

FOREWORD

The primary purpose of the San Jose Police Department Pre-Processing Center (PPC) is to provide a safe, secure, and efficient environment to process arrestees. Officers will utilize the facility **only** in the manner defined and regulated by federal, state and local authorities.

The California Corrections Standards Authority (CCSA) identifies PPC as a “***Temporary Holding Facility***” (6031.4 PC / 15 CCR 1006). In order to be in compliance with the CCSA requirements, we must maintain a printed procedural document. This document will be kept in a commonly accessible location and referred to as the “Pre-Processing Center Standard Operating Procedures Manual”.

The manual’s rules & regulations are in accordance with Title 15 and 24 of the California Code of Regulations. Except where specified otherwise, they apply equally to adult and juvenile arrestees.

The Bureau of Field Operations maintains operational responsibility for the Pre-Processing Center (L 2907).

STATEMENT OF THE CHIEF

The “Pre-Processing Standard Operating Procedures Manual” is an approved document of the San Jose Police Department. Members of the department will become familiar with these rules and/or regulations and will abide by them at all times.

Manual review prepared by:

Officer Robert Foster #3331
Administrative Officer, Pre-Processing Center

Manual approved by:

Captain David Santos
Unit Commander Pre-Processing Center/Main Lobby
Effective Date: August 13, 2019

NOTICE:

This is a confidential document intended only for the use of authorized personnel. It cannot be reproduced in any form without the expressed written permission of the San Jose Police Department.

TABLE OF CONTENTS

	Page
MODIFICATIONS TO THIS MANUAL	5
MODIFICATION OF PROCEDURES	5
REQUIRED TRAINING	5
PPC STAFF AUTHORITY / REQUIREMENTS	
Pre-Processing Staff Authority	6
Required Personnel at PPC	6
Closing PPC	6
Required Memoranda and Watch Commander Notifications	7
Reporting for Duty	8
PPC Uniform	8
Duty Equipment	8
PPC STAFF RESPONSIBILITIES	
PPC Supervisor	9
PPC Administrative Officer	10
PROCEDURES FOR SECURITY AND ALARMS	
PPC Security Information	11
PPC "Code 20" Alarm Procedure	11
PPC "10-99" Alarm Procedure	11
PRISONER PROCESSING PROCEDURES	
Prisoner Processing Work-flow Duties	12
Admittance Restrictions	12
Time Limits	13
PPC Log-in	14
Intake Forms and Property Bags	14-15
Entering the Facility	15
PROCEDURES FOR PERSONNEL UTILIZING PPC	
Multiple Arrest Procedures	16
Use of PPC Equipment	16
Repairs, Damage, or Contamination	16-17
INTERVIEW ROOM / HOLDING CELL SEARCHES	17
METAL DETECTOR	18
MOVEMENT OF ARRESTEES	19

TABLE OF CONTENTS (continued)

	Page
FINGERPRINTING	19
PHOTO / MUG CAPTURE ENTRY	19-20
EVIDENCE HANDLING	20
VALTOX TESTING	20
USE OF RESTRAINT DEVICES AT PPC	20
DRAWING BLOOD	21
DNA COLLECTION	22
STRIP SEARCHES	22
DISCIPLINE OF ARRESTEES AT PPC	23
RELEASE VIA CITATION AND 849(b)/849.5 PC	23
ARRESTEE'S ACCESS TO AN ATTORNEY	23
AUDIO/VIDEO RECORDINGS	24
ARRESTEE PHONE CALLS	24
FOREIGN NATIONALS	
Consular Notification	25
JUVENILE SPECIFIC GUIDELINES	26-27
RESPONSE TO MEDICAL EMERGENCIES OR NATURAL DISASTERS	28
WITNESS CENTER	28
PPC COMPUTER SYSTEMS	
LiveScan	29
Photo DataBase	30-31

[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]

MODIFICATIONS TO THIS MANUAL

This manual will be reviewed on an annual basis by the Unit Commander or his / her appointee. The purpose of this review is to ensure that the policies and procedures put forth in this manual are correct and current. The Administrative Officer will prepare a written memorandum outlining his / her recommendations for the manual and forward said memorandum to the Unit Commander. Under no circumstance will this manual be changed without the prior written approval of the Unit Commander or his / her appointee.

Copies of the revised manuals and of the memorandums outlining those revisions will be held for a period of not less than two (2) years.

MODIFICATION OF PROCEDURES

There may be occasions when circumstances justify the temporary modification of certain procedures listed in this manual. Officer Safety Procedures may not be relaxed at any time, for any reason. On such occasions, the PPC Commander has the responsibility to notify the PPC / Main Lobby Lieutenant. Permanent changes must be cleared through the PPC / Main Lobby Lieutenant.

REQUIRED TRAINING

Title 15, section 1024 of the California Code of Regulations states custodial personnel who are responsible for supervising inmates in, and supervisors of, a Court Holding Facility or Temporary Holding Facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:

- a) applicable minimum jail standards;
- b) jail operations liability;
- c) inmate separation;
- d) emergency procedures and planning; and,
- e) suicide prevention.

Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility. Eight hours of refresher training shall be completed once every two years.

The PPC Administrative staff conducts this training prior to each shift change. All personnel that are assigned to work at PPC will have had to attend one of these classes within the last two years in order to be in compliance with 15 CCR 1024.

As a general rule, only those department members that have received the required training should work as a PPC staff member. The staffing requirements and options can be found in the BFO Shift Guidelines.

PRE-PROCESSING STAFF AUTHORITY/REQUIREMENTS

PRE-PROCESSING STAFF AUTHORITY

For the purposes of **safety**, PPC staff members will have functional authority over all personnel entering the facility, regardless of rank. If there is a dispute over the admittance of a suspect, the ultimate decision of whether an arrestee is refused entry into PPC will lie with the on-duty PPC Supervisor.

All personnel utilizing the PPC facility will, at all times, strictly adhere to all prescribed procedures. Any dereliction of the policies and procedures described in this manual will be addressed at the time of occurrence. All disagreements will be resolved by the PPC Commander if on-duty or the on-duty BFO Watch Commander. If required, the violation will be reported and documented as described in this manual.

REQUIRED PERSONNEL AT PPC

PPC will be staffed with a sufficient number of personnel to conduct random, unscheduled safety checks as prescribed in Title 15 of the California Code of Regulations. A supervisor will be present whenever there are adult or juvenile arrestees present in PPC. No arrestees will enter the facility unless the on-duty supervisor is present at PPC.

When an arrestee is to enter the facility, an officer of the same gender will be present in the facility prior to the arrestee entering PPC (4021 PC). If there are arrestees in both the juvenile and adult sides of PPC, the PPC on-duty supervisor will require an officer of the same gender as the arrestee to be present in both sides of PPC. Effective May 2018, there will no longer be supervisors assigned to Pre-Processing. Officers must contact communications or notify their immediate supervisor if they need to enter Pre-Processing with an arrestee. When there are no arrestees in PPC, staff may leave the center but be readily available if needed.

CLOSING THE PRE-PROCESSING CENTER

The facility will be open unless the facility is closed by proper authority.

The following steps will be taken whenever the on-duty PPC Supervisor determines that it is necessary to temporarily close either the juvenile or the adult division of the facility:

- Contact Communications
- Advise the Watch Commander
- Post signs as appropriate at entry doors

PRE-PROCESSING STAFF AUTHORITY/REQUIREMENTS

REQUIRED MEMORANDA AND WATCH COMMANDER NOTIFICATIONS

The on-duty PPC Supervisor is **required** to complete a memorandum directed to the PPC Commander when:

- An arrestee causes any major damage to the PPC facility
- An arrestee receives any significant injuries while at PPC
- An arrestee dies while at PPC or attempts suicide (see Appendix 1)
- Any major incident occurs during the shift
- Any assault / injury to Department personnel requiring medical attention and directly caused by an arrestee while inside PPC
- It is necessary to document any violation of this manual

The memorandum will be directed to the PPC Commander and will be accompanied, if required, by a copy of the general offense report documenting the incident. The supervisor will complete the memorandum prior to the end of the shift.

The on-duty Watch Commander will be notified when:

- An arrestee causes any major damage to the PPC facility
- An arrestee receives any significant injuries while at PPC
- An arrestee dies while at PPC or attempts suicide (see Appendix 1)
- It is necessary to close any portion of PPC (provide reason and duration)
- An adult arrestee remains in-custody at PPC for longer than 6 hours
- An EMS response is required for an “in custody” illness or injury
- Any assault / injury to Department personnel requiring medical attention and directly caused by an arrestee while inside PPC
- At the direction of the PPC Commander

All Watch Commander notifications will be documented in the Pass-down Log, and will include the following:

- The names of those persons involved, including EMS personnel
- A description of the incident
- Actions taken
- The date and time of the occurrence

PRE-PROCESSING STAFF REQUIREMENTS

Effective May 2018, Pre-Processing will no longer be staffed with a supervisor 24/7. Instead, officers will notify a supervisor while they are transporting adult or juvenile arrestees to Adult and Juvenile Pre-Processing. Under no circumstances should arrestees be brought into Pre-Processing unless a supervisor is present. If an officer determines that his/her supervisor is not readily available to respond to Pre-Processing, the officer shall request any available supervisor respond to Pre-Processing to assist him/her. This can be done through SJPDC Communications.

If officers are working a pay car assignment (example – TABS, gang suppression car, prostitution car, etc.), the supervisor in charge of the pay-car should respond to assist at PPC unless he/she is unavailable.

PRE-PROCESSING UNIFORM

While working at PPC, supervisors have the option of wearing:

- The SJPB BDU
- “Class A” uniform without weapons, radio, or chemical agents
- Polo shirt and jeans

SHIRT: Either a polo shirt or a Dickies brand button shirt is authorized. The shirts may be black or navy blue in color. Either shirt may be long or short sleeve. Blue jeans are permitted.

GROOMING: All SJPB grooming standards apply while working at Pre-Processing.

DUTY EQUIPMENT:



PRE-PROCESSING STAFF RESPONSIBILITIES

SUPERVISOR

PPC Supervisors are responsible for knowing the procedures and functions associated with all aspects of the adult and juvenile facilities. A primary responsibility of the on-duty supervisor is that of monitoring and directing the movement and processing of arrestees in order to ensure the highest degree of safety for police personnel, in-custody arrestees and any other persons present in PPC.

When arrestees are present in the facility, the on-duty supervisor shall be immediately available and accessible to arrestees in the event of an emergency. The on-duty supervisor will not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency.

BEGINNING OF SHIFT INSPECTION

At the beginning of each shift, the on-coming PPC Supervisor will conduct a physical security inspection of the facility to ensure that no weapons, contraband, or other personal items have been left by previous arrestees or officers and that all security doors and cameras are functioning properly.

Additionally, the on-coming PPC Supervisor will also conduct a sanitation, safety, and maintenance inspection. The Supervisor will report any conditions such as vermin (or signs thereof), plumbing problems, broken glass, exposed sharp objects, chemical spills, or other hazardous conditions immediately to the PPC Administrative Officer. If the condition requires immediate attention and the PPC Administrative Officer is not available, the Police Facilities

Manager or Public Works Department will be notified. If during non-business hours, the Supervisor will notify Fire Systems Control to arrange for the appropriate personnel to respond.

Upon entering the PPC Facilities, PPC Supervisors will conduct the following:

- Visually inspect the assault blood refrigerator, holding cells, interview rooms, and evidence lockers for evidence, contraband, arrestee property, and/or any damage
- Sanitize (using sanitizing wipes) the tables, chairs, benches, and work stations
- Visually inspect the smoke detectors in the facility to ensure the power indicator (red blinking light)

PRE-PROCESSING STAFF RESPONSIBILITIES

SUPERVISOR (continued)

Below is a list of duties to be performed:

- Conduct “beginning of shift” inspections
- Ensure that at an officer of the same gender as the arrestee is present whenever any arrestee is in PPC
- Supervise personnel using the facility. Ensure that all personnel utilizing the facility adhere to the provisions of this manual, especially with regards to officer safety.
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Assign arrestee room assignments. Ensure that arrestees are separated as necessary, and placards are placed on the doors accordingly, for instances such as medical issues, contaminants, and/or separation
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- Ensure that random, unscheduled safety checks are conducted and documented
- Ensure accurate documentation and recording of all required statistics pertaining to arrestee processing and the use of PPC equipment
- Ensure arresting or transporting officers complete a DNA swab packet for felony charges that result in a release per 849(b) PC (Refer to DNA Collection in this manual)
- Ensure that all logs are completed and updated at the end of their shifts. After reviewing these logs, the supervisor will stamp and/sign sign the log indicating that he / she reviewed the log

PRE-PROCESSING STAFF RESPONSIBILITIES

ADMINISTRATIVE OFFICER

The Administrative Officer's function is a separate duty position assigned by the Unit Commander. The Administrative Officer will be assigned to the facility on a 4-day, 40-hour per week basis with three consecutive days off. The Administrative Officer is permitted to leave the facility as needed but must be readily available in the event of a systems failure, need to replenish supplies, training of supervisors, or other exigent circumstance. This position is not a normal resource for patrol duty and the "overlap" or "hole day" system does not apply. Exceptions may occur during times of disaster or emergency. The Administrative Officer is exempt from the PPC uniform requirements.

Examples of duties to be performed:

- Assist with revising and updating the Pre-Processing Standard Operations Manual
- Maintain and file all PPC records including intake logs, forms, and inspection reports.
- Review the Intake Logs daily
- Complete and report required statistics in a timely manner
- Be responsible for ordering all supplies and materials for Pre-Processing
- Ensure that all equipment is maintained and repaired as necessary
- Inspect the facility, medical equipment, test all fire suppression equipment and [REDACTED] alarms monthly. These inspections will be documented on a 'PPC Inspection Form'. These inspection forms will be retained for a period of not less than two years
- Routinely check that no items are left in the lockers used for suspect's property.
- Ascertain that the Garrett wands used for screening suspects, are operational and working.
- Ensure that all staff members receive training regarding PPC operations and in the use of all facility equipment
- Conduct daily inspections to ensure that clean and sanitary conditions are maintained
- Participate in the annual inspection process, which includes the California Corrections Standard Authority, San Jose Fire Department, State Fire Marshall, Santa Clara County Department of Environmental Health, Santa Clara County Grand Jury, and the Santa Clara County Juvenile Justice Commission.
- Responsible for ordering supplies for Pre-Processing including Nic Kits, blood borne pathogen kits, and gun shot residue kits (GSR).
- Ascertain that the blood borne pathogen kits for the Assaults Units are replaced as they have expiration dates on them.

PROCEDURE FOR SECURITY AND ALARMS

PPC SECURITY INFORMATION

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

PRISONER PROCESSING PROCEDURES

PRISONER PROCESSING WORK FLOW DUTIES

- [REDACTED]
- [REDACTED]
 - [REDACTED]
 - Review PPC Intake and Screening Form for medical issues and completeness
 - Sign PPC Intake and Screening Form indicating that you have reviewed it
 - Assign room, mark the appropriate “accepted” and “separation” box
 - Input arrestee’s information into Livescan and the photo database computer
 - [REDACTED]
 - Fingerprint and photograph the arrestee
 - Offer the arrestee access to bathroom facilities and drinking water
 - Direct the arrestee to the assigned room. Ensure that arrestee is properly secured inside the room
 - Conduct random, unscheduled physical room safety checks at least every 30 minutes. Juveniles are considered to be under constant supervision, however document room safety checks at least every 30 minutes (at least every 15 minutes if influence is suspected)
 - Distribute a stamped copy of the CEN sheet and photograph to arresting / transporting officer
 - Ensure the Prisoner Log for accuracy and completeness
 - Conduct room checks for property, contraband, contaminates, and/or damage of any type as arrestee(s) exit their assigned room

PRISONER PROCESSING PROCEDURES

ADMITTANCE RESTRICTIONS

PPC is a temporary holding facility established for the purpose of assisting officers in the processing of arrestees. Only persons **UNDER ARREST** may be brought into the PPC facility. Witnesses and victims will **NOT** be allowed into the PPC; they may be interviewed in the Witness Center. All arrestees entering PPC will enter through the appropriate sally port holding cell and will be handcuffed with their arms secured behind their back. Any exception to the handcuffing policy will be addressed through the on-duty PPC Supervisor.

PPC is restricted to sworn personnel (of any jurisdiction), district attorneys, members of the Grand Jury, “in-custody” participants of a “line-up”, custodians, lab technicians, Emergency Medical Personnel in the performance of their duties, Department of Environmental Health Inspectors, members of the CCSA, the Fire Marshall, Fire Department personnel in the performance of their duties, and authorized repair or trades-persons.

Citizen observers and citizen groups may tour the PPC facility with the permission of the on-duty PPC supervisor or administrative officer. A sworn member of SJPd must accompany the

citizen observer or citizen group. Tours should occur only if there are no arrestees present in the facility. After any such tour or visit, PPC Staff shall insure that no items were left behind and that the PPC Facility is again ready to receive arrestees.

ALL arrestees (adult or juvenile) NOT cited in the field should be processed at PPC. This applies to felony AND misdemeanor crimes (Duty Manual Section L 2906).

The following arrestees **will not** be admitted into PPC:

- Arrestees contemplating suicide
- Mentally Disordered or Developmentally Disabled arrestees (see Appendix 4)
- Arrestees requiring utilization of a wheelchair
- Actively combative arrestees (see Appendix 14 for blood draws)
- Arrestees requiring medical attention will be admitted to PPC only after receiving medical clearance from a physician
- Arrestees who are unable to walk or stand without assistance (due to intoxication and / or other physical limitations)
- Arrestees who refuse or are unable to clearly and intelligently respond to the intake questions
- Arrestees with Communicable/Contagious Diseases (See Appendix 5)
- Arrestees infected with head lice, vermin, staph infections, etc (See Appendix 3)
- Arrestees who are extremely hostile or disruptive
- Arrestees suspected to be under the influence of PCP will not be processed at the facility, unless approved by the on-duty PPC supervisor
- Arrestees with a blood alcohol content greater than 0.225%
- Misdemeanor drunk drivers will not normally be processed at PPC.

If there is a dispute over the admittance of a suspect, the ultimate decision of whether an arrestee is refused entry into PPC will lie with the on-duty PPC Supervisor.

TIME RESTRICTIONS

The on-duty PPC Supervisor is responsible for monitoring the amount of time that arrestees are detained and will take appropriate steps to ensure that the detention time is minimized.

Arrestees will not remain in the PPC facility for more than six hours.

Exception: Adult arrestees may be held for a maximum of 12 hours. Holding an adult arrestee longer than six hours requires approval by the on duty BFO Watch Commander. The supplemental room-check form will be utilized to document the approval. The fact that a prisoner is held more than 6 hours will be documented in the Pass-down Log.

Adult arrestees will not remain in the PPC facility for more than 12 hours due to lack of bedding / living quarters (Title 15, Article 14, § 1270 CCR).

Persons arrested in accordance with 40302(a) CVC (failure to present satisfactory evidence of identification) may be detained a MAXIMUM of two hours in order to verify identity (40307(b) CVC).

Persons brought to PPC in accordance with 853.5 and 853.6 PC (failure to present satisfactory evidence of identification) should only be detained as long as it takes to verify the persons'

identification to ensure their future appearance in court, to provide positive identification that the arrestee is not a fleeing criminal, and confirm that the arrestee is not related to other criminal activity.

Arrestees will be logged out, noting the time of exit on the prisoner log as well as the intake form.

If an adult arrestee is taken from the PPC facility to the Investigations Bureau, that adult arrestee will be logged out of the PPC facility, noting which unit the adult arrestee was transferred to, next to the "Time-out" column on the daily log. A disposition will not be circled at this time. The check of the room after the arrestee departs will be documented as usual on the Intake sheet.

If the adult arrestee does not return to PPC, the appropriate disposition will be determined later by the administrative officer during the quality control procedure.

If the adult arrestee returns through the PPC facility, the arrestee will re-enter the facility through the sally port holding cell. The arrestee will not need to be re-photographed or re-fingerprinted. No new log entry needs to be made, the original will suffice. The initial intake form will be used for the remainder of the arrestee's time at the PPC facility, noting the new room number. The first room check for the re-entered arrestee will be the re-entry time. The time the arrestee was in custody whether in PPC or in the Bureau is all inclusive. **The maximum 12-hour rule for adult arrestees, or the 6-hour rule for juvenile arrestees, applies whether the arrestee remained in custody PPC or elsewhere in the Police Department. Leaving PPC for the bureau does not restart the clock.**

PRISONER PROCESSING PROCEDURES

PPC LOG-IN

The arresting / transporting officer is responsible for completing the PPC prisoner intake log. After presenting the intake form to PPC Supervisor, the arresting / transporting officer will enter the appropriate information in the PPC prisoner intake log.

The PPC Supervisor is responsible for reviewing the log, and ensuring that the steps of processing (valtox, sample collection, prints, photo, DNA, and Consulate Notification), PFN, CEN, exit times, and dispositions are properly noted on the log.

The shift supervisor is responsible for ensuring that the logs are complete and accurate. The shift supervisor will mark their badge number in the appropriate box on the prisoner log for each arrestee they supervise.

INTAKE FORMS AND PROPERTY BAGS

Intake forms and paper bags for arrestees' property are provided outside of the adult and juvenile sally port, near the adult tunnel entry, and at the adult sally port entry. The PPC Administrative Coordinator will ensure that only the most current Intake forms are being used.

The forms will be completed and the arrestee's property bagged before placing any arrestee into a sally port holding cell. All arrestees will be thoroughly searched and their personal property

placed in bags PRIOR to entering the holding cells at the sally port (Exceptions: Jewelry and belts that are difficult to remove). If a belt cannot be removed, it must be checked to ensure it is harmless (does not contain hidden or disguised weapons and is not a risk for prisoner safety).

The arresting / transporting officer will ensure that the case number and the arrestee's name are written on the property bag(s). The arresting / transporting officer is responsible for the arrestee's property and great care should be taken to be sure that it is secure and not left behind when departing. As a security measure for arrestee property if brought inside of PPC, officers will store their arrestee's property in the appropriate locker that corresponds with their arrestee's room assignment.

The PPC staff will review the completeness of the Intake form, ensuring that all categories on the form have been addressed. If the form is not complete, PPC staff will request the arresting / transporting officer ask the appropriate questions and obtain the answers before allowing the arrestee entry. PPC staff has the option of asking the arrestee the questions, if they deem it appropriate, and thereby completing the intake form, prior to allowing the arrestee entry.

All "Yes" responses to the intake questionnaire should have a notation on the form. PPC Supervisors will follow-up on this questioning to clarify the arrestee's needs while at PPC.

PRISONER PROCESSING PROCEDURES

ENTERING THE FACILITY

[REDACTED]

PROCEDURE FOR PERSONNEL UTILIZING PPC

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

USE OF PRE-PROCESSING EQUIPMENT

The on-duty PPC Supervisor is solely responsible for the operation of the PPC facility; therefore, no equipment will be manipulated except under the direction of the on-duty PPC supervisor. Persons who are trained in PPC operations (Valtox, Live Scan, etc.) may use those items with the approval of on-duty Supervisor.

All non-authorized personnel will refrain from operating or attempting to operate any “Live Scan” station or computer terminal (except CJIC and MDT), photographic equipment, audio or visual device, or any Valtox related testing equipment.

In addition, no equipment will be loaned or removed from PPC without the approval of the on-duty PPC supervisor or administrative coordinator. If equipment is loaned, an entry in the Pass-down Log will be made.

REPAIRS, DAMAGE, OR CONTAMINATION

The on-duty PPC Supervisor will be responsible for forwarding information regarding repairs, damage, and/or contamination to the PPC Administrative Officer. If the PPC Administrative Officer is not available, the information will be forwarded directly to the Facilities Manager between 0800 and 1700hrs, Monday through Friday.

For after hour issues that have an immediate need, General Services can be contacted.

For bio-hazard clean-ups, such as blood, excrement, or excessive vomit the on-duty PPC Supervisor can contact Crime Scene Cleaners (1-800-357-6731) for clean-up. The custodians should be used for minor incidents, such as urine spills. Affected area(s) should be closed until it can be corrected.

For decontamination of the holding cells for communicable diseases, ie.: tuberculosis, the holding cell will be disinfected and aired-out for a period of no less than two hours. The holding cell will be closed during this time with signs posted. Crime Scene Cleaners should be contacted in the event of any spills or clean-ups (vomit, blood, urine, etc.) that the janitors are not contracted to clean up.

In any event, the Administrative Officer will be notified via the Pass-down Log and/or email of the problem, so follow up to ensure a successful resolution can be done.

INTERVIEW ROOM / HOLDING CELL SEARCHES

At the beginning of each shift, PPC Supervisors shall inspect all sally port holding cells and interview rooms for property, contraband, contaminates, and/or damage of any type. The property lockers will also be inspected for any items not retrieved by arresting/transporting officers upon leaving the facility. This will be done on both the Juvenile and Adult sides. The inspection should be completed prior to relieving the prior shift supervisor.

Contaminants will be removed and the area cleaned/disinfected.

Contraband and/or property that cannot be assigned to the previous occupant will be booked as found property by the searching staff member.

If damage is found, and it can be attributed to a specific arrestee, the arresting officer will be notified and requested to add a charge of malicious mischief and document such in their general offense report.

Prior to placing an arrestee in a sally port holding cell or interview room, the arresting / transporting officer will inspect the room for property and / or contraband of any type.

The arresting / transporting officer will inspect the sally port holding cell upon an arrestee's entry into the metal detector area during the intake process, checking for property and / or contraband of any type.

When removing an arrestee from the assigned interview room or sally port holding cell, the arresting / transporting officer will inspect the room for property and / or contraband of any type. For the interview rooms, the PPC staff member will also conduct an inspection of the interview room for property and / or contraband of any type after the arrestee is removed for a new room assignment or exiting the facility. The PPC staff will document this inspection in the "Room Checks" section of the intake form.

[REDACTED]

[REDACTED]

[REDACTED]

METAL DETECTOR

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MOVEMENT OF ARRESTEES

Officers will ensure that they are in immediate control of their arrestee(s) when moving them within the facility [REDACTED]

After an arrestee has been processed, he / she will be escorted to the assigned room by the arresting / transporting officer. Interview Rooms 1-3 and 7-12 can be used if an officers needs to conduct an interview, obtain a blood sample, drug testing on subject, etc. For all other purposes, the suspect shall be placed in Temporary Holding Cells 4-5-6. The arrestee will be secured in the room by handcuffing one of the arrestee's hands to the table or bench with the cuffs affixed thereon. At no time will an arrestee be left unattended when not secured to a bench or table. Every two hours PPC staff will alternate the arrestee's handcuffed hand.

"Immediate control" means that the arrestee will be within arms reach and to the side or front, not rear, of the escorting officer.

The PPC supervisor will monitor arrestee movement within the facility to ensure it is done safely and with the fewest number of arrestees being moved at any one time.

FINGERPRINTING

Arrestees entering PPC may be fingerprinted using the Live Scan system.

If case prints are needed, the portable wheel cart with the ink and cards is stored in the Juvenile PPC. For assistance with case prints, Central ID or the OSSD Fingerprints Unit may be able to answer questions or provide instructions.

It is acceptable for a male officer to fingerprint a female arrestee after a female officer conducts the intake search at the metal detector.

Once the AFIS returns come back, the CEN sheet will be printed. The CEN sheet will be stamped with the "Official Use Only" stamp noting the receiving and issuing officers' badge numbers.

PHOTO/MUG CAPTURE ENTRY

All arrestees processed at the facility should be entered into the photo / mug capture system. This should occur each and every time regardless of the date last photographed. Care should be taken to ensure that the photograph for the arrestee is of the quality to be used in photo line-up packages.

[REDACTED]

PPC Supervisors will print a copy of the photo data sheet, stamping it with the "Official Use Only" stamp noting the receiving and issuing officers' badge numbers.

EVIDENCE HANDLING

No hazardous evidence or weapons will be brought into PPC. Only narcotics contraband for presumptive testing is allowed. Prior to, and after the presumptive test, the narcotics contraband will be controlled by the arresting officers.

Under no circumstances will hypodermic syringes, or any other type of needle, be allowed in PPC except those necessary for blood draws in accordance with policy.

All contraband, as with other evidence, will be stored in one of the evidence lockers in the PPC facility whenever possible.

At no time will evidence or contraband be placed on the PPC countertops in the main work areas, the AV room, or the bridge. If there is a need for investigating officers to un-package the evidence in any way, such as for a more intense examination, or to photograph it, they may do so using the countertops in the Valtox room.

NIC KIT TESTING

Nic Kits should be available in the cabinet near the Valtox testing station. The Nic Kits can be used in lieu of the Valtox testing. Officers should take no more than 5 Nic Kits of methamphetamines, cocaine, and heroin at one time. This will allow proper distribution of the Nic Kits for other officers in need.

USE OF RESTRAINT DEVICES AT PPC



The WRAP

The WRAP will be used in accordance to SJPD Duty Manual Sections L2903 - L2904. Once the WRAP is used on an arrestee at PPC, the arrestee will be removed from the facility after the arrival of EMS personnel.

The WRAP devices are located in Storage Cabinet #12, next to the bridge.

If the WRAP is used, the PPC supervisor will note the event in the Pass-down Log to ensure the whereabouts of the PPC equipment. If EMS responds to PPC for a WRAP deployment, the PPC supervisor will notify the PPC Commander as described on page 7 of this manual.

Once the WRAP is returned to PPC, the on-duty PPC supervisor will inspect the WRAP to determine if the device needs to be cleaned. If any bodily fluids came in contact with the device, the WRAP will need cleaning.

To have the WRAP cleaned, the device will be delivered to Central Supply, noting the case number causing the WRAP to be used, and any information regarding contamination or reason the device needs to be cleaned. The PPC supervisor that delivered the WRAP for cleaning will also make an entry into the Pass-down Log noting the whereabouts of the PPC equipment, and will notify the PPC Administrative Officer.

Central Supply personnel will notify PPC once the WRAP is ready for pick-up.

DRAWING OF BLOOD

Duty Manual section L 6700 (Chemical Tests) will be followed (Appendix 14). The investigating officer (or substitute officer) WILL accompany the lab technician whenever blood is drawn. At no time will the blood technician be allowed in the vicinity of an arrestee without an officer present.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DNA COLLECTION

Due to a case from several years ago regarding People v. BUZA, the CAL-DNA Data Bank Program (296.1(a) (1) (A) PC) will only be done with the consent of the arrestee. No compelled sample will be taken. See Appendix 12 / SJPd Memo 2011-040.

The CAL-DNA Data Bank Program (296.1(a) (1) (A) PC) applies only to adults arrested for felony offenses, not juveniles. The collection of DNA samples from an adult arrested for a felony offense must be based solely upon the offense that was the basis for the arrest. DNA collection of arrestees should occur at booking and after checking an arrestee's California automated criminal history record for a DNA collection flag. The automated criminal history system can assist in identifying whether individuals qualify for collection or already have provided a DNA sample.

The arresting / transporting officer is responsible for determining if an arrestee qualifies for DNA collection. PPC staff may assist in this determination, instruction, and collection of a DNA sample. CAL-DNA buccal swab packets are located in the Valtox / Evidence Room. See Appendix 12 / SJPD Memo 2009-001 for details.

For our purposes, a DNA sample should be collected from any adult arrested for a felony offense who is going to be released from custody at PPC per 849(b) PC unless there is a notation that the arrestee has already complied with 296 PC.

The thumb and palm prints will be collected using the AFIS machine.

If the adult is going to be booked into the Santa Clara County Jail, the jail personnel will determine the need for the DNA buccal swab collection.

STRIP SEARCHES

Strip searches are controlled by 4030 of the California Penal Code and the Department Duty Manual sections L2910 – L2915 (Appendix 12).

The on-duty PPC Supervisor will be informed whenever a strip search is to be performed.

If a strip search is contemplated, care to ensure the arrestee will not have the ability to discard or ingest any contraband prior to the search. Therefore, strip searches should be done, once approved by the on-duty supervisor, without unnecessary delay. Officers should close the blinds of any room used for a strip search and place a "Strip Search in Progress" sign on the door of the room utilized.

Officers are expected to strip-search their own arrestees. When a male or female officer is needed to respond to assist, the on-duty PPC supervisor will use the following priority list for response order:

- Main Lobby Officers
- Beat Unit Officers (preferably from a nearby district)

DISCIPLINE OF ARRESTEES AT PPC

Under no circumstances will members of the San Jose Police Department administer any type of discipline to arrestees in our custody.

Department members will provide:

- Reasonable access to bathroom facilities
- Reasonable access to drinking water
- Reasonable access to a telephone (as required by law)
- Permission to retain their personal clothing, unless it presents a health hazard or is required as evidence

RELEASE VIA CITATION AND 849(b)/849.5 PC

[REDACTED]

If the arrestee is released pursuant to 849(b) PC, a PPC staff member will ensure that the CEN sheet is stamped with the 849(b) PC stamp to document charges and the arrestee's address. The CEN sheet will be placed in the appropriate collection bin near the AFIS machine.

If the arrestee is released with a citation, a PPC staff member will ensure that the arrestee's copy of the citation is stamped with the "PPC Booking Process Completed" stamp if the charge requires pre-booking. The boxes on the citation for CEN and PFN will include the appropriate information. The CEN sheet and the citation will be placed in the appropriate collection bin near the AFIS machine.

[REDACTED]

[REDACTED]

ARRESTEE ACCESS TO AN ATTORNEY

After the arrest, any attorney at law entitled to practice in the courts of record of California, may, at the request of the prisoner or any relative of the prisoner, visit the prisoner (825 (b) PC).

In the event that a specific arrestee's attorney responds to the San Jose Police Department in an attempt to visit his client, PPC staff will allow this visit using interview room #5 in JPPC. As with phone calls, department members shall not monitor, record, or eavesdrop on their communications.

AUDIO/VIDEO RECORDING

Officers and supervisors must comply with SJPD Duty Manual regarding the wearing and using of body worn cameras (BWC) while inside Pre-Processing. None of the rooms at Pre-processing currently have operational audio/video surveillance. If an officers needs to obtain an audio recorded statement from a suspect, he/she should use their body worn camera or digital recorder.

ARRESTEE PHONE CALLS

There are two phones designated for arrestee use in both PPC divisions (the phone on the left is for long distance, the other is for local calls).

Adults will be allowed (if desired) to make three phone calls no later than three hours after being arrested (851.5 PC).

Juveniles shall be advised and allowed (if desired) to make at least two phone calls within one hour of arrest (Per 627 W&I).

- One completed call to a parent / guardian, responsible relative or employer
- One completed call to an attorney

These calls are free within the local dialing area and at the suspect's expense if they are outside the local area. Willful violation of this law is a misdemeanor.

Calls to an attorney shall not be monitored, eavesdropped upon, or recorded. Violation of this section is a misdemeanor.

Any arrestee identified as the custodial parent or primary caregiver of a minor child or dependent adult shall be allowed two additional phone calls to arrange for the care of the child or dependent adult if needed. These calls shall be given immediately upon request, or as soon as practicable (851.5 PC).

For phone calls requiring special equipment (i.e.: an arrestee who has a hearing and/or speech impairment) see Appendix 4 for procedures to complete the required and/or necessary calls.

Any phone calls made by or for any arrestee will be documented on the intake form and prisoner log.

FOREIGN NATIONALS

CONSULAR NOTIFICATION (Duty Manual Section L8215):

The officer completing the intake form will ask each arrestee is he / she is a foreign national. If the arrestee answers yes, the officer will ask the person to identify their country of citizenship and offer to notify the detained foreign national's Consulate Office. The officer will note the corresponding responses to each question in the "Consulate Notification" section of the intake form.

PPC personnel will review the intake form and verify that the Consulate Notification

Section has been completed. If the arrestee is a foreign national, the on-duty PPC personnel will check the detainee/arrestee's country of citizenship against the list of countries requiring mandatory notification under Article 36 of the Vienna Convention contained in 834c(d) PC. If the identified country requires mandatory notification, the on-duty PPC personnel will notify the arresting or transporting officer, who is responsible for ensuring notification to the consulate office of the foreign national.

If the identified country does not require mandatory notification of the arrest and booking or detention of its citizens, but the detainee/arrestee wishes consulate notification, the arresting / transporting officer will be required to make notification to the consulate office of the foreign national.

In either case, the Pre-Processing Center Embassy / Consulate Fax Notification Form will be completed by the arresting / transporting officer and faxed to the appropriate consulate official. The faxed notification sheet will be maintained to document actions taken by Department members in their compliance with 834c PC. As such, the faxed notification form should be included with all reports associated with the case and forwarded to O.S.S.D. for processing.

If the officer is unable to send a fax notification sheet to the consul office, the officer should attempt to contact the consular office by telephone. If the officer is unable to make contact with the consul office by fax or phone, it should be noted on a general offense report (Form-2) or supplemental report (Form-3).

PPC staff will guide the arresting / transporting officer through the consulate office notification process; however, the responsibility of the notification lies with the arresting / transporting officer. In the interest of expediency, PPC staff may assist the arresting / transporting officer by filling out the fax sheet and / or faxing the sheet.

PPC staff will ensure that the "Disposition (PPC staff use only)" portion of the intake sheet is completed as well as noted on the PPC Log; indicating whether a mandatory or voluntary notification was required, and verifying a fax was sent by checking the appropriate box and placing their badge number in the provided space.

Any and all faxed responses received from consulates will be forwarded to the Case Management Unit via Records.

JUVENILE SPECIFIC GUIDELINES

Juvenile PPC is considered a "Non-Secured" Facility.

In addition to other procedures detailed in this manual, officers will strictly adhere to the following guidelines:

- Ensure that the temporary detention is for the purpose of investigating the case, facilitating release of the minor to a parent or guardian, or arranging transfer of the minor to Juvenile Hall. Minors will be processed, interviewed (if needed), and exited as soon as practical. Any delay in a parent or guardian response to take custody of the minor at the police station will require the arresting / transporting to choose a different disposition.

- Minors shall be advised of the purpose and probable duration of confinement, as well as the six-hour limit
- Minors shall be advised and allowed (if desired) to make at least two phone calls within one hour of arrest (Per 627 W&I)
 - One completed call to a parent / guardian, responsible relative or employer
 - One completed call to an attorney

These calls are free within the local dialing area and at the suspect's expense if they are outside the local area. Willful violation of this law is a misdemeanor
- Minors at PPC are considered to be in “*non-secured custody*” and shall not be handcuffed to any fixed object or placed in any locked room. All minors will be handcuffed behind their back at all times, unless directly supervised (i.e.: during fingerprinting, interviewing, taking of blood or while using the restrooms). Minors held in Temporary Custody shall not be subjected to the use of restraints
- Minors shall receive constant personal visual observation by officers and/or staff. At no time will the minor be left unattended. Monitoring a minor using audio, video, or other electronic devices does not replace personal visual supervision
- No minors considered combative, extremely disruptive, suicidal, extremely under the influence of alcohol &/or drugs, or with health risks will be allowed in PPC
- If a minor becomes combative, disruptive, suicidal or presents a health risk while at PPC, the minor will be transported without delay to EMQ Uplift Services in Campbell, VMC Emergency Room, or Juvenile Hall, depending on the nature of the incident. While the minor is still at the PPC facility, a PPC staff member will conduct direct, personal observation of the minor until the juvenile exits the facility with the arresting / transporting officer
- Minors that are allowed entry into PPC who are, or appear to be, under the influence of alcohol &/or drugs shall be personally monitored no less than once every 15 minutes when they are at the PPC facility. The observation will be noted on the back of the Medical Screening / Intake form
- Male and female minors will not be placed in the same interview rooms
- Minors will be allowed to meet with privacy during consultations with family, guardian, or a lawyer
- Minors will be permitted to retain their personal clothing, unless it presents a health hazard or is required as evidence
- Officers will allow minors access to restroom and drinking water when requested
- One snack will be provided upon request during the term of temporary custody if the minor has not eaten within the past four (4) hours or is otherwise in need of nourishment. A small supply of snacks is kept in stock in the Permits Unit.

JUVENILE SPECIFIC GUIDELINES

- Minors will be provided with blankets and clothing to assure comfort when necessary or requested (white jump suits over their clothing can be used)
 - Disposable Emergency Blankets are stored in the first aid lockers in the juvenile and adult areas
- If any minor in custody is seriously ill, injured or dies while in custody, the Watch Commander and PPC Commander shall be notified immediately, as well as the minor's parent(s), guardian(s), or person standing in loco parentis

- Minors and adults in custody can not be in contact with each other. Contact is defined as any verbal or non-verbal communication or passing of notes. Situations in which a minor and an adult arrestee may be in the same room or corridor are limited to:
 - Booking
 - Medical Screening
 - Movement of persons in custody within the law enforcement facility
 During any of the above situations, Officers will maintain a constant, side-by-side presence with either the minor or adult arrestee to assure there is no communication between them
- Minors, because of the nature of non-secure custody, may be detained a maximum of six hours per 207.1(d)(2) W&I. Those minors in custody for 40302(a) CVC may not be detained longer than two hours in order to verify identity Per 40307(b) CVC. Reference SJPD Duty Manual Section L2919 also contained in Appendix 13

Note: If a minor is taken from the JPPC facility to the Investigations Bureau, the minor will be logged out of the JPPC facility, noting which unit the arrestee was transferred to next to the “Dispo” column on the monthly log. A diagonal line will be made in the “Release Time” box from the lower left corner to the upper right corner. The time the minor left the JPPC facility will be noted in the upper left portion of the box. A disposition will not be circled at this time. The “Time of exit” and “Officer ID” boxes on the Intake sheet will also be divided. The initial time of exit and Officer ID will be placed in the upper left portions. The check of the room after the minor departs will be documented as usual on the Intake sheet. If the minor does not return to JPPC, the bureau unit responsible for that minor will notify PPC staff, via phone, of the time, and type of disposition. The disposition time will be noted on the log in the lower right half of the “Release Time” box, and the appropriate disposition will be circled. The lower portions of the boxes on the Intake sheet will be left blank.

If the minor returns through the JPPC facility, the minor will re-enter the facility through the sally port, just as if the minor had not yet been through the process. The minor will not need to be re-photographed or re-fingerprinted, and no new log entry will be made. The initial intake form will be used for the remainder of the minor’s time at the JPPC facility. The first room check for the re-entered minor will be the re-entry time. The new room # will also be added in the “Room Number” space with the admitting staff member’s initials and badge #, if it differs from the first room the minor occupied. When the minor leaves the facility, the lower right hand portion of the divided boxes on both the Intake sheet and the Log will be used. The second check of the room after the minor leaves will be noted on the Intake sheet.

RESPONSE TO MEDICAL EMERGENCIES OR NATURAL DISASTERS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

WITNESS CENTER

[REDACTED] The Witness Center is part of the Bureau of Investigations. The individual Unit using the center is responsible for their own supplies (film, cassette tapes, CDs, video tapes, etc.). In addition, the Unit using the facility is responsible for the comfort and needs of their witnesses.

The Witness Center is available for interviews, blood draws, etc. of persons not in custody.

The PPC Sergeant will be notified when the Witness Center is being used, [REDACTED]
[REDACTED]

When the Witness Center is being used for a BFO case, the District V-Victor Sergeant is responsible for the coordination of efforts pending the response of the BOI. Refer to the BFO Watch Guidelines for further details.

COMPUTER SYSTEMS

LIVESCAN

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

BOOK

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

COMPUTER SYSTEMS

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

MAIL

[REDACTED]

[REDACTED]

[REDACTED]

PRINT

[REDACTED]

[REDACTED]

[REDACTED]

COMPUTER SYSTEMS

PHOTO DATABASE

The Photo Database computer uses the DataWorks program. [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] Both programs allow the user to search previous photos of arrestees. The Mugshot Capture is the Photo Database program for entering new photos.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]