar Dessert	1 each
Orange Juice	6 oz
Spoon	1 each
DINNER	SERVING SIZE
Chicken Burrito	1 each
Carrots	4 oz
Sweet Corn	4 oz
Corn Chips (3/4 oz)	1 packet
Assorted Cookies	1 packet
Milk 1%	8 oz
Spoon	1 each

EVEN DAYS OF THE MONTH OFFER

BREAKFAST	SERVING SIZE
Chicken Sausage Patty	1 each
French Toast	4 each
Maple Syrup	1 each
Country Style Potatoes	4 oz
Corn Flakes	1 each
Milk 1%	8 oz
Spoon	1 each
LUNCH	SERVING SIZE
Chicken Casserole	12 oz
Carrots	4 oz
Green Beans	4 oz
Whole Wheat Bread	2 slices
Baby Carrots	3 oz
Apple Bar Dessert	1 each
Orange Juice	6 oz
Spoon	1 each
DINNER	SERVING SIZE
Red Beans w/ Rice & "Sausage"	12 oz
Sweet Corn	4 oz
Mixed Vegetables	4 oz
Whole Wheat Bread	2 slices
Assorted Cookies	1 packet
Milk 1%	8 oz
Spoon	1 each
Vegetarian Entrée	

\* Juveniles, pregnant or lactating female inmates receive an additional carton of milk per day.

Approved on August 20, 2014 by: L. Corrigan L. Corrigan MIT, RDN



# Menu Template Nutrition Summary

**Total Days:** 2  
**Total Foods:** 38

**Avg. Daily Kcals:** 2921.480  
**Name:** City Jail Menu 3 hot 2014

**Nutrient Goal Template:** New Nutrient Goal Template

Macronutrients	Value	Unit	Goal	%	Vitamins	Value	Unit	Goal	%
Kilocalories	2921.480	kcal		*	Vitamin A (RE)	4263.107	RE		*
Protein	115.406	g		*	Beta-Carotene	18302.50	µg		*
Carbohydrate	445.227	g		*		0			
Fat, Total	81.097	g		*	Vitamin C	105.543	mg		*
Alcohol	0.000	g		*	Vitamin D (ug)	0.805	µg		*
Cholesterol	197.713	mg		*	Vitamin E (mg)	3.523	mg		*
Saturated Fat	26.883	g		*	Alpha-Tocopherol	4.387	mg		*
Monounsaturated Fat	24.173	g		*	Thiamin	1.575	mg		*
Polyunsaturated Fat	9.622	g		*	Riboflavin	1.349	mg		*
MFA 18:1, Oleic	21.698	g		*	Niacin	20.585	mg		*
PFA 18:2, Linoleic	8.099	g		*	Pyridoxine (Vitamin B6)	1.606	mg		*
PFA 18:3, Linolenic	0.663	g		*	Folate (Total)	538.250	µg		*
PFA 20:5, EPA	0.000	g		*	Cobalamin (Vitamin B12)	1.198	µg		*
PFA 22:6, DHA	0.000	g		*	Biotin	8.309	µg		*
Dietary Fiber, Total	32.112	g		*	Pantothenic Acid	2.029	mg		*
Sugar, Total	116.772	g		*	Vitamin K	86.204	µg		*

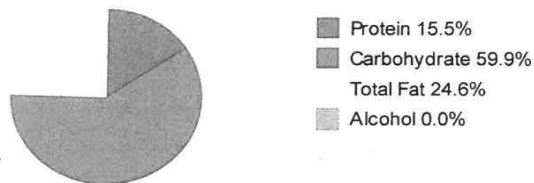
Amino Acids	Value	Unit	Goal	%	Minerals	Value	Unit	Goal	%
Tryptophan	321.769	mg		*	Sodium	2860.570	mg		*
Threonine	1090.683	mg		*	Potassium	4080.885	mg		*
Isoleucine	1115.429	mg		*	Calcium	1530.269	mg		*
Leucine	1888.171	mg		*	Iron	25.946	mg		*
Lysine	1126.363	mg		*	Phosphorus	1016.289	mg		*
Methionine	431.368	mg		*	Magnesium	265.244	mg		*
Cystine	520.101	mg		*	Zinc	8.982	mg		*
Phenylalanine	1223.613	mg		*	Copper	1.005	mg		*
Tyrosine	785.384	mg		*	Manganese	4.761	mg		*
Valine	1280.225	mg		*	Selenium	91.730	µg		*
Histidine	598.971	mg		*	Chromium	0.079	mg		*
					Molybdenum	84.242	µg		*

(\* No Goal Value)

**Exchanges**

Bread/Starch	19.00
Fat	9.50
Fruit	1.50
Meat-Lean	1.00
Meat-Medium Fat	2.00
Meat/Meat Substitute	4.00
Milk-Low Fat	2.00
Milk-Skim	1.00
Other Carbohydrate	2.50
Vegetable	5.00

**Percentage Of Kcals**



**V. Food Handling Procedures**

- A. Employees serving or handling food or eating utensils for inmates must comply with all applicable laws and regulations pertaining to food service. Newly hired jailers shall receive orientation on the food service plan prior to engaging in any food service duties. All jail personnel shall review the food service plan annually and be required to obtain and maintain a Food Safety Management Certification. Jailers shall receive on-going training for food safety and proper hygiene.

**VI. Health and Sanitation**

- A. Employees and inmate workers must wear clean clothing or uniforms at all times.
- B. Food handlers must wash their hands and arms with dispensed antibacterial soap or cleanser and warm water; before handling or serving inmate meals, when switching from handling raw foods to ready-to-eat food, after handling soiled equipment or utensils, - after using toilet facilities, after coughing eating and drinking, or after any other activity that may contaminate the hands. - Hands must be washed for at least 20 seconds before and after activity that may result in contamination.
- C. Employees or inmate workers serving other than pre-packaged food must ensure that hair is properly contained - with a hair net or cap.
- D. The Pomona Police Department and the Jail are non smoking facilities. In addition, no tobacco products in any form are allowed in any area where food is prepared, served, or stored or utensils are cleaned or stored.
- E. Food handlers who have cuts, sores, rashes, artificial nails, etc., must wear disposable gloves.
- F. An adequate supply of dispensed soap and paper towels are to be maintained at all sinks used for hand washing. Food handlers must conduct themselves in such a manner that they do not contribute to the contamination of either food or utensils.
- G. All food preparation surfaces and utensils in the kitchen shall be kept clean and free of contaminants.
- H. The Jail Staff shall supervise each inmate worker with respect to food handling and serving procedures.
- I. All Jailers and inmate workers receive a pre-employment physical examination, which includes a screening for communicable diseases (i.e. Hepatitis, A, B, C; HIV1: TB). Jailers also receive vaccination for Hepatitis B and annual TB tests.

## **JAIL 3-600**

### **VII. Food Inspection & Recall of Food Products**

- A. An inspection shall be conducted, upon receipt of food delivered to the jail. Delivery receipts should be checked to be sure that the products are from an approved source.
- B. Frozen and refrigerated foods should be checked for signs of re-freezing, thawing, pest infestation, broken boxes, leaky packages, or other signs of mishandling. All perishable items should be properly stored as quickly as possible. Cans should be checked for dents, leaks and verification of vacuum seal.
- C. Employees serving food to inmates shall visually inspect the food prior to serving to verify the meal complies with the approved menu. The meal plan must comply with Title 15 Article 12 Section 1241.
- D. After meals are heated and ready to serve, they should be promptly served to the inmates. (Note: heated meals which are not served must be discarded).
- E. Any food that appears contaminated spoiled or where the employee believes the meal is not in compliance with the approved menu must be discarded.
- F. From time to time food products may be found to be contaminated with bacteria or other harmful substances prompting a recall. The Los Angeles County Sheriff's Department – Food Services Unit subscribes to the USDA / FDA for recall notices, as such serves as our recall monitor. Once a recall is initiated they will immediately contact the concerned parties, to include the Health Department.

### **VIII. Storage & Inventory Control**

- A. Meals shall be stored in designated food storage areas, (i.e. freezers, refrigerators, kitchen shelves) according to the date received. All food shall be stored and rotated using the First-In, First-Out (FIFO) rotation method. The FIFO rotation method ensures serving safe food and eliminates spoiled food waste.
- B. The Day-Shift Senior Jailer shall conduct an inventory of prisoner meals twice a week and place orders for additional meals based upon anticipated needs for the week.

### **IX. Waste Management**

- A. After the inmate has finished his/her meal - all containers and leftover food should be removed as soon as practical.
- B. The employee removing the meal must verify that the plastic eating utensils have been returned and not retained by the inmate.

## **JAIL 3-600**

- C. At the discretion of the on-duty Senior Jailer or Jailer-in-Charge, the inmate may be allowed to retain one Styrofoam or paper cup for drinking water.
- D. Any leftover food shall be removed from the Jail area and discarded in the appropriate trash receptacles. Trash shall be placed in a dumpster located at the south end of the East parking lot. An ongoing City contract with a waste disposal company dictates the trash receptacles shall be emptied twice a week.
- E. Counter surfaces where food is prepared shall be sanitized with a chemical sanitizing solution. The solution shall be prepared and used according to manufactures' instructions. Wash towels and sanitizing solution should be changed frequently. The sanitizing solution may be applied with a spray bottle and wiped with paper towels. The towels should be thrown away after each use.
- F. Prisoner meals are to be pre-packaged and therefore require no food preparation other than heating. However inmate workers prepare meals which are not pre-packaged and do require food processing. Therefore all items used to prepare and consume food must be sanitized after each use.
- G. Scrape and pre-rinse all dishes and utensils thoroughly. Wash with hot water and dishwashing detergent. (Hot water means as hot as can be tolerated by the hands). Change the wash water often and avoid contamination and keep it hot. Rinse dishes and utensils in hot water. After rinsing, dishes should be placed in the sanitizing unit for hot rinse (160 degrees Fahrenheit) and dry. Once the dishwashing unit has completed its cycle all items should be removed and properly stored. An alternate method of sanitizing is to boil water and dip rinse dishes and utensils in the water. After sanitizing, these items should be placed on a rack to air dry and then stored in an area of the kitchen, which is safe from contamination.

### **IX. Maintenance & Repair of Food Service Equipment and Appliances**

- A. Scheduled Checks of Food Service Appliances
  - 1. Senior Jailers shall check all food service equipment on a daily basis, documenting the freezer and refrigerator temperatures on their respective Shift Synopsis Log.
  - 2. Each freezer must maintain a temperature of 0 degrees Fahrenheit.
  - 3. Each refrigerator must maintain a temperature between 36 and 40 degrees Fahrenheit. A thermometer for this check is maintained inside the refrigerator.

## JAIL 3-600

4. Hanging the thermometer on the oven rack and comparing it to the temperature dial should check the convection oven.
5. The dishwasher should also be checked with a thermometer to verify that the temperature reaches 180 degrees Fahrenheit.
6. Any needed repairs or servicing of equipment shall be immediately brought to the attention of the Jail Manager. The City currently utilizes the following vendor for repair of Food Service Equipment;

Refrigerators / Freezers  
Ries Refrigeration  
909-622-6923

Oven-Stove / Dishwasher / Sanitizer  
Hobart Equipment  
1-888-446-2278

### XI. Emergency Food Service

- A. In the event of an emergency, food for prisoners must be obtained from a reliable safe alternative source. The following are potential sources:

Smart & Final  
150 W. Willow St.  
Pomona, CA 91768  
909-622-3321

Stater Bros. Market  
1045 N. Garey Ave.  
Pomona, CA 91767  
909-629-9244

- B. All efforts should be made to meet the menu nutrition requirements.
- C. The sources for meals would typically be fast food restaurants or depending on the availability of a convection or microwave oven, frozen foods may be purchased from one of the above resources.
- D. Money to purchase food may be obtained from the Watch Commander or when available from the petty cash account. All Receipts should be kept to verify expenditures.

## **JAIL 3-700**

### **3-700.0 TITLE: DISCIPLINE**

Effective Date: 12-18-90

Revised Date: 05-26-05, (Author Sgt. Mike Keltner)

Prior Revision Date: 12-28-99

### **3-700.1 SYNOPSIS:**

Outlines procedure for Jail personnel to manage undesirable inmate behavior and the use of restraint devices.

### **3-700.3 STATUTORY REFERENCE:**

6030 P.C. - Minimum jail standards

Title 15, Minimum Standards for Local Detention Facilities, Use of Restraints, Section 1058

### **3-700.5 PROCEDURE:**

#### **I. Pre-arraignment prisoners**

- A. No discipline shall be administered to pre-arraignment prisoners.
- B. Prisoners who engage in behavior, which places themselves, other prisoners, employees, or the facility at risk, may be isolated or transferred to another facility.
- C. Prisoners who commit criminal acts in custody shall be subject to prosecution.

#### **II. Trusties**

Trusty discipline is outlined in the Trusty Policy 4-600.

## **Jail 3-800**

### **3-800.0 TITLE: FEDERAL PRISONER HOUSING**

Effective: 01-01-04

Revised: 08/14/14 (P. Alexander, Jail Services Manager)

### **3-800.1 PURPOSE & SCOPE:**

This policy establishes the procedures for the housing of Federal Prisoners in the Pomona City Jail.

### **3-800.2 OVERVIEW:**

The Bureau of Immigration and Customs Enforcement (ICE) has entered into an agreement with the City of Pomona to house federal prisoners on a fee-based system.

### **3-800.3 INTAKE PROCEDURES:**

When an Agent of I.C.E. calls and inquires about space availability for federal prisoners, the Senior Jailer or designee will ensure that there is sufficient bed space available for both federal prisoners as well as PPD Pre-Arrestment prisoners.

- (a) The number of Federal prisoners housed at the Pomona City Jail should, in general, not exceed 40 prisoners. If more bed space is needed, Pomona prisoners held on warrants or parole violations may be transferred to another facility. Low-level misdemeanors may be cited out.
- (b) Medical Screening Forms (DIHS-794) and Alien Booking Record (I-385) are required for every federal prisoner. The forms should either be faxed or delivered by the I.C.E. transportation officers. If the forms are not available, the jail staff will require a copy to be faxed or completed by ICE officers prior to acceptance of the detainee(s). Federal prisoners with medical problems that cannot be housed at the jail will not be accepted. Simple over the counter medications may be distributed if necessary.
- (c) Jail staff will confirm the identity of the detainee(s) with the names listed on the I.C.E. transfer roster and Alien Booking Record. An armband will be placed on each detainee prior to placement in a housing location (Yellow armband Level 1 - White armband for Level 2 – 3). Federal prisoners accepted in the jail facility will be searched for any contraband or weapons. No money or personal property will be accepted by jail staff for ICE detainees. All shoes and outer clothing shall be bagged and stored in a designated storage area and returned to the detainee upon transfer or removal.



## **Jail 3-800**

### **3-800.4 HOUSING:**

Federal prisoners, (Criminal and Non-Criminal), should be segregated from the rest of the jail population. At no time shall a federal prisoner be housed in the same cell as a pre-arraigned prisoner.

Level 1 detainees (non-criminal) shall not be housed in the same cell as Level 2 or Level 3 detainees (criminal). They may be housed in the same housing unit (South Main), but separated by cell assignments.

- (a) All federal prisoners will be issued one blanket, one sheet and approved footwear for the duration of their stay
- (b) Prisoners will receive meals and showers based on established jail procedures.
- (c) In the event that a prisoner develops a medical problem, the appropriate I.C.E. office will be notified and arrangements will be made for the treatment and or removal of the prisoner.
- (d) A "Detainee Handbook" will be available to federal prisoners, which explains the jail rules and regulations and the prisoner privileges.

### **3-800.5 GRIEVANCES**

- 1. Detainees may appeal and have resolved grievances relating to and condition of confinement.
- 2. Grievances should be directed verbally or in writing to the Senior Jailer or Jailer-in-Charge.
- 3. If denied, the Senior Jailer shall provide a written response within two (2) days to the detainee, and forward a copy to the Jail Services Manager.
- 4. The grievance may be appealed to the Jail Services Manager within five (5) days.
- 5. Denial by the Jail Services Manager shall result in a written response within five (5) days to the detainee.
- 6. In the absence of the Jail Services Manager, the Police Services Administrator (PSA) shall respond to appeals.

## **Jail 3-800**

### **3-800.6 EMERGENCY GRIEVANCES**

An emergency grievance is identified as any immediate threat to a detainee's safety or welfare.

1. Upon any jail staff member being made aware or receiving information regarding an issue requiring urgent attention; it shall be handled as an emergency grievance.
  - a. Jail staff shall immediately contact the Local ICE Field Office – San Bernardino at 909-386-3238 and advise the Duty Officer of the circumstances, indicating the emergency grievance urgency.
  - b. If jail staff is unable to make contact at the Local ICE Field Office, or the necessary urgent attention is not received, jail staff shall contact the Los Angeles Field Office at their 24 hour number (213) 830-4925.

### **3-800.7 DETAINEE REQUEST FOR ICE CONTACT**

1. Upon a request from a detainee for contact or communication with an ICE representative, jail staff shall contact the Local ICE Field Office and advise the Duty Officer of the detainees request.
2. A detainees Request Form shall be completed by jail staff and faxed to the Los Angeles ICE Field Offices 24 hour fax line (213-830-4944).

For any Allegations or Reports outlined within the Sexual Abuse and Assault Prevention and Intervention standard (SAAPI 2.11) or the Prison Rape Elimination Act (PREA).

Jail Staff shall ensure notification is made to ICE – Los Angeles Field Office at 213-830-4925 through the Department's PREA coordinator.

## **JAIL 4-100**

### **4-100.0 TITLE: TRANSPORTATION**

Effective Date: 6/12/91

Revised Date: 11-16-15 (Author: Jail Manager P. Alexander)

### **4-100.1 SYNOPSIS:**

Policies and procedures for the operation of the transportation van.

### **4-100.2 POLICY/OVERVIEW:**

It shall be the responsibility of the Jail to transport prisoners when:

1. They require constant medical treatment, medical observation and/or medication not available at Pomona City Jail.
2. To relieve overcrowding or for safety reasons.
3. Directed by a competent superior staff officer.

Note: During the time Jail personnel are not available for transportation and the prisoner must be transported, the on-duty Watch Commander will assign a police officer to transport.

### **4-100.5 PROCEDURES:**

#### **I. Transportation Guidelines**

- A. The transportation personnel will be utilized for the transportation of persons in custody of the Pomona Police Department in the following cases:
  1. To Los Angeles County Jail facilities.
  2. To Los Angeles County Medical facilities.
  3. To juvenile detention facilities.
  4. Other assignments as directed by the following personnel:
    - a. Chief of Police
    - b. Administrative Services Division Commander
    - c. Jail Manager
    - e. Watch Commander

## **JAIL 4-100**

### **B. Transportation Staffing**

The transportation van shall be staffed by at least two Jailers at all times. Staffing may consist of two male Jailers, one male and one female jailer or two females at the discretion of the Senior Jailer and operational needs of the jail, and:

1. Must have received initial training from Senior Jailer / Trainer.
2. Must have valid California Class C license.
3. Must have valid CPR and First Aid cards.
4. Must be trained in the use of the TASER.
5. Must be trained in the use of Pepper Spray.

### **C. Booking Paperwork and Prisoner Property when Transporting Prisoners**

1. The transportation staff shall compile all the booking documents required by the destination agency before departing the Pomona Police Department Jail.
2. It is preferred that all the prisoner booking documents are completed before the transportation staff departs; however, during special circumstances these documents may be completed by the transportation crew in the van, after departure.
3. The transportation staff shall take all the property belonging to the prisoner to the destination agency. This does not include bulk or evidence property.
4. The transportation staff shall obtain prisoner booking approval from the Los Angeles County Jail Watch Commander before leaving the Pomona Police Department Jail.
5. The transportation crew will notify the Pomona Police Dispatch, via the telephone, before they leave and immediately upon returning to the Pomona Police Department.
6. The transportation staff will give Dispatch the sequential route they will follow. For example, "Zebra 23 enroute to Los Padrinos, Los Angeles County Jail, LAPD Van Nuys, LAPD Parker Center and back to Pomona," or whichever sequence is "appropriately" followed.
7. The transportation crew will inform the Senior Jailer or Jailer-in-Charge of the route and sequence they will follow.

## **JAIL 4-100**

8. In addition to 6 and 7 above, the transportation staff will always give starting mileage and ending mileage while transporting females. Starting mileage is given before leaving the Pomona Police Department and ending mileage is given immediately upon arriving at the destination agency. Always, mileage will be given even when a female transportation Jailer is transporting.
9. The transportation staff shall always maintain the van telephone turned on, the AM/FM radio and tape player radio off, or the volume low enough to hear the telephone ring. In the absence of a telephone, they will always monitor and use the police radio.
10. If while already on transportation, the van is rerouted to a different agency to pick up a prisoner, the transportation crew will notify Dispatch of the new route/destination.
11. The transportation staff shall always take, at least, four extra Pomona Police Department Jail complete booking packets; also, they shall take, at least, four Los Angeles County Jail extra complete booking packets, a citation book and extra waist chains.
12. If the transportation staff, while they are already transporting, is rerouted to pick up prisoners from other agencies, these prisoners will be brought to the Pomona Police Department Jail, cited, or transported to the Los Angeles County Jail.
13. In 12 above, the transportation staff will maintain contact with the Senior Jailer or Jailer-in-Charge advising of their status. The decision to cite a prisoner, whether or not the prisoner has been refused by the Los Angeles County Jail, shall not be made by the transportation staff. Instead, the transportation staff will call the Pomona Police Department Jail and the decision will be made by the Senior Jailer or the Jailer-in-Charge.

### **D. Picking up Prisoners from Other Agencies**

1. The transportation staff or a jailer assigned by the Senior Jailer or the Jailer-In-Charge shall verify the warrants in the JDIC computer before going to pick up a prisoner from another agency.
2. If the agency cannot provide a copy of at least one of our warrants, contact the Senior Jailer for a decision on whether or not to pick up that prisoner. If there is a Senior Jailer on transportation, he or she shall make that decision.
3. Follow the procedure outlined in Section III (Handling and Transporting of Prisoners) for loading and unloading the prisoners in the transportation van.
4. Conduct a patdown search and a cursory search of each same sex prisoner before loading them in the van. Only if a specific reason, suspicion or

## **JAIL 4-100**

probable cause exists, ask a female staff member of that agency to perform a patdown or a cursory search of a female prisoner. This request is normally not necessary because most of the prisoners we pick up have already been thoroughly searched by that agency.

5. Place all the items that are found in the pockets of the prisoners in an individually assigned plastic property bag. If a prisoner has a belt on him, take it from him before loading him in the van and place it in the plastic property bag.
6. If transporting females from another agency, call Dispatch and give starting mileage before departure. Also, give ending mileage upon arrival at the Pomona Police Department Jail.

### **E. Use of OC Spray**

The use of OC spray by Jail transportation personnel shall conform to established Lexipol policy, Section 308.7 Use of Oleoresin Capsicum (OC) Spray.

All Use of Force incidents shall be documented as outlined in Lexipol policy, Section 300.

### **F. Use of TASER**

The use of the Taser by Jail personnel shall conform to Lexipol policy, Section 309 Conducted Energy Device (Taser).

All Use of Force incidents shall be documented as outlined in Lexipol policy, Section 300.

### **H. Transportation Log**

The Senior Transportation Jailer shall:

1. Complete a transportation log indicating the names and number of inmates transported and total time, in hours, spent on transportation each day. The Transportation Log shall be maintained in the Jail office for inspection.
2. Each month, dayshift will prepare a summation of the previous month's totals and submit it to the Jail Manger for inclusion in the Jail Monthly Report.

## **II. Equipment Check Out and Use**

- A. At the start of each shift the transportation van shall be thoroughly checked for damage, contraband and necessary safety equipment. All use / mileage of the transportation van shall be documented in the Mileage Book. All vehicle damage, defective items shall be documented in the Vehicle Defect Book and submitted to the mechanic for correction. Additional pre-operation duties include:

## **JAIL 4-100**

1. Check out a TASER.
2. Inspect Pepper Spray in van.
3. Check out one H. T.
4. Check interior for damage and contraband.
5. Check front / rear prisoner cells and locking devices.
6. Check tires for air pressure and wear.
7. Check brakes and emergency brake.
8. Check Windows
9. Check mirrors.
10. Check emergency lights.
11. Check headlights and rear lights.
12. Check fuel level.
13. Check gauges and switches.
14. Check door locks.
16. Check horn, heater, defroster and air conditioner
17. Check police radio.
18. Check Seat belts.
19. Check restraint equipment.
20. Check fire extinguisher
21. Check first aid kit.
22. Check flares
23. Check any other pertinent and important items.

## **JAIL 4-100**

### **B. Use of Restraint Equipment**

All prisoners transported to a secure detention facility shall be handcuffed and seat belted at all times while in the custody of any Jail transportation personnel.

### **C. Types of Restraints/Controls Authorized.**

1. Single handcuffs.
2. Waist chains.
3. Leg irons.
4. Other restraints.

### **D. Types - Description and Use**

1. Single Handcuffs:

Care must be taken by transportation personnel when using all forms of handcuffs since handcuffs can be “picked” with a number of devices. Handcuffs can also be broken at the pivots that secure the chains to the handcuffs.

2. Waist Chains:

Waist chains are designed with two handcuffs on the chain to be secured around the waist of a prisoner with a padlock. This form of security device is an advantage over the single handcuffs because the hands of the prisoner are handcuffed to the side and cannot be manipulated in order to pick the locking mechanism.

3. Leg Irons:

These are available in two types. The first is a short chain with over-sized handcuffs attached on each end. The second is a short chain with locks to secure the chain around the prisoner’s legs.

4. Other Restraints:

Other restraints included are the flexcuffs and the Leg Hobble Restraint Device.



## **JAIL 4-100**

### **E. Handcuffing of Prisoners**

1. All prisoners shall be restrained by handcuffing both hands at all times. The handcuffs shall be placed on the wrist with the key hole in the upward position and the double lock facing forward. The handcuffs shall be placed on the wrist when the hands of the prisoner are in an open position. Prisoners with medical problems which prevent them from being handcuffed on both hands shall be restrained by the use of the waist restraints or leg iron.
2. All prisoners shall be handcuffed prior to leaving the facility and unhandcuffed only inside the destination facility.
3. The single waist chains shall be used when transporting a male or female.
4. A combination of multiple men chain, waist restraints, or leg irons may be used when transporting a high risk prisoner, depending upon an examination of the prisoner and the anticipated problem.
5. The key hole shall face downward and the double lock shall be turned toward the back when using leg irons.
6. Violent prisoners shall be kept separate from other prisoners and additional restraints may be used to prevent any potential injury.

### **III. Handling and Transporting of Prisoners**

#### **A. Security of Prisoners**

The transportation of all prisoners shall be conducted utilizing maximum Jail security precaution.

1. At the time the transportation Jailers make first contact with a prisoner, there must be a clear and firm explanation to prisoners as to what is expected of them.
2. Transportation personnel must make a complete and thorough search (pat down) of each prisoner.
3. If it is deemed necessary, due to the prisoners actions or other circumstances, the Transportation Jailer shall conduct a more thorough search (strip search). The strip search shall be conducted in conformance with established Jail policy.
4. Check the ID bracelet of each prisoner and verify the prisoner's name.

## **JAIL 4-100**

5. Collect the property of the prisoner(s) from the locker and verify it against the ID bracelet(s).
6. Confirm contents of property bag.
7. Females - Searches
  - a. A female Jailer shall search a female adult or female juvenile before placing them in the van.

### **B. Separation of Adults, Females and Juveniles**

1. Adults and juveniles shall not be handcuffed together.
2. Females and males shall not be restrained together.

### **C. Gang Members**

Known rival gang members shall not be handcuffed or seated together.

### **D. Homosexuals**

Homosexuals and lesbians shall be kept separated from other prisoners for their own safety and safety of others.

### **E. Violent Prisoners**

Prisoners who exhibit any violent tendencies at the time of handcuffing may injure another prisoner during transport; therefore, they shall be separated from other prisoners where possible.

### **F. Loading of Prisoners into the Transportation Van**

After prisoner(s) are properly searched, handcuffed, identified, instructed on procedures and all property of the prisoners has been obtained, the Transportation Jailers shall:

1. One Transportation Jailer shall stand by the open door and instruct prisoners about the seating arrangements as they enter the van. Attention should be paid to seat those persons to be unloaded first toward the front of the van to reduce movement of prisoners.
2. The second Transportation Jailer shall stay to the rear of the prisoners during the time the prisoners are being loaded into the van to prevent any escape attempts and assist in movement of prisoners.

## **JAIL 4-100**

3. The juveniles and females should be seated in the front portion of the prisoner cell for safety reasons.
4. Prisoners of the opposite sex, juveniles or adults, shall not be seated together during transportation. They must be in separate compartments, or in separate transportation vehicles.
5. After each prisoner is seated, one transportation jailer shall secure each prisoner to the seat with the use of the available seat belts.
6. Prisoners transported from other than Pomona Police Department shall be subject to the same transportation security procedure as those prisoners at Pomona Police Department.
7. The Jailer shall advise the prisoners that there will not be any communication between prisoners and citizens during prisoner transportation.
8. Insure that all necessary paperwork accompanies the prisoners.
9. The transportation jailers shall contact Dispatch before leaving the Pomona Police Department. They shall inform Dispatch of the detention facility or facilities they are enroute to.
10. The transportation jailers shall advise Communication, as soon as possible, that they are back in the Jail, upon returning to the Pomona Police Department Jail.
11. The transportation jailers shall also give starting and ending mileage when transporting female prisoners.
12. The transportation jailers shall make every effort to use the regular telephones in the Department to notify Dispatch of their departures and arrivals. The transportation jailers shall use the cellular telephone when they are in service. The police radio may be used when necessary.

### **G. Unloading of Prisoners**

Transportation Jailers shall plan the route of prisoner transportation so that security can be maintained when transporting prisoners to more than one location.

1. Prisoner unloading - upon arrival at the designated detention facility, one Transportation Jailer shall open the side van door.
2. The Jailer at the door shall tell the prisoners what to do. The Jailers shall then unfasten the seatbelts one at a time. Prisoners shall be removed one seat at a time.

## **JAIL 4-100**

3. The prisoner(s) shall be directed to a point where the second Jailer can maintain observation and security.
4. The next seat shall be unbuckled and the prisoner removed from the van until all the prisoners are out.
5. If it becomes necessary to book one prisoner at a facility while there are other prisoners still in the van, one Jailer shall remain with the transportation van at all times.
6. The Jailer booking the prisoner(s) at a facility shall have a handi-talkie and maintain periodic contact with the Jailer in the transportation van. The handi-talkie shall be on at all times while the Jailer is away from the transportation van.

### **H. Medical Problems While Transporting Prisoners**

In the event that a medical problem develops while enroute to a detention facility, Transportation Jailers shall:

1. Assess the situation
2. Administer first aid or CPR if appropriate.
3. Determine if other medical assistance is required.
4. Determine closest medical facility where aid can be obtained.
5. Inform Pomona Police Dispatch of situation and action taken.
6. If it is necessary to respond to a medical facility for emergency aid, contact the Pomona Police Department Watch Commander and advise of circumstances after arrival at medical facility. Also, contact the Jail Sergeant when practical.
7. If it is necessary for the prisoner(s) to be immediately admitted to a non-secure medical facility and there is no immediate indication when the prisoner will be released, contact the on-duty Watch Commander. The prisoners can be released under authority of one of the three Sections, 4011.5 PC, 4011.7 PC or 4011.0 PC, if he/she qualifies under the conditions stated. The Watch Commander shall determine if the subject will be released under the appropriate Section. The procedure for cite out will be used in this instance. The Watch Commander may also elect to contact the O.R. Commission for release on O.R. for felony.

**IV. Emergency Situations**

**A. Vehicle Breakdown**

1. Contact Dispatch and advise of problem and location of vehicle.
2. Use the cellular telephone and contact Pomona Police Dispatch and the Watch Commander. Determine the need for (1) tow service, (2) Pomona Police patrol cars for prisoner transportation. If necessary, request assistance from the law enforcement agency policing the immediate location.
3. If necessary, have vehicle towed to Pomona Police Department.
4. Complete a Special Incident Report and forward it to the Jail Manager.

**B. Vehicle Fire**

1. Stop vehicle, utilize fire extinguisher.
2. If fire is extensive, evacuate prisoners from vehicle.
3. Notify the fire department if you can not put out the fire.
4. Request Jail Supervisor. If not available, request Patrol Supervisor.
5. Contact Police Dispatch and Watch Commander and advise of situation.
6. Summon assistance from local policing agency if necessary.
7. Complete a Special Incident Report and forward it to Jail Sergeant.
8. Complete Property Damage Department Report and submit to Jail Sergeant.

**C. Vehicle Collision**

1. Check for any injury.
2. Administer appropriate aid.
3. Notify the Pomona Police Dispatch and the Watch Commander of the accident and circumstances.
4. Request the Patrol Sergeant if the Jail Manager is not available.

## **JAIL 4-100**

5. Contact the local police department for accident investigation if the accident occurred outside of the Pomona Police Department jurisdiction.

### **D. Riot or Unruly Situation While Van In Transit**

In cases where in-transit prisoners become involved in a riot situation and there is a potential danger of escape, injury to other prisoners, or transportation personnel:

1. Attempt to stop the actions of the prisoners with verbal commands.
2. If the prisoners disregard the commands. Contact Dispatch, advising of the problem, your location and request assistance.
3. If the van is on the freeway, pull over to the shoulder.
4. Advise Dispatch of the location where the van has stopped.
5. Use the cellular telephone to contact Dispatch, if no contact can be made over the police radio.
6. Remove TASER from vehicle.
7. Wait for assistance.
8. If situation is becoming uncontrollable and it is safe to do so, open the side door and spray interior of van with Pepper Spray.
9. Remove prisoners one at a time only after sufficient assistance has arrived.
10. Complete a Special Incident Report and forward it to the Jail Manager.
11. Have a police officer take a report to ensure the prisoners are charged appropriately in reference to the nature of the crime.

## **JAIL 4-200**

### **4-200.0 TITLE: USE OF FORCE REPORTING FORM**

Effective Date: 12/18/90

Revised Date: 10-30-98 (Author: Sgt. Paul Hitt)

Xref Related Procedural Manuals: Det. 1-315, Pat. 2-100

### **4-200.1 SYNOPSIS:**

A central reporting format that reports all pertinent information involving the use of carotid hold or Pepper Spray.

### **4-200.5 PROCEDURE:**

#### **I. Senior Jailer's Duties**

- A. Interview Jailer and complete Use of Force form as soon as possible after incident.
- B. Forward to the Chief of Police via chain of command.

#### **II. Jail Sergeant's Duties**

- A. The Jail Sergeant shall review and make appropriate comments as to whether use was within guidelines of Department procedures.
- B. The Jail Sergeant shall forward the original Use of Force form to the Special Services Captain for review.

#### **III. Records Keeping**

Completed Use of Force forms will be maintained in Administrative Investigation.

## **JAIL 4-500**

### **4-500.0 TITLE: SHOTGUN, RIFLE AND BEAN BAG SHOTGUN PROCEDURE**

Effective Date: 8-26-87

Revised Date: 9-11-12 (Author: Lt. Joann Guzek)

Prior Revised Dates: 11-19-01, 09-17-08

Related Manuals: PAT 6-200, DET 1-909, GEN 500

### **4-500.1 SYNOPSIS:**

Procedure for inspecting, safe handling, and servicing of unit assigned shotguns, rifles and bean bag shotguns.

### **4-500.3 POLICY/OVERVIEW:**

The Rangemaster shall inspect all weapons assigned to police vehicles prior to them being certified for field use. Each weapon must be operable and loaded with department approved ammunition. Officers are responsible for ensuring weapons are maintained in a serviceable condition and that they are properly stored in the weapon's assigned vehicle or the department's armory. Any discrepancies in inventory shall be reported to a the Watch Commander.

### **4-500.5 PROCEDURE:**

#### **I. Officer Responsibilities**

##### **A. General Procedures**

1. Officers shall inspect the weapons in their units prior to going 10-8 and shall ensure that the appropriately assigned weapon is in their unit. If it is found that the wrong weapon is in a unit, or if a weapon label is mutilated or destroyed, it shall be reported to the Watch Commander before going in the field.
2. When checking out or checking in weapons from the Armory, the weapons log form shall be completed by the officer in its entirety and the jailer shall double-check the accuracy of each entry and then initial the form.
3. The Watch Commander shall be notified at once if there are any discrepancies discovered by any employee regarding the inventory of weapons. If the Watch Commander cannot reconcile the discrepancy within that duty shift, the Patrol Division Commander and Rangemaster shall be contacted without delay.

##### **B. Weapon Inspection Procedure – 590 A-1 Shotgun**



## JAIL 4-500

1. Remove the shotgun from the unit locking mechanism (weapon rack) and point in a safe direction.
2. Unload the shotgun by depressing the “shell stop” and removing slug rounds from the magazine tube. Visually inspect to ensure no rounds remain in the tube.
3. Open the action (press the slide release if needed) and visually inspect the chamber to ensure no rounds remain in the shotgun.
4. Close the action on an empty chamber, point the shotgun in a safe direction and press the trigger to drop the hammer, complete a function test on the shotgun to ensure the trigger will reset and that the safety works.
5. Visually inspect the shotgun for damage, check that the light is operable and that the weapon is in serviceable condition.
6. Ensure the weapon number matches the unit assigned. If the number does not match, the Officer shall report the information to their immediate supervisor, who shall follow the procedures below in section III D, in an effort to locate the weapon.
7. Check the extra slug rounds in the stock to ensure four are present.
8. Point the shotgun in a safe direction, ensure the slide is in the forward position and pull the trigger to drop the hammer, place the safety in the safe position.
9. Load the five slugs in the magazine tube and lock in the weapon rack.
10. If an officer chambers a round in the performance of his/her duties, he/she shall unload the weapon when safe and prepare it for duty use as outlined above.

### C. Weapon Inspection Procedure - AR-15 rifle

1. Remove the rifle from the unit locking mechanism (weapon rack) and point in a safe direction.
2. Unload the rifle by removing the magazine (if in rifle) pull the charging handle to the rear and lock it back by pressing the bolt stop/release button.
3. Visually inspect the chamber to ensure no rounds remain in the rifle.

## JAIL 4-500

4. Close the bolt on an empty chamber, point the rifle in a safe direction and press the trigger to drop the hammer, complete a function test on the rifle to ensure the trigger will reset and the safety works, keep the hammer in dropped position.
5. Visually inspect the rifle for damage, check that the light is operable and that the weapon is in serviceable condition.
6. Ensure the rifle number assigned matches the unit assigned. If the number does not match, the Officer shall report the information to their immediate supervisor, who shall follow the procedures below in section III D, in an effort to locate the weapon
7. Close the dust cover.
8. Place a loaded 30 round magazine (with 28 rounds) in the rifle and lock in the weapon rack.
9. If an officer chambers a round in the performance of his/her duties, he/she shall unload the weapon when safe and prepare it for duty use as outlined above.

### D. Weapon Inspection Procedure – Beanbag Shotgun

1. Remove the beanbag shotgun from the unit locking mechanism (weapon rack) and point in a safe direction.
2. Check the beanbag shotgun magazine tube visually to ensure no rounds in the tube.
3. Open the action (press the slide release if needed) and visually inspect the chamber to ensure no rounds remain in the shotgun.
4. Close the action on an empty chamber, point the shotgun in a safe direction and press the trigger to drop the hammer, complete a function test on the shotgun to ensure the trigger will reset and that the safety works. Place the safety in the safe position.
5. Visually inspect the beanbag shotgun for damage, check that the weapon is in serviceable condition.
6. Ensure the weapon number assigned matches the unit assigned. If the number does not match, the Officer shall report the information to

## **JAIL 4-500**

their immediate supervisor, who shall follow the procedures below in section III D, in an effort to locate the weapon.

7. Check that four beanbag rounds are in the stock and visually check each one to ensure they are beanbag rounds.
8. Return the beanbag shotgun and lock in the weapon rack.
9. If an officer chambers a round in the performance of his/her duties, he/she shall unload the weapon when safe and prepare it for duty use as outlined above.

### **II. Unserviceable Weapons Reporting Procedures**

- A. When a weapon is in need of maintenance, or is damaged, the officer requesting the repair shall fill out an Equipment Service Request Tag.
  1. Equipment Service Tags are kept in the armory for your convenience.
  2. If it is determined that a weapon is not serviceable, the officer shall take it out of service immediately. This is accomplished by returning the “unloaded” weapon and rounds (shotgun and beanbag shotgun only) to the armory and attaching a completed “equipment service request” tag to the weapon. The officer will turn the weapon over to jail personnel in the armory and will turn in all ammunition (shotgun and beanbag shotgun only) from the magazine tube. Any rounds in the stock will remain.
  3. Completely describe the problem with the weapon that is being taken out of service (i.e., service due, will not eject, etc.)
  4. Attach the Equipment Service Request Tag to the weapon with a rubberband, and leave same in the armory.
  5. The weapon taken out of service shall be replaced with one of the weapons marked “spare” from the armory until such time that repairs can be made. Officers shall not use a weapon assigned to another as a replacement.

### **III. Armory**

- A. The Armory shall be checked daily by the Jail Services Graveyard Supervisor to ensure ample weapons are available for duty use. In the absence of the Jail Supervisor, the Jailer-In-Charge shall assume this responsibility. He/She shall then notify the Rangemaster for any service needs.

## JAIL 4-500

- B. Discrepancies in inventory shall be immediately reported to the Watch Commander and later reported in writing to the Jail Manager. Procedures outlined in section III D. below shall be followed for any missing weapons prior to securing from duty.
- C. Removal of weapons from the equipment room for training, servicing, or repairs.
  - 1. Weapons taken from the equipment room by the Rangemaster for training or servicing shall be be logged out on the armory by the rangemaster on the Weapons Log Form and initialed by a Jailer.
  - 2. When weapons are returned to the station armory, they shall be released to jail personnel. The rangemaster shall log the weapons in on the Weapons Log Form and the form shall be initialed by a Jailer.
- D. Weapons found to be missing shall be immediately reported to the on-duty Watch Commander. A search for the weapon shall commence immediately. If the weapon is not located that shift, the on-duty Watch Commander shall notify their chain of command via e-mail, and ensure appropriate steps are taken in an attempt to locate the weapon. A police report shall be taken as soon as active attempts to locate the weapon are exhausted.
- E. The Watch Commander shall forward an e-mail to the Operations Captain, Rangemaster, and Support Services Lieutenant advising of the missing weapon, and steps taken to locate.
- F. Rangemaster Responsibilities
  - 1. The Rangemaster shall conduct biannual (January and July) inspections of the station armory to ensure all weapons assigned to the armory are properly accounted for. This will include an inspection of each police unit that has weapons assigned.
  - 2. The Rangemaster shall also ensure all weapons are operable and numbered correctly.
  - 3. If any weapon is discovered to be missing the Rangemaster shall follow the procedures set forth in section III D. to ensure all steps are properly taken to attempt to locate the missing weapon
  - 4. Spare weapons shall be properly identified and marked as "Spare" with a corresponding number on the stock.
  - 5. At least two spare weapons of each type shall be maintained in the station armory.

**JAIL 4-500**

- G. At least once per month each of the four Patrol Lieutenants shall inspect the armory for abnormalities and to ensure the inventory forms are being completed correctly.

## **JAIL 4-600**

### **4-600.0 TITLE: INMATE WORKER**

Effective Date: 3/21/91

Revised Date: 04-05-07 (Author: Sgt. Mike Keltner)

Prior Revision Date: 05-26-05

### **4-600.1 SYNOPSIS:**

The Pomona Jail operates an Inmate Worker Program to assist in the maintenance and upkeep of the Public Safety building and police vehicles.

### **4-600.2 POLICY/OVERVIEW:**

A limited number of selected criminal offenders shall be allowed into the Inmate Worker Program. Inmate Workers shall perform daily tasks in exchange for housing, feeding, medical care, and modification of sentence as allowed by law.

### **4-600.3 STATUTORY REFERENCE:**

Penal Code Section 4019 - Deductions from Confinement

Penal Code Section 4532 - Confinement in City Jail

### **4-600.4 DEFINITIONS:**

Inmate Worker: - A person convicted of a low risk crime and sentenced to serve one year or less in a jail facility, and is eligible to engage in labor as directed by the Chief of Police.

### **4-600.5 PROCEDURE:**

#### **I. Program Description**

##### **A. Administration**

1. The Inmate Worker Program is conducted under the auspices of the Chief of Police through the Support Services Division.
2. The Jail Sergeant shall have direct responsibility for operation of the Inmate Worker Program, and shall appoint a Jailer(s) to oversee the program.

##### **B. Selection**

1. Applicants shall be screened by the Jail Sergeant.
2. A review of Police and probation reports is appropriate, as well as an oral interview of the applicant.

## JAIL 4-600

3. The intent of the selection process is to locate low risk, able-bodied persons with attitudes conducive to accepting responsibility, performing tasks, and functioning in a Jail environment.
4. Persons in need of medical care shall not be selected.

### C. Entry into Program

1. Once selected, the inmate worker shall report on assigned date.
2. Personal clothing will be held in a Jail locker, and the Inmate Worker shall wear clothing provided by the Jail Sergeant. All issued clothing shall have "Inmate Worker" printed in white lettering.
3. A medical examination shall be provided as soon as possible to obtain clearance for food preparation.
  - a. Inmate Workers may refuse examination, but refusal will result in disqualification from program.
4. Haircuts will be provided, and Inmate Workers shall maintain a neat, clean-shaven appearance. Trimmed mustaches are permitted.
5. Only property authorized by the Jail Sergeant may be maintained by Inmate Workers. Any personal clothing, bedding, or toiletries must be taken with the inmate worker at the completion of their jail sentence. Any items not taken at the time of release will be discarded as trash.

## II. Inmate Worker Rules

### A. Conduct

1. Inmate Workers shall address all civilians and employees by title, e.g., Mr., Officer, Miss, Jailer, and all communication shall be maintained on a professional, not personal, basis.
2. Inmate Workers shall not communicate or have contact with prisoners. Inmate Workers shall not contact employees or citizens without due cause.
3. Directions from Department employees shall be followed promptly and courteously.
4. Inmate Workers shall not leave Station property unless authorized. To do so is considered an escape under 4532 of the Penal Code.
5. Inmate Workers shall follow all rules and perform all tasks as assigned.

## **JAIL 4-600**

### **B. Disobedience**

1. Any violation of law shall be cause for immediate removal from the Inmate Worker Program.
2. Any violation of rules, regulations, procedures, or directives may be cause for removal.
3. Upon notification of violation, the on-duty Jail Supervisor (Senior Jailer or Sergeant) may immediately place the Inmate Worker into locked confinement and, if necessary, arrange transportation to County Jail. Any such incident shall be fully described in a supplemental report. If transport occurs, the Jail Sergeant or on-duty Watch Commander shall be notified.
4. Less serious offenses may warrant a verbal or written warning that such activity will not be accepted, and if such activity continues, the Inmate Worker may be removed from the program and taken before the magistrate that approved his participation in the program.
5. No discipline shall be administered to Inmate Workers. Any violation of the rules and regulations will result in either a verbal or written warning or removal from the program.

### **C. Grievances**

1. Inmate Workers may appeal and have resolved grievances relating to any condition of confinement.
2. Grievances should be directed in writing to the Inmate Worker coordinator.
3. If denied, the Inmate Worker coordinator shall provide a written response within five (5) days to the Inmate Worker, and forward a copy to the Jail Sergeant.
4. The grievance may be appealed to the Jail Sergeant within five (5) days.
5. Denial by the Jail Sergeant shall result in written response within five (5) days.
6. In the Jail Sergeant's absence, the Special Services Lieutenant shall respond to appeals.

### **D. Meals and Housing**



## JAIL 4-600

1. Inmate Worker quarters shall be maintained in a neat, clean condition. Linen and clothing shall be laundered no less often than weekly.
2. Inmate Workers shall remain in quarters when not working or on authorized business.
3. Food shall be maintained for the Inmate Worker and they are responsible for their own food preparation. Food may only be eaten in eating areas.
4. Inmate Workers shall thoroughly wash their hands before any food preparation or service.
5. Inmate Workers shall inform Senior Jailer of any illness/condition resulting in diarrhea, upper respiratory problem, skin lesion or fever as a potential food service problem.

### E. Duties

1. Inmate Workers shall be responsible for preparation of prisoner meals, laundry, cleaning the cells, floors, windows, emptying trash, and cleaning and maintaining the kitchen.
2. Inmate Workers shall clean grounds, building exterior, and police vehicles including those rendered inoperable during a duty shift.
3. Inmate Workers will be available to assist on other details as needed.
4. Any Inmate Workers shall be subject to perform any duty as directed by a qualified employee.
5. A schedule shall be maintained by the appointed Jailer outlining duties monthly.

### F. Privileges

1. Each Inmate Worker shall have afternoons off (after 1200) on a given day by monthly schedule.
2. Visits and pay phone use shall be allowed at the discretion of the Shift Supervisor, but shall be at least two visits of totaling at least one hour per week.
3. Visits shall be daily. Weekdays shall be from 5:00 p.m. to 8:00 p.m. Weekends, holidays shall be from 12 noon to 8:00 p.m. Two visitors are allowed during any visit. All visiting shall be in the assigned visiting area. No wandering around the facility or grounds is permitted.

## **JAIL 4-600**

4. Registered voters shall be allowed to vote in elections. Inmate Workers are expected to attempt to obtain absentee ballots when possible.
5. Religious services and counseling will be made available upon request.
6. There is no limit to mail sent or received. Mail will not be checked except for security reasons.
7. Inmate Workers shall be eligible for good-time and work-time credits in compliance with 4019 P.C. A table is attached.
8. Any other privileges or special arrangements shall be at the discretion of the Jail Sergeant.

### **G. Non Exclusivity**

Inmates in the Inmate Worker Program shall be subject, and have access to, all other rules, regulations and procedures of the Pomona Jail Procedures Manual.

## **JAIL 4-700**

### **4-700.0 TITLE: COMMUNITY SERVICE WORKERS**

Effective Date: 3-19-91 *(Reviewed 12/28/99 – No Changes)*

### **4-700.1 SYNOPSIS:**

Outlines procedure for accepting and supervising court assigned workers.

### **4-700.2 OVERVIEW:**

As an alternative sentence to incarceration, the court may impose community service time on a defendant. The Pomona Police Department accepts persons for community service and they are assigned to details throughout the station. Jail personnel supervise the detail.

### **4-700.5 PROCEDURE:**

#### **I. Program Information**

- A. Community service work is available virtually all day. Daytime duties generally are outside; nighttime duties generally are inside (Records).
- B. Persons on medication, or who have medical problems cannot be accepted.
- C. Persons must bring referral paperwork on their first day. Referrals include name, court case number, number of hours required, and may also indicate deadline date.
- D. Community service workers are expected to report in neat, clean appearance suitably dressed for light labor.
- E. Community service workers shall remain in their assigned area performing the directed task.
- F. Any loitering, socializing or inappropriate conduct may be basis for early release without credit or removal from the program.
- G. Community service workers are generally expected to work for at least three (3) hours at a time. Breaks may be provided at the discretion of the on-duty supervisor. Community service worker's may be excused for lunch or dinner time.

#### **II. Jailer Duties**

- A. An available jailer shall complete a "Court Assigned Personnel Record" on each new community service worker, attaching referral paperwork and signed copy of program information.

## **JAIL 4-700**

- B. Senior Jailers shall attempt to utilize any community service worker who requests work, but may refuse community service workers when staff is too busy to accommodate requests.
- C. All community service workers shall be provided an orange I.D. vest and directed to wear it at all times during duty.
- D. At completion of a work period, the community service worker shall return the vest and the jailer shall enter hours of work on the Personnel Record.
- E. Upon completion of all hours, a jailer shall complete a commitment form (PP-280a) and give the original to the community service worker with instruction to present it to the court clerk. A copy will be attached to the Personnel Record.

## **JAIL 4-800**

### **4-800.0 TITLE: FINGERPRINTING OF CIVILIANS (CITIZENS)**

Effective Date: 12-18-90

Revised Date: 12-28-99 (Author: Sgt. Paul Hitt)

### **4-800.1 SYNOPSIS:**

Outlines procedure for fingerprinting of persons other than prisoners.

### **4-800.5 PROCEDURES:**

A. The citizens to be fingerprinted shall come first to the Front Desk Officer.

B. The Desk Officer will notify the jail of a citizen fingerprinting request

Note: The Jail will inform the Desk Officer when the citizen can not be fingerprinted within fifteen minutes from the Desk Officer notification time, and the Jail shall give an estimated fingerprinting time..

C. The Jail will prepare the fingerprinting room by locking door 116 and opening door 111-A.

D. The Jailer assigned to fingerprint will ask every person to be fingerprinted if they have any firearms or other weapons in their possession. Any weapons in their possession shall be left outside the building in a legal location of their choice.

E. The citizen may be printed by a jailer of either sex.

F. The Jailer shall log the fingerprints in the tally log as part of the monthly total.

G. The Jailer will return doors 116 and 111-A to their original position when he/she finishes fingerprinting.

H. The fingerprinting hours are as follows:

1. Civilians - Weekends and holidays – 0830 - 1000.

2. Registrants - Monday through Friday – 1400 - 1600.

## JAIL 4-900

### 4-900.0 TITLE: NON-CUSTODIAL STRIP SEARCHES

Effective Date: 3/21/91 *(Reviewed 12/28/99 – No Changes)*

Related Procedural Manuals: Det. 5-700, Pat. 4-101

### 4-900.1 SYNOPSIS:

To establish a standard procedure for the strip search of all persons, other than law enforcement personnel, who are utilized in undercover operations that require the person to be strip searched prior to and after the undercover operation.

### 4-900.2 POLICY/OVERVIEW:

Under certain types of undercover operations, (generally drug related) informants are required to be skin searched prior to and after the operation.

It is the policy of this department when making non-custodial strip searches, to make certain that the person being searched, is searched in a room that is secure from entry, so that they will not be embarrassed by someone entering the room in which they are being searched.

### 4-900.4 DEFINITIONS:

#### I. Non-Custodial:

A person who is not in custody.

#### II. Strip Search:

When a person disrobes, and his or her clothing and body are searched to make certain that unlawful or unwanted articles are not possessed by the individual.

#### III. Undercover Operator:

A person being used in an undercover operation.

#### IV. Undercover Operation:

A detail performed by plain clothes officers, where their identity as Police Officers and their activity is concealed from the public.

#### V. Informant:

A person other than a Police Officer, who assists a policy agency with information relating to criminal activity. He or she may be in custody, not in custody, paid or uncompensated, confidential or non-confidential.

## JAIL 4-900

### 4-900.5 PROCEDURE:

- I. Location of Non-Custodial Strip Searches
  - A. If Jail or Patrol personnel are needed for search, the on-duty Watch Commander shall be contacted to request the necessary personnel.
  - B. The identity of an informant being used as an undercover operator, is generally to be kept confidential. The room used for a non-custodial strip search must be securable and free from embarrassing intrusion.
  - C. The interview rooms of the Detective Bureau are the only rooms to be used for non-custodial strip searches. The door numbers are 216 and 217 which open in the east hallway of the second floor, and 232A and 232B opening into the Detective Bureau.
  - D. Door numbers 232A and 232B have security bolts affixed on the inside that prevent the doors from being opened from the outside when the rooms are in use.
  - E. It should be noted that when the doors on the above rooms are locked, you must have a key to open them, both from inside and outside. The only keys that will operate the doors are the Detective Bureau keys and a master key.
- II. Female, Non-Custodial Searches :
  - A. Shall be conducted by a female only.
  - B. Only the following female personnel shall conduct a female non-custodial strip search:
    1. Female Jailer
    2. Female sworn Officer or female Reserve Officer.
  - C. In an incident that a female Jailer or Officer is not available to search a female, civilian personnel shall not be used under any circumstance. The Watch Commander may be contacted, who will in turn seek assistance from a neighboring agency.
  - D. Once a female Jailer or Officer has been obtained to conduct the strip search, the Officer requesting the strip search, shall accompany the undercover operator and the searching female to either of the rooms designated.
    1. The Officer requesting the strip search shall make certain that the second door of the room (either 232A or 232B) is locked and the security lock is locked.

## **JAIL 4-900**

2. The Officer requesting the strip search shall remain outside of the room, next to the hallway doors 216 and 217 while the strip search is conducted.
  - a. For privacy security.
  - b. For assistance of female personnel if a problem was to arise.
3. When the strip search has been completed, the Officer requesting the strip search shall make certain that the security lock on the inside of the interview room is unlocked.

### **II. Male, Non-Custodial Search**

- A. An Officer shall secure the inside security lock to the interview room.
- B. A male Officer shall complete the strip search.
- C. When the strip search is completed, the inside security lock is to be unlocked.



## **JAIL 4-910**

### **4-910.0 TITLE: DISPOSABLE PARTICLE MASK FOR USE WITH FINGERPRINT POWDER**

Effective Date: 5/29/92 *(Reviewed 12/28/99 – No changes)*

Related Procedural Manuals: Pat. 6-210, Det. 1-520

### **4-910.1 SYNOPSIS:**

Procedure for use and supply of the disposable nose and mouth particle mask for fingerprinting with fingerprinting powder. California State Police Officer Standards and Training (P.O.S.T.) has indicated that fingerprint powder has a level of toxicity and the user should be protected via a mask.

### **4-910.5 PROCEDURE:**

Each Officer assigned to Patrol and each Civilian Report Writer assigned to field report duties shall be issued a disposable nose/mouth particle mask(s).

The mask shall be worn when the respective Officer or Civilian Report Writer is exposed to fingerprint powder during the application of “dusting” for latent prints.

Even though the mask is disposable, it may be utilized for more than one “dusting” application. The life of the mask shall be determined by the user.

Resupply of the disposable mask will be made via the Jail staff. Mask will be issued to all personnel who use fingerprint powder.

## **JAIL 5-100**

### **5-100.0 TITLE: PROPOSING CHANGES TO THE JAIL MANUAL/ANNUAL REVIEW OF POLICIES**

Effective Date: 12-7-00

Revised: 03-12-09 (Author: Jail Manager P. Alexander)

### **5-100.1 SYNOPSIS:**

Outlines the procedure for proposing changes, deletions and additions to the Jail Manual.

### **5-100.2 POLICY/OVERVIEW:**

Proposed changes to the Pomona Police Department Jail manual may become necessary for Jail security and prisoner safety.

### **5-100.5 PROCEDURES:**

- I. Proposed Changes to the Jail Manual
  - A. The proposed changes, additions, or deletions to the Pomona Police Department Jail manual shall be submitted to the Pomona Police Department Jail Sergeant through the chain of command.
  - B. The time limit to submit any proposed changes, additions or deletions to the manual is at the discretion of the proponent Pomona Police Department staff member.
  - C. The proposed document must be typed in the same format as the pages of this manual.
- II. Annual Review of Policies for Compliance
  - A. The Jail Manager or his/her designee shall review the policies set forth in this manual on an annual basis to ensure the practice is in compliance with regulatory law.
  - B. The Jail Manager or his/her designee shall place a signed and dated record of this review into the Jail Manual.

# JAIL PROCEDURES

## TABLE OF CONTENTS

<b>I.</b>	<b><u>ADMINISTRATION</u></b>	<b>1-000 TO 1-999</b>
	Staffing.....	1-100
	Booking Fee Reimbursement Program.....	1-150
	Overtime Coverage.....	1-200
	Time Off Requests.....	1-300
	Facility Profile.....	1-400
	Release of Jail Information.....	1-500
	Jail Security.....	1-600
	Videotaping of Jail Booking Area.....	1-630
	Blue Team Reporting.....	1-700
	Facility Safety and Maintenance.....	1-650
	Inmate Welfare Fund.....	1-701
	Determining Program Seniority for Shift or Vacation Bids.....	1-710
	Fire Inspection and Emergency Response.....	1-800
<b>II.</b>	<b><u>OPERATIONS</u></b>	<b>2-000 TO 2-999</b>
	Probable Cause Declaration Forms.....	2-090
	Booking Procedures.....	2-100
	Warrant Arrests.....	2-400
	Use of the Countywide Warrant System (CWS) by Field Officers.....	2-401
	Fingerprint Procedure/CAL-ID Processing.....	2-600
	Jail Identification Procedure.....	2-650
	Court Arraignments.....	2-700
	Release on Bail or Bond.....	2-800
	Other Releases from Custody.....	2-900
<b>III.</b>	<b><u>PRISONER HANDLING</u></b>	<b>3-000 TO 3-999</b>
	Classification and Segregation.....	3-100
	Medical Care for Prisoners.....	3-200
	First Aid.....	3-300
	Deaths in Pomona City Jail.....	3-400
	Prisoner Hygiene and Privileges.....	3-500
	Food Service.....	3-600
	Discipline.....	3-700
	Federal Prisoner Handling.....	3-800
<b>IV.</b>	<b><u>ANCILLARY PROCEDURES</u></b>	<b>4-000 TO 4-999</b>

Transportation .....	4-100
Use of Force Reporting Form .....	4-200
Shotgun Procedure .....	4-500
Trusty Program .....	4-600
Community Service Workers.....	4-700
Fingerprinting of Civilians (Citizens).....	4-800
Non-Custodial Strip Searches .....	4-900
Disposable Particle Mask for use with Fingerprint Powder .....	4-910
Proposing Changes to the Jail Manual/Annual Review of Policies.....	5-100