



POLICY/PROCEDURE NUMBER: 09-S.O.-021

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SUBJECT: TEMPORARY DETENTION FACILITY AND ARRESTEE PROCESSING

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12.2.2(b)

CSU SYSTEMWIDE POLICY – NO

APPROVED: Alfredo B. Fernandez, Chief of Police

I. PURPOSE

The purpose of this policy is to provide procedures and responsibilities in the organization, management, and administration of the California State University, Northridge Department of Police Services' temporary detention facility (a.k.a. Lockup) and arrestee processing. In addition, it is part of the department's all-hazards plan addressing procedures for ensuring the safety and life of arrestees, including evacuation protocols.

II. POLICY

It shall be the policy of this department that all arrestees brought into the Department of Police Services facility be processed, tested, and temporarily detained within the department's secured lockup and/or juvenile holding rooms; ensuring that all policies and procedures associated with the organization, management, and administration of the California State University, Northridge Department of Police Services' temporary detention facility and processing of arrestees meet all federal and state requirements associated with the temporary detention and confinement of persons held in the lawful custody of its officers.

III. DEFINITIONS

- A. Booking - A procedure for admitting to a holding facility or temporary detention facility a person charged with an offense; includes searching, fingerprinting, photographing, medical screening, collecting personal history data, and inventorying and storing a person's property.
- B. Constant Supervision - The direct, personal supervision and control of a detainee by the attending officer who can immediately intervene on behalf of the agency or the detainee.

- C. Custody - Legal or physical control of a person in an area or facility or while in transit; legal, supervisory, or physical responsibility for a person.
- D. Detainee - Any person in the custody of this department, regardless of adjudication status.
- E. Holding Facility - A confinement facility outside of a jail where detainees are housed, receive meals, and can be detained for periods involving days and overnight stays for a period of not more than 72 hours, excluding holidays and weekends.
- F. Jail - As defined by IACLEA/CALEA accreditation, a confinement facility where detainees are housing in excess of 72 hours.
- G. Processing - Includes pre-booking activities involving detainees in custody, after which detainees may either be released from custody by one of several means or be escorted to a holding or temporary detention facility, at which time they would be booked.
- H. Temporary Detention Facility - IACLEA/CALEA accreditation defines temporary detention as measured in hours and does not involve housing or feeding detainees except in extenuating circumstances. **Note: The time detainees are to be held within the California State University, Northridge Department of Police Services' temporary detention facility shall not exceed 6 hours.**

Under California WIC 207.1(i) regulations, the department's detention facility is classified and recognized by the State Correctional Standards Authority as a "Lockup," however this policy utilizes the term "temporary detention facility" as it better reflects the department's facility and position under an accredited status. Lockup, under California regulation, is defined as "a room or secure enclosure under the control of a sheriff or other peace officer that is primarily for the temporary confinement of adults upon arrest. A minor may be securely confined in a lockup only as provided in Section 207.1(d) WIC."

IV. PROCEDURES

A. Organization, Management, and Administration of Temporary Detention Facility

1. Management of the Temporary Detention & Processing Facilities

The primary oversight of the department's temporary detention facility (facility area #123 which also contains a processing center) and temporary non-secured juvenile holding rooms (rooms #112 C and D) is the responsibility of the Patrol Operation Commander. Any problems with the facility or contents thereof shall be immediately reported to the patrol shift supervisor and appropriate Patrol Operations Commander via the telephone and email. The day-to-day operation of the detention facility is the responsibility of the patrol shift supervisor. He/she is responsible for overseeing the security, arrestee accounting, testing, processing, searching, and detention of arrestees being held within the holding facility during his/her shift.

2. Security

Security within the temporary detention facility is a paramount concern to the department. To ensure that a high level of security is maintained, only authorized department personnel are allowed access to the detention facility. Authorized personnel shall include sworn officers and all persons authorized by the Command

Staff on a need-to-access basis. Only sworn officers are authorized to access detention cells when they are occupied.

The only exceptions to facility access rules are tours authorized by the Chief of Police or her/his designee and individuals authorized to make necessary repairs. Arrestees shall be removed from the detention cells if required maintenance is needed. Prior to entering the detention facility, all non-sworn personnel will request access via the intercom. Refer to section IV.C of this policy (Security and Control in the Temporary Detention Facility and Sally Port) regarding prisoner and officer security procedures.

3. Arrestee Accountability

The patrol shift supervisor is responsible for arrestee accountability while an arrestee is housed in the Department's temporary detention holding facility. This is necessary for the safety of the arrestees, department members, and the facility. All arrestees must be under constant supervision while in the department's temporary detention facility and processing rooms/areas until such time as he/she is safely secured within one of the two secured detention cells.

4. Training

Given the Department uses Los Angeles County Sheriff Department (LASD) booking equipment, all sworn personnel shall be trained by the LASD in arrestee booking/processing and be trained by a Patrol Operations Commander or their designee in the organization, management, and administration of the Department's temporary detention facility and associated equipment/forms which include all applicable Department policies and procedures. The above training shall be completed prior to any sworn or other authorized personnel utilizing the Department's detention facility. Sworn supervisors and command staff personnel will complete the POST Title 15 detention facility training course within one year of appointment and participate in refresher training every two years. Communications personnel, as well as all sworn officers, will be trained on the detention facility's security monitoring system as well as on the use of the temporary detention rooms and areas by a Patrol Operations Commander or their designee during the communications field training program.

5. Arrestee Records

Arrestee records/information are confidential in nature. This information shall be kept secured and not released to unauthorized persons. For additional information regarding legal issues involving the protection and dissemination of arrestee records refer to Department Policy/Procedure #07-O.A.-006 – "Records Administration."

B. Temporary Detention Facility Safety and Sanitation

The Department will ensure that necessary safety, sanitation, and physical conditions of the temporary detention facility are properly maintained at all times.

1. Physical Plant

The following minimum conditions shall be maintained in the temporary detention facility:

- a. Lighting of at least 20 foot candles

- b. Circulation of purified air in accordance with state and local health standards.

The two temporary detention cells are equipped with a toilet and wash basin. These will be maintained in proper working order at all times.

2. Safety and Sanitation Inspection Process

Safety and sanitation in the holding facility is very important. It is the responsibility of all sworn personnel to immediately report to the patrol shift supervisor and Patrol Operations Commander or their designee any unsafe and/or unsanitary conditions occurring in the detention cell areas. The designated Title 15 officer shall check the facility and sign the "Safety and Sanitation Inspection Log" on a weekly basis, forwarding any corrective measures needed to the Patrol Operations Commander or designee in their absence.

When a shift supervisor deems the detention facility or cell in an "Out-of-Order" state, the facility and/or cell in need of maintenance shall be considered closed and may not be utilized until the equipment or area in question is cleaned, repaired and in proper working order. Shift supervisors are responsible for attaching an "Out-of-Order" sign on the detention facility entry doors and/or door of any cell taken out of service and removing them when the problem(s) have been resolved. These signs are located within the detention facility's officer workroom area. Cleaning for vomit, blood, or other hazardous substance by PPM or EH&S shall be coordinated as directed within department procedural directive #2004-014: Blood and Infectious Materials Clean-Up.

3. Fire, Earthquake, and Other Life Safety Incidents

The Department's temporary detention facility shall be equipped with smoke/heat detectors which are approved by the State Fire Marshal and inspected quarterly by the University's contracted fire safety service company to ensure that all points being monitored are functioning and that the system's power supply is operational. This same fire safety service company also provides a complete inspection of the fire system annually. Physical Plant Management (PPM) maintains the records of all fire safety inspections.

In addition to a facility fire system, a fire extinguisher which is approved by the State Fire Marshal is housed in the detention facility's officer work room. The smoke/heat detector and the fire extinguisher shall be visually inspected on a daily basis by each patrol shift supervisor to ensure the equipment is maintained in ready for use state. This inspection shall be logged on the temporary detention facility "Safety and Sanitation Log" when shift supervisors conduct their pre-shift safety/security check of the detention facility.

In the event of an actual fire, earthquake or other life safety incident, Department police personnel shall take immediate action to evacuate any and all prisoners to an area of safety, notify the Los Angeles Fire Department so that appropriate fire department personnel respond, and attempt to extinguish a fire or provide life safety support if needed. There are two emergency evacuation routes for the holding facility. They are:

- a. Exit the detention facility via the rear security door into the secure vehicle sally port area. Note: This is the preferred prisoner evacuation route and all

prisoners shall be properly handcuffed prior to exiting the detention facility during the event of an emergency.

- b. Exit the detention facility via the front security door into the first floor break room area. Proceed to the east exit door into the secure rear police parking lot.
- c. Whenever possible, prisoners shall be placed into the prisoner compartment area of a patrol car until such time as it is deemed safe to re-enter the department's temporary detention facility or be transferred to another agency's detention facility.

4. Vermin Infested Arrestees and those with Communicable Diseases

Arrestees infested with vermin (lice, crabs, etc.) or possess a communicable disease shall be transferred to the Los Angeles Police Department Van Nuys Jail or the Los Angeles County Sheriff Jail as soon as possible in that they maintain medical facilities. The in-take jailer or deputy shall be informed that the arrestee is infested with vermin or communicable disease so that he/she will receive proper medical attention. A vermin-infested arrestee or one with a suspected or known communicable disease shall not be placed in the same detention cell or transported in the same vehicle with other arrestees. If a vermin-infested arrestee or one with a suspected communicable disease is placed in a detention cell, the patrol shift supervisor will close that particular cell and make notification to their respective Patrol Operations Commander, or designee in their absence, and Environmental Health and Safety to take appropriate action in cleaning and disinfecting the cell with a non-toxic pesticide and anti-viral/bacterial solution.

C. Security and Control in the Temporary Detention Facility and Sally Port

It is essential that the proper security and control measures outlined below be utilized by all authorized department employees while utilizing the sally port and temporary detention facility to maintain sound escape prevention and officer/employee safety measures.

1. Firearms and Other Weapons

Sworn officers of the California State University, Northridge Department of Police Services and other law enforcement agencies shall not enter the holding facility with a firearm, other deadly weapons, or baton. Officers are authorized to possess their department issued pepper spray while in the detention facility. The only exception to this policy would be in the event that an arrestee has armed himself with a deadly weapon and a sworn officer must arm him/herself with a firearm to subdue the prisoner. Firearms shall be secured in one of the firearm lockers located in the sally port or the hallway entry area prior to entering the secured detention facility. Weapons possessed by arrestees (i.e. pocket knives, pepper spray, etc.) shall not be carried into the department's detention facility, but are to be booked into safekeeping in accordance with department policy/procedure #06-C.I.-003: Property and Evidence Packaging and Control.

2. Entry into Occupied Detention Cells

Sworn officers should not enter an occupied detention cell alone unless they are being monitored via the closed circuit television by Communications personnel or a sworn officer.

Female Arrestee Booking Searches: In the event a female officer is unavailable for a booking search, the male booking officer shall have a second male officer present during the search. The booking search shall be conducted with the male officer utilizing the back of his hand to pat against the female arrestee's outer clothing to ensure the absence of a weapon or contraband prior to placing the arrestee within a booking cell. Note: a male officer shall never conduct a strip, body cavity, visual body cavity, or physical body cavity search of a female arrestee.

3. Control of Temporary Detention Facility Keys

Four high-security keys which operate the two holding cells, plumbing access doors, booking cage, and LiveScan processing rooms are maintained within a high security key lockbox in the detention facility's officer work-room area (not accessible to arrestees). The high-security key which opens the lockbox is secured within the detention facility's officer work-room overhead storage cabinet. Each sworn officer is issued an Olympus 107 key which allows access to this cabinet and the storage cabinets within the LiveScan processing rooms.

High-security over-ride keys for the inner electrified detention facility security doors are maintained in a locked cabinet within the police equipment room. These keys shall only be obtained and used by the patrol shift supervisor in the event of an emergency or the automated locking system of the detention facility becomes inoperable. This keyset is connected to a Monadnock Kubaton and has a warning tag attached.

4. Vehicle Sally Port and Automated Gates

There are two automated vehicle entry gates and two pedestrian doors leading into the secured vehicle sally port area of the detention facility. Only one gate shall be opened one at a time and no arrestee is to be removed from a police prisoner transport vehicle until all gates and doors are secured. For officer safety purposes, communications personnel shall monitor via CCTV all activities of officers and arrestees within the sally port area, until such time as they enter the detention facility.

Approval to open both gates simultaneously, override the gate system via the department's "CCURE" computerized security access control system, or place an object over an automated gate safety switch (i.e. traffic safety cone in front of the infrared beam, metal object placed over the asphalt magnetic pressure switch) shall only be granted by the member of the Command Staff or the shift supervisor in the event of an emergency. Such exceptions may include, but are not limited to, maintenance reasons or the removal of the Emergency Operations Command trailer for training purposes which may be authorized by the shift supervisor.

Note: For security and safety reasons, all general maintenance inspections and/or repair of items/areas within the vehicle sally port and detention facility must be coordinated (e.g. dates/times) through a member of the Command Staff prior to commencement of said activities. At no time shall access be made while a prisoner is being moved through the sally port area. During all other times, non-sworn personnel/individuals shall not be permitted entry into the vehicle sally port or detention facility without the approval of the Chief of Police or member of the command staff.

5. Security Doors and Escape Prevention

There are seven automated electric security doors in the detention facility which are designed to control the movement of arrestees and prevent escape. Each door has a letter on the top section of the door frame identifying that particular portal. These doors are to remain closed and locked at all times unless prisoners are being moved from one location to another or for other official business as approved by the Chief of Police or member of the command staff. All security doors are controlled by communications personnel. Only one door may be opened at a time and another shall not be opened until the communications operator confirms that the previously opened door has been closed and re-secured (as identified on the detention facility door access control console located within the communications area). When a security door is opened, the control console sounds an alarm and activates a red light for that particular portal. Upon re-securing that door, the alarm stops and the red light disappears, signaling all is secure and another door/portal may be opened.

Note: At no time shall the communications operator manually override the security doors (e.g. to open more than one door at a time) nor manually turn off the “open door” alarm sound, unless granted authorization to do so by the Chief of Police or a member of the command staff.

6. Cuffing Bench and Counters

The temporary detention facility contains a six-person temporary cuffing bench, a temporary cuffing counter within the booking cage, and a temporary cuffing counter on the east side of the booking officer workroom. The cuffing bench and counters are provided for the temporary holding of arrestees prior to being processed. At no time shall an arrestee be restrained to any other item within the detention facility other than the cuffing bench or counter and for a duration not exceeding 2 hours.

7. Daily Security Checks of the Detention Facility, Detention Cells, and Sally Port

It is the responsibility of the police shift supervisor to conduct a daily security/safety check of the entire temporary detention facility including the processing/testing room/areas, detention cells, interview room, cuffing bench, vestibule/common spaces, CCTV security camera video systems, and officer work room areas at his/her start of watch. These checks shall be documented on the detention facility’s “Facility Safety and Sanitation Log.”

It is the responsibility of the booking/transporting officer to conduct a security inspection of an unoccupied detention cell prior to placing an arrestee in that cell. The security inspection should include a search for weapons and contraband. Upon removing an arrestee from a holding cell, thus making the cell unoccupied, the booking/releasing officer shall conduct another security inspection of that cell. In the event that a weapon or contraband is found during a security inspection, or evidence of vandalism is present, the patrol shift supervisor shall be notified immediately or as soon as practical of the circumstances surrounding the incident. This incident will be documented in a RIMS report and forwarded to the Chief of Police, Deputy Chief, and Patrol Operations Commanders.

8. Weekly Security Inspection and Annual Administrative Review of Vehicle Sally Port and Detention Facility

The Patrol Operations Commander will designate a Title 15 trained officer or Patrol supervisor to conduct a weekly inspection of all areas located within the detention facility and vehicle sally port. This inspection shall include a search for weapons and contraband and a check of the locks, bars, lights, ventilator covers, wash basins,

toilets, duress alarms, testing of video surveillance cameras (to include all CSUN Police Department CCTV cameras), and intercoms to ensure they are operating correctly and have not been tampered with. They will also inspect the Dispatcher Start-of-Watch checklist to ensure the daily inspections/testing of the department and campus CCTV systems are being completed. The results of the inspection shall be documented on the temporary detention "Safety and Sanitation Log" by the Title 15 trained officer/supervisor or Patrol Operations Commander's designee in their absence. If defective, unsafe, and/or missing equipment is found, the particular area of the detention facility in question shall be closed for use until such time as the issue(s) have been resolved and notification shall be made to the Patrol Operations Commander or designee in their absence. Such problems shall be made a priority and corrected as soon as possible.

February 1st of each year, the Patrol Operations Commander shall complete an administrative review of temporary detention areas and procedures to ensure that department policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the department's needs.

9. Police Department Detention Cell Surveillance, Panic/Duress Alarms, and Intercoms

For the safety of department employees and prisoners, the CSUN police station, temporary detention facility, and its various processing/testing areas are equipped with an audio/visual security system monitored in the communications center (see department policy 07-S.O.-011 Police Services Communications for DPS CCTV monitoring requirements and limitations). This equipment shall be maintained in working order at all times. The digital videos from the Department's surveillance cameras shall be securely maintained by the department's IT lead in the department's IT room for a period of 30 days. Note: The personal privacy of an arrestee shall not be invaded by the use of the closed circuit television. The cameras are situated so the toilets in the holding facility are not visible. In the event that an arrestee is changing clothing or a body cavity search is being conducted in the holding facility, no person of the opposite sex shall view this activity in person or via the closed circuit monitors.

In addition, there are numerous emergency duress alarms and intercom units located throughout the detention facility and its processing/testing areas which are linked to the Communications Unit. These alarms and intercom devices shall be maintained in working order at all times. Detention facility duress alarms and intercom systems are tested on a weekly basis during the Title 15 officer's weekly facility safety and sanitation check.

When working within the detention facility, every sworn officer shall wear their department issued police portable radio which contains a personal protection alarm activating device (e.g. orange button). When activated, an alarm will sound in the Communications Center identifying which officer has activated their personal protection alarm.

10. Control of Tools and Other Equipment Within Detention Facility

In the event that outside maintenance personnel are required to make repairs within the detention facility to gain re-use of an "Out-of-Order" facility/cell, the on-duty patrol shift supervisor shall remove all arrestees from those area(s) in proximity to those requiring maintenance, securing them within another detention cell, cuffing bench, or patrol car. Shift supervisors are required to inspect all work area(s) for

contraband/weapons prior to the entry of maintenance personnel and inspecting those area(s) again for tools or other items left behind immediately upon completion of said repair(s).

Note: As previously mentioned, all general maintenance inspections and/or repair of items/areas within the vehicle sally port and detention facility must be coordinated (e.g. dates/times) through a member of the command staff prior to commencement of said activities.

The California State University, Northridge Department of Police Services does not have kitchen facilities for arrestees; therefore, culinary equipment is prohibited in the detention facility.

11. Escapes and Other Unusual Situations

In the event an arrestee escapes from the detention facility, the sworn employee or other witnessing employee shall make immediate notification to Communications personnel and a member of the Command Staff. Immediate action should be taken by sworn police personnel to apprehend the escapee. This may include setting up a perimeter around the affected area, a city and/or county-wide radio broadcast, and the mobilization of other resources deemed necessary. Any and all unusual situations occurring in the holding cell area shall be reported immediately to the on-duty patrol shift supervisor by the employee discovering the incident. The situation shall also be reported via telephone and in writing to the Chief of Police and Deputy Chief via a California State University, Northridge Department of Police Services intra-departmental memorandum.

D. Arrestee Processing

1. Detention Facility Logs

An “Arrestee Processing Log,” “Prisoner Check Log,” and “Facility Safety and Sanitation Log,” are located within the officer’s work room within the detention facility. The “Prisoner Check Log” is discussed in Section IV, subsection G.1 of this policy and the “Facility Safety and Sanitation Log” is discussed in Section IV, subsections B.2, B.3, C.6, and C.7 of this policy. The “Arrestee Processing Log” shall be completed for all arrestees brought into the department’s temporary detention facility. The processing log shall include the arrestee’s name; reason for the arrest/detention; date and time in and out of the facility; released via O.R., 849(b), or transferred to (stating which agency); attorney meetings (time in/out and attorney’s name); three phone calls offered/given; two phone calls offered/given to an arrestee who has the need to care for a dependent child/children in their absence; and meals, if any, that were provided during the detention.

2. Booking Forms

In addition to completion of the detention facility logs, the below listed booking forms are required to be completed for every arrestee brought into the department’s temporary detention facility.

- a. Los Angeles County Unified Arrestee Medical Screening Form
- b. Los Angeles Police Department Inmate Classification Questionnaire
- c. Personal Property Receipt

3. Search of Prisoners within Detention Facility

Arrestees will be uncuffed within the detention facility as soon as safety and practicality allows. Prisoners will always be uncuffed prior to being placed within a detention cell. Every arrestee shall be field searched within the sally port area by the arresting and/or transporting officer prior to being placed into the detention facility. Once within the facility, a more thorough search will be performed and any article that may be used by the arrestee to injury himself or others must be removed from the arrestee and placed in the prisoners locked property locker. All property that shall be removed includes but is not limited to; belts, shoe laces, lighters, matches or any incendiary device. The officer may remove any item that he/she feels might be used in a harmful manner by the arrestee. All searches shall be conducted in accordance with department policy and training. See department policy 08-L.E.-014: "Legal and Constitutional Authority for Search and Seizure, Interviews/Interrogation, and Arrest" for policies on all authorized department prisoner/arrestee searches.

The arrestee's property shall be inventoried by the booking officer upon arrival at the detention facility. An itemized list of the property taken from the arrestee shall be recorded on a California State University, Northridge Property/Currency Receipt triplicate form (white - department original, yellow - arrestee copy, and pink - property bag copy). The receipt form should be signed by the arrestee with the pink copy being placed within the arrestee's 12"x18" poly property bag, then sealed using the provided 16" Impulse Bag Sealer. In the event the arrestee is unable to sign the Personal Property Receipt Form, the booking officer shall note that fact on the form. If the arrestee refuses to sign the Personal Property Receipt Form, the on-duty patrol shift supervisor will be notified immediately for verification assessment. Any complaint of property mishandling will be documented and forwarded to the appropriate Patrol Operations Commander.

All property taken from an arrestee shall be placed in one of the secured property lockers (#1-16), located in the detention facility's officer work area, and noted on the Property/Currency Receipt Form. Once locked, the locker key shall be placed within the blue plastic tray located in the secured overhead storage cabinet, just above the property lockers. If any of the arrestee's property is seized as evidence or placed into safekeeping, the property and evidence booking procedures (Policy/Procedure #06-C.I.-003 - Property and Evidence Packaging and Control) shall be followed and all property taken shall be listed on the Property/Currency Receipt Form during the booking process. When the arrestee is released, he/she should inventory his/her property to ensure all items are accounted for and sign for receipt of all personal property that was previously booked and now returned to his/her possession. The property locker key is to remain within the property locker lock when not in use.

Prior to releasing an arrestee or transferring him/her to another agency, the booking or releasing officer shall confirm the arrestee's identity. This may include comparing California Driver's License information and photo, information from booking/arrest form, or personal knowledge of the officer.

4. Juvenile Arrestees

Note: Per 627 of the Welfare Institutions Code, when an officer takes a minor before a probation officer at a juvenile hall or to any other place of confinement pursuant to this article, they shall take immediate steps to notify the minor's parent, guardian, or a responsible relative that such minor is in custody and the

place where he/she is being held. And immediately after being taken to a place of confinement, except where physically impossible, no later than one (1) hour after taken into custody, the minor shall be advised and has the right to make at least two telephone calls from the place where he/she is being held, one call completed to his/her parent or guardian, a responsible relative, or his/her employer, and another call completed to an attorney. Any public officer or employee who willfully deprives a minor taken into custody of his/her right to make such telephone calls is guilty of a misdemeanor.

Juvenile arrestees shall not come in contact with any adult arrestee and are not permitted to be in any area of the temporary detention facility, except for the booking processing room (e.g. LiveScan). Entry into the department's booking processing room shall be made through the vehicle sally port area, only after ensuring that all adult prisoners have been moved out of the booking processing room and into the main part of the detention facility. Upon completing the booking process, juvenile detainees shall be escorted back out of the detention facility through the vehicle sally port area and taken to the appropriate temporary juvenile detention room located within the police report writing room.

On rare occasion, exceptional circumstances may exist which will require special permission from a member of the command staff for use of the temporary detention facility in the secure detention of a juvenile. When placing a juvenile in secure confinement within the temporary detention facility, constant auditory access to staff by the minor will be maintained and documented, unscheduled personal visual supervision of the minor by a police officer will occur no less than once every 30 minutes. It is the custodial officer's responsibility to ensure that at no time shall a juvenile and an adult prisoner come into visual or auditory contact with one another within the temporary detention facility.

For further policies/procedures involving Juvenile detentions (secured and non-secured) refer to Department Policy/Procedure #08-L.E.-013 – "Arrest Procedures and Alternatives to Arrest."

5. Gender and Gender-Identity Arrestee Separation

Although no state regulations currently exist, the California Department of Corrections and Rehabilitation (CDCR) standards recommend a department not assign a transgender or intersex inmate to a men's or women's facility based solely on the inmate's external genital anatomy and that the transgender [or intersex] inmate's own views with respect to his or her own safety shall be given serious consideration. Instead, the standards require the department conduct a case-by-case multifaceted analysis to determine whether they can best ensure a transgender [or intersex] person's health and safety at a facility for men or women. Compliance with these standards should increase safety for transgender and gender non-conforming people in custody. In most cases within the CSUN DPS temporary detention facility, female arrestees shall be placed in a detention cell out of sight and sound from male arrestees. To accomplish this, detention cell "2" shall be utilized for holding female prisoners and detention cell "1" for male prisoners. Those who identify as gender non-conforming will be provided an assessment by the booking officer to determine the best manner in which to separate them with respect to their safety. This assessment and decision must be made with the shift supervisor and documented on the temporary detention log and within the case report.

6. Intoxicated Arrestees

For medical need reasons, persons arrested for being under the influence of alcohol or other drugs (e.g. 647f PC or 11550 HS) or who are violent or suicidal shall be transported immediately to LAPD Van Nuys Jail or LASD County IRC. Those arrested for “Driving Under the Influence” (e.g. DUI - 23152 VC) may be brought into the department’s temporary detention facility for testing purposes (i.e. breath or urine tests), and the determination to place said individuals within a detention cell shall be made under the booking officer’s discretion. The determination to place someone under the influence within a detention cell shall be based upon the officer’s training and experience, clearly distinguishing between those who simply need to sober up and those who have or are experiencing withdrawal symptoms or other medical needs. In essence, the officer must be able to distinguish when people are too intoxicated or medically fragile to be admitted to the detention facility (e.g. unable to care for him/herself) and should be transported to a LAPD or LASD jail containing a medical facility. Should an arrestee, who is under the influence, be admitted to a California State University, Northridge Department of Police Services detention cell, the booking officer must articulate (within the associated RIMS report) the reasons why he/she believes the arrestee is able to care for him/herself and does not warrant special medical attention or monitoring.

7. Arrestee from an Outside Agency

If arrestees are delivered to the California State University, Northridge Department of Police Services by an employee of an outside law enforcement agency (e.g. Federal, State, or Los Angeles County Sheriff agency; Note: this does not include municipal agencies, LAUSD, or other law enforcement type agencies without the prior approval of the Chief of Police), the patrol shift supervisor shall be notified immediately and require that person to present proper identification and advise the circumstances surrounding the arrest/detention. If that person has the lawful authority to make the arrest/detention, then this type of booking may be approved by the on-duty patrol shift supervisor. During the processing and holding of outside agency arrestees, all policies and procedures contained within this policy apply and it is the patrol shift supervisor’s responsibility to ensure that the outside agency complies with said policies while they are conducting business within our department.

8. Group/Mass Arrests

In the event of a group/mass arrest that would exceed the maximum capacity of the California State University, Northridge Department of Police Services temporary detention facility (e.g. 20 arrestees), the excess arrestee(s) should be immediately transferred to a Los Angeles Police Department jail, Los Angeles County jail, or released on a written promise to appear, if applicable. See Department Policy/Procedure #08-S.O.-017 – “Mass Arrests” for details on group/mass arrest situations and the detention/processing of arrestees in said situations.

9. Booking Procedure for LAPD and LASD Jails

The California State University, Northridge Department of Police Services has a 6-hour temporary detention facility time limit for the processing and housing of arrestees, as determined by the Chief of Police. All arrestees who are processed through the department’s LiveScan system and not eligible for release from the California State University, Northridge Department of Police Services detention facility shall be transported and booked into a Los Angeles County Jail. Arrestees temporarily held within our facility and not processed through the department’s LiveScan system (2 hour maximum time limit) may be transported to a Los Angeles Police Department Jail for booking. The appropriate jail booking forms are to be

completed by the transporting officer and contain the arrest information and physical condition of the arrestee. The booking form also contains a property inventory and disposition section which is also to be completed by the transporting officer. Should an unforeseen circumstance occur whereby an arrestee cannot be released at the 6-hour detention limit, the shift supervisor shall be advised by the booking officer(s), who shall provide written justification to the Deputy Chief via the chain of command as to why the extended detention was required.

E. Medical and Health Care Services

This section outlines medical and health care services provided to arrestees detained in the California State University, Northridge Department of Police Services temporary detention cells.

1. Medical Assistance for Arrestees

In the event that an arrestee held in the Department's temporary detention facility is in need of emergency medical treatment, the Los Angeles Fire Department paramedics shall be called immediately to render medical aid. Until the Los Angeles Fire Department paramedics arrive, the individual discovering the medical emergency shall render first aid, as necessary, utilizing the resources available (i.e. AED, First Aid Kit, personal CPR protective mask, etc.). All California State University, Northridge Department of Police Services personnel shall follow the Los Angeles Fire Department paramedics' recommendations regarding additional medical treatment for arrestees detained within the detention facility.

2. First Aid Kit and Automated External Defibrillator (AED)

A first aid kit and automated external defibrillator shall be maintained in the detention facility. The on-duty patrol shift supervisor shall inspect the first aid kit on a daily basis during their start-of-shift inspection. The kit is sealed with a red zip tie and if broken, a memo must be sent to the Title 15 officer and respective Patrol Operations Commander. Upon receipt of the memo, the Title 15 officer will ensure that the first aid kit is restocked and sealed with a new plastic security tag located in the officer work room supply drawers. The Title 15 officer will conduct a weekly inspection of the kit during his/her weekly facility inspection documenting any discrepancies found in the weekly report.

3. Medical Information

When an arrestee is processed at the California State University, Northridge Department of Police Services, the booking officer shall ask the arrestee all questions listed on the Los Angeles County Unified Arrestee Medical Screening Form and the Department's Inmate Classification Questionnaire. All responses shall be documented on these forms and any unusual medical conditions or responses by an arrestee detained in the Department's temporary detention facility shall be immediately brought to the patrol shift supervisor's attention by the arresting, transporting, and/or booking officer. The arresting officer shall document these unusual conditions in his/her RIMS arrest report. Examples of unusual conditions include but are not limited to:

- a. Unusual behavior
- b. Body deformities, bruises, lesions
- c. Unusual diseases or afflictions
- d. Unstable mental status

- e. Medications, drugs, or alcohol ingested prior to arrest
- f. Justifiable fear for personal safety within the detention facility.

4. Dispensing of Medication

California State University, Northridge Department of Police Services personnel SHALL NOT dispense medication to arrestees detained in the department's temporary detention facility. If an arrestee is in need of constant medication, he shall be immediately transferred to the Los Angeles County Jail (if booked into our LiveScan system) or LAPD Van Nuys Jail (if not booked into our LiveScan system).

F. Arrestee Rights

This section outlines specific rights arrestees have while in the California State University, Northridge Department of Police Services temporary detention facility.

1. Magistrate

California Penal Code Section 825 states that an arrestee shall be taken before a magistrate without unnecessary delay. Since the California State University, Northridge Department of Police Services detention facility is for temporary detention only, all arrestees requiring or demanding immediate appearance before a magistrate shall be booked into a Los Angeles County or LAPD jail. It is the responsibility of that agency where the arrestee was transported to, to deliver the arrestee to a magistrate.

2. Bail for Arrestees

Since the California State University, Northridge Department of Police Services detention facility is for temporary detention only, department employees will not accept bail or bond from or on behalf of arrestees. Bail is arranged by/for the arrestee after he is booked into the Los Angeles County Jail or Los Angeles Police Jail system.

3. Access to Attorney

In the event that the attorney for an arrestee arrives at the California State University, Northridge Department of Police Services prior to the arrestee being transferred to the Los Angeles County or LAPD jail facility or prior to being released, the arrestee and his/her attorney shall be afforded a place of privacy to confer. The booking officer must notify the patrol shift supervisor of the visit request before it takes place. The booking officer will note the conference between the arrestee and his/her attorney on the temporary detention facility "Arrestee Processing Log." The attorney and his personal belongings will be subject to search and inspection prior to coming into contact with the arrestee. The attorney/arrestee conference will be held within the Department's detention facility sterile interview room (e.g. no video or audio recording devices) under the control of the patrol shift supervisor or his/her designee.

For policies involving access to counsel during an interview or interrogation by department officers or investigators, see Department Policy/Procedure #08-L.E.-014 – "Legal and Constitutional Authority for Search and Seizure, Interviews / Interrogation, and Arrest."

4. Meals

Since arrestees shall not be detained in the holding facility longer than six hours, meals are not provided. However, if extenuating circumstances require a stay longer than six hours, a meal will be provided. A transient or homeless arrestee who is detained for any period of time, and they have been without food as a result of their circumstances, should be transported immediately to a Los Angeles County or LAPD jail where a meal can be provided to them by the jail staff after processing.

For those extenuating circumstances, a sealed envelope containing \$20.00 in U.S. currency has been placed within the locked key box within the police equipment room. If a meal is provided, it shall consist of 1 regular sized value meal from a local fast food establishment (i.e. McDonalds, Carl's Jr., or Jack in the Box). A receipt is required from the food vendor and shall be forwarded to the respective Patrol Operations Commander for processing and replacement of money within the sealed envelope. Meals provided are to be logged on the "Arrestee Processing Log" within the detention facility. Note: See Department Policy/Procedure #08-L.E.-13 – "Arrest Procedures and Alternatives to Arrest" for meal procedures involving Juvenile detainees.

5. Telephone Calls

California Penal Code Section 851.5 states that an arrestee has the right to make at least three (3) completed telephone calls immediately upon being booked or no later than three (3) hours after the arrest. It is the responsibility of the booking officer to ensure that the arrestee is given the opportunity to make the telephone calls. These calls are to be made at no expense to the suspect. Calls to attorneys are not to be monitored, eavesdropped upon, or recorded.

The arresting officer however shall inquire as soon as practical upon being arrested, except where physically impossible and no later than three (3) hours after arrest, whether the arrested person is a custodial parent with responsibility for a minor child. The arresting officer shall notify the arrested person who is a custodial parent with responsibility for a minor child that he or she is entitled to, and may request to, make two additional phone calls at no expense to a relative or other person for the purpose of arranging for the care of the minor child or children in the parent's absence. These telephone calls shall be given immediately upon request, or as soon as practicable.

For juvenile detainees, Welfare and Institutions Code 627 states that immediately after being taken to a place of confinement, except where physically impossible, no later than one (1) hour after taken into custody, the minor shall be advised and has the right to make at least two telephone calls from the place where he/she is being held, one call completed to his/her parent or guardian, a responsible relative, or his/her employer, and another call completed to an attorney.

If an arrestee is in the custody of a detective, the detective's approval must be obtained prior to the arrestee completing any phone calls, prior to the expiration of the three hour time limit. The acceptance and placement of calls by the arrestee, or temporary denial of a requested phone call opportunity prior to the 3-hour time limit, shall be documented on the "Arrestee Processing Log." Documentation of all calls placed by the arrestee shall include the date/time of call, phone number, and to whom the call was made.

6. Water, Blankets, Soap, and Toilets/Toilet Paper

Blankets, soap, and toilet paper are available within the rear LiveScan processing room overhead storage cabinet for those arrestees who are in need of such items.

Water and toilets are located in each of the temporary detention cells for arrestee use. Upon release of the arrestee, blankets shall be placed into the laundry basket located beneath the overhead storage cabinet in the LiveScan processing room. Used soap bars are to be replaced with a new bar, disposing of the old soap bar in the trash. The Title 15 officer will collect used blankets for dry cleaning during his/her weekly safety and sanitation inspection.

G. Supervision of Arrestees within Temporary Detention Facility

1. Supervision

All arrestees are monitored by Communications Unit personnel, or any sworn officer providing dispatch relief. This monitoring is conducted on an on-going basis via closed circuit video recording. However, a physical observation (e.g., a face-to-face visual) of all arrestees will also be conducted by a sworn officer, as assigned by the patrol shift supervisor, on an on-going basis which will not exceed 30 minute intervals. No checks are necessary during times the detention facility is void of arrestees. Documentation of these checks shall be made on the temporary detention facility "Prisoner Check Log."

2. Mail and Visitation

Arrestees shall not receive mail or other correspondence while detained in the department's temporary detention facility. Arrestees shall also not be permitted to receive visitors while in the detention facility, except for attorneys as permitted by law.

H. Fingerprints and Photographs of Arrestees

This section establishes policy and procedures for the collection, dissemination, and retention of photographs and fingerprints of persons taken into custody.

1. Fingerprints and Photographs

All persons arrested and brought to this department must have their fingerprints, palm prints, and photograph taken prior to being released to another agency or person or on their own recognizance. The exceptions may be:

- a. Combative or violent persons who could cause bodily injury to themselves or the person(s) taking the prints;
- b. Persons suspected or known to have AIDS, hepatitis, or other communicable diseases;
- c. Persons who are arrested solely for violation of 647f PC (alcohol);
- d. Any child (13 years old and younger);
- e. Persons who are physically incapable of completing the identification process.

Note: Any child (13 years old and younger) may have his photograph and fingerprints taken with the approval of the arresting officer's supervisor. This process is the responsibility of the arresting officer. The arresting officer shall indicate on the RIMS arrest report that this was done including the date and time.

2. Filing and Storage

The Investigations Unit is responsible for the filing and secure storage of the fingerprint, palm print, and photographs printouts taken pursuant to an arrest utilizing

the LiveScan booking system. All juvenile fingerprint and/or palm card printouts shall be marked by the booking officer with a "JUVENILE" red ink stamp (on top of the printout), for the purposes of separating juvenile and adult records as required by the Records Division. Mug photos pulled from the Los Angeles County booking system or with a department digital camera are filed and stored in the RIMS data base by investigation's personnel. Live-Scan fingerprints are electronically transmitted to a data base at the Los Angeles County Sheriff's Department and the Department of Justice. Any other form of identification, i.e., blood, urine, hair, clothing, etc. taken from an arrestee should be considered evidence and will be handled pursuant to Department Policy/Procedure #06-C.I.-003 - Property and Evidence Packaging and Control.

I. Arrestee Transportation

For the procedures in transporting arrestees to and from the Department's temporary detention facility, see Department Policy/Procedure #08-L.E.-009 – "Prisoner Transportation." The following topics are discussed within that policy regarding arrestee transports.

1. Handcuffing Arrestees
2. Search of Arrestee
3. Arrestee Transportation
4. Long Distance Transportation
5. Emergency Police Services While Transporting
6. Escape of an Arrestee Being Transported
7. Communicating with Arrestee
8. Transportation to Court
9. Safety/Security Procedures During Transport
10. Transport of Disabled, Sick, or Injured Arrestees
11. Special Transport Situations

J. Release of Arrestees

This section establishes procedures for the release of persons who are arrested by police officers of the California State University, Northridge Department of Police Services. Generally, all persons arrested by officers of the California State University, Northridge Department of Police Services for a felony offense will be booked at the LAPD Devonshire or Van Nuys Jail or a LASD County Jail. All persons arrested for a misdemeanor offense who are eligible for immediate release will be booked at the California State University, Northridge temporary detention facility and released on a written promise to appear (e.g. OR) or under Penal Code 849(b). Those misdemeanor offenders not eligible for release (i.e. outstanding warrant, etc.) may be booked within the Department's detention facility and transferred to a LASD County Jail or booked directly into a LAPD Jail without being taken to the department's detention facility. Note: LASD can retrieve our booking information from any of their jail locations, however LAPD Jails do not currently have that capability. Refer to Department Policy/Procedure #08-L.E.-013 – Arrest Procedures and Alternatives to Arrest for further details of release options.

Note: See Department Procedural Directive #2006-009 for "849(b) PC" release procedures.

K. Death In-Custody Reports and Investigation

1. Authority to Report

California Government Code Section 12525 requires a law enforcement agency to report in writing, within ten days after the death of a person in the custody of the law enforcement agency, to the California Attorney General and Correctional Standards Authority/Board of Corrections, the facts in the law enforcement agency's possession concerning the death. The report is a public record.

2. Reporting Procedure

The Investigations Unit Commander has responsibility for annually completing the Department of Justice Report on Death's in Custody, as well as the timely submission of incident reports and attachments (i.e. coroner's reports, death certificates, etc.) and other reports containing information relating to the death to:

State Bureau of Criminal Statistics
Statistical Data Center
P.O. Box 903427
Sacramento, CA 94203-4270

3. The Chief of Police shall assure that an operations and medical review of each in-custody death is completed. The review team will be selected by the Chief of Police and shall include the facility manager, a public health administrator, and other individuals as determined appropriate by the Chief of Police who are determined by the Chief of Police to be relevant to the incident. The administrative reports generated by the review team shall be completed and forwarded to the Chief of Police for review no later than 30 days after the in-custody death, unless an extension is granted by the Chief of Police due to extenuating circumstances.

L. Review of Temporary Detention Facility Directives

Every two (2) years by February 1st, a review of the policies and procedures for the Department of Police Services temporary detention facilities (juvenile holding rooms and secured lockup) shall be completed by the Patrol Operations Commander or his/her designee. A report of the review findings, including any recommended policy/procedure revisions if needed, shall be forwarded to the Deputy Chief and Chief of Police.