

**SHERIFF'S DEPARTMENT
COUNTY OF SANTA BARBARA**

SANTA YNEZ STATION

HOLDING CELL

PROCEDURES MANUAL

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SANTA YNEZ SHERIFF’S STATION

TEMPORARY HOLDING CELL

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SANTA YNEZ VALLEY SHERIFF'S SUB-STATION

TEMPORARY HOLDING CELL

STATEMENT

The holding Cell at the Santa Ynez Valley Sheriff's Sub-Station primary purpose is to provide a temporary place of detention for arrested persons pending transfer to either the Santa Barbara Main Jail or Santa Maria Branch Jail. Also, it is to provide a secure place of detention for persons in custody awaiting court appearance at the Solvang Superior Court.

The facility is not equipped with beds or bedding. Therefore, no person shall be detained overnight.

GENERAL INFORMATION

The policies set forth in this manual are in accordance with guidelines under the California Code of Regulations, Title 15, Section 1029. The policies set forth in this manual are guidelines which should be followed by Sheriff's staff. These guidelines are not intended to impose a mandatory duty on staff in the performance of their duties. It is the policy of the Sheriff's Department to provide a manual which, through its organization and construction, is easy to reference, utilize and understand, and to use the manual as a tool which will aid employees in carrying out their duties and assignments in a more uniform and efficient manner.

A copy of this manual will be kept in the station office for immediate access by employees. The original will be retained in the station commander's office. All additions and revisions to the manual must be approved by the Custody Branch Jail Commander. Suggestions for revisions may be made by any employee, submitted through the chain of command.

Titles in the manual's various sections shall not limit, modify, govern or effect the meaning or intent of the content, which follow:

- "Shall" and "Will" are mandatory.
- "Should" indicates the action is encouraged; though not mandatory.
- "May" is permissive.

The present tense includes the past and future tenses, and the future tense includes the present. The singular form includes the plural. Unless specifically limited, the male gender shall include the female.

SANTA YNEZ VALLEY SHERIFF'S SUB-STATION

TEMPORARY HOLDING CELL

MANUAL

The holding cell at the Santa Ynez Valley Sheriff's Sub-Station is designated as a Temporary Holding facility. The primary purpose of the facility is to provide a temporary place of detention for arrested persons pending transfer to the South County detention facilities and to provide a secure and safe place of detention for persons detained or in custody awaiting release or court appearances at the Solvang Superior Court.

The facility is not equipped with beds or bedding. Therefore, no person shall be detained longer than 12 hours.

1. MAXIMUM CAPACITY

1.1. No more than eight (8) persons shall be placed in a cell at any time.

1.1.1 Persons of opposite sex shall not be incarcerated in the same cell.

1.1.2 Juveniles shall not be housed with adults.

1.2. The cells will be checked before a prisoner is placed inside and again when he/she is removed.

1.3. Acting shift commander will ensure that cells are regularly scheduled for cleaning and inspection and ensure the correction of unsanitary conditions.

2. DETAINABLE/NON-DETAINABLE PRISONERS

2.1. Non-Detainable Prisoner

2.1.1. Sick, Injured or Developmentally Disabled

Any person sick, injured or developmentally disabled requiring medical attention – contact the on-duty medical person at the Santa Barbara Main Jail. Emergency cases will be transported to a local hospital/medical clinic for treatment.

Developmental disabilities may be due to mental retardation, cerebral palsy, epilepsy, autism or a combination of handicaps.

2.1.2. Medical Condition

Any person with a medical condition, including pregnant females and developmentally disabled that would require attention, supervision or medication during confinement will be reported to the on-duty medical person at the Santa Barbara Main Jail. The person will also be transported to the Santa Barbara Main Jail as soon as possible.

2.1.3. Communicable Disease

Any person who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease – notify the on-duty medical person at the Santa Barbara Main Jail and transport to the Santa Barbara Main Jail or as directed by the on-duty medical person.

2.1.4. Suicide Risk and Mental Disorders

Any person suffering from a severe mental disorder, or exhibiting signs of being suicidal – transport to the Santa Barbara Main Jail.

2.1.5. Combative

Any combative or unruly person who may most likely cause damage to the facility or severely disrupt the good order of the facility – transport to the Santa Barbara Main Jail or Santa Maria Branch Jail.

2.1.6. Under Influence of Drugs

Any person suspected of being under the influence of a hallucinogen, hyperglycemic agent, psychotropic medication, narcotic, sedatives, tranquilizers, anti-neoplastic (cancer) drugs, or any person suffering from withdrawals of the aforementioned – transport to the Santa Barbara Main Jail or Santa Maria Branch Jail.

2.1.7. Security Problem

Any person arrested who cannot, because of any circumstances, be properly monitored by Sheriff's personnel – transport to the Santa Barbara Main Jail or Santa Maria Branch Jail.

2.1.8. Vermin Control

Any person arrested who is suspected of being infested with vermins shall be transported to the Main Jail or a local hospital/medical clinic for treatment.

2.1.9 Persons with Orthopedic or Prosthetic Appliances

Any person arrested who has a prescribed orthopedic or prosthetic appliance shall be allowed to keep the appliance unless there is probable cause to believe possession of such appliance constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility. (2656 P.C.)

If such appliance is removed, the person must be examined by a physician within 24 hours after such removal, if the remain in custody.

2.2. Detainable Prisoners

2.2.1. Any person arrested or detained pending:

- 2.2.1.1. Posting of bail.
- 2.2.1.2. Release on own recognizance.
- 2.2.1.3. Citation release.
- 2.2.1.4. Release per section 849(b) PC.
- 2.2.1.5. Juveniles to be released to parent.

2.2.2. Any person arrested/detained and waiting interview by:

- 2.2.2.1. Investigating officer.
- 2.2.2.2. Detectives.
- 2.2.2.3. An outside agency.

2.2.3. Any person arrested and awaiting:

- 2.2.3.1. Transportation to county jail.
- 2.2.3.2. Transportation to any other facility.
- 2.2.3.3. Transportation to court.

2.3. Juvenile Detentions

2.3.1. In all cases where a juvenile is placed in a holding cell, General Order 98-2 shall apply.

3. NUMBER OF STAFF PERSONNEL

3.1. There shall be one (1) officer available at all times, in the event of an emergency.

3.2. Staffing plan:

3.2.1. There is not a set staffing plan for this facility. Personnel are normally on duty and available in the event of an emergency.

3.2.2. In all cases where females are taken into custody and no female officer/personnel is on duty, the female prisoner shall be taken directly to the Santa Barbara Main Jail/Santa Maria Branch Jail. Females shall not be incarcerated in the Holding Cell without a female employee on duty or a witnessing deputy present with the arresting deputy at all times.

3.2.3. Female prisoners may require the assignment of a female officer by the North County Operations Division.

4. CLASSIFICATION PLAN

4.1. The facility shall temporarily house male or female prisoners.

4.1.1. Female prisoners shall be segregated from male prisoners.

4.1.2. Male/female juvenile prisoners shall be segregated from adult prisoners.

5. FIRE SUPPRESSION

5.1. Fire Prevention

5.1.1. No combustible materials shall be utilized in the Holding Cell.

5.1.2. Cell keys shall be available in the office for emergency use.

5.1.3. An inspected and authorized fire extinguisher must be readily accessible near the holding cell.

5.2. Fire Prevention Inspections

5.2.1. Prior to placing any prisoner in the cell, the officer concerned shall inspect

the cell and remove any combustible materials, magazines, newspapers, etc.

5.3. Fire Suppression/Evacuation Plan

5.3.1. All station personnel shall familiarize themselves with the Fire Reporting and Evacuation Plan which is posted at several locations near the cell and office area. In the event of a fire within the sub-station, the guidelines set forth in the plan shall be followed:

Immediately upon learning of any fire in any portion of the building, the discovering employee shall immediately notify Dispatch, via radio or telephone, and on-duty patrol personnel. The notification shall include the following:

- 1.) Exact location and severity of the emergency.
- 2.) The number of prisoners in custody.
- 3.) The need of the Fire Department, ambulance, or other emergency services.
- 4.) The Fire Department shall be notified in all instances, even if the fire was extinguished.

5.3.2. Station personnel shall then take whatever action necessary to protect the life of all persons in custody by initiating, if necessary, movement of all prisoners to an area of safety.

5.3.3. The watch commander shall then assess the circumstances and take whatever other action or notifications he/she deems necessary.

5.3.4. All Sheriff's station personnel shall be routinely trained in emergency evacuation procedures.

5.3.5. The Santa Ynez station commander will be responsible for ensuring compliance with fire suppression plans and fire inspections.

6. POPULATION ACCOUNTING

6.1. Upon placing a detainee into the Holding Cell, the booking officer will log the

prisoner into the station detention log. This procedure is to be completed regardless of the time period the prisoner is to be held in the Holding Cell.

6.1.1. Log entries shall include:

- Date/time of detention/arrest.
- Charges.
- Detainee's/arrestee's name, age and DOB.
- Arresting officer's name and I.D. number.
- Date/time and type of release/transported to jail.
- Releasing officer shall verify all property returned to detainee/arrestee. Any missing property will be listed on the log and an OAI Report filed.

6.2. There will be no necessity to maintain an average daily population count. A monthly accounting will be submitted to the Station Commander utilizing the Station Detention Log.

6.3. Original records will be kept on file in the station monthly recap.

6.4. The Holding Cell shall be inspected for damage prior to the release or transportation of any detainee/prisoner.

6.4.1. Any damage shall be noted in the Station Detention Log and a crime or incident report filed.

6.4.2. Photographing the evidence should be done to support additional charges.

7. MEDICAL SERVICES

7.1. Prisoners demanding or needing medical service or attention shall be handled as follows:

7.1.1. In an emergency, the detainee/prisoner shall immediately be removed to the nearest medical facility equipped to provide necessary treatment or emergency services ambulance called to station.

7.1.2. In non-emergency cases where the detained individual will be booked, the

on-duty Medical Department personnel at the Santa Barbara Main Jail will be contacted by the officer. The detainee's/prisoner's ailment or injuries will be evaluated by the medical person, who will advise the officer of the person's medical needs.

7.2. Medication

- 7.2.1. No detainee/prisoner shall be allowed dosages of any drug or medication until the officer receiving the medication has satisfied himself/herself of their nature and necessity. In many instances, this will necessitate verifying the need for such medication by telephoning the Medical Department at the Santa Barbara Main Jail.
- 7.2.2. Any officer who discovers on a detainee/arrestee, or receives in any manner prescribed medication for a detainee/prisoner, shall, after properly securing the medication, make notification to the medical personnel at the Santa Barbara Main Jail.

7.3. Communicable Diseases

- 7.3.1. Any person who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease IS NOT TO BE HELD IN THIS FACILITY. Transport to the Santa Barbara Main Jail.

7.4. Mentally Disordered Persons

- 7.4.1. Dangerous, gravely disabled or persons exhibiting signs of being suicidal shall not be accepted. Transport to the Santa Barbara Main Jail.

8. INMATE FOOD SERVICES

- 8.1. No meals other than those sent to the facility with the prisoner will be served.
 - 8.1.1. On rare occasions it may be necessary to request meals from the Main Jail or purchase from local restaurants for detainees/prisoners.

9. TELEPHONE PROCEDURES

- 9.1. An arrested person has the right to make at least three (3) completed phone calls as soon as possible, but no later than three (3) hours after arrest. The exception would be due to violent behavior or intoxication. Log complete/uncompleted phone calls in the Station Detention Log.
- 9.2. The arrestee has the right to free telephone calls within the local dialing area,

or at his/her own expense outside the dialing area.

10. SECURITY CHECKS

General:

The Holding Cell door shall remain locked at all times when there is a detainee/prisoner inside the cell. There shall also be at least one officer or designated person immediately available and accessible to the detainee/prisoner in the event of an emergency.

- 10.1. Monitored Cell – Cells shall be monitored by an officer or designated person while detainees/prisoners are in cell.
- 10.2. In-Person Checks – Security checks shall be made, in person, at least twice every thirty (30) minutes by an officer or designated person when detainees/prisoners are in the cell. Appropriate entries shall be made in the Station Detention Log at the time. The log entry shall contain the name and body number of the person conducting the security check and the time the check was made.
- 10.3. Location – The Station Detention Log shall be kept in the booking area of the Sheriff's Sub-Station.
- 10.4. Periodic Checks – The patrol shift supervisor shall make regular checks of the Station Detention Log to ensure that log entries and security checks are made as required.
- 10.5. Reviews – The station commander shall review all reports and logs, and shall report to the division commander as required.
- 10.6. Logs Maintained for Inspection – All reports and logs shall be maintained in the sub-station front office for inspection by the sub-station commander, division commander, Board of Corrections personnel, or other officials as may be required.

11. INCIDENT REPORTS

- 11.1. It is the responsibility of every department employee to notify the station commander and supervisor on duty and cause written documentation to be filed when the following incidents occur in the Holding Cell or involving a detainee/prisoner.

Examples:

- Death.
- Attempt suicide.
- Injury to detainee/prisoner or personnel.
- Security violations.
- Use of force to control detainee/prisoner or to protect the officer from injury.
- Use of restraints.
- Fire.
- Any unusual or unsafe condition.
- Any criminal act.

11.2. Distribution of Completed Reports.

11.2.1. Original to Records.

11.2.2. Copy to Station Commander.

11.2.3. Copy of Division Commander.

11.2.4. Copy to Branch Jails Commander.

11.2.5. Copies, as appropriate.

12. SEARCHES

12.1. Officer shall make a thorough search of all detainees/prisoners brought to the Holding Cell.

12.1.1. Included in Search:

- Inventory and record all property/monies removed.
- Secure property for safekeeping.
- Remove all hazardous items from detainee/prisoner.

- Remove shoestrings and belt.

12.2. Female detainee/prisoner shall be searched by on-duty female personnel only.

NOTE: The above is not to be confused with pat down search for weapons.

12.3. Detainees'/prisoners' dignity shall be maintained at all times.

Definition:

At no time and under no circumstances is any detainee/prisoner to be taunted, teased or otherwise harassed.

13. PUBLIC INFORMATION

13.1. Dissemination of information to be public, other governmental agency, and the news media shall be in accordance with established department policy and procedures.

14. INMATE RECORDS

14.1. All booking records are maintained in Inmate Records, at the Santa Barbara Main Jail.

14.2. Appropriate paperwork and records will be in the possession of the escorting officer for all inmates in their custody.

15. INMATE RULES AND REGULATIONS

15.1. All disciplinary actions and rule violations will be handled in accordance with Main Jail policies.

16. DISCIPLINE – JUVENILE

16.1. No officer, nor any group of persons, shall be allowed to administer, perform, or inflict any discipline, punishment or corrective action on any juvenile while in secure detention or non-secure custody. The forms of discipline include corporal punishment, denial of privileges and mental stress.

17. STORAGE

17.1. No storage of inmate property is done at this facility.

18. SUPPORT SYSTEMS

18.1. The facility is equipped with an emergency generator to provide for lighting and heating in the event of a power failure.

19. PERSONAL CARE ITEMS

19.1. All items shall be furnished by the Main Jail in Santa Barbara.

20. VISITATION

20.1. General:

As the Santa Ynez Sheriff's Sub-Station maintains a temporary Holding Cell only, routine visitation of detainee/prisoner will not be allowed except for the purpose of conducting attorney/client business or arranging bail.

20.2. Eligible Visitors:

Visitation of prisoners by the following persons shall be permitted for the below purposes only:

- Attorney at any time, after booking and prior to release or transfer of the prisoner.
- Member of the prisoner's family – visitation shall be limited to that period of time necessary to arrange for bail or legal counsel.

NOTE: Visitation time and period shall be determined on an individual basis by the person in charge. All visitors and prisoners will be searched before visitation is permitted.

21. BAIL

21.1. Bail is only accepted for warrants.

21.2. Bail is only payable by cash, cashiers check, money order or personal check (non-

Felony traffic violation). Refer to General Order 80-3.

21.3. Credit cards are not accepted at the Santa Ynez Sheriff's Sub-Station.