



TEMPORARY HOLDING FACILITY
GENERAL ORDER #22.04

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Persons Affected: All personnel

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Revision History

Supersedes version dated 03/30/2022

PURPOSE

The purpose of this Order is to provide direction for all department personnel in the safe, efficient, and legal operation of the Stanford University Department of Public Safety Temporary Holding Facility.

POLICY

The Stanford University Department of Public Safety (SUDPS) Temporary Holding Facility (THF) and its associated secure sally port are located adjacent to the DPS Public Safety Building. The purpose of the THF and sally port is to facilitate the pre-processing of both adults and minors who have been taken into custody by department personnel, in preparation for release or transfer to the Santa Clara County Department of Correction (SCCDOC) or the Juvenile Probation Department (JPD). The THF facility and adjoining sally port is the primary location at SUDPS for the temporary detention of individuals in custody



and for SUDPS personnel to conduct processing, photographing, fingerprinting, and the taking of chemical samples associated with arrestees. SUDPS is committed to operating the THF in accordance with the rules and regulations set forth by the Board of State and Community Correction (BSCC), in accordance with Title 15 and Title 24 of the California Code of Regulations.

Anyone performing duties related to the operation of the THF shall be trained in accordance with the applicable standards set forth in BSCC Title 15, Minimum Standards for Local Detention Facilities. These individuals are responsible for knowing and carrying out the provisions of this General Order. Anyone who provides services to the THF and who is likely to have contact with a person who is in custody shall be trained in the applicable provisions of the Prison Rape Elimination Act (PREA).

Whenever SUDPS facilities are used to temporarily detain juveniles/minors securely or non-securely, the detentions will be conducted in compliance with the [Federal Juvenile Justice and Delinquency Prevention Act](#) of 2002 (JJDPA).

The Director of Public Safety is designated as the “Facility Administrator.” The Security, Parking & Traffic Manager is designated as the “Facility Manager.” Both the Facility Administrator and Manager shall have offices, if needed, outside the THF in the main Public Safety building.

In an emergency, the Facility Administrator may suspend any standards or requirements prescribed in Title 15, as it applies to the SUDPS THF. When such a suspension lasts longer than three (3) days, the BSCC shall be notified in writing. No suspension shall continue longer than fifteen (15) days without the approval of the chairperson of the BSCC. The Facility Administrator may appeal any decision rendered by the BSCC Board, as it relates to application of regulations or procedures and enforcement of regulations related to the THF.

Any questions regarding this general order or the operation of the THF are to be directed to the Facility Manager.

DEFINITIONS

TERMS	DEFINITIONS
Contact (between adults and minors/juveniles who are in custody)	Any direct physical or sustained sight or sound contact between a juvenile in detention and an incarcerated adult. Sight contact is clear visual contact between adult inmates and juveniles within close proximity to each other. Sound contact is direct communication between adult arrestees and juvenile offenders.



Custodial Personnel and Custodial Officer	<p>“Custodial Personnel” means those officers with the rank of deputy, correctional officer, patrol persons, or other equivalent sworn or civilian rank whose duties include supervision of inmates.</p> <p>A “Custodial Officer” is a public officer, not a peace officer, employed by a law enforcement agency of a city or county who has the authority and responsibility for maintaining custody of prisoners and who performs tasks related to the operation of a local detention facility used for the detention of persons usually pending arraignment or upon court order, either for their own safekeeping or for the specific purpose of serving a sentence in the facility. See 831(a) PC. (Note: SUDPS does not employ custodial officers. In the event an agency that employs custodial officers has been given permission to utilize the SUDPS THF, such as during a mutual aid situation, said employees may operate within the THF.)</p>
Direct Visual Observation (by SUDPS or authorized personnel)	Direct personal view of the inmate in the context of their surroundings without the aid of audio/visual equipment. Audio/video monitoring may supplement, but not substitute for, direct visual observation.
Emergency Medical Situations	An acute injury or illness that poses an immediate risk to a person’s life or long-term health. Can also include those situations where immediate services are required for the alleviation of severe pain or where immediate diagnosis and treatment of unforeseeable medical conditions are required if such conditions would lead to serious disability or death.
Juvenile	A person under the age of 18 years.
Law Enforcement Facility	A building that contains a Type 1 jail, Temporary Holding Facility, or Lockup. Does not include a Type II or III jail, which has the purpose of detaining adults charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

Lockup	A locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily used for the temporary confinement of adults who have recently been arrested.
Non-secure Custody (Minor/Juvenile)	A minor's freedom of movement in a law enforcement facility is controlled by the staff of the facility and (1) the minor is under constant direct visual observation by the staff; (2) the minor is not locked in a room or enclosure; and, (3) the minor is not physically secured to a cuffing rail or other stationary object.
Non-Status Offense (Minor/Juvenile)	Any offense committed by a minor that would be crimes if committed by an adult.
Persons with Disabilities	Includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities, or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance.
Safety Cell	A locked room or secure enclosure designed to BSCC Title 24, Part 2, Section 1231.2.5 standards, that is primarily used for the confinement of adults who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others. (BSCC Title 15, Division 1, Chapter 1, Subchapter 4, Section 1055)
Safety Checks	Direct, visual observation performed at random intervals within timeframes prescribed by BSCC regulations to provide for the health and welfare of inmates.
Sally Port	The secure, controlled entryway into the THF that provides an additional layer of security for officers and detainees between a public space and the THF.
Secure Custody (Minor)	A minor being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object.
Status Offense (Minor)	A noncriminal act that is considered a law violation only because of a youth's status as a minor, e.g. truancy, running away from home, violation of curfew, underage use/possession of alcohol.



Supervision in a Law Enforcement Facility (Minor)	A minor being directly observed by the responsible individual in the facility to the extent that immediate intervention or other required action is possible.
Temporary Custody (Minor/Juvenile)	A minor is not at liberty to leave the law enforcement facility (includes when a juvenile is held in a non-secure location).
Temporary Holding Facility	A local detention facility constructed after January 1, 1978, used for the confinement of persons for 24 hours or less pending release, transfer to another facility, or appearance in court.

PROCEDURE

This General Order has been divided into five sections:

- Section 1 – THF Design, Equipment, Intended Use, and Required Training
- Section 2 – Safety Protocols, Staffing, Procedures for Processing Persons In-Custody
- Section 3 – In-Custody Deaths and Attempted Suicide
- Section 4 – Juvenile Procedures
- Section 5 – Cleaning, Maintenance, Inspection and Report Schedules

SECTION 1

THF DESIGN, EQUIPMENT, INTENDED USE AND REQUIRED TRAINING

A. FACILITY CLASSIFICATION, IDENTIFICATION AND USE

1. The BSCC has identified the facility operated by SUDPS as a “Temporary Holding Facility.” The THF’s intended purpose is to be an on-campus location for the safe and efficient processing of individuals arrested by department personnel pending release from custody pursuant to **849(b) PC**, release from custody after being issued a Notice to Appear (or Juvenile Citation), or transfer to another agency. By SUDPS policy, detaining an individual in the THF longer than 4 hours requires Supervisory approval to insure that all requirements for the care and feeding of an arrestee or juvenile will be met.
2. Use of THF for Court Holding Facility or Inmate Movement



The THF is not intended to be used as a court holding facility or for the temporary holding of persons being moved from one custodial facility to another. If requested by another agency, the Director of Public Safety may approve use of the SUDPS THF for this purpose. A written record of all approved/denied requests will be retained by the Facility Manager for review by BSCC.

3. Use of THF for a Mass Arrest Situation

Should an event or incident occur that involves mass arrests requiring pre-processing of arrestees on the Stanford campus, processing of arrestees may take place in the vehicle sally port which will be set up to house temporary booking stations. The purpose of the booking stations is for personnel to be able to process a large volume of arrestees for release or transfer to another agency. The supervisor designated to be responsible for the mass arrest booking stations will take into consideration the estimated volume of arrestees to be processed to determine staffing needs and equipment necessary to maintain safety and security of personnel and arrestees. All personnel assisting at the booking stations shall be briefed prior to the booking stations becoming operational, and the briefing shall include the methods for summoning aid in an emergency, maintaining control of arrestees and monitoring their movement.

B. FACILITY DESIGN AND OCCUPANCY (IACLEA 8.2.5)

1. The construction materials used in the THF are designed to prevent combustion. The facility is equipped with an automatic sprinkler system, smoke detectors, and a venting system to evacuate smoke. A portable fire extinguisher is located in the control room. Items and equipment used in the THF have been evaluated to minimize combustibles. Only blankets meeting the requirements of the State Fire Marshal for flammability shall be used in the THF. Any new equipment to be used in the THF will be evaluated by the Facility Manager to ensure it maintains the established fire suppression standards as determined by the Office of the State Fire Marshal and the Santa Clara County Fire Marshal.
2. The BSCC has approved that a maximum of thirty (30) persons may be temporarily held inside the THF at one time, under normal operating conditions. Additionally, under these circumstances, arrestees may be temporarily held in the sally port, if necessary. The THF is designed to conform to the design standards outlined in the Prison Rape Elimination Act (PREA) of 2003, including required signage. The THF was designed to allow wheelchair access to the juvenile and adult entrances via the restricted parking area or the sally port. The observation area and the holding cells are also wheelchair accessible. See Section 2.H and Section 2.O for processing



persons with special medical needs or disabilities.

3. The SUDPS THF has been designed so that it is possible to temporarily hold adults and juveniles at the same time while also keeping adults and juveniles separated from one another as required by BSCC guidelines.

There are four secure holding cells in the THF. Each holding cell contains a ligature-resistant lavatory area with toilet, wash basin, bubbler drinking fountain, PREA privacy partition, and an intercom to the THF control room and observation area which enable an arrestee to communicate with staff.

Two holding cells are located on the east side of the facility and two are located on the west side of the facility. A locked door separates the east and west sides of the facility. The east side of the facility is intended for the processing of juveniles, including those who are in non-secure custody. The west side is the primary location for the temporary detention of adults who are in custody. When there are no juveniles in the facility, the east side can be used for the temporary detention of adults.

The east side consists of one (1) observation processing area [D141/D141A] and two (2) temporary holding cells [D144 and D145]. The juvenile side of the THF is designed to meet requirements for secure and non-secure detention of juveniles. There is a wall mounted telephone in the observation area for use by an arrestee. When no juveniles are present, the cells may be used for adult arrestees, if needed; however, the west side of the THF is the primary area for detention of adults who are in custody.

The west (adult) side consists of one (1) adult processing area, photograph and fingerprinting area and a Draeger breath alcohol measuring instrument, [D150A] and two (2) adult holding cells [D147 and D148]. A wall-mounted telephone is located in the observation area, for use by arrestee(s).

4. Holding cells [D144, D145, D147, and D148] may temporarily hold a maximum of five (5) arrestees each. The adult observation and processing area has a capacity of six (6), and the juvenile observation and processing area has a capacity of four (4). Each holding cell has access to water and toilet facilities.

The THF was not designed to function as a sobering facility or to provide safety cell housing. Persons who are under the influence of drugs and/or alcohol may be pre-processed in the facility, but they should be released from custody or transferred to another facility as soon as practicably possible.

C. KEY CONTROL, DURESS ALARMS AND CAMERAS (IACLEA 8.1.3, 8.2.4)



1. Primary access to the THF is via electronic key card and the access control and security monitoring consoles. Doors also have a custody grade key lock in them to provide a third method of access. Keycards that allow access to the THF will be issued to authorized employees. Access to the physical door keys for non-emergency purposes will be via the Traka Key Management system and limited to the following persons:

- The Director of Public Safety
- The Captain
- Facility Manager
- The Court Liaison Officer (CLO)

Physical door keys for emergency access will be maintained in clearly marked red and white wall-mounted boxes in the following locations:

- The THF's Control Room [D151].
- The hallway outside the Field Operations Lieutenant's Office
- On the wall in the Department Operational Center (DOC) above the desk

As part of the daily inspection, each set of keys shall be visually accounted for. Any missing keys shall immediately be reported to the Facility Manager or, in their absence, the Captain.

Keycards and physical keys are not to be shared, loaned, given or issued to unauthorized persons. This includes facilities and contract maintenance personnel. When maintenance or repair work is being performed in the THF, an authorized employee will escort and monitor the worker(s) until work is completed.

2. Wall-mounted duress alarms to summon aid in an emergency are located throughout the THF and in the sally port. The wall-mounted duress alarms are directed to Palo Alto Communications. Personnel may also summon aid by activating the emergency button on their portable radios or verbally broadcasting an emergency on the portable radios.
3. The THF is equipped with audio and video equipment to record the activity in the sallyport and the THF. The cameras activate automatically with movement. Cameras inside the facility have been positioned to provide privacy for a person using the lavatory. There is no audio recording equipment inside the holding cells.

Monitoring of the cameras can be done from one of the security operations control consoles located in the following areas:



- THF Control Room – This location also provides direct visual observation of those persons in the THF
- The Department Operations Center (DOC)
- Patrol Lieutenants Office (access to this office is restricted)

D. FACILITY EQUIPMENT AND OPERATIONAL READINESS (IACLEA 8.2.7)

1. The on-duty Watch Commander/Shift Coordinator or most senior deputy on duty will be responsible for the operation for the THF during their shift. They are responsible for ensuring an inspection of the THF and sally port areas occur no less than once every 24 hours and is documented in the THF Activity Log. Refer to *G.O. 11-07 - Facility Access and Monitoring* for testing related to Closed Circuit Cameras and access control functions.
2. Personnel shall notify in a timely manner the on-duty Watch Commander and the DOC of missing or damaged equipment and issues or concerns related to cleanliness or safety of the THF and sally port. The Watch Commander shall determine if the situation needs immediate attention or can be addressed at a future time and shall ensure that the appropriate persons are advised of the need. The method of notification will depend on the situation; however, follow-up with an email is strongly recommended.
3. The Facility Manager is responsible for reviewing the THF Activity Log, confirming personnel are complying with local and state policies and procedures, ensuring that all inspections and cleaning occur according to the schedule and that equipment is maintained.
4. The Facility Manager shall be responsible for completing an annual document review of this General Order in compliance with *General Order 2.0 - Maintenance of General Orders* and to ensure it continues to meet the applicable requirements of the BSCC in regards to Title 15 and 24 of the California Code of Regulations and security measures specific to prevention of sexual abuse and harassment. The review will take place in conjunction with the annual review of department General Orders. Revisions recommended by the Facility Manager will be submitted to the Support Services Division (SSD) that will document the Order's revision. The Director of Public Safety shall be responsible for approval of all revisions to this Order. The approved Order shall be retained and distributed to department personnel by the Support Services Division.
5. The Court Liaison Officer (CLO) will be responsible for conducting daily inspections and shall be responsible for making sure forms and supplies (First Aid supplies, Draeger mouthpieces, PAS mouthpieces, report forms, blankets, alternate clothing, AED, WRAP) are readily available and present for the THF



to operate. The CLO shall also be responsible for providing the Facility Manager with a list of supplies that are needed.

6. First Aid Kits and AED

- a. Two first aid kits, an AED and Naloxone (Narcan) are maintained in the THF Control Room. The first aid kit is wall mounted and is for minor injuries. The first aid trauma kit (IFAK), is for more serious situations. Each kit is readily accessible to personnel in the THF, and its location is clearly marked.
- b. Any missing or damaged items will be reported to the Facility Manager or Logistics Manager.

7. See "Section 5" for the Facility Cleaning schedule.

8. See "Section 5" for the Fire Inspection schedule.

E. TEMPORARY HOLDING FACILITY TRAINING (IACLEA 8.2.2)

1. Personnel who provide services at the THF, who have responsibilities related to the operation of the THF and who are likely to have contact with an individual who is in custody, shall be trained in the Prison Rape Elimination Act (PREA). Personnel who have responsibilities related to the operation of the THF, when occupied by persons in custody, shall be trained as required by Title 15 specific to the operation of a THF, which includes Fire and Life Safety Training. This training will include:

- Applicable Jail Standards
- Jail operations liability
- Inmate segregation
- Emergency procedures and planning
- Suicide prevention
- Applicable regulations pertaining to juvenile detention
- CPR and First Aid (including regular updates to maintain certification)
- The facility's evacuation protocol

Training will be completed as soon as practical, but not more than six (6) months after the date of the employee being assigned responsibilities related to the operation of the THF and/or those in-custody. It shall be the responsibility of the Facility Manager and the Department Training Manager to provide eight (8) hours of update training every two (2) years to personnel



with responsibilities related to the THF's operation. Training topics will comply with current regulations. The Facility Manager shall determine if additional training is needed based upon, but not limited to, the complexity of the THF operation, the number and type of arrestees processed, the level of experience and training of personnel, and other relevant factors.

SECTION 2

SAFETY PROTOCOLS, STAFFING AND PROCEDURES FOR PROCESSING PERSONS IN CUSTODY

A. VISITORS AND RIDE-ALONGS

1. Ride-alongs are not allowed inside the THF, when arrestees are present, without prior authorization of a Lieutenant or higher. The presence of persons not essential to the pre-booking process increases the level of risk and reduces security. Ride-alongs should be escorted to the lobby or an area outside the THF where they will remain while the deputy completes the pre-booking of the arrestee.
2. Visitors, including persons to whom an arrestee is being released, are not allowed in the THF or sally port. Attorneys representing an arrestee are the exception. See Section X - Visitation/Attorney Interviews for additional information about attorney representation.

B. SEXUAL ABUSE, SEXUAL HARASSMENT AND PREA

1. SUDPS personnel shall have a zero tolerance for sexual abuse and sexual harassment.
2. Any allegation that is reported will be documented, including incidents that did not occur in SUDPS's law enforcement jurisdiction. Incidents alleged to have occurred in the THF or by a SUDPS employee shall be investigated. The Director of Public Safety and Captain shall be notified; they will be responsible for notifying the Santa Clara County Sheriff's Office (SCCSO) and determining which agency will conduct the investigation.
3. Because persons alleging abuse may disclose to someone who is providing support at the THF other than a sworn officer, the individual learning of the alleged abuse shall notify a sworn officer, as soon as practically possible. The on-duty Watch Commander/Shift Supervisor will notify the Director of Public Safety and Captain.



4. Neglect of Duties to prevent abuse or retaliation toward an arrestee or employee reporting abuse shall not be tolerated.
5. Allegations of neglect and/or retaliation shall be investigated.

C. USE OF FORCE

Any use of force within the THF shall comply with General Order 12.00 – Use of Force.

D. STAFFING AND COMMUNICATION

1. Sworn and, if needed, non-sworn SUDPS personnel will staff the THF when there is a person in custody. Sworn personnel are responsible for the overall operation when an adult or juvenile is in custody. Non-sworn personnel provide support, when needed.

At least one staff person who has received Title 15 training specific to THF operations, including Fire and Life Safety training will be physically present in the THF whenever someone is in custody in the THF. Additionally, whenever an arrestee is being processed in the THF, a second person, sworn or non-sworn, will continually monitor the occupied facility via monitors at the security operations control workstations or by direct visual observation. Persons who are in custody inside the THF or sally port adjacent to the THF are to be monitored at all times.

The role of non-sworn personnel will primarily be to ensure the safe operation of the THF, which includes monitoring the facility's operation in person or remotely from a video workstation in the adjoining public safety building, immediately summoning aid in the event of an emergency and, based on their level of training and experience, provide aid, when appropriate.

In the event no Title 15 trained staff person is on duty, arrestees who are to be booked will be transported directly to the Santa Clara County Department of Correction (SCCDOC).

2. Personnel whose responsibility it is to monitor the activity in the THF are to do so from one of two locations, remotely via Closed Circuit Camera at the security operations control console in the DOC or by physically being in the Control Room of the THF. The Control Room provides face-to-face visual observation. Authorized personnel can view the THF from the security operations control console in the Patrol Lieutenant's Office.
3. When a female arrestee is processed in the sally port or THF, at least one female member of the department who has received Title 15 training specific to THF operations, including Fire and Life Safety training shall be



immediately available and accessible to the arrestee in the event of an emergency. When a male is processed in the sally port or THF, at least one Title 15 trained male member of the department shall be immediately available and accessible to the arrestee in the event of an emergency. For the purpose of this section, "immediately available" includes SUDPS or SCCSO staff who are either in the THF, sally port, or the main Public Safety Building. In the event an arrestee's gender differs from their sex, it is permissible for the officer/deputy to be the same gender as the person in custody.

4. Operational communication within the department that is relevant to the day-to-day operation of the THF will be accomplished using one or more of the following methods:
 - Face-to-face contact
 - Telephone
 - Voicemail
 - Email
 - Texts
 - Memorandum
 - Briefings
 - Radio

E. RESPONSIBILITIES OF MONITORING PERSONNEL (IACLEA 8.2.4)

1. The primary responsibility of the personnel monitoring activities in the THF is to ensure the safety of personnel and arrestees within the facility. This responsibility is inherent whether monitoring remotely from a security operations control console at the DOC workstation, in person from the THF Control Room, or from the Patrol Lieutenant's Office. Employees shall not perform other duties that distract them from monitoring activity in the THF or sally port.
2. Personnel monitoring THF activities shall immediately report any emergencies in the facility by notifying Palo Alto Communications via radio or by activating a duress alarm.
3. Upon being notified, Palo Alto Communications will broadcast the emergency to SUDPS field units and, if needed, other emergency services agencies; e.g., Palo Alto Fire Department, County paramedics, Palo Alto Police Department. The Watch Commander/Shift Supervisor will acknowledge the THF



emergency and respond. The emergency will be noted in the THF Activity Log by the deputy or Watch Commander/Shift Supervisor.

4. All necessary gates and doors will be unlocked by monitoring personnel to allow support services access to the facility.
5. Any incident which results in physical harm or serious threat of physical harm to department personnel, an arrestee or another person in the THF or results in damage to University Property shall be documented in an IR report.

F. EMERGENCIES – INCLUDING NATURAL DISASTER, DISTURBANCE, ESCAPE OR HOSTAGE SITUATION (IACLEA 8.1.3, 8.2.4)

1. In the event of an emergency, the deputy or person monitoring the THF shall:
 - Immediately notify Palo Alto Communications by radio, telephone, duress alarm or portable radio emergency button.
 - Provide a description of the incident.
 - If possible, provide the number and descriptions of the persons involved in the disturbance, hostage situation or escape.
 - If it is an escape, provide the escapee's last known direction of travel.
2. Sworn officers and, if trained, other SUDPS personnel shall:
 - Ensure that arrestees in the THF who are not involved are isolated from potential harm.
 - Evacuate arrestees, if needed and possible.
 - Administer first aid to those in need, if and when possible.
 - Notify the on-duty Watch Commander/Shift Supervisor of the incident and relevant conditions.
 - Coordinate release or transfer to another agency of arrestees in custody, if applicable.
 - Document the incident in the THF Activity Log and complete a SR or IR report as applicable to record the details of the incident.



3. The THF is designated a "No Hostage Area." It is the primary responsibility for personnel in a hostage situation to protect every person involved, if possible, from serious injury or death. Personnel shall not consider bargaining with a hostage taker(s). Orders issued by an employee who has been taken as a hostage will not be followed regardless of rank. If an employee is taken hostage, the hostage taker shall not be provided with a weapon of any kind.

G. FIRE SUPPRESSION PRE-PLANNING AND RESPONSE/EVACUATION
(IACLEA8.2.6)

1. Refer to Section 1.B – *Facility Design and Occupancy* for specifics regarding construction materials and fire suppression system and equipment used in the THF.
2. Consistent with the tenability analysis report pertaining to the THF, the following actions will be taken in the event of a fire in the THF:
 - a. Deputies will evacuate persons in custody if the fire cannot be readily extinguished or if persons will be subjected to smoke inhalation.
 - b. Doors leading into and within the THF can be opened manually with a key, an electronic keycard or remotely from the security operations control console in the THF Control Room, at the DOC workstation or in the Patrol Lieutenants Office.
 - c. When an evacuation occurs, personnel will take the following actions:
 - 1) Activate an alarm to warn other personnel in the building of the emergency.
 - 2) Notify Palo Alto Communications and request the fire department and other assistance needed to facilitate evacuation.
 - 3) Initiate rescue/evacuation/lockdown operations as necessary.
 - 4) Attempt to suppress/isolate the fire. (Isolation may be accomplished by evacuating the cell and then securing the door if the fire is located inside the cell.)

Note: If smoke evacuation vent fans do not automatically activate, they should be manually activated from a switch in the THF Control Room or in the hallway outside the Patrol Lieutenant's Office in the Public Safety Building.

- 5) To assist in removal of smoke within the facility during evacuation of



arrestees, door #150, used to enter the adult area of the THF from the sally port, will be propped open. Door #141, used to enter the juvenile area from the sally port, will also be propped open.

- 6) Arrestees being evacuated from inside the THF will be removed from the facility to the vehicle sally port to a transport vehicle. If the ability to exit to the secure sally port is not possible, arrestees will be removed via the juvenile door (#141) to the rear fenced parking lot and placed in the prisoner transport van staged adjacent to the doorway.

Keys for the transport van are located in the THF Control Room in a red/white emergency box. The red/white emergency boxes also contain keys to manually open all doors in the facility. Red/white emergency boxes are also located in the hallway across from the Patrol Lieutenants Office and in the DOC on the wall above the desk.

- 7) To ensure access for firefighters in the event of a fire, the Watch Commander/Shift Supervisor or most senior deputy on duty shall respond to the THF or ensure that an employee who is not directly involved with the security of an arrestee is assigned to assist with access. A Knox box for use by the Fire Department is located at the Pampas Lane gate or the vehicle gates can be opened via the control panel in the THF, Lieutenant's office, or the DOC.
3. The on-duty Watch Commander/Shift Supervisor or most senior deputy on duty shall be responsible for notifying the Director of Public Safety of the fire and providing a written employee report to him/her detailing the events surrounding the fire. A copy of the employee report will also be forwarded to the Facility Manager. The incident will be noted in the THF Activity Log as well as the shift log. An IR report shall be completed if the fire was arson. An informational SR report shall be completed in all other situations.

H. MEDICAL SERVICES, CARE FOR PERSONS WITH SPECIAL NEEDS, AND MANAGEMENT OF PERSONS WITH COMMUNICABLE DISEASES (IACLEA 8.3.3)

1. The Palo Alto Fire Department, the Stanford Health Care Hospital, and the Lucile Packard Children's Hospital are less than a 5-minute drive from the SUDPS THF.
2. The Palo Alto Fire Department shall be summoned in the event an arrestee requires immediate medical attention or requests a medical evaluation for illness, injury or disability. Medical aid shall be provided to any ill or injured arrestee prior to commencing the pre-booking



process. Deputies and other SUDPS staff shall provide CPR and other lifesaving activities consistent with their training and within the scope of their training. A portable AED, first aid and individual first aid kit (IFAC) are located in the Control Room of the THF for use by department personnel.

3. Deputies shall notify the Watch Commander or on-call Lieutenant of any injuries to an arrestee that occurred during the arrest or pre-booking process and the circumstances under which it occurred. The Watch Commander/Shift Supervisor or most senior deputy on duty will make an entry of the incident in the shift log and ensure that an entry is made in the THF Activity Log. An Arrestee Injury Report shall be completed and photographs taken of any injury sustained by and arrestee during the arrest or pre-booking process.
4. Arrestees requiring transport to a hospital for medical treatment will be transported in the manner that provides the care necessary while *en route* without endangering transport personnel. Santa Clara County EMS Protocol requires a law enforcement officer to accompany, in the ambulance, any arrestee transported in handcuffs. If it is not possible for a law enforcement officer to accompany the arrestee in the ambulance, they should follow the ambulance to ensure safety and security during transport. An arrestee who remains in custody while being treated at a hospital will be monitored by a deputy to minimize an escape risk until custody is transferred to the SCCDOC or the arrestee is released pending the submittal of the investigation to the Santa Clara County District Attorney's Office (SCCDA) for filing of charges.
5. Arrestees requiring the use of a prosthesis should be considered as having a disability. Pre-processing of an arrestee with a prosthesis device may occur at the THF if the individual is sufficiently mobile without assistance. Arrestees should not be deprived of the possession of any orthopedic or prosthetic appliance if such appliance has been prescribed or recommended and fitted by a physician. If probable cause exists to believe the possession or use of the appliance constitutes an immediate risk of bodily harm to themselves or others, the appliance may be removed. (Ref. Section 2656(a) PC)

If the appliance is removed, the arrestee shall only be deprived of it for as long as the facts constituting the probable cause for its removal exist. When such facts cease to exist, the appliance shall be returned to the arrestee. Deputies shall notify the staff of the SCCDOC of any arrestee being transferred to their custody who has had their appliance removed. This will allow for the mandated examination by a physician within 24 hours. (Ref. 2656 (b) PC.)

6. Arrestees who need eyeglasses should be allowed to retain them unless they present a danger to the arrestee or others.



7. Arrestees displaying some or all of the following signs and symptoms may be experiencing excited delirium: intense paranoia, disorientation, dissociation, aggression/combativeness, fast heart rate, hallucinations, profuse sweating, hyperthermia, unexpected strength, incoherent speech. Excited delirium constitutes a medical emergency that requires immediate emergency medical intervention and transport to a hospital by paramedics or the fire department. Arrestees experiencing excited delirium should not be transported to a medical facility in a SUDPS vehicle.
8. Pregnant or lactating women, developmentally disabled, physical, emotional, behavior disabled arrestees or special medical programs (including medically prescribed diets), and arrestees requiring medication may need services that exceed what SUDPS personnel can provide.
9. Depending on the circumstances, which will include the anticipated final disposition of the person in custody, if there is reason to believe based on the information known at the time that the person in custody will need services beyond what can be provided by SUDPS personnel conducting pre-processing activities, including when someone presents with the conditions described above, deputies have the option of proceeding directly to another facility in lieu of pre-processing at the SUDPS THF. Information regarding an arrestee known to have a physical or mental condition shall be disclosed by the deputy to the SCCDOC or JPD staff upon transfer to their facility. This will facilitate the proper care and segregation of the arrestee.
10. The THF is not designed or staffed to process or hold arrestees who have been identified as having or suspected of having a communicable disease. Arrestees with a communicable disease will be transported directly to either the SCCDOC or a medical facility that is equipped to address the medical need. If it is later determined that an arrestee with a communicable disease was present in the THF, the on-duty Watch Commander/Shift Supervisor and the Facility Manager shall be notified. It will be the responsibility of Facility Manager to make the appropriate notification to Environmental Health Services (EH&S) and the Santa Clara County Public Health Department, Public Disease Control Unit to identify what decontamination steps should be taken.

Contaminated areas shall be closed and not used again until after they have been decontaminated and approved for use. The Watch Commander/Shift Supervisor will determine if the affected area of the THF was occupied by additional arrestees. If it is determined that other arrestees may have been exposed, the Facility Manager shall work with the Santa Clara County Public Health Department to attempt to notify the infected persons. If the arrestee was transferred to another agency, then that agency will be notified as well. An entry identifying the contaminated area(s), the notifications made to other



agencies, and the type of decontamination shall be made in the THF Activity Log by the Facility Manager or person making notifications.

Personnel who may have come into contact with the arrestee with the communicable disease shall be notified by the Watch Commander/Shift Supervisor. All personnel who may have been exposed will document the incident per *Administrative Guide 7.6.1 Accident and Incident Reporting* and the Airborne Transmissible Disease Protocol.

11. See Section "I" for information pertaining to managing arrestees who are intoxicated.
12. See Section "J" for information pertaining to Mental Health Services and Safety Cells.

I. INTOXICATION AND SOBERING CELLS (IACLEA 8.2.4)

1. The THF does not include sobering or detoxification facilities. Intoxicated arrestees may be pre-processed at the THF prior to transfer to the SCCDOC, another facility, or released to a responsible adult.
2. Persons under the influence of alcohol, illicit drugs or a combination of drugs and alcohol present an increased likelihood of an adverse reaction including unpredictable behavior and the need for immediate medical care. Arrestees exhibiting symptoms indicating a medical emergency shall be provided with medical assistance.

Mild symptoms associated with alcohol withdrawal may be displayed by an arrestee as:

- Anxiety
- Shaky hands
- Headache
- Vomiting
- Insomnia
- Sweating

More severe symptoms referred to as delirium tremens (DTs) may be displayed as:

- Hallucinations
- Seizure
- Confusion
- Racing Heart
- High Blood Pressure



- Fever
- Heavy Sweating

Alcohol poisoning symptoms may be displayed as:

- Confusion
 - Vomiting
 - Seizures
 - Slow breathing (less than eight breaths a minute)
 - Irregular breathing (a gap of more than 10 seconds between breaths)
 - Blue-tinged or pale skin
 - Low body temperature (hypothermia)
 - Passing out (unconscious) and cannot be awakened
- a) For persons who are under the influence of alcohol, drugs or both in combination, continuous video monitoring will occur and direct visual safety checks will take place no less than every thirty (30) minutes. To gauge consciousness and prevent a medical emergency, the arrestee will be roused every two (2) hours. Entries shall be made in the THF Activity Log recording each safety check. If the arrestee cannot be roused, is having difficulty breathing or is suffering from any medical distress, summon medical emergency assistance and provide appropriate aid. To ensure the well-being of a person in custody, rouse someone who is snoring to ensure the snoring isn't an indication of a medical emergency.
3. Juveniles exhibiting signs of extreme intoxication shall be medically cleared before being processed in the THF.

Intoxicated juveniles detained in the THF, after clearance, will be supervised and monitored by staff until released or transferred to another agency. Safety checks will be noted in the THF Activity Log. Electronic monitoring shall not be used to replace direct visual observation. Monitoring of juveniles will occur in the following manner:

- a) Non-secure intoxicated juveniles: Constant visual observation. Entry and release times noted in THF Activity Log.
- b) Secure intoxicated juvenile by use of cuffing ring: Constant direct visual observation. Cannot be secured for longer than 60 minutes.
- c) Secure intoxicated juvenile in a cell: Safety check conducted at least once every fifteen (15) minutes. Safety check times must be noted in THF Activity Log.



J. MENTAL HEALTH SERVICES AND SAFETY CELLS

1. The THF does not contain a safety cell. Deputies have the option of proceeding directly to another facility if they have reason to believe a person poses an immediate threat to themselves or others and that available SUDPS resources would not be able to effectively manage the safety needs of the arrestee or others during the pre-booking process at the THF.
2. The THF facility is not staffed to provide mental health services. An arrestee requiring emergency (versus routine or ongoing) mental health services who has been arrested for a bookable offense will be transported to the Santa Clara County Mental Health Facility prior to being taken to the SCCDOC. Arrestees in need of mental health services who have been arrested for a non-bookable offense may be processed at the THF and upon release be transported to the Stanford University Medical Center.
3. While awaiting transportation, the arrestee shall be separated from other arrestees.

K. SUICIDE PREVENTION PROGRAM

1. Arrest and/or incarceration can have a traumatic effect on persons who have been arrested. Personnel should be alert to persons attempting suicide while in custody. The state of intoxication of an arrestee can also increase the likelihood of attempted suicide.
2. The THF has been designed to deter suicide attempts. Once an arrestee enters the THF, it is important for personnel monitoring the arrestee to be alert for signs that may indicate a potential suicide. Any reference to suicide by an arrestee shall be taken seriously. Characteristics personnel should watch for include:
 - Prominent persons charged with embarrassing crimes
 - Persons held for alcohol or drug-related charges
 - All juveniles held in temporary or secure custody
 - Persons with a history of self-destructive acts
 - Individuals who state their intentions of suicide. These individuals shall not be placed in a cell unattended. They should be transferred to a mental health facility for evaluation/treatment as soon as practicably possible. If the intent had been to book an arrestee into the SCCDOC, the arrestee should be transferred to a Santa Clara County Mental Health facility.
 - Individuals who appear emotionally depressed
 - A female who has given birth within the last year and is charged with murder



- or attempted murder of her infant child
- Arrestees who have visible scars on their wrists or necks, indicating prior suicide attempts.

L. INTAKE AND HEALTH SCREENING

1. Upon arrival at the sally port adjacent to the THF with an adult or juvenile who is under arrest, the deputy shall request access to the sally port via radio and provide the ending mileage, if applicable, over the radio. (Note: if the sally port is unavailable, deputies may park their vehicles in the secure parking lot and escort their arrestee(s) into the sally port.)
2. Prior to removing the arrestee from the transport vehicle and/or prior to entering the THF building, a health screening questionnaire will be completed. Screening an arrestee prior to entering the THF prevents an arrestee with a communicable disease from entering the facility, contaminating it and forcing a potential closure.

If a person who has been arrested presents with any of the conditions noted below, the deputy may opt to proceed directly to the SCCDOC, JPD, a mental health facility, or a hospital, as applicable, in lieu of pre-processing the individual in the THF.

- Pregnant or lactating females
- Physically combative persons
- Mentally disturbed persons
- Persons contemplating suicide
- Persons who are developmentally disabled
- Person with epilepsy or diabetes

Persons presenting with the conditions noted below shall be transported to the SCCDOC or Valley Medical Center (VMC) and shall not enter the THF beyond the sally port.

- Persons known to have a communicable disease; e.g., TB, COVID-19, Hepatitis, influenza, etc.
- Persons requiring immediate emergency medical treatment
- Persons requiring medication while in custody
- Persons infested with vermin; e.g., lice or fleas
- Arrestees whose sex cannot be determined and conditions do not allow for the individual to be separated from others.

A copy of the health questionnaire will accompany the arrestee when transferred to another agency. The original health form will be attached to the deputy's IR



report.

M. ARRESTEE PROCESSING – TRANSPORTING, RECORDING, WEAPONS MANAGEMENT, ARRESTEE MOVEMENT, SEARCHES, AND PROPERTY MANAGEMENT (IACLEA 8.1.2, 8.1.3, 8.2.3, 8.2.4, 8.3.1, 8.3.2, 8.3.4, 8.3.5)

1. SUDPS personnel who have been issued a Body Worn Camera (BWC) shall activate the BWC during an arrest as outlined in General Order 10.06. Prior to placing the arrestee into the transport vehicle, the deputy will ensure the transport area of the vehicle has been thoroughly searched for weapons, contraband, and items that can be used to facilitate escape. (This search shall occur at the beginning of a deputy's shift and prior to and after transporting individuals who are in custody.) The arresting deputy shall conduct a search on an arrestee in the field before transporting a person in custody to the THF.

Arrestees should be transported, handcuffed, and seat belted in an SUDPS vehicle equipped with a driver safety barrier, remote door locks, and a modular transport area. Should a vehicle so equipped not be available, a handcuffed arrestee may be seat belted in the front passenger seat of a vehicle where only a single deputy will be performing the transport or in the right rear seat when a second deputy is also in the vehicle to monitor the arrestee.

2. The BWC shall remain on within the sally port and the THF, which are also equipped with surveillance cameras that record audio and video (no audio in individual holding cells.) The cameras in the sally port and THF are designed to activate upon movement within these facilities. It is the responsibility of the sworn officers occupying the THF to ensure video monitoring is occurring when there is a person in custody in the THF.
3. The sally port and the THF are equipped with duress alarms to summon aid in an emergency. Should an emergency, a breach of security, or need for immediate assistance arise, personnel have the following methods to summon aid:
 - Request assistance via their portable or vehicle radio
 - Activate the emergency button on their vehicle or portable radio
 - Activate one of the duress alarms mounted in the sally port, control room console, corridors, adult and juvenile processing areas.
4. Deputies are expected to complete the pre-processing inside the THF (not in the sally port). Exceptions which could warrant leaving an arrestee handcuffed in the patrol vehicle during the pre-processing include



- A person who is combative.
 - A person who has a disability which would make additional movement difficult.
 - A person who has a communicable disease or is infested.
5. Prior to removing an arrestee from the transport vehicle deputies shall:
- Ensure the sally port is closed.
 - Secure all weapons (including handguns, knives, chemical agents, batons, and ammunition. Secured by locking in trunk or gun lockers provided.
 - Secure vehicle keys and gun locker keys. Vehicle keys shall not be left in the transport vehicle
- a. If multiple vehicles and deputies are in the sally port, all deputies within the sally port must secure their weapons prior to removing the arrestee from the vehicle. Door #150 in the vehicle sally port is designated as the primary entrance for adult arrestees. Door #141, also in the sally port, is the primary juvenile arrestee entrance.
6. Before entering the THF building, the deputy will conduct the medical screening and a pre-booking search to remove property and make sure the arrestee does not have any contraband.

As directed in Section 2 D. 3. of this order, whenever possible, the person conducting the search shall be of the same gender as the arrestee. The SUDPS employee conducting the search shall have completed training pertaining to the proper techniques used to conduct a search. If no employees of the same gender as the arrestee is available to conduct the search, a second person, preferably the same gender as the arrestee, shall be physically present as a witness. The name of the person conducting the search shall be entered in the deputy's Incident Report (IR) and the THF Activity Log. See Section N for additional information regarding strip searches and body cavity searches.

All property removed from an arrestee shall be placed into a property bag. The bag will be placed in the pass-through property drawer and the drawer closed. Items too large to fit in the drawer will be temporarily placed in the lockers inside the processing area inside of the THF.

7. Upon entering the THF, the arrestee will immediately walk through the metal detector to identify any metal contraband still on the arrestee's person or clothing. In the event the walk-through metal detectors are not available, hand-held detectors will be used by deputies to scan the arrestee.

Once the arrestee has been scanned with a metal detector and all property/contraband has been removed, they will be placed into a holding cell



or moved to a processing area to make phone calls or for the collection of a chemical sample. Handcuffs should only be removed when control and movement of the arrestee can be maintained and the arrestee presents no threat to others in the THF. Handcuffs may not be necessary if the arrestee is calm, cooperative, a second deputy or member of the department is monitoring, other arrestees are restrained, or the arrestee is being fingerprinted, photographed, or providing a chemical sample. Adult arrestees and juveniles will be handcuffed when being moved between the facility and a vehicle in the sally port. Pregnant arrestees should be handcuffed in the front rather than behind the back.

8. When an arrestee has been secured in the THF either by being placed into a holding cell or handcuffed to a handcuff ring, the deputy will retrieve the property from the pass-through drawer. The property will be inventoried, and the bag will be sealed. The sealed bag may then be placed in one of the property lockers in the Control Room while the deputy completes other booking-related items. The deputy will retain the key/code to the locker. Property/evidence will not be left unattended when unsecured.

Items that have been collected and determined to be evidence of a crime or property too large to be transferred to SCCDOC will be processed as soon as possible, but after the processing of the arrestee has been completed and consistent with General Order 17.01 Property and Evidence. Property lockers in the THF are for temporary use. Property shall not be stored in the lockers beyond the time necessary to complete the pre-booking/release and/or transport process.

9. During the pre-booking process, deputies shall ensure that the THF Activity Log pertaining to their arrestee is completed, including the name of the person in custody, the case number, charge(s), time in/time out, the number of the holding cell into which the person was placed, the amount of time the individual was detained in a holding cell, the disposition, any emergencies, and the ID of the processing deputy. Additionally, to demonstrate attentiveness to the well-being of persons in custody, make a note in the THF Activity log about decisions made with respect to holding cell placement when there is more than one person in custody in the THF at a time.
10. The arresting deputy shall direct all movements of their arrestee in the THF to minimize any escape risk. Arrestee movement shall be restricted to areas necessary to facilitate the pre-booking process. Movement in the THF shall be with an escort of two deputies or one deputy being visually monitored by another member of the department. Placement of an individual in custody into a holding cell when there is more than one person in custody shall be done in accordance



with the guidelines in the following section. **At no time will Arrestees be allowed access to the Control Room.**

11. Whenever a deputy (or custodial officer) enters a holding cell, a second person shall be in physical proximity or able to observe from the THF control room and respond, if needed.
12. A person of the same gender as the arrestee should perform the following tasks:
 - Physical searches for contraband or items that can be used as a weapon to inflict injury to self or another (same gender when possible)
 - Escorting an arrestee to the bathroom
 - Monitoring the collection of urine samples
 - Monitoring evidence collection from on the body
 - Accompanying a sworn officer if there is reason to believe the arrestee might allege misconduct by the transporting officer
13. Arrestees being transferred to another facility will be handcuffed prior to leaving the THF. To reduce the chance of escape, the sally port roll-up doors shall be closed while securing the arrestee in the transport vehicle. Deputies are responsible for expeditiously releasing or transporting their arrestee to the appropriate facility, once pre-booking has been completed.
14. Property and booking paperwork associated with the arrestee will accompany him/her/them to the receiving facility and be turned over to the facility's staff. Any potential security problems, illnesses, suicidal tendencies or escape risks shall be noted in the arrestee's booking paperwork and will accompany him/her/them upon transport to another facility. Contraband, property of evidentiary value, or items determined too large or inappropriate to be transferred to the receiving facility will be retained by SUDPS and placed into the Property and Evidence facility.
15. Exit from the vehicle sally port will be made via the east side rollup door. Arrestees being released via citation, O/R or **849(b) PC** will be escorted out of the THF through the observation area to the pedestrian door of the vehicle sally port and outside the fenced area of the public safety facility.
16. Upon arrival at the receiving facility, the transporting deputy will notify that facility's staff if the arrestee is considered a security risk, presents medical or security concerns, or poses a danger to staff or others.

N. DEFINITIONS OF SEARCHES – PREVENTION OF UNJUSTIFIED



STRIP/VISUAL CAVITY/BODY CAVITY SEARCHES (IACLEA 8.3.1)

1. Pat-down Search

This is a standard search, used by officers in the field, for the purpose of checking an individual for items that may be used as a weapon. It involves a thorough patting down of the outer clothing for the purpose of locating a weapon or dangerous item that could pose a hazard to the deputy or another person.

2. Pre-booking / Booking Search

This search occurs as part of the pre-booking process. A pre-booking or booking search shall occur before an arrestee enters the THF and includes a full search of the person and examination of anything in the possession of the arrestee, such as personal property, contraband, or items that can be used to inflict harm upon themselves or another. A booking search includes checking an arrestee's long hair to ensure nothing has been concealed in it. An arrestee's shoes, socks, belt, jewelry, and hairpins are to be removed and searched. Items to be retained by SUDPS or transferred to another agency with the arrestee are to be inventoried and placed into a property bag. A booking search does not include the searching of body cavities or a strip search.

3. Strip Search, Visible Body Cavity Search

A strip search requires an arrestee to remove or rearrange some or all of their clothing so as to permit a visual inspection of the underclothing and/or physical body including breast, buttocks, and/or genitalia. With the exception of collecting evidence from a person suspected of committing a sexual crime or with the written approval of the on-duty Watch Commander ~~of the rank of~~ Sergeant or above, DPS personnel will not conduct strip searches in the DPS THF. If there is reason to believe that an arrestee needs to be strip searched, the deputy will proceed to SCCDOC where the search will take place.

Per **4030 PC**, written authorization by a uniformed supervisor to conduct a strip search will include the specific and articulable facts and circumstances upon which the reasonable suspicion determination was made by the supervisor. **The arrestee's past criminal record alone is insufficient to justify a strip search.** Examples of factors that may be considered in determining reasonable cause may include the suspect's history of weapons or drug possession, paraphernalia, weapons or ammunition in possession, statements made by the arrestee or statements made by co-conspirators.

Per 4030 PC, arrestees in custody for an infraction or misdemeanor shall not be subjected to a strip search unless the following circumstances are present:



- The charge involves weapons, controlled substances or violence and
- There exists a reasonable suspicion based on specific and articulable facts to believe such person is concealing a weapon or contraband and a strip search will result in its discovery.

4. Physical Body Cavity Searches

Physical body cavity searches include physical intrusion into a body cavity for the purpose of discovering any object concealed in the body cavity. "Body cavity" includes the stomach, rectal cavity and vagina. Physical body cavity searches will only be conducted after obtaining a valid search warrant and performed by a licensed physician or licensed/registered nurse. A copy of the search warrant will be filed in the case file.

5. Conducting Strip, Visible Cavity or Physical Cavity Searches

Persons conducting or present during a strip search, visual body cavity search or physical body search will be of the same gender as the arrestee and will not touch the breast, buttocks, or genitalia of the arrestee. An exception is made for the medical professional in attendance. If the sex of the arrestee cannot be determined, it will be left up to the licensed medical staff at SCCDOC or the medical facility where the search is to take place to make the determination. All strip, visual or physical body cavity searches will be conducted in an area that provides privacy so that others not participating in the search cannot observe.

It is a misdemeanor to violate section **4030 PC** as it pertains to strip searches and may result in civil action as well as suppression and/or exclusion of any contraband/evidence found.

O. MANAGEMENT/PLACEMENT OF PERSONS WITH DISABILITIES (IACLEA 8.3.3)

1. The THF was designed to allow wheelchair access via the juvenile and adult sides either via the restricted parking area or the sally port. The observation areas and the holding cells are also wheelchair accessible. An arrestee who is sufficiently mobile with minimal assistance from others may be pre-booked in the THF, including being placed into a holding cell, prior to being released or transported to another facility.
2. For the processing of arrestees with a prosthesis, refer to Section "H" of this Section.
3. Arrestees with a disability shall not be placed in a cell with other arrestees. They will be placed into their own holding cell.



P. SAFETY CHECKS (IACLEA 8.2.1)

Any time an arrestee is detained in the THF beyond the time necessary to facilitate processing for release or transfer, a record of safety checks shall be documented in the THF Activity Log. Safety checks will be conducted by the arresting deputy or designated Title 15 trained person. When Safety checks are conducted, the following will apply:

- Safety checks shall be made every thirty (30) minutes.
- Each check will be made by personal observation.
- Any arrestee who must be detained in restraints (handcuffs) shall be checked every fifteen (15) minutes.
- After each visual check, an entry shall be made in the THF Activity Log.

Q. CLASSIFICATION/HOUSING CONSIDERATIONS/SEGREGATION (IACLEA 8.2.3)

1. The objective of administrative classification/segregation is to separate arrestees based on objective criteria to increase safety for all arrestees and personnel in the THF. Administrative classification/segregation applies primarily when arrestees are placed in holding cells, but the characteristics listed below should also be considered to determine when to separate persons when multiple arrestees are being processed in the THF and/or sally port. Arrestees shall not be deprived of any privileges granted by this Order while in the THF unless necessary to protect others.
2. The Watch Commander/Shift supervisor may make other segregation and classification decisions as they deem necessary to provide for the safety of personnel and/or arrestees or to aid in an on-going investigation. Any deviation from the security/classification criteria provided in this section shall be documented in the THF's Activity Log.
3. The following outlines the type of characteristics officers shall consider when determining where and with whom to place an individual within the THF.

a. Adults and Juveniles

- 1) A juvenile is anyone under the age of 18 years.

Any person under the age of 18 being held in temporary custody on the basis of violating a law defined as a crime (Welfare and Institutions Code Section 602), may be held in secure or non-secure detention (Welfare and Institutions Code



Section 207)

- 2) Juvenile arrestees shall be processed on the juvenile side of the THF.
- 3) Adults and juveniles shall not be pre-processed or housed together.
- 4) Unless a juvenile meets the criteria for secure detention, juveniles shall be processed only in the juvenile observation area of the THF. Juveniles who meet the criteria for secure detention shall not be placed in a holding cell with an adult, nor may they come into contact with adult arrestees.

Note: There is only one Intoxilyzer in the THF. Should its use be needed to process a juvenile while there is an adult in custody on the adult side of the THF, all adult arrestees must be in holding cells, and department personnel will maintain constant, side-by-side presence with the juvenile to ensure that communications between an in-custody adult and an in-custody juvenile do not take place during any "incidental presence" with an adult arrestee.

- 5) Deputies and/or department personnel monitoring a juvenile in the THF, in secure or non-secure areas, will do so in compliance with the current laws and regulations of the State of California.
- 6) See Section "4" for additional information about the management of juveniles in the THF.

b. Men, Women, and Gender Non-Conforming Individuals

- 1) Men and women will not be placed in the same cell. If during the pre-booking process, the gender of an arrestee cannot be determined or the arrestee does not identify with a specific single gender, they shall be placed in their own a holding cell until released or transferred to another facility.

c. Type of arrest (felony versus misdemeanor)

- 1) An arrestee who is in custody for a felony should be separated from an arrestee being processed for a misdemeanor.
- 2) An arrestee in custody for a serious offense such as rape, homicide, etc., shall not be placed in a holding cell with someone who has been arrested for lesser violations such as petty theft, vandalism, etc.

d. Gang Affiliation

- 1) Deputies shall inquire if the arrestee is a gang member and, if so, with



which gang they are associated. Document as appropriate.

- 2) Gang members shall not be placed in a cell with rival gang members or non-gang members.

e. Criminal History

- 1) Deputies shall verbally inquire if an arrestee has ever been incarcerated in any State Prison or County Jail or by conducting a criminal history check. Arrestees who have served time in State Prison tend to be more criminally sophisticated and shall not be placed in a holding cell with an arrestee who has not served time in State Prison.
- 2) An arrestee who has been in County Jail for an extended period of time may have a greater level of criminal sophistication than someone who has never been in jail. An arrestee who has served significant time in a County Jail should not be placed in a holding cell with an arrestee who has never been incarcerated.

f. Age Difference

Adults with significant age differences should not be housed together.

g. Assaultive or Disruptive Behavior

An arrestee with a propensity for assaultive or disruptive behavior shall be separated from other arrestees.

- h. An arrestee who is at risk of being sexually abused or sexually harassed shall be separated from other arrestees.

R. INMATE SEGREGATION AS SPECIFIED IN PENAL CODE 4001 AND 4002 AND ARTICLE 5 OF TITLE 15 C.C.R.

The requirements of section **4001** and **4002 PC** are beyond the scope of the SUDPS THF.

S. MANAGEMENT AND PLACEMENT OF DISRUPTIVE ARRESTEES

1. In consultation with the Watch Commander/Shift Coordinator, deputies have the option to proceed to jail with persons who are to be booked in lieu of pre-processing an arrestee at the THF when there is reason to believe available resources would be insufficient to address an arrestee who has been or is likely to be combative.



2. When a disruptive arrestee must be pre-booked or temporarily detained in the THF to facilitate an ongoing investigation, this individual shall be separated from other arrestees.

T. RESTRAINT DEVICES (IACLEA 8.1.2, 8.3.1)

Handcuffs, leg restraints, and the "WRAP" are approved restraint devices for use in the THF. If the WRAP is applied, it must be applied, monitored, documented, and removed in compliance with SUDPS *Patrol Operations Procedures 103 – WRAP Restraining Device*.

1. No arrestee shall be confined in the THF or sally port while restrained in the WRAP beyond the time needed to attend to the immediate situation. A sworn officer shall remain in the immediate proximity of an arrestee on whom a WRAP has been applied. When the WRAP is applied to an arrestee in the THF or sally port, it shall be noted in the THF Activity Log and the deputy's Incident Report. Deployment of the WRAP shall be documented in compliance with *G.O 12.00 – Use of Force and Procedure 103 - WRAP Restraining Device*.

U. ARRESTEE DISCIPLINE

Discipline shall not be administered toward any person in custody. If an arrestee violates a law while in custody, the additional charges should be added to the original offense report or juvenile contact report (JCR). All personnel witnessing the violation shall submit a supplemental report regarding the incident.

V. ARREST RECORDS/PHOTOGRAPHS/FINGERPRINTS

SUDPS will collect and maintain arrest information including, when mandated, fingerprints and photographs of all personnel processed through the THF consistent with the practices of the SCCSO and the mandates imposed by State and Federal agencies. All SUDPS personnel designated to operate equipment that collects arrest-related data, such as Photo-Imaging, Live Scan and/or the breathalyzer, shall meet training and certification requirements prior to using the equipment. To ensure accuracy of information, prior to releasing or transferring an arrestee to another agency, the arresting deputy or the transporting deputy shall confirm that all reasonable attempts were made to verify the arrestee's identity.

The following are guidelines for the recording of photographs and fingerprints under normal conditions.

1. Adult Arrestees:



a. Photographs – Booking

- 1) Arrestees will be photographed by SCCDOC during processing at their facility.

b. Photographs - Stand-up photographs for a photo array or investigative follow-up.

- 1) Stand-up photos are generally needed under the following conditions:
 - a) Arrests for a major felony
 - b) Arrests for sex offenses
 - c) By request of a detective or supervisor
- 2) All stand-up photographs, except the close-up, will consist of a full-length view of the arrestee from feet on floor to top of the head. The series of photographs shall include:
 - a) Face
 - b) Left profile
 - c) Back
 - d) Right Profile
 - e) Close-up of the face to include area from the chest to top of head
 - f) Unique features such as tattoos, scars, etc.
 - g) If the arrestee wears glasses, one close-up should be taken with the glasses on and one with them off.

c. Fingerprints:

- 1) Arrestees will have fingerprints digitally taken via the Live Scan system as part of processing at the SCCDOC facility and for enrolling into the AFIS (Automated Fingerprint Identification System).
- 2) Should a physical set of fingerprints be taken by SUDPS personnel for the purpose of an investigation, they shall only be taken by a deputy or personnel trained in the proper technique for doing so. When physical fingerprints are being taken, a deputy or SUDPS employee able to intervene/assist if needed will be physically present to monitor safety during the process.

2. Juvenile Arrestees:

Fingerprints and photographs may be taken in the following instances based on need, except where taking of fingerprints would be inadvisable, such as in



the case of a very young juvenile.

- 1) When the juvenile is 14 years of age or older and has been arrested for a felony offense.
- 2) When the ISD Lieutenant, the Watch Commander/Shift Supervisor or a detective deems it necessary.
- 3) When prints or photographs are needed to establish or verify identity.
- 4) When the juvenile is a suspect in an additional case, and prints are needed for a comparison, or photos are needed for a photo line-up.
- 5) When the purpose of the photographs is to record the juvenile's condition while in SUDPS custody.
- 6) Should stand-up photographs of a juvenile be necessary for an investigation, they will be taken by using the same process listed for adult arrestees.
- 7) Photographing of juveniles shall not be arbitrary or indiscriminate but shall meet the minimum standard or criteria of reasonable suspicion required for a lawful detention based on articulable facts or shall be based on a voluntary consent during a consensual encounter. How consent was obtained and how it was determined that the juvenile understood they were consenting to photos to be used as part of an investigation should be included in the Deputy's IR or SR report.

In the event of a mass arrest situation, some or all of the guidelines pertaining to photographing and fingerprinting of arrestees may be modified or suspended by the Director of Public Safety, Captain or the Facility Manager to facilitate the expeditious processing of arrestees and needs of the Department.

W. ACCESS TO TELEPHONE (IACLEA 8.4.2)

1. Both the adult and juvenile processing areas of the THF have a custody phone for outgoing phone calls.
2. Deputies shall advise arrestees being processed that they have the right to make phone calls. Per **851.5 PC**, except where physically impossible, an arrestee has the right to make at least three (3) completed phone calls within three (3) hours after arrest.
3. Per **308(b) W & I** a juvenile must be allowed to make completed phone calls no later than one hour after being taken into custody, except where physically impossible. A juvenile shall be advised of their right to make at least two



telephone calls. One call completed to a parent, guardian, relative and another to an attorney. Deputies will inquire if the arrestee is a custodial parent with responsibilities for a minor child. Custodial parents with responsibility for a minor child are entitled to make two (2) additional telephone calls for the purpose of arranging for the care of the minor child or children in the parent's absence. Signage posted above each custody phone in the THF provides information to adult and juvenile arrestees regarding their rights to make phone calls.

4. Telephone calls may be delayed if they compromise officer safety or an ongoing investigation.
5. An arrestee should be given a reasonable amount of time on the phone to reach a person or persons to arrange for bail, obtain advice, advise people where they are, or take care of other immediate needs related to their arrest.
6. Calls may be made by an arrestee to an attorney of the arrestee's choice, a public defender, a bail bondsman, or a relative or other person.
7. Per **636 PC**, telephone calls made to an attorney, licensed physician or religious counselor shall not be eavesdropped or recorded. The areas where the custody telephones are located have audio recording equipment installed, so if a person who is in custody wishes to make a call to one of these persons, arrangements should be made to enable the call to occur in a location that is not recorded. Signs have been posted next to the phones indicating that the area is being recorded
8. Calls made to a telephone number in the local calling area will be at no cost. Long distance calls may be made collect or charged by the arrestee to a credit card. There is no duty to make a call for an arrestee who is too intoxicated to make the call themselves. Should an arrestee decline to make phone calls, it shall be noted in the arresting deputy's IR report.
9. Deputies are encouraged to provide additional opportunities for use of the telephone beyond the requirements of Section **851.5 PC** when time allows or the situation indicates that additional telephone calls would be beneficial. Examples would be when the transfer or release of the arrestee is delayed or when further investigation reveals that the arrestee will not be released from the THF but instead will be transferred to another agency or facility.

X. VISITATION/ATTORNEY INTERVIEWS

1. If an arrestee who is to be held in the THF requests to see an attorney and



makes the arrangements for the attorney to come to the public safety facility or the attorney arrives upon the request of any relative of the arrestee, the attorney will be allowed to visit. Paralegals shall not be admitted, nor shall any other person accompanying an attorney unless approved by the Watch Commander/Shift Supervisor or Facility Manager.

2. Attorneys must present proof of current California BAR certification and will be pat searched, including scanning with a metal detector, prior to being granted access and visiting with the arrestee.
3. If the attorney does not arrive before the arrestee is to be released or transferred to another agency, the deputy is under no obligation to delay release or transfer.
4. Two or more persons arrested on the same offense and represented by the same attorney may, at the attorney's request, be interviewed either individually or collectively.
5. An arrestee shall be considered a client of the attorney if the arrestee has requested their services or if a friend or relative has sent the attorney to visit with the arrestee and the arrestee expresses a desire to see the attorney.
6. Attorneys shall not be allowed to interview clients of other attorneys without permission from the attorney of record.
7. It is a misdemeanor to willfully refuse or neglect to allow the attorney to visit the arrestee, and the refusing employee may also have to make court ordered restitution (825(b) PC).
8. Conversations between attorneys and arrestees are confidential and shall not be monitored, recorded or eavesdropped upon unless sanctioned by a court order. The holding cells do not contain audio recording equipment, so a conversation between an attorney and client can occur in a holding cell. No other person should be in the holding cell except the attorney and client.
9. Any arrestee receiving a visit shall be searched once the visit is concluded and prior to being placed back in their secured location.

Y. VERMIN CONTROL

1. Arrestees determined to be vermin-infested shall be transported directly to SCCDOC or an approved medical facility. They shall not be processed in the THF.



2. Should it be determined that an arrestee once in the THF is vermin-infested, the on-duty Watch Commander/Shift Supervisor and Facility Manager shall immediately be notified.
3. The areas occupied will be secured and remain unused until the Facility Manager has arranged for and confirmed that the appropriate decontamination process has taken place to prevent employees or other arrestees from becoming infested. A notation of the incident and of the decontamination shall be entered in the THF Activity Log.
4. Employees who came into contact with the infested arrestee will document their exposure per *Administrative Guide 7.6.1 Accident and Incident Reporting*.

Z. FOOD PREPARATION AND SERVING (IACLEA 8.2.3)

1. Under most circumstances, arrestees will not remain in the THF long enough to warrant a meal. In circumstances where an arrestee is detained to facilitate an ongoing investigation and four (4) hours have passed from their initial time of detention, a meal shall be offered. The Watch Commander/Shift Supervisor shall authorize the purchase of a meal from a local vendor. Food served shall consist of items from the following food groups:
 - Protein
 - Dairy
 - Vegetable/Fruit
 - Grain
2. If the arrestee is on a medically prescribed diet and it is anticipated the time in custody at the THF will approach four (4) hours since the initial time of detention, the arrestee should be transferred to the SCCDOC or JPD so that a medically prescribed meal can be provided.
3. A plastic spoon will be the only utensil provided to an arrestee. The arrestee will be provided a minimum of fifteen (15) minutes to consume their meal before the utensil and container are to be removed. Meals offered to an arrestee will be noted in the THF Activity Log.

AA. VOTING

If an arrestee who is a registered voter in Santa Clara County is in custody on Election Day and the arrestee is not expected to be released from custody at least two (2) hours before the polling places close, and the arrestee is capable of



voting (i.e. not intoxicated) and expresses a desire to vote, the deputy shall notify the Santa Clara County Registrar of Voters. The responsibility to provide the arrestee with an absentee ballot is that of the Registrar of Voters for the County of Santa Clara.

BB. EXERCISE PROGRAMS

The THF is not designed, staffed or equipped to provide arrestees with an exercise period, equipment or programs.

CC. CORRESPONDENCE

Arrestees will not send or receive mail due to the short duration of the time in the THF while they are processed for release or transferred to another agency.

SECTION 3

IN-CUSTODY DEATH AND ATTEMPTED SUICIDE

**A. IN-CUSTODY SUICIDE, SUICIDE ATTEMPT or DEATH –
NOTIFICATIONS, INVESTIGATION AND DOCUMENTATION**

1. The Watch Commander/ Shift Supervisor shall respond to the THF upon notification of a death or attempted suicide. They will ensure the scene is secured, safeguarded, and a scene log is started. They shall also make notification to the Director of Public Safety, the SUDPS Captain, the Sheriff's Office Liaison Captain and the Facility Manager. In the case of a death, the investigation will be conducted by the SCCSO. In the case of an attempted suicide in the THF, the SCCSO will advise whether they will perform the investigation or it will be done by SUDPS personnel.
2. In the case of a death or an attempted suicide involving an adult or juvenile in the THF, the following information shall be documented by a deputy, not involved in the incident, in an IR report. This documentation shall occur even when the investigation is conducted by the SCCSO.
 - The time of last observation of the victim alive
 - The time the victim was found in the present condition and by whom the victim was found
 - The time first aid was started



- The type of first aid administered
 - The time the Palo Alto Fire Department and paramedics were called and their time of arrival
 - The name of the fire personnel, paramedics and, if the victim is deceased, the Medical Examiner/Coroner
3. When the incident involves a deputy having directly applied physical force upon an arrestee which results in death or serious injury, the deputy shall provide a chemical sample in compliance with the collective bargaining agreement between Stanford University and the Stanford Deputy Sheriffs' Association (SDSA). When the incident involves a non-sworn employee of SUDPS directly applying force upon an arrestee which results in death or serious injury and it has been determined that the employee's state of sobriety is relevant to the investigation, a chemical sample may be obtained through valid consent, a search warrant or custodial arrest.
 4. When a death occurs while an arrestee is in custody, section **12525 of the California Government Code** requires that a Death In-Custody Report be filed. The Director of Public Safety shall be responsible for filing the report with the California Attorney General's Office within 10 days of the incident. A copy of the report will also be provided to the BSCC within the same time frame.
 5. Within thirty (30) days of the incident, the SUDPS will conduct an internal operational, medical procedural review of the action taken. The review will involve the Director of Public Safety as Facility Administrator, the Facility Manager, the Sheriff's Office Liaison Captain, the Santa Clara County Health Department, attending physician and any other health care personnel, supervisory staff or Stanford University representatives relevant to the incident. The purpose of the review is to determine the appropriateness of clinical care, whether changes to policies, procedures, or practices are warranted, and to identify issues that require further study. The review or the final outcome of the review may have to be postponed pending an ongoing related investigation (criminal or administrative) being conducted by SCCSO or other law enforcement agency.
 6. In the event of a death, suicide attempt, or serious injury of a minor in custody, in addition to the aforementioned, the Facility Manager will coordinate with the SCCSO to make sure the Presiding Judge of the Juvenile Court is notified. The Facility Manager will also confirm that the appropriate notifications have been made to the parent, guardian, or person standing in loco parentis of the juvenile.



B. INCIDENT REPORTS (IR)

1. Witnesses to an incident shall complete a supplemental report or provide information to a deputy to be included in their report. Reports shall include names of persons involved, type of incident, action(s) taken, and date and time of the occurrence.
2. All THF-related incident reports will be completed during the shift in which they occurred. A copy of the report will be forwarded to the Facility Manager for review no later than 24 hours after the occurrence. The original report shall be retained by the Records Unit.

**SECTION 4
JUVENILE PROCEDURES**

Prior sections of this General Order addressed the management of juveniles who are in custody. Unless otherwise specified, the procedures in this General Order apply to juveniles including procedures specific to Medical and Mental Health Services, In- Custody Deaths, Suicide Prevention, and Restraint Devices. Given the special considerations needed for the management of juveniles, this section aggregates some of these special considerations into one place. Additional direction regarding the processing and release of juveniles is referenced in *G.O. 22.03 Juvenile Procedures*.

A. JUVENILE DETENTION AND CLASSIFICATION (IACLEA 8.2.3, 8.4.1)

1. The purpose of this section is to establish the minimum standards for which a juvenile may be processed in the THF by SUDPS personnel in conjunction with the procedures set forth in General Order #22.03.
2. Whenever appropriate, deputies shall utilize community resources as an alternative to the juvenile justice system.
3. A juvenile must come under the Welfare and Institutions Code sections 300 (Dependency Youth), 601 (Status Offenders) or 602 (Formal Wardship Youths) before they can be taken into custody.
4. The SUDPS THF is designed to meet the mandates for both the secure and non-secure detention of juveniles per the BSCC guidelines. Holding cells and exterior doors are capable of being secured manually and electronically when a juvenile meets the criteria for secure detention or remain unsecured to provide a juvenile who is detained in a non-secure capacity the ability to exit



the facility in an emergency without assistance. SUDPS personnel who have THF-related responsibilities will have been trained for meeting both secure and non-secure standards prior to managing a juvenile in custody in the THF.

5. Any discipline by SUDPS personnel of a juveniles held in detention is prohibited.
6. Deputies who take a juvenile into custody shall notify the Watch Commander/Shift Supervisor. If the arrest requires that the juvenile be transported to the THF or to JPD, the juvenile arrestee shall be pat searched for weapons prior to being transported. For the safety of the juvenile and SUDPS staff, juveniles who have been placed under arrest shall be transported in the same manner as adults. Consideration shall be given to the physical age and emotional maturity of the juvenile and the nature of the arrest when determining whether to handcuff a juvenile.
7. Upon arrival at the THF, pre-entry actions will include the completion of a health screening questionnaire and removal of property. The juvenile will then be escorted into the juvenile processing area from the vehicle sally port through door 141. Once inside, the juvenile will be scanned with a metal detector to identify any metal contraband in their possession.
8. The juvenile will be continually monitored both visually and audibly while in the THF. The standard methods for determining the safety and welfare of a juvenile will be by personal visual safety checks and electronic monitoring. Electronic monitoring shall never replace direct visual observation.
9. Juveniles being released from the facility will be escorted by a deputy to the lobby or outside the SUDPS building. Persons coming to SUDPS to pick up a juvenile shall not be allowed to enter the THF. A juvenile being transferred to another facility will be escorted by a deputy out of the juvenile processing area to a transport vehicle.
10. When determining the disposition of a juvenile, deputies shall consider the alternative that is least restrictive to the juvenile provided such alternative is compatible with the best interest of the juvenile and the community.
11. Detention of Juveniles in the THF.
 - a. Juveniles must immediately, or within one (1) hour of arrival at the THF, be informed of their right to make two (2) local phone calls at SUDPS expense to a parent, a guardian, a responsible relative, an employer or an attorney. Willfully depriving a juvenile of their right to make such phone calls constitutes a misdemeanor.
 - b. Juveniles described in section **602 W & I Code** shall not be detained in



the adult portion of the THF.

- c. Contact between adults and juveniles within the THF will be restricted in accordance with section **208 W & I Code**, i.e.:
 - 1) Juveniles must be separated from adults by sight and sound.
 - 2) Juveniles may not come into "contact" with adult arrestees. Contact is defined as: Communications, whether visual, verbal or immediate physical presence. Incidental presence may occur as a necessity during pre-booking of arrestees and movement of persons within the THF.
 - d. During processing or movement, a deputy will maintain constant, side-by-side presence with the juvenile to ensure that no communications occur between juveniles and adults who are in custody.
 - e. Male and female juveniles shall not be placed in the same secure detention cell.
 - f. Juveniles described in **Section 602 W & I Code** held in either secure or non-secure confinement may be detained for up to six (6) hours in a law enforcement facility that contains a lock-up as described in section **207.1 W & I Code**. The SUDPS THF falls within the definition.
12. The following items shall be made available to all juveniles held in temporary custody:
- a. Food – If a juvenile being held in temporary custody has not eaten within the past four (4) hours from the initial time of detention or otherwise needs nourishment, it shall be provided.
 - 1) Juveniles who are on a special diet required for health or medical needs may be processed in the THF for release or transfer. They shall not be detained or housed in the THF for a period beyond what is necessary to complete the processing.
 - If a juvenile on a special diet cannot be released from the THF or is due for their next meal, they will be transferred to the Juvenile Probation Department (JPD).
 - b. Reasonable access to drinking water
 - c. Reasonable access to washing facilities and a toilet
 - d. Privacy during non-contact visits with family, guardian, and/or attorney
 - e. Reasonable access to a telephone



- f. A blanket and clothing if necessary.

B. NON-SECURE DETENTION (IACLEA 8.4.1)

1. Juveniles described under section **602 W & I Code** and who pose no threat to self or others may be held in temporary custody in a law enforcement facility but not securely detained.
2. While in the law enforcement facility, a non-secure juvenile shall receive adequate supervision, including constant personal visual observation and supervision by Title 15 and Fire and Life Safety trained personnel. Juveniles shall be supervised in a manner that ensures that there is no contact with adults in custody in the facility or juveniles that are described in section **601 W & I Code**.
3. When a juvenile is held in temporary, non-secure custody within the THF, the deputy shall exercise one of the dispositional options authorized by sections **626 and 626.5 W & I Code** without unnecessary delay and, in every case, within six (6) hours. Options under sections **626 and 626.5 W & I Code** are:
 - a. Release the juvenile
 - b. Transfer custody of the juvenile to the Children's Shelter
 - c. JCR cite and release
 - d. Transfer custody of the juvenile to the Probation Department.

C. SECURE DETENTION (IACLEA 8.2.3, 8.4.1)

A juvenile 14 years of age or older who is taken into temporary custody by a deputy on the basis of being described in **602 W & I Code** and who, in the reasonable belief of the deputy, presents a serious risk of harm to self or others, may be securely detained in a law enforcement facility that contains a lock-up for adults if all of the following conditions are met:

1. The juvenile is held in temporary custody for the purpose of investigating a case, facilitating their release to a parent or guardian, or arranging transfer to an appropriate juvenile facility.
2. The juvenile is detained in a law enforcement facility for a period that does not exceed six (6) hours.
3. Factors to consider in determining if a juvenile presents a serious security risk to self or others and may be held in secure custody are:



- a. Age
 - b. Behavior
 - c. The availability of staff to provide adequate supervision or protection while in the THF
 - d. Age, number, and type of other individuals detained in the facility.
4. At the time the juvenile is securely detained, the juvenile shall be informed of:
 - a. The purpose of the detention
 - b. The length of the time the secure detention is expected to last
 - c. The maximum six (6) hour time frame the detention is authorized to last.
5. The deputy placing the juvenile in secure detention shall make an entry in the THF Activity Log recording:
 - a. The offense which is the basis for the secure detention of the juvenile in the THF
 - b. The reasons and circumstances forming the basis for the decision to place the juvenile in secure detention; and
 - c. The length of time the juvenile was securely detained.
6. All juveniles being held in secure detention shall be subject to constant auditory monitoring by the arresting deputy and/or personnel at the security operations control console in the THF Control Room, DOC, or the Patrol Lieutenants Office. The exception being when a juvenile is engaged in a privileged conversation as defined by current law. A juvenile must at all time while secure be able to summon the assistance of the arresting deputy or monitoring personnel.

Each time a juvenile is placed in secure detention, they will be shown the intercom on the wall to call for assistance. This will ensure that should the juvenile request assistance, their request will be heard and promptly responded to.

7. Visual safety checks of a juvenile in secure detention shall be conducted no less than every thirty (30) minutes and noted in THF Activity Log.
8. Unless no other locked enclosure is available, any time a juvenile is held in secure detention but outside of a locked enclosure, they shall not be secured to a stationary object for more than sixty (60) minutes. A deputy shall continually be physically present to ensure the juvenile's safety while they are secured to a stationary object such as a cuffing ring.



The deputy will arrange for welfare checks to be conducted no less than every (15) fifteen minutes when a juvenile is secured to a stationary object until the juvenile is released or transferred to another facility. Each of the welfare checks will be noted in the THF Activity Log. A separate comment shall be made in the Remarks section of the log regarding the medical clearance, the authorization of the Watch Commander/Shift Supervisor or Facility Manager, and the location where the juvenile was detained in the facility.

SECTION 5

CLEANING, MAINTENANCE AND INSPECTIONS

A. ROUTINE SUPERVISORY INSPECTIONS (IACLEA 8.2.7)

1. The THF shall be inspected no less than once each 24-hour period.
2. The Watch Commander/Shift Supervisor or designee assigned shall visually inspect the vehicle sally port, adult and juvenile processing areas, the control room and the adult and juvenile cells for contraband, hazards, damage, and items needing repair. The visual inspection should include all locks, lights, plumbing fixtures, ventilation covers, intercom panels, smoke detectors, and access control and security control consoles in the THF Control Room, and the DOC. Refer to the Daily Shift Inspection form for a checklist of items to inspect.
3. Once the inspection has been completed, the person conducting the inspection shall make an entry in the THF Activity Log. Turn in the completed daily log to the Facility Manager.
4. It is the responsibility of any department personnel who become aware of a maintenance issue related to the THF to report it to the Facility Manager and department Building Manager in a timely manner.
5. Contraband - Contraband located during an inspection will be placed into evidence in compliance with *GO 17.01 Property and Evidence*, and an IR report will be completed. If a non-sworn employee is conducting the inspection and locates contraband, they will request a deputy to respond and take possession of the item(s) and document the incident in an IR report. In all cases where contraband is located in the THF, the Facility Manager will be notified. A notation regarding the contraband will also be placed in the THF Activity Log.

B. FACILITY SANITATION/CLEANING



1. The THF shall be kept in a clean and safe condition at all times.
2. The primary responsibility for the cleanliness and sanitation of the facility is SUDPS. The cleaning will be performed by contractors authorized to perform the work by Stanford University. The contract custodian will thoroughly clean the THF according to the maintenance schedule established by this Order. Deputies will be responsible for maintaining the THF in a safe, clean and sanitary condition when custodians are not available.
3. The schedule below is based on the anticipated use of the THF being no more than 1-2 times per month to pre-process 1-2 persons. In the event the weekly usage increases, the cleaning schedule will be adjusted. Additional cleanings, if needed, can be readily scheduled through the janitorial provider.
 - a. Detention Areas
 - Wet mop cell floors, corridors and processing areas with germicidal/bacterial disinfectant (1 time per week)
 - Clean and disinfect all toilets, benches and basins (1 time per week)
 - Spot clean walls (1 times per week)
 - Flush all floor drain with one gallon of water to one cup of disinfectant solution (2 times a week)
 - Sanitize stainless steel surfaces (1 time a week or after use)
 - Replenish toilet paper as needed
 - Vacuum ceiling air vents as needed
 - b. Non-Detention Areas
 - Empty waste receptacles and replace liners (1 time a week)
 - Dust mop/wet mop all floors (1 time per week)
 - Spot clean walls and countertops (1 time per week or after use)
 - Clean all door surfaces (every other week)
 - High dust vertical and horizontal wall surfaces, ledges, vents and pipes (monthly)
 - Thoroughly vacuum all air vents and under and around computers (monthly)



C. LAUNDERING

1. Arrestees being detained in the THF may only be provided with a blanket for warmth and a disposable jumpsuit to conceal body parts or replace clothing confiscated as part an investigation. A supply of blankets and jumpsuits will be maintained in the THF. Only blankets and jumpsuits authorized for use in the THF will be used.
 - a. Jumpsuits are intended for single use and shall be disposed of after use.
 - b. Blankets that are to be reused and shall be laundered between uses.
2. The THF is not equipped with bunks, and therefore mattresses are not approved for use in the facility. Arrestees being held longer than 12 hours to facilitate an investigation will be transferred to SCCDOC so that the requirements of CCR 1270 for providing bedding may be met.

D. INSPECTION AND MAINTENANCE SCHEDULE (IACLEA 8.2.7)

1. The successful operation and maintenance of the THF involves inspections, reviews and training that occur at regular intervals, along with retention of specific documentation. The following is a listing of the inspections, their frequency and related documentation.
 - a. Daily (noted in the THF Activity Log and Daily Inspection Sheet)
 - Visual shift inspections by Watch Commanders/Shift Supervisors or designee.
 - b. Weekly (noted in the THF Activity Log)
 - Cleaning and sanitation
 - c. Monthly (noted in the THF Activity Log and, as applicable, other forms)
 - Internal Fire and Safety Inspection (conducted by the Facility Manager or Deputy Facility Manager). Inspection shall be noted in the THF Activity Log. This inspection shall include:
 - A visual examination of all THF sprinkler heads, smoke detectors and smoke evacuation vents to ensure they are intact and not obstructed
 - A visual examination of the fire extinguishers to ensure they are in place and fully charged
 - A visual examination of access and exit door locks, making sure they are functioning properly
 - Documenting findings of the inspection (See Appendix for



Monthly Fire Inspection Report form).

- Ensuring that fire alarm testing has occurred in compliance with County Fire Marshal/Uniform Fire Code.
 - PAS Calibration
 - Intoxilyzer calibration
 - d. Biannual (noted in the THF Activity Log)
 - Fire Alarm and Sprinkler Testing (scheduled by Stanford EH&S)
 - e. Annually
 - Inspection by the Public Health Department (scheduled by the Health Department)
 - Inspection by the County Fire Marshal (scheduled by County Fire Marshal)
 - Internal review by Facility Manager of General Orders to ensure they continue to meet the applicable requirement of the BSCC with respect to **Titles 15 and 24 of the California Code of Regulations**, and security measures specific to prevention of sexual abuse and harassment
 - Inspections and servicing of fire extinguishers (scheduled by Stanford EH&S)
 - f. Biennially
 - Inspection by BSCC (scheduled by the BSCC)
 - State Fire Marshal or their representative pursuant to 13146.1(a) and (b) of the Health and Safety Code. The inspection will include the fire alarms, fire suppression system, and the minimum standards pertaining to fire and life safety training as adopted by the BSCC
 - Training/Recertification of personnel specific to the operation of the THF to include Fire and Life Safety.
2. Documentation Retention Periods
- THF Activity Logs – Retained for five (5) years
 - Internal Fire and Safety Inspection – Retained for two (2) years
 - Fires Sprinkler System – Retained for five (5) years
 - Manufacturer's documentation for blankets used in THF to prove conformance with American Society for Testing and Materials (ASTM) blanket flammability standard – Life of blanket.



E. REPORTS, SURVEYS AND REVIEW SCHEDULES (IACLEA 8.2.8)

1. SUDPS will meet or exceed the [Federal Juvenile Justice and Delinquency Prevention Act](#) (JJDPa) minimum standards for the protection, safety, care, and treatment of all youth who have contact with the juvenile justice system. The California BSCC is responsible for monitoring compliance with the JJDPa, and does so through the Status Offender and Federal Youth (SOFY) and Minors in Detention (MID) programs.
 - a. Reporting requirements (resources, forms and instructions are available at https://www.bscc.ca.gov/s_fsoservices/):
 - Monthly Report on the Detention of Minors (due by the 10th of the month following the month reported on, e.g. February 2022 must be submitted by March 10, 2022.)
 - Annual Survey of Law Enforcement Facilities (deadline furnished annually at https://www.bscc.ca.gov/s_fsoservices/)
 - Non-secure Detention log (completed when any individual juvenile is detained and released from non-secure facilities)
 - Secure Detention log (completed when any individual juvenile is detained and released from secure facilities)
2. This temporary detention facility General Order and related procedures shall be reviewed biennially. (IACLEA 8.2.8)
3. Monthly Fire Inspections will be completed each month in conjunction with the Fire Marshall's inspection schedule.