DAVIS POLICE DEPARTMENT
TEMPORARY HOLDING FACILITY
Policy and Procedure 3.15-A

DEPARTMENT MANUAL

Index as:
Booking
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In-custody deaths
Jail Operations
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Temporary Holding Facility

I. POLICY

This policy provides guidelines for the detention of persons placed in the Temporary Holding Facility at the Davis Police Department.

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search. Searches shall not be used for intimidation, harassment, punishment or retaliation.

Deaths that occur “in the process of arrest” shall be investigated and reported to the Department of Justice as specified in this policy.

II. DEFINITIONS

A. Definitions

1. Temporary Holding Facility - The Temporary Holding Facility operated by the Davis Police Department is identified by the California State Board of Corrections and applicable law as a “temporary holding facility”. Although this is a facility used for the confinement of a person for twenty-four (24) hours or less pending their release, transfer to another facility, or appearance in court, no adult should be in temporary custody for longer than six hours.

2. The Facility Administrator is the Police Chief, who has overall responsibility for administration of the Temporary Holding Facility.

3. The Facility Manager is the Patrol Commander, who is responsible for planning, managing, administrative functions and operations of the Temporary Holding Facility.

4. Custody search - An in-custody search of an individual and of their property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

5. Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

6. Strip search - A search that requires an individual to remove or rearrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or
outer genitalia. This includes monitoring an individual who is changing clothes, where their underclothing, buttocks, genitalia or female breasts are visible.

III. OFFICER RESPONSIBILITY & GENERAL GUIDELINES

A. General Guidelines

1. Individuals Who Should Not be Held in the Temporary Holding Facility

   Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Davis Police Department, but should be transported to the Yolo County Jail, a medical facility or other type of facility as appropriate. These include:

   a. Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
   b. Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.
   c. Any individual who is seriously injured.
   d. Individuals who are a suspected suicide risk. If the officer taking custody of an individual believes that they may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed (15 CCR 1219).
   e. Individuals who are obviously in crisis.
   f. Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
   g. Any individual who has exhibited extremely violent or continuously violent behavior including behavior that results in the destruction of property or demonstrates an intent to cause physical harm to themselves or others (15 CCR 1053; 15 CCR 1055).
   h. Any individual who claims to have, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk (15 CCR 1051).
   i. Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to their health or safety.
   j. Any individual who is obviously developmentally disabled (15 CCR 1057).
   k. Any individual who appears to be a danger to themselves or others due to a mental disorder, or who appears gravely disabled (15 CCR 1052).
   l. Any individual who needs restraint beyond the use of handcuffs or shackles for security reasons (15 CCR 1058).
   m. Any individual obviously suffering from drug or alcohol withdrawal (15 CCR 1213).

Officers who have custody of an individual who exhibits any of the above conditions should notify the Watch Commander of the situation. These individuals should not be held in the Department’s Temporary Holding Facility unless no other feasible options exist and then, only if they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

B. Special Considerations

1. Developmentally Disabled Individuals

   Individuals shall be considered developmentally disabled if they are disabled due to mental retardation, cerebral palsy, epilepsy, autism, or a combination of these or similar disabilities.
If an individual is determined to be developmentally disabled, the individual shall not be booked or lodged in the Temporary Holding Facility. The individual shall be transported directly to the Yolo County Jail for booking. Jail staff shall be informed of the disability so that they can ensure the individual is properly screened at intake.

2. Mentally Disordered Individuals

An individual shall be considered mentally disordered if they appear to be a danger to themselves or others, or if they reasonably appear to be gravely disabled. Such a mentally disordered individual shall not be housed at the Temporary Holding Facility. The individual shall be transported to an appropriate mental health facility or the Yolo County Jail, at the direction of the Watch Commander or Command Officer. Jail, hospital, and/or mental health staff shall be informed of the individual’s condition so that staff can properly screen the person at intake.

3. Communicable Diseases/Vermin Control

Individuals with known communicable diseases shall not be placed in the Temporary Holding Facility.

a. Officers should look for Medic-Alert tags or bracelets.

b. If it is later determined that an individual with a communicable disease was placed in a holding cell, the cell shall not be used until disinfected by appropriate means. A sign will be placed on the door of the cell to prohibit the use of the contaminated cell.

c. Individuals with body lice or other infestation shall not be placed in the holding facility. In the event a vermin infested individual goes unnoticed the individual shall be removed and transferred to the Yolo County Jail and appropriate notification to jail staff made at time of booking.

The facility will not be used until it is disinfected by janitorial staff. A contaminated area sign will be placed on both entrance doors to prohibit entry.

Members who come into contact with an infected individual shall disinfect all personal articles and shower before resuming work.

4. Inebriates

Since the Davis Police Department does not hold individuals for detoxification, those individuals who are intoxicated to the extent they are unable to care for themselves, or the safety of others, shall be transported to the Yolo County Jail for booking.

5. Suicide Prevention

a. If the individual has displayed any behavior which may suggest they are a suicide risk, including, but not limited to: the individual has shown signs of depression; refused to communicate; has a history of threatened or attempted suicide; has threatened to kill themselves during the process of arrest or transport; or has displayed any unusual, bizarre, or unexplainable behavior they shall not be placed in the Temporary Holding Facility at the Davis Police Department.

b. Prior to placing any individual in the Temporary Holding Facility, the arresting or transporting officer shall be alert to any symptoms that may indicate an individual is a suicide risk. Individuals should be asked if they are contemplating suicide as part of the medical screening.
c. Any officer who transfers custody of an individual to any other person shall notify, in writing, the receiving person of any behavior that may indicate the person is at risk of harming themselves or using others to harm them.

d. The Yolo County Jail may require the individual be cleared by mental health staff prior to entry into the Jail. Regardless, jail staff shall be notified of any known or perceived risk of suicide, including pertinent history, which may aid in the proper screening of the person.

C. Officer Responsibilities

1. Arresting officers are responsible for the health, safety, welfare, and security of those in their custody or under their control, unless they are relieved by other competent staff in that responsibility, in which case the responsibility shifts to the relieving officer.

2. An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with their supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability (15 CCR 1027).

3. At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to the Yolo County Jail or released pursuant to another lawful process (15 CCR 1027).

4. Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex or gender, including gender identity and expression, unless a member of the same sex or gender, including gender identity and expression, as the person in custody is present (Penal Code § 4021).

5. No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

6. Any officer who transfers an individual to the custody of another, including, but not limited to, another officer, treating medical staff, mental health staff, or personnel at the Yolo County Jail, for any purpose, shall inform the person receiving custody of any of the following:

   a. If any force was used in arresting the individual.
   b. If the individual is suffering from any known or perceived medical problems.
   c. If the individual lost consciousness.
   d. If the individual has used or is under the influence of alcohol and/or drugs.
   e. If the individual has displayed any behavior which may suggest the prisoner is a suicide risk, including, but not limited to: the prisoner has shown signs of depression; refused to communicate; has a history of threatened or attempted suicide; has threatened to kill themselves during the process of arrest or transport; or has displayed any unusual, bizarre, or unexplainable behavior.

IV. CLASSIFICATION and CONFINEMENT

A. Classification
The officer supervising an individual being in temporary custody shall evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate them for obvious signs or indications of suicidal intent.

The officer responsible for an individual in custody shall (15 CCR 1050):

1. Advise the Watch Commander of any significant risks presented by the individual (e.g., suicide risk, health risk, violence). The Watch Commander shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

2. Evaluate the following issues against the stated risks in (1) to determine the need for placing the individual in a single cell:

   a. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
   b. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
      1. Continuous, direct sight and sound supervision.
      2. Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
   c. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
   d. Ensure males and females are separated by sight and sound when in cells.
   e. Ensure restrained individuals are not placed in cells with unrestrained individuals.

3. Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

4. Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

Except by written permission of the Watch Commander, the maximum number of persons in each cell of the Davis Police Department Temporary Holding facility shall be one.

B. Confinement

1. Members monitoring or processing anyone in temporary custody shall ensure:

   a. Safety checks and significant incidents/activities are noted on the log.
   b. Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
      1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
      2. This does not apply to surreptitious and legally obtained recorded interrogations.
   c. There is reasonable access to toilets and wash basins.
   d. There is reasonable access to a drinking fountain or water.
e. There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
f. There is privacy during attorney visits.
g. Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
h. Clean blankets are provided as reasonably necessary to ensure the comfort of an individual. The Watch Commander should ensure that there is an adequate supply of clean blankets.
i. Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
j. Adequate furnishings are available, including suitable chairs or benches.

2. Supervision and Logs
a. Primary responsibility for supervising an individual in the Temporary Holding Facility is with the arresting or transporting officer or other person designated by the Watch Commander.
b. While individuals are in custody, there shall be at least one member in the building who shall be immediately available and accessible to those in the facility in the event of an emergency. Such member shall not have any other duties which would conflict with the supervision and care of individuals in the event of an emergency.
c. Whenever one or more females are in custody, there shall be at least one female member who shall in like manner be immediately available and accessible to females. In the event a female is taken into custody and there is no female member on duty and available to meet this standard, the individual shall be released without booking or taken directly to the Yolo County Jail for booking.
d. A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary.
e. An inspection also should be conducted when they are released. Any damage noted to the cell should be photographed and documented.
f. The following requirements shall apply:
   a. The individual shall be searched, and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.
   b. The individual shall constantly be monitored by an audio/video system during the entire custody.
   c. The individual shall have constant auditory access to department members.
   d. The individual’s initial placement into and removal from a locked enclosure shall be logged.
   e. Safety checks by department members shall occur no less than every 15 minutes.
      1. Video monitoring is NOT sufficient for a safety check
      2. Safety checks should be at varying times.
      3. All safety checks shall be logged.
      4. The safety check should involve questioning the individual as to his/her well-being.
      5. Individuals who are sleeping or apparently sleeping should be awakened.
   f. Requests or concerns of the individual should be logged.
3. Medical Care
   a. When an individual being held in the detention facility appears in need of medical attention, the supervising officer will immediately call for appropriate medical aid and notify the on-duty Watch Commander. Officers should look for Medic-Alert tags or bracelets which may assist in properly identifying those with known medical problems.
   b. The on-duty Watch Commander will ensure that medical aid, appropriate for the condition, is provided. The Davis Fire Department and/or AMR Ambulance may be summoned to the Temporary Holding Facility and/or the individual may be transported to Sutter Davis Hospital or Woodland Memorial Hospital at the Watch Commander’s or Command Officer’s direction. The on-duty Watch Commander is responsible for ensuring that the entire incident is documented in either the original crime report or in a separate report as necessary. Yolo County Jail staff shall be notified of the medical condition at the time they are booked into the jail.
   c. The First Aid kit and CPR mask are located in the cabinet nearest the north wall above the counter. The First Aid kit will be checked by the Watch Commander and supplies replaced as necessary.

4. Prosthetic/Orthopedic Devices
   An individual who is being held pursuant to a pending criminal matter shall not be deprived of the possession or use of any orthopedic or prosthetic appliance, if such appliance has been prescribed or recommended and fitted by a physician. If, however, the arresting officer has probable cause to believe possession of such orthopedic or prosthetic appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, such appliance may be removed. If such appliance is removed, the prisoner shall be deprived of such appliance only during such time as the facts which constitute probable cause for its removal continue to exist; if such facts cease to exist, the arresting officer shall return such appliance to the prisoner. (See 2656 PC for further information).

5. Fire and Emergency Evacuation
   a. In the event of a fire or other emergency in the Temporary Holding Facility, or Police building, all individuals in the holding facility will be removed immediately.
   b. Evacuation Routes.
      1. East door into the sally port.
      2. West door into main hallway, then south door onto Patrol parking area.
   c. Individuals may be secured in a patrol vehicle(s) or transported to a nearby agency until the emergency is over.
   d. The Facility Manager shall, on a monthly basis, conduct fire prevention inspections. Those inspections shall be recorded on a log and kept for a minimum of two years.
   e. The Davis Police Department’s Temporary Holding Facility shall have fire prevention inspections conducted by the Davis Fire Department or State Fire Marshall, or both, every two years as specified in Health and Safety Code 13146.1(a) and (b).

6. Use of Restraint Devices
   a. Combative individuals, individuals who are mentally disordered, individuals who are a danger to themselves or others, and/or individuals who reveal intent to harm themselves, others, or the facility may require the use of handcuffs, shackles, the wrap or other similar restraints. **Individuals in these categories should not be booked or admitted**
to the temporary holding facility. These individuals shall be transported directly to the Yolo County Jail for booking, or to the appropriate medical facility for medical or mental evaluation, if necessary. Those already in custody who begin to display these symptoms shall be immediately removed from the holding facility and transported to the Yolo County Jail, mental health facility, or other appropriate facility.

b. Should the use of restraint devices be required in the Temporary Holding Facility “The Wrap” from booking should be used along with other necessary handcuffs or similar type restraints, if necessary. If the individual is placed in restraints, they shall immediately be removed from the holding facility and be transported to the Yolo County Jail or other appropriate facility. The Watch Commander shall be notified if an individual is placed in restraints in the holding facility.

For those placed in the wrap, the supervising officer is responsible for ensuring the individual receives prompt medical attention if subject shows signs of any of the following:

1. Respiratory distress (coughing, gasping, shortness of breath).
2. Chest pain or pain down arm.
3. Change facial color.
4. Elevated body temperature.
5. Vomiting.
6. Sudden quiet or inactivity after violent resistance.

7. Food Service

   1. There is no kitchen service.

   2. Individuals should be transferred or released as soon as possible to avoid long periods of confinement without food.

   3. If an individual is held more than four hours a meal will be provided from a local restaurant chosen by the Watch Commander or Command Officer. Petty cash will be used to pay for the meal.

8. Phone Calls

Immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an individual in custody has the right to make at least three completed calls to an attorney, bail bondsman, and a relative or other person (Penal Code § 851.5). Additional calls may be made as reasonable and necessary (15 CCR 1067). In providing further access to a telephone beyond that required by Penal Code § 851.5, legitimate law enforcement interests such as officer safety, effect on ongoing criminal investigations and logistics should be balanced against the individual’s desire for further telephone access.

   a. Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at their own expense. The Department will pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

   b. The provisions of Penal Code § 851.5 concerning this issue shall be posted in bold, block type in a conspicuous place within the facility.

   c. The individual should be given sufficient time to contact whomever they desire and to make any necessary arrangements, including child or dependent adult care, or transportation upon release. Telephone calls are not intended to be lengthy
conversations. The member assigned to monitor or process the individual may use their judgment in determining the duration of the calls.

d. Within three hours of the arrest, the member supervising the individual should inquire whether the individual is a custodial parent with responsibility for a minor child, and notify the individual that they may make two additional telephone calls to a relative or other person for the purpose of arranging for the care of minor children (Penal Code § 851.5).

e. Calls between an individual in temporary custody and their attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded (Penal Code § 851.5(b)(1); 15 CCR 1068).

9. Consular Notification

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Commander will ensure that the U.S. Department of State’s list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

a. Inform the individual, without delay, that they may have their consular officers notified of the arrest or detention and may communicate with them. This notification should be documented.

b. Determine whether the foreign national’s country is on the U.S. Department of State’s mandatory notification list.

1. If the country is on the mandatory notification list, then:

   a. Notify the country’s nearest embassy or consulate of the arrest or detention by fax or telephone.
   b. Tell the individual that this notification has been made and inform them without delay that they may communicate with consular officers.
   c. Forward any communication from the individual to their consular officers without delay.
   d. Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual’s file.

2. If the country is not on the mandatory notification list and the individual requests that their consular officers be notified, then:

   a. Notify the country’s nearest embassy or consulate of the arrest or detention by fax or telephone.
   b. Forward any communication from the individual to their consular officers without delay.

10. Religious Accommodation

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated (15 CCR 1072). Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure
security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual’s head and face may be temporarily removed during the taking of any photographs.

11. Firearms and Other Security Measures

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

12. Attorneys and Bail Bondsmen

a. An attorney may visit at the request of the individual in custody or a relative (Penal Code § 825).

b. Attorneys and bail bondsmen who need to interview an individual in custody should do so inside a secure interview room.

c. The individual in custody as well as the attorney or bail bondsman should be searched for weapons prior to being admitted to the interview room and at the conclusion of the interview.

d. Attorneys must produce a current California Bar card as well as other matching appropriate identification.

e. Interviews between attorneys and their clients shall not be monitored or recorded (15 CCR 1068).

13. Releases

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

a. All proper reports, forms and logs have been completed prior to release.

b. A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

c. It has been confirmed that the correct individual is being released.

d. All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

e. All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

f. The individual is not permitted in any nonpublic areas of the Davis Police Department unless escorted by a member of the Department.
g. Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if they are being sent to another facility. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

h. Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

14. Searches

Searches are governed by PP 3.14-A, Searches.

V. ADMINISTRATIVE REVIEW OF IN-CUSTODY DEATHS

California Government Code Section 12525 requires that in any case where a person dies while “in the process of arrest, the agency shall report, in writing to the California Attorney General, within ten (10) days after the death, all facts in their possession concerning the death.

A. In Custody Death

1. In the event a death of a prisoner occurs “in the process of arrest”, the Police Chief shall direct an investigation of the circumstances of the death using the procedure as outlined in Department Policy and Procedure 3.05-A, III, F, Reporting the Use of Deadly Force/Procedure Following Discharge of Firearm.

“In the process of arrest”, for purposes of a death investigation, includes those deaths occurring:

a. In the physical custody or under the physical restraint of law enforcement officers, even if the person was not formally under arrest at the time.
b. Killed by any use of force by law enforcement officers prior to booking.
c. At a crime/arrest scene or medical facility prior to booking.
e. In transit to or from law enforcement facilities.
f. Confined in lockups, booking centers, or temporary holding facilities.

2. A medical and operational review of every in-custody death shall be conducted. The review team shall include the following:

a. Police Chief or the authorized designee
b. The Facility Administrator
c. The health administrator
d. The responsible physician and other health care and supervision staff who are relevant to the incident (15 CCR § 1046)

3. A comprehensive incident report describing the events of the death of the individual will be sent by the Deputy Chief, within the required time period, to:

Criminal Justice Statistical Center
Attention: Death In Custody Program
P.O. Box 903427
Sacramento, CA 94203-4270
4. The Criminal Justice Statistical Center will review the information and may return a Law Enforcement Custodial Death Report (Form CJ-11A) for completion if the death meets federal reporting requirements. The Deputy Chief shall be responsible for forwarding any required report.

VI. FACILITY SANITATION
A. Sanitation
   1. Janitorial service for the Temporary Holding Facility will be provided by the City of Davis custodial staff as part of the regular schedule for the Police building. Custodial staff shall spray the sleeping area and sink/toilet area with a disinfectant as part of routine cleaning procedures.
   2. The Watch Commander shall inspect the Holding Facility at the beginning of shift and ensure all unsafe and dirty conditions are corrected as soon as possible.
   3. Cleaning materials are available from the custodian’s closet for use in unforeseen situations.

VII. INCIDENT REPORTS
A. All unusual incidents occurring within the Temporary Holding Facility will be documented in a Criminal or Miscellaneous Service Report. Such incidents include, but are not limited to;
   1. Physical harm or serious threat of physical harm to a member, other prisoner, or other person in the holding facility.
   2. Physical damage to the holding facility.
   3. Any medical aid request, response, or follow-up care for any prisoner.
B. Such report(s) shall include names of persons involved, a description of the incident, actions taken, and the date and time of occurrence.
C. A written record of the incident shall be prepared and submitted by the witnessing police officer prior to the end of shift for that day and forwarded to the Facility Manager or their designee within 24 hours.
D. The police officer should confer with the Watch Commander for a final decision on disposition of the incident.
E. The Facility Manager shall keep a copy of any criminal or miscellaneous service report generated as a result of an incident arising in the temporary holding facility.

VIII. DISCIPLINE
A. Any person brought into the Davis Police Department Temporary Holding Facility shall not be subjected to any form of discipline. Any action taken such as restraint, handcuffing, or securing in a cell shall be for the sole purpose of preventing injury or harm to the individual, any member, other persons, or the facility. Restraint may also be used to prevent escape.
B. Any conduct by individuals which violates any laws or ordinances may be investigated and documented for possible prosecution by the Yolo County District Attorney’s office.
The Patrol Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues (15 CCR 1029):

1. General security
2. Key control
3. Sanitation and maintenance
4. Emergency medical treatment (15 CCR 1200)
5. Escapes
6. Evacuation plans
7. Fire- and life-safety, including a fire suppression pre-plan as required by 15 CCR 1032
8. Disaster plans
9. Building and safety code compliance
10. Civil and other disturbances including hostage situations
11. Periodic testing of emergency equipment
12. Inspections and operations reviews

Annual review and evaluation of security measures including internal and external security measures, sanitation, safety and maintenance (15 CCR 1280).

These supplemental procedures shall be reviewed and updated no less than every two years and shall be available to all members (15 CCR 1029).

XI. TRAINING

A. Training

1. Department members should be trained and familiar with this policy and any supplemental procedures.

2. Department members responsible for supervising adults in temporary custody shall complete the eight hours of specialized training within six months of assignment. Such training shall include, but not be limited to, the following:
   a. Applicable minimum jail standards
   b. Jail operations liability
   c. Inmate segregation
   d. Emergency procedures and planning
   e. Suicide prevention
   f. The Professional Standards Lieutenant shall ensure members have training that includes (28 CFR 115.115):
      g. Conducting searches of cross-gender individuals.
      h. Conducting searches of transgender and intersex individuals.
      i. Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

3. Eight hours of refresher training shall be completed once every two years (15 CCR 1024).

4. Professional Standards shall maintain records of all such training in the member’s training file.

Darren Pytel
Police Chief
Created:
5/99

Reviewed:
10/99
6/01
1/02
12/05
09/11

Revised:
12/00: Section V, E, 4 added
10/03: In custody deaths process amended
02/04: IV, J, 1 hospital changed to Sutter Davis from Woodland Memorial
01/06: Addition of Section III. F. 2 to comply with new §851.5 requirement.
10/08: Clarification to Section III and Section VIII
06/09: Section IV, A, 2, a added; section IV, H, 4 and 5 added; section VIII, C amended;
        Section X added
08/09: Section III, A, 4 added; III, C, 2 added; IV B, C, E, G amended
05/10: Section III, B amended
05/11: Section III, B 5 added dealing with religious artifacts
05/14: Section 5 C added in-custody death review panel
07/17: Rewrite
12/17
11/19 searches moved to PP 3.14-A.