

Burbank Police Department

JAIL OPERATIONS MANUAL



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Chief of Police (Interim)

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CHAPTER 1 - ADMINISTRATION

100 – AUTHORITY AND RESPONSIBILITY

This Manual has been adopted and published for the Type 1 facility of the Burbank Police Department. The procedures in this manual are based on the California Penal Code, California Code of Regulations Title 15, and the Burbank Police Department Policies. This Manual complies with the requirement for the Facility Administrator to develop a policy and procedures manual [Title 15 §1029].

All persons whose duties involve the Jail operation, inmate management, or inmate booking are required to be familiar with its contents.

The Chief of Police is the Facility Administrator. Responsibility for the overall administration of the Jail rests with the Support Services Division Captain. The Jail Manager is responsible for the overall supervision and management of the Jail. The Jail Manager may be a civilian employee or a police lieutenant or police sergeant. The on-duty Watch Commander, assisted by Patrol supervisors, is responsible for the daily operation and supervision of the Jail.

The Jail is staffed by civilians holding the job classification of Jailer. Jailers are under the direct supervision of the Jail Manager. Also see §206 of this manual for channels of communication.

All Jailers, whether assigned on a permanent or temporary basis, and sworn personnel shall read and comply with the procedures set forth in this manual. Any exceptions must be authorized by the Support Services Division Captain, the Jail Manager, or the Watch Commander.

Any deviation from the policies and procedures stated herein may result in disciplinary action.

The Jail Manager will be responsible for reviewing and updating this manual on an annual basis. The date of this review and update will be printed on the lower right corner of this page. Additionally, the Jail Manager will update sections of this manual as necessary throughout this annual period.

APPROVED:



Michael Albanese

Date: 10/04/2021

Chief of Police
(Interim)

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102 – JAIL MANUAL

The Jail Manager is responsible for reviewing and updating the Jail Manual at least annually. A copy of the manual will be available to all employees in the Electronic Document Management System. A hard copy will also be available in the Jail and the Watch Commander's Office.

104 – DEFINITIONS

Administrative Segregation – The physical separation of different types of inmates from each other, such as specified in Penal Code §4001 and §4002, and Title 15 §1053. Administrative segregation is accomplished to provide that level of control and security necessary for good management and to ensure the protection of staff and inmates.

Arrestee – A person who has been arrested by a law enforcement officer. For the purposes of this Manual, the term “arrestee” may be used synonymously with “inmate.”

Disciplinary Isolation – A disciplinary procedure consisting of confinement in a cell or housing unit separate from regular jail inmates. The status may be assigned to an inmate for violating facility rules.

Inmate – Any person incarcerated in the Jail. “Pre-Sentenced Inmate” shall be used to describe any incarcerated person awaiting arraignment, hearing, trial, or sentencing. “Sentenced Inmate” shall be used to describe any incarcerated person who has been sentenced by a court to any jail or correctional institution.

Inmate Worker (“Trusty”) – Used to describe any inmate currently performing a job assignment or on a work detail. The term may include both sentenced inmates and pre-sentenced inmates with work assignments.

Jailer – For the purposes of this Manual, the term Jailer shall apply to a person holding the job classification of Jailer and any other employee classification temporarily working in the Jail.

May – Indicates a permissive, discretionary or conditional action.

Minimum Jail Standards (MJS) – Minimum Jail Standards (MJS) refers to minimum standards for Local Detention Facilities (including Type 1 Jails), issued by the Board of State and Community Corrections and specified in Title 15 of the California Code of Regulations, Articles 1 through 14.

Shall or Will – Indicate a mandatory action.

Should – Indicates a generally required or expected action, absent a rational basis for failing to conform.

Type 1 Jail Facility – A local detention facility used for the detention of persons, usually pending arraignment, for not more than 96 hours after booking, excluding holidays and weekends. A Type 1 Jail may also house persons on court order, either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the County Jail

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provided such placement is made on a voluntary basis. The Burbank Police Department Jail is classified as a Type 1 facility [Title 15 §1006].

110 – INSPECTIONS

The Burbank City Jail is regularly inspected by the following authorities:

- (a) Board of State and Community Corrections – Biennial
- (b) Los Angeles County Grand Jury – Annual
- (c) Los Angeles County Health Department – Annual
- (d) Los Angeles County Juvenile Court – Annual
- (e) Burbank Fire Department - Biennial

The Jail Manager shall provide the above authorities the information or documentation necessary for the inspections. The Jail Manager or designee shall accompany the inspectors during walk-through observations of the facility. The facility shall always be maintained in a condition required by governing authorities.

110.2 – FIRE INSPECTIONS

Procedures for fire inspections are contained in §1302 of this Manual.

120 – KEY CONTROL

Two sets of keys are assigned to the Jail. An additional set will be maintained in the Watch Commander KeyWatcher key cabinet to be used in emergencies.

Jailers shall maintain custody and control of the keys at all times and will be held accountable for the security of the keys. Keys shall never be removed from the Jail Facility and Jailers shall not allow an inmate access to the keys or allow any unauthorized use of the keys.

Jailers must account for both sets of the keys at shift change. Jailers should practice positive exchange of the keys, that is, the outgoing shift should physically hand the keys to the incoming shift and should not leave the keys unattended inside the Jail.

Jailers should use care in how the keys are carried to prevent the possibility of an inmate taking the keys from a Jailer.

120.1 – GUN LOCKER KEY INVENTORY

It is the responsibility of all Jailers to inventory the gun locker keys within the Jail at the beginning of their shift. Gun lockers are located in the Jail Control Room and three adjoining Sally Ports (garage, staff elevator and lower level building access). Jailers are responsible for recording the inventory upon the Jail Log and notifying the Jail Manager regarding the missing keys.

122 – FACILITY ACCESS AND SECURITY

Security in the Jail is a paramount concern. To ensure that a high level of security is always maintained, only authorized personnel are allowed access to the facility. Authorized personnel shall include sworn officers, sworn and non-sworn personnel directed to search an arrestee, approved vendors or contractors, and all persons authorized by an on-duty supervisor, the Jail Manager, or the Watch Commander.

If nonessential persons are granted access to the Jail, their presence should not violate a detainee's privacy or impede facility operations. Access of all nonessential persons should be prohibited in emergency situations.

Jailers shall ensure that vendors or contractors permitted into the Jail for maintenance or repairs have no contact or communications with inmates. Jailers shall also inspect the Jail after the vendor's or contractor's departure to ensure that no tools or debris are left behind.

If any vendor, contractor, or maintenance worker has unauthorized contact or communication with an inmate, the Jailers shall immediately notify the Watch Commander who may remove the involved person from the Jail.

122.1 – ENTERING OCCUPIED CELLS

Jailers shall not enter an occupied cell unless being visually monitored by another employee assigned to the Jail. In all cases, Jailers shall carry a distress alarm whenever they enter an occupied cell.

122.2 – JAIL DOOR SECURITY

Jailers shall ensure that all doors (except the detox cell doors) are secured at all times except when necessary to permit entry and exit. This requirement also applies to unoccupied cells, the kitchen, and storage rooms. Jailers shall regularly inspect Jail doors when conducting welfare checks for security.

122.3 – CELL SECURITY CHECKS

Jailers are responsible for completely inspecting and searching each vacant cell and the booking area for weapons and contraband upon their arrival for each tour of duty. If weapons, contraband, or damage is found, the Jailer shall immediately notify the Jail Manager or the Watch Commander.

Upon the release of an inmate, Jailers should inspect the cell for damage or any illegal or dangerous items left behind by the inmate. Conditions that require action shall be reported to the Jail Manager or Watch Commander immediately. If the cell is still occupied by an inmate(s), this inspection may be conducted from outside the cell.

122.4 – JAIL SECURITY CHECKS

At least weekly, the Jail Manager shall check the Watch Commander Log and Jail Activity Log for any entries involving defective Jail security equipment. All defective security equipment should be replaced or repaired as soon as practicable. The Jail Manager shall submit a memorandum to the Support

Services Division Captain to document any Jail security discrepancies and any corrective action that was taken.

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122.5 – REPORTING UNUSUAL OCCURRENCES

All unusual occurrences that threaten the Jail or any person working or housed in the Jail shall be reported to the Watch Commander immediately and documented in writing as appropriate.

124 – JAIL CAPACITY

In the unlikely event the maximum capacity (70 beds) of the Jail is expected to be exceeded due to group arrests, the Watch Commander shall make housing arrangements with the Glendale Police Department. The Watch Commander shall also consider calling in additional personnel.

CHAPTER 2 – TRAINING, PERSONNEL, AND MANAGEMENT

200 – TRAINING

The Burbank Police Department is a Standards and Training for Corrections (STC) participating agency. Compliance with sections related to training is determined by an annual audit of training records. The Jail Manager is responsible for maintaining the training records.

Jailer Core Course

All Jailers must successfully complete the “Corrections Officer Core Course” within one year of assignment to the Jail. [Title 15 §1020]

Jailer Orientation Training

Jailers and all personnel assigned to the Jail, whether on permanent or temporary basis, shall receive annual training on the operations of the Jail, to include fire suppression and the use of equipment available in the Jail.

Jail Supervisory Training

All custodial supervisory personnel must complete either the STC or POST supervisory training within one year of assignment. [Title 15 §1021]

Jail Management Training

All Jail management personnel must complete either the STC or POST management course within one year of assignment. [Title 15 §1023]

Continuing Professional Training

With the exception of any year that a core training course is completed, all jailers, supervisors, managers, and administrators must complete 24 hours of annual continuing professional training. [Title 15 §1025]

202 – NUMBER OF PERSONNEL

The Jail Manager generally will be on duty Monday through Friday, during daytime hours (or as directed by the Support Services Division Captain). A Watch Commander will be on duty 24 hours daily.

A sufficient number of personnel shall be employed in the Burbank Police Department to conduct at least hourly safety checks of inmates through direct visual observation of all inmates and to ensure the implementation and operations of the programs and activities required by these regulations.

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Except when directed by the Jail Manager, the Support Services Division Captain, or the Watch Commander, the minimum staffing in the Jail is generally two Jailers per shift. When a Jailer is working alone, he/she shall be immediately available and accessible to inmates in the event of an emergency.

That employee shall not have any other duties which would conflict with the supervision and care of inmates in the event of an emergency.

A sworn officer may be used to meet minimum staffing requirements as long as at least one Jailer is on duty at all times. When working with an officer, the Jailer shall have no responsibilities taking him or her out of the Jail. The Jailer shall be immediately available and accessible to all inmates in the event of an emergency.

In the absence of a female Jailer, a female Record Bureau Technician must be on duty to act as Matron for female inmates. A female sworn officer may satisfy this requirement if she is immediately available and accessible to female inmates by being in the building and has no responsibilities that cannot be interrupted.

Should a Jailer need additional personnel to initiate any task involving an inmate, the Jailer shall call the Watch Commander and request assistance. Whenever a Jailer is working alone, he or she shall contact the Watch Commander to request relief personnel for breaks or other types of relief. The Watch Commander will accommodate the request whenever possible.

Copies of the current Jail schedule should be posted in the Jail and in the Watch Commander's office [Title 15 §1027].

202.1 ABSENTEEISM AND TARDINESS

Employees assigned to the Jail must arrive and be prepared to commence work at their scheduled start time. Employees are responsible for notifying the Jail Manager or the Watch Commander of absences, late arrivals, or early departures as soon as they are aware or as soon as possible. Jailers must report tardiness to the Jail Manager via email in addition to notifying the Watch Commander. Failure to report unscheduled absences, tardiness, or unscheduled early departures (whether excused or unexcused) may result in disciplinary action.

Absenteeism is defined as failure to report for work or early departure from work without prior approval of the Jail Manager or the Watch Commander. Tardiness is defined as arriving late for work or returning late from breaks.

204 – DUTIES AND FUNCTIONS

Jailer

Jailers are responsible for providing a humane environment and the care necessary for the health, security, and rights of inmates.

Jailers will perform those duties assigned by the Watch Commander, Jail Manager, or their designee, including duties associated with: the maintenance and operation of the Jail facility; receiving, booking, fingerprinting, photographing, and searching inmates; escorting inmates to and from cells; preparing arrestees for court appearance; maintaining records; inspecting the Jail facility to ensure security and

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cleanliness; and giving courtroom testimony. Jailers must follow all written and verbal instructions from a supervisor and must inform the supervisor or the Watch Commander of any unusual incidents, matters of concern, cases not covered by instructions, or any conflicting orders. After having informed the supervisor or Watch Commander of the conflicting order, the Jailer shall follow the latest order and then notify the original supervisor who issued the first order.

Jail Manager

The Jail Manager has overall responsibility for the operation of the facility and its inspection.

Watch Commander

In the absence of the Jail Manager, the Watch Commander has responsibility for the Jail. The Watch Commander shall monitor the booking of inmates and the Jail operation.

The Jail Supervisor, Jail Manager, and Watch Commander have a shared responsibility for ensuring that all employees comply with this manual and all other regulations, procedures, and laws affecting the Jail and the booking of inmates.

206 – CHANNELS OF COMMUNICATION

The following Channel of Communication (Chain of Command) exists for the Jail [Title 15 §1029]:

Jailer > Jail Supervisor > Jail Manager* > Support Services Division Captain > Deputy Chief > Chief

*In the absence of the Jail Manager, the Watch Commander is the next level of command always accessible to Jailers. The Watch Commander has the authority to overrule the Jail Manager on issues involving the immediate housing or handling of an inmate. The Jail Manager may consult the Support Services Division Captain if necessary.

208 – PHONE COMMUNICATIONS

Absent exigent emergency circumstances or during equipment failure, Jail personnel shall use the available landlines (818 238-3010 or 818 238-3011) for official phone communications.

CHAPTER 3 - INMATE RECORDS AND PUBLIC INFORMATION

300 – INMATE RECORDS

Population Accounting

The Jail Manager is responsible for the Jail population accounting. This data shall be compiled on a monthly basis and shall include categories of inmates (i.e., adult males and females, juvenile males and females, felonies, misdemeanors, sentenced and non-sentenced). The Jail Manager shall provide the Board of State and Community Corrections with applicable inmate demographic information annually as described in the Jail Profile Survey [Title 15 §1040].

Inmate Records

The Burbank Police Department will maintain individual arrest files on all persons in custody. These records shall include booking information, personal property receipts, commitment papers, court orders, reports of disciplinary actions taken, medical screening and classification forms, and medical service orders. Reports of non-medical information regarding disabilities and other limitations, and any special medical orders or medical treatment received on all inmates shall also be forwarded to the Records Bureau [Title 15 §1041]. An inmate's constitutional right to privacy can be violated if inmate records are improperly disseminated. All inmate records shall be stored in the Records Bureau upon the inmate's transfer or release. While in custody, inmate records shall be secured in the Jail in a file organizer to safeguard the records against loss or unauthorized access. Unauthorized release of inmate records by any member of the Department is prohibited.

Fiscal Records

The Jail Administrator shall maintain fiscal records for the facility. A summary of expenditures shall include feeding and clothing outlay and other operational costs [Title 15 §1041 and §1044].

Incident Reports

A written crime report shall be made of all incidents that result in physical harm, or serious threat of physical harm, to an employee or inmate in the Jail. The report shall contain a complete and accurate description of the incident and shall include the names of all persons involved (including all witnesses), the date and time of occurrence, and actions taken. The report should be completed by an officer and a copy forwarded to the Jail Manager within 24 hours of the incident [Title 15 §1044].

302 – PUBLIC INFORMATION PLAN

One of the key service roles performed by a Jailer is providing required information to the public. When someone is arrested, family and friends tend to become emotional. They may become argumentative or agitated, often acting out their hostilities on those who may be attempting to assist them. As required by the Duty Manual, Jailers should be helpful, professional, and courteous in all circumstances.

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Jailers are expected to inform and assist the public by providing them with inmate bail information, charges, location of vehicles, and any other information required by law or policy. Concerned individuals may call several times and ask the same information. Jailers should remain composed and professional. Answering questions accurately, giving realistic time estimates for releases, and informing inquiring parties that bail may increase if warrants exist will help reduce confusion and frustration.

Jailers should be familiar with and should adhere to procedures set forth in the Policy Manual (§346) regarding public and media relations. All inquiries from the media shall be referred to the Public Information Officer or the Watch Commander.

Requests for any printed materials should be referred to the Jail Manager or Watch Commander, who will assist in providing the materials [Title 15 §1045].

CHAPTER 4 – INMATE MANAGEMENT

400 – INMATE RECEPTION - BOOKING

Booking involves the recording of an arrest in official police and County records, including photographing and fingerprinting. The Jailer shall immediately notify the Watch Commander of all incoming arrestees. The Watch Commander shall personally observe the arrestee, verify the validity of the arrest (prior to the arrestee being placed in a cell) based on factual description from the arresting officers, and evaluate the inmate's medical and mental health status. If the Watch Commander determines the arrest was not valid, the arrestee shall be immediately released per Penal Code §849(b). The Watch Commander shall direct the officers to complete a "Miscellaneous" report to document the incident. The Watch Commander shall describe the circumstances in a memorandum submitted to the Patrol Division Commanding Officer.

400.2 – OUTSIDE AGENCY BOOKINGS

Jailers shall not accept outside agency transfers or bookings directly from the field. Outside agency arrestees shall be properly booked at the agency's facility (i.e., searched, property inventoried, and LiveScanned) prior to being transferred to the Burbank Jail. Positive identification of all outside agency arrestees shall be required before accepting the arrestee at the Burbank Jail. Any deviation from this requirement will require the Watch Commander's written approval (a noted signature on the booking form).

400.4 – INMATE ORIENTATION

In accordance with Title 15 §1069(b), the Jail Manager shall ensure that inmates receive orientation information prior to being placed in a living area. The information must be reasonably understandable to all inmates. The inmates may be provided with a copy of the Inmate Information Sheet or the information may be posted in the temporary holding cells visible to all inmates.

400.6 – ARRESTEES REQUIRING MEDICAL CLEARANCE

A medical clearance will be required prior to booking in the following cases:

- Injured persons (visible or reported), whether inflicted at the time of arrest or prior, who have not been examined, treated, and approved in writing for incarceration by a medical authority.
- Persons requiring immediate medical treatment for conditions such as head injuries, active bleeding, chest pains, and pregnant females complaining of labor pains.

400.8 – BOOKING RESPONSIBILITIES

The care and custody of a person brought to the Jail for booking is the responsibility of the arresting officer until the arrestee is delivered to a Jailer for processing and confinement. A female arrestee delivered to the Jail shall remain in the custody of the arresting officer until relieved by a designated female employee who will conduct a pat down search prior to housing.

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400.10 – BOOKING FORMS

Jailers should send the original form to Records for processing. Once processed, the original will be returned to the jail where it should be kept in the Jail Control Room as long as the inmate is in the Burbank Jail.

Jailers must wait for Records to return the handwritten form prior to inputting information into LiveScan or requesting an LA County booking number. Records will process these forms as a high priority and will make every effort to return them promptly, usually within 15-20 minutes. If the Watch Commander determines a booking must be rushed, Jailers should contact Records and advise them of the urgency.

The Watch Commander may authorize the immediate booking of a suspect prior to the form returning from Records but should avoid this practice whenever possible.

400.12 – ADDING CHARGES AFTER LIVESCAN PROCESSING

If it becomes necessary to add charges after LiveScan processing, Jailers should write the additional charges on the reverse of the LiveScan printout and update the charges in JDIC.

Jailers should update the charges in NATMS.

400.14 – OTHER TYPES OF BOOKINGS

Fugitives – When a person is booked for a felony “want” outside the State of California, the Booking Record shall be completed with the appropriate fugitive charge from the California Penal Code (Penal Code, 1551).

Armed Forces Personnel – When a member of the United States Armed Forces is booked, a CMS booking shall be completed with the following exception:

- The arrestee’s branch of service, rank, social security number and location of ship or station, whether in or out of uniform, and duty status shall be noted in the narrative section under tab 7 of the management field section in CMS.

Bond Surrender Bookings - A booking shall be made only when the following occurs:

- A bondsman who posted an arrestee’s bail desires to return the arrestee to the custody of this Department, and
- The arrestee’s bail has not been forfeited (bondsman’s signed statement of non-forfeiture may be accepted as verification).

If the bail has been forfeited and no warrant issued, the bondsman must surrender the inmate directly to the court declaring the forfeiture.

If a bond surrender booking is necessary and approved by the Watch Commander, the Jailers must:

- Obtain a certified copy of the bond from the bondsman, which shall accompany the Booking and Property Record.

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- Check records (local) to obtain the current arrest status of the arrestee.

NOTE: A bondsman's arrestee will only be received by the Burbank Jail if the person was originally arrested by the Burbank Police Department.

Bondsmen shall not be allowed to enter the inmate processing area of the Jail.

400.16 – ARREST REPORT EXCEPTION OF BOND SURRENDER BOOKINGS

If the arrest status of the arrestee has not changed since the issuance of the bond, the Corrections Management System in Tiburon shall be completed with the following exceptions:

- The bondsman must complete and sign the Bond Surrender Booking log.
- On Screen 2 (Bio/Arrest Info), in the box entitled "LOCATION OF ARREST," the location of apprehension by the bondsman shall be inserted.
- On Charge Screen 3, in the box entitled "CHARGES," the original charge shall be inserted.
- On Charge Screen 3, in the block entitled "WARRANT NUMBER," insert the surrendered Bond number.
- On Charge Screen 3, in the "Charge Remarks" sub-tab, insert the name and address of the bonding company and the name of the Surety Company. Additionally, "ARRESTEE AND BONDSMAN DECLARE BAIL HAS NOT BEEN FORFEITED" should be added.
- In the same "Charge Remarks" block, the name of the bondsman will be entered and the word (BONDSMAN) in parenthesis shall be inserted after the bondsman's name.
- Court information will be entered per established procedures.

Absentee Booking – Also known as a *Proxy Booking*. It is when a non-booked arrestee is confined at Los Angeles County Medical Center LCMC or local hospital. The Tiburon RMS automated Booking and Property Record shall be completed.

Booking of Juveniles – Los Angeles County books juveniles the same as adults, with the exception that the juvenile will be entered in the court sheet without a court date and will be entered in the juvenile log as a secure or non-secure detainee.

Rebooking – The term "Rebooking" shall include those cases where a person is booked again on the original charge after being released on bail, and those cases where the original charge is released and, simultaneously, the person is booked on another charge. In these cases, ensure that the original case number is used.

Traffic Offense or Warrant - Persons arrested on a felony traffic offense or warrant shall be booked and processed the same as in any other felony booking. Pursuant to Vehicle Code §40302, whenever any person is arrested for any violation of the vehicle code, not declared to be a felony, the arrested person shall be taken without unnecessary delay before a magistrate within the county in which the offense charged is alleged to have been committed and who has jurisdiction of the offense and is nearest or most accessible with reference to the place where the arrest is made in any of the following cases:

- When the person arrested fails to present a driver's license or other satisfactory identification.
- When the person arrested refuses to give his written promise to appear in court.
- When the person arrested demands an immediate appearance before a magistrate.

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- When the person arrested is charged with violating Vehicle Code §23152.

Warrants from Other Counties - A person arrested on authority of a warrant originating in another county must be informed in writing of his/her right to either be taken without unnecessary delay before a magistrate in the county where he/she is arrested (for purpose of posting bail) or to post bail with the officer in charge of the Jail where he or she is booked (Penal Code §821 and §822).

To comply with the requirements of Penal Code §821 and §822, the arresting officer shall have the arrestee sign the appropriate "Notice of Bail Rights" form. The Jailer will ensure that the waiver is signed, and the form attached to the inmate's booking sheet.

Los Angeles County Jail limits their receipt of out-of-county warrant suspects to within 24 hours of the arrest. When such transfers are necessary, all reasonable efforts should be made to complete the transfer within the time requirement.

402 – CLASSIFICATION PLAN

GENERAL GUIDELINES

This section establishes the classification plan of the Burbank Police Department Jail to ensure the health, safety, and well-being of custody staff and all inmates housed in the Jail by separating inmates according to sex, crime category, criminal sophistication, age (adult/minor), gang affiliation, or sexual orientation [Title 15 §1050].

Any deviation from these guidelines shall be with the approval of the Jail Manager or the Watch Commander and only with good cause. Any deviation shall be documented in the Jail Activity Log, the Watch Commander's Log, and on the inmate's booking form.

The following rules apply with respect to the segregation of inmates:

- (a) All male inmates shall be separated from female inmates.
- (b) All female inmates shall be assigned to cells in an area designated for housing of females.
- (c) All juvenile arrestees shall be segregated from adult inmates at all times.
- (d) All adult felons shall be segregated from adult misdemeanants.
- (e) Any inmate with assaultive behavior shall be segregated.
- (f) Any inmate with physical or mental health needs shall be considered for segregation by the Watch Commander.
- (g) Inmates having communicable diseases or observable symptoms of communicable diseases shall be segregated at least until a medical evaluation is completed.

If an inmate is being transferred from another facility, the Watch Commander shall inquire if the inmate represents an unusual risk or hazard. Jailers shall be responsible for transmitting such information if an inmate is being transferred from the Burbank Jail to another facility.

See section 602 – Administrative Segregation and 734 – Medical Segregation for additional information.

404 – ARRESTEE IDENTIFICATION

As an integral part of the booking process, Jailers must fingerprint and photograph all inmates. This includes inmates who may have prior arrest records with the Burbank Police Department or who have been previously photographed.

When a person is booked in the Jail, the Jailer must fingerprint and digitally photograph the inmate using the DBI LiveScan print machine. Persons arrested for warrants from other jurisdictions must be booked and identified via LiveScan prior to being transported to another agency.

Wristband Identification

All inmates must wear a Los Angeles County identification wristband. The band will be affixed to the arrestee's left wrist with the following information printed on it:

- Inmate's name
- Inmate's booking number
- Barcode

The inmate will be informed that the wristband is for identification purposes and must remain intact during their stay in the Jail.

404.2 – DETENTION FOR TRAFFIC INFRACTION WARRANTS

Per Vehicle Code §40304.5, whenever any person is taken into custody for bail to be collected on two or fewer outstanding warrants for failure to appear on a citation for a parking offense or a traffic infraction, the person shall be provided the opportunity to immediately post bail and shall not be booked, photographed, or fingerprinted, nor shall an arrest record be made, when the amount of bail required to be paid on the warrant may be ascertained by reference to the face thereof or to a fixed schedule of bail, unless and until all of the following requirements have been exhausted:

If the person has sufficient cash in his or her possession, that person shall be given the opportunity to immediately post bail; otherwise, that person shall be informed of his or her rights and given the opportunity to do all of the following:

- Make no less than three completed telephone calls to obtain bail. The person shall be permitted to make not less than three completed free local or collect long-distance telephone calls to obtain bail.
- Have not less than three hours in which to arrange for the deposit of bail.

The detention will include completion of a CMS booking detention form pending arrival of the bail and the detainee shall be placed in a holding cell. A notation will be entered into the narrative section of tab 7 of the management field in CMS indicating the detention. Detainees will not be fingerprinted or photographed unless the three - hour minimum has expired or they waive their right to use the three hours to obtain bail. In case of a waiver to obtain bail or bond, the detainee should be booked as a regular inmate, including photographs and fingerprints. Once booked, the inmate may still obtain bond or bail release, or cited out, at the discretion of the Watch Commander.

404.4 – REFUSING TO GIVE INFORMATION REQUIRED FOR BOOKING

When an arrestee being booked refuses to answer questions necessary for the completion of the booking, the Jailer shall complete as much of the information as possible. The Jailer will postpone completing the automated booking until the necessary information can be obtained.

- If the refusal is due to a physical disability or a language barrier, the Jailer should inform the Watch Commander so arrangements can be made to address the matter.
- If the refusal is due to intoxication, the inmate must be booked as soon as practicable.
- If the refusal is for neither of the above reasons, the inmate will be printed using the LiveScan system. If identification is not obtained via Los Angeles County Sheriff's Identification Unit and other means of obtaining identification fail, the inmate will be booked as John/Jane Doe and scheduled for court transportation.

404.6 – CLOTHING

Any item of clothing that could readily be used as a weapon or instrument should be removed. This would include pantyhose, brassieres, steel toed boots or shoes, shoe or boot laces, drawstrings, "stiletto" type heeled shoes, clothing with metal chains or pieces affixed to it, bib type overalls with the over-the-shoulder straps, or any other items that would present a security or safety risk. If an arrestee refuses to relinquish a clothing item, the Watch Commander shall be notified to provide direction.

Drawstrings should be removed from clothing if it can be accomplished without damaging the item of clothing. Otherwise, the entire clothing item shall be taken unless the arrestee gives a written consent to cut the drawstring (signed consent may be recorded on the booking sheet). Any item taken from an inmate shall be placed in the inmate's property. If the item is too large for a standard property bag, it must be booked into safekeeping by the booking officer.

The inmate may keep eyeglasses or prostheses, unless their retention presents a security concern. In those cases, the item(s) may be taken from the inmate and placed in the inmate's property or booked for safekeeping (see [Jail Policy](#), §900.1.7).

Lactating females may be provided a sports bra and absorbent pads to control the leakage of breast milk.

404.7 – RELIGIOUS HEAD COVERINGS

An arrestee wearing a religious head covering shall be permitted to wear the covering while in custody if there are no articulable safety/security concerns and/or investigative concerns related to wearing the item. Safety concerns include, but are not limited to situations in which the arrestee is suffering from suicidal ideations and/or has attempted suicide in the past. Investigative concerns include, but are not limited to situations in which the head covering is seized as evidence. An inmate may only be denied the opportunity to wear the head covering by the Watch Commander or Jail Manager. The reason(s) for the denial, and name of the employee making the denial, shall be documented on the inmate's booking sheet.

Head coverings shall be searched as part of the booking process. Any time a religious head covering is to be removed from an arrestee, even temporarily, the searching officer(s) and/or jailer(s) shall make a reasonable effort to:

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- Place the inmate in the search room before removing the head covering to provide a level of privacy from other inmates.
- Use only staff members of the same sex as the arrestee to accompany the arrestee in the search room.
- Allow the arrestee to remove the head covering if deemed safe to do so.

If the arrestee will not be allowed to wear the head covering while in custody, reasonable efforts must be made to prevent members of the opposite sex from viewing the arrestee. If deemed safe, a towel or piece of clothing may be provided to the inmate as an alternative means of covering her/his head.

If the arrestee is permitted to wear the head covering, the arrestee shall be provided the opportunity to reapply the head covering before leaving the search room. In the absence of articulable safety/security concerns and/or investigative concerns, an arrestee may wear the head covering during the booking photograph process provided that the head covering does not cover the face to the extent that the booking photograph would not be accepted by LACRIS (Los Angeles County Regional Identification System).

404.8 – REMOVAL OF PROPERTY

All personal property is to be removed from the arrestee by the booking officer at the booking counter. All money taken from the arrestee shall be counted by the booking officer, recounted by the booking Jailer, and the verified amount must be written on the outside of the coin envelope. Whenever possible, money verification shall occur in the arrestee's presence. Both employees and the arrestee (unless the arrestee is too intoxicated or recalcitrant) shall sign the outside of the coin envelope. All property and cash shall be documented on the booking sheet and shall be stored in a sealed plastic bag acceptable to the L.A. County Jail. While the inmate remains in the Burbank Jail, the plastic bag containing the inmate's cash and property shall be locked in one of the property lockers.

If the amount of currency in the inmate's possession exceeds \$1,000.00, the currency shall be stored in the Watch Commander's safe until the inmate is either released or transferred to another facility.

Only one arrestee's property shall be on the booking counter at any given time and a Jailer shall remain in the booking area as long as an arrestee's property remains on the counter. Once the property has been verified and accepted by a Jailer, the Jailers will be responsible for the care and custody of the property until it has been transferred or released.

The plastic bags used for the arrestee's personal property shall have the arrestee's name, booking number, and dollar amount of U.S. currency printed on it at the time of booking. All jewelry and watches will be placed in a small manila envelope. The contents of the envelope will be printed on the outside of the envelope.

Once the property bag is sealed, it will not be opened unless:

- The inmate is going to use money in the bag for bail.
- The investigator wishes to examine the contents of the property bag (a supervisor must be present to witness the removal of any items).

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In all cases, the opening of the property bag shall be documented on the booking form (next to property list) to reflect the time, date, item(s) removed, reason for removal/opening, and the names of the examining and witness employees.

Any property removed from an inmate's booked property shall be booked as evidence by the removing officer or investigator.

404.10 – PROPERTY NOT TO BE PLACED IN THE PROPERTY BAG

The following items will not be accepted into the inmate's property stored in the Jail:

- Knives or other weapons, to include screwdrivers, mace, fingernail files, box cutters, etc. These items will be given to the arresting/transporting officer for storage in safekeeping.
- Cigarettes, cigars, chewing tobacco, or disposable lighters.
- Candy, food items, chewing gum, or vitamins.
- Personal items which are too large to fit within the prescribed plastic storage bags. This includes articles of clothing that are in excess or cannot be given to the inmate while in general population. Additionally, items such as canes, crutches, large bags, backpacks, large hats, or any other items that exceed the property bags capacity. These items will be given to the booking officer for storage in safekeeping. Jailers shall advise the arrestee that any item booked in as property for safekeeping may be obtained from the Property and Evidence Room after release from custody and shall provide a Receipt for Property for Safekeeping.
- All items placed into the property bag or stored for safekeeping shall be itemized on the Booking Form or the Property for Safekeeping Form and copies shall be provided to the inmate.

404.12 – SECURE STORAGE OF INMATE PROPERTY

Sealed property bags containing inmate property shall be stored in the designated lockers, which shall remain locked unless placing or removing property. The keys for these lockers are included in the two key sets assigned to the Jail. These keys shall remain in the Jail and in the possession of the on-duty employees.

404.14 – INMATE TEMPORARY REMOVAL FROM THE JAIL

Whenever an officer conducting an investigation requires the removal of an inmate from the Jail, the officer shall contact the Watch Commander for approval (see [Jail Policy](#), §900.3.8).

If approved, the Jailers shall access the Correctional Management System (CMS) and update the inmate's location as "TREM" (Temporary Removal). Jailers shall also enter the name of the officer taking charge of the inmate in the Remarks section. Upon return of the inmate to the Jail, the Jailer shall update the inmate's location in CMS.

Inmates may only be released to sworn personnel from the Burbank Police Department.

406 – PERSONS REMANDED TO THE TEMPORARY CUSTODY OF BURBANK PD

Persons who are remanded to the custody of the Burbank Police Department will not be removed from the Jail under any circumstances, except by a legal process issued by a court of competent jurisdiction

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as provided in Penal Code §4004, and then only in the actual custody of sworn personnel from the Burbank Police Department.

Exceptions: The provisions of the last section do not apply to persons who are sentenced to serve time in this Jail and who, by virtue of fact, come under the terms of Penal Code §4017 (Labor Required of Certain Inmates) or when necessary during an evacuation of the Jail necessitated by conditions which jeopardize the safety of the inmates.

408 – PROBABLE CAUSE DETERMINATION – WARRANTLESS ARRESTS

Jailers have a shared responsibility to ensure inmates in custody for warrantless arrests have a court approved Probable Cause Declaration (PCD) within 48 hours from the time of arrest. The status of PCDs may be verified through the ePCD (electronic PCD) system or by contacting the Watch Commander.

At the beginning of each shift, Jailers must do the following:

- Check the rack cards to identify inmates without signed PCDs (indicated by absence of “PCD” and employee number written in red on the top portion of the rack card).
- Log on to the ePCD System to check if a PCD was submitted electronically and if it was reviewed and approved by a judge.
- If the PCD was electronically submitted and signed by a judge (probable cause was found), write “PCD” and employee number on the top portion of the rack card in red.
- If an electronic PCD was not submitted and approved by a judge or if an approved hard copy PCD does not exist, notify the Watch Commander immediately.
- If the ePCD System shows “Probable Cause Not Found,” notify the Watch Commander immediately.
- Document all efforts to verify judicial review on the Jail Activity Log, for example:
 - “All inmates have signed PCDs. No PCDs coming due this shift.”
 - “Inmate (name) has no PCD and his 48 hours will expire at 1400 hours. Lieutenant (name) advised at 0700 hours.”
 - “Probable cause not found on inmate Jones. Lieutenant (name) advised at 0700 hours.”

In any event, all non-sentenced inmates shall be arraigned or released within ninety-six (96) hours from the time of arrest, excluding holidays.

410 – COURT APPEARANCE

Jailers shall ensure that inmates who are unable to post bail/bond are provided a timely court appearance as follows [Title 15 §1068]:

1. Misdemeanors/Warrants – Within 24 Hours (excluding weekends/holidays).
2. Felonies – Within 48 Hours (excluding weekends/holidays).

412 – INMATE RELEASES

The Watch Commander should screen newly received inmates for release per Penal Code §853.6.

412.1 – NOTIFICATIONS

When an inmate is eligible for release from the original charge, upon whom additional charges or holds are made by any outside law enforcement agency, Jailers shall immediately make telephone calls and advise the concerned agency.

When an inmate is released to another jurisdiction and “holds” from other agencies have been forwarded with the inmate, the Jailer updates the Booking Release section, this will ensuring the Warrant Office is aware.412.2 – TYPES OF RELEASES

Release per Penal Code §849(b) – No Complaint

Arrestees may be released from custody “no complaint” if there are insufficient grounds to file a complaint, the inmate is arrested for Penal Code §647f and no further proceedings are desired, or no accusatory pleading is filed (i.e., rejected by the District or City Attorney).

When releasing arrestees per Penal Code §849(b), the Certificate of Release form or the attorney reject form should be attached to the booking sheet. The appropriate notation should be made in the release section of the booking sheet. Certificate of Release forms for arrestees who are released per Penal Code §849(b) but have not yet been booked should be forwarded to the Record Bureau for filing in the appropriate folder. For cases where a person is released per Penal Code §849(b) or because the prosecuting attorney declines to file the case, a Certificate of Release form shall be completed by the releasing officer and the original of this form shall be provided to the inmate. A copy shall be stapled to the booking sheet.

Release of Intoxicated Persons

Whenever a person is booked for DUI or Penal Code §647(f), the inmate will remain in custody for no less than five (5) hours. The Watch Commander may approve the release of the inmate to a responsible person as an exception to this rule. If the exception is exercised, Jailers must record the name and address of the person taking responsibility of the inmate both on the Booking Form and in the Tiburon CMS (in the Remarks section).

Jailers should not release inmates between 2400 and 0600 hours without offering to make transportation (such as taxi service at the arrestee’s expense) available to them, unless approved by the Watch Commander. This policy is to ensure the safety of the person being released. The offer of assistance and any assistance provided should be documented on the inmate’s release document.

Release on Bail

Jailers shall accept cash bail or a valid surety bond on all misdemeanors and felonies in accordance with the bail schedule adopted by the Los Angeles County Courts per Penal Code §1269 (b), and on foreign warrants on which bail has been set. No personal checks will be accepted. The monies received will be counted and verified by a minimum of two employees and then sealed in an envelope in the presence of the person making the deposit. The Cash Bail Receipt must be given to the person depositing the bail. The Cash Bail Receipt must be completely filled out to allow the court to return the

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funds at the conclusion of the case. A copy of the Cash Bail Receipt and applicable warrant will also be enclosed in the envelope. The envelope will have the following information typed or printed on the front:

- Name of the inmate
- DR number
- Bail receipt number
- Amount of bail enclosed
- Court and date of appearance
- Whether the bail is local or foreign
- Who accepted the bail

Once the information is completed and the bail and receipts enclosed, the envelope shall be sealed, initialed, and placed in the safe. The deposit of the envelope shall be documented in the Daily Jail Safe Log.

Bail monies will remain in the safe until removed by the Records Bureau for processing. The Records Bureau is responsible for removing and processing all bail monies. All transactions involving the bail safe shall be documented in the Daily Jail Safe Log.

Jailers shall contact the Watch Commander when accepting cash bails of more than \$1,000. The Watch Commander should respond to the Jail to witness the bail money counting and verification. Jailers shall document in the Jail Log instances when the Watch Commander or Patrol supervisor is notified but is unable to respond. If known to the Jailer, the documentation shall include the reason why the Watch Commander or Patrol supervisor was not able to respond.

NOTE: Jailers are required to complete IRS form 8300 (<http://www.irs.gov/pub/irs-pdf/f8300.pdf>) whenever a cash bail of more than \$10,000 is received for any one inmate. Jailers completing the form are not required to provide a Social Security Number in Section 36 and should instead use the Employer Identification Number (EIN) of 95-6000683.

Surety Bond Offered by Inmate's Agent When an inmate's agent offers a surety bond, Jailers shall check the validity of the bond as noted below. A copy of the agent's bond card and license must be obtained and attached to the bond. If the bond is for a warrant only (no open charge) attach a copy of the warrant.

The bond shall not be accepted when one or more of the following occurs:

- The amount of the bail is incorrect
- The bail is in excess of the bond limit
- Alterations or erasures are made on the bond
- The bond is for more than one warrant
- The bond has not been executed by an insurer certified to transact surety insurance in the State of California
- The Judicial District or case number is incorrect
- The bond has not been notarized

After verification, the Jailer shall process the bond in the same manner as cash bail.

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NOTE: The date and place for the arrestee's appearance shall be entered on the bond.

Written Request for Release of Inmates

The following are acceptable documents for release of inmates:

- Order for Release of Inmate.
- Writ of Habeas Corpus.

Jailers will accept a "Writ of Habeas Corpus" or an "Order for Release of Inmate" and the person named therein shall be released if the documents are proper and accurate. Any questions concerning such documents shall be referred to the Watch Commander.

All documents must have certain signatures in order to be valid. A judge or a court magistrate must sign the "Order for Release of Inmate." A judge or commissioner has the authority to fix and take bail for the appearance only of those persons arrested or booked within the geographic boundaries of the judicial district. A Superior Court Judge of the District Court of Appeals or a Supreme Court Judge must sign a "Writ of Habeas Corpus."

A "Request and Order for Fixing of Bail" may accompany an "Order for Release of Inmate" but it is not required. If this form is presented with the "Order of Release of Inmate," it shall be forwarded to court. Jailers are responsible for placing or verifying the following information is on the accepted documents:

- All copies of the documents shall be signed, dated, and the time noted or stamped on the upper left-hand corner.
- The booking and DR number of the defendant shall be placed in the upper left-hand corner of the document.
- A photocopy of all documents presented shall be sent to the Records Bureau for placement into the booking folder (The original shall be placed in the "Daily Jail Safe Log" along with the bond to be sent to court).

The documents presented must contain the place and the time where the person is to appear. Inmates being released on writs shall be released per normal procedures. The writ number shall be entered into CMS in the Remarks section.

Misdemeanor Arrests – Promise to Appear

To comply with the provisions of Penal Code §849 and §853.6, persons arrested for misdemeanor offenses will be released upon written promise to appear unless there are specific, valid reasons for not releasing.

Jailers shall be held accountable for all citations issued. These citations are to be used in the event a release becomes feasible after booking and after the arresting officer has left the jail.

When a person has been arrested and is eligible for release under the foregoing provisions and it is learned that he or she has an outstanding warrant or is wanted by another agency, the person shall not be released until the amount of bail stipulated in the warrant is posted, the arrestee is picked up by the warrant issuing agency, or a supervisor of the issuing agency directs that the arrestee be released on a citation. The Jailer shall record the name of supervisor directing the release upon the release document.

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In the event the arrestee is unable to post bail on a foreign warrant and the Watch Commander approves the release of the arrestee on the misdemeanor charge for which the person was arrested, Jailers may issue a personal-service citation and release the arrestee.

412.3 – DOCUMENTS OF RELEASE

Certificates of Release

All employees must comply with Penal Code §851.6, which states:

In any case in which a person is arrested without a warrant and is released without being formally charged with a crime, pursuant to paragraph (1) of Subdivision (b) of §849, such person shall be issued a certificate, signed by the releasing officer or his/her superior officer, describing the action as a detention. The Attorney General shall prescribe the form and contents of such certificate.

Per Penal Code §851.6, a California Attorney General approved "Certificate of Release" form will be utilized. The releasing Jailer shall give the original to the detained subject upon release and a copy shall be forwarded to the Records Bureau to be filed in the IB folder.

412.4 – RELEASE OF PROPERTY

When an inmate is being released from custody, Jailers will open the sealed property and verify the currency in the presence of the inmate. The inmate will sign the booking sheet to indicate receipt of all property. A copy of the cash envelope containing the inmate's signature shall be attached to the inmate's booking form for inclusion in the IB folder.

In the event an inmate disputes or claims that all their property was not released or that their property was damaged or when a Jailer becomes aware that an inmate's property is missing, the Jailer shall notify the Watch Commander immediately.

414 – SOBERING CELLS

A sobering cell shall be used to secure inmates who are a threat to their own safety or the safety of others due to their state of intoxication and who do not appear acutely ill.

Monitoring of such persons shall be performed at least once every 30 minutes. During the checks, Jailers shall observe the person's breathing to ensure the subject's breathing is regular and not erratic or difficult. If the inmate appears to be sleeping, an arousal attempt should be made to verify the subject's responsiveness. Jailers shall document inmate behavior, breathing observations and responsiveness during their checks on the "Intoxication Assessment Sheet" and the time of the observations on the "Jail Cell Check Log."

If the subject's condition deteriorates, this should be considered an emergency and paramedics shall be summoned. The Watch Commander shall also be notified.

Inmates shall be removed from the sobering cell as soon as they are able to safely continue in the processing procedures. Inmates who are not under the influence of drugs or alcohol should not be placed in a sobering cell with intoxicated inmates. In no case shall a person remain in a sobering cell over 6 hours without an evaluation by a medical staff person or an evaluation by the custody staff [Title

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15 §1213 and §1056]. After twelve (12) hours from the time of placement, inmates must receive an evaluation by medical staff, which may be a paramedic.

Juveniles shall not be held in sobering cells [Title 15 §1056].

416 – FEMALE INMATES

GENERAL CONSIDERATIONS

The following procedures shall be followed when a female is housed at the Burbank Jail:

- Female inmates will be housed in accordance with §402 (Classification Plan) and will be allowed privacy in accordance with Penal Code §4021.
- All female inmates have the right to summon and receive the services of any physician and surgeon of their choice to determine pregnancy (Penal Code §4023.6).
- If a female inmate desires to invoke the privilege of a pregnancy examination or for determining eligibility for abortion, Jailers shall contact the Watch Commander for direction. The inmate may be transported to and confined at Los Angeles County Jail, where such examination can be conducted under medical supervision (see Penal Code §4023.6 and §4028).
- Female inmates may request and will be provided with feminine napkins. An adequate supply of feminine napkins shall be maintained in the jail facility at all times (Penal Code §4023.5).
- Jailers are responsible for inquiring at the time of booking whether the arrestee is pregnant, requires medication, or has other special requirements for birth-control purposes. If the response is affirmative or the arrestee has such medication in her property, the Jailer shall immediately report such facts to the Watch Commander. Once the need for the medication is determined the Watch Commander shall determine if the arrestee should be released on a citation, transferred to Los Angeles County Jail, or transported to the contract medical facility for the administration of the medication.
- Women who are lactating will be provided with a disposable breast pump on request. Lactating female inmates will be advised when booked that the pumps are available. Once used, these pumps will be disposed of in the hazardous materials container.
- Lactating females may be provided a sports bra and absorbent pads to control the leakage of breast milk.

NOTE: Female inmates whose pregnancy is high risk (age, pre-existing medical condition, or mental/physical incapacity), drug dependent, or past the 5th month of pregnancy will be transported to Los Angeles County Jail or, if appropriate, cited and released.

416.1 SUMMONING A PHYSICIAN

A sign containing the following information in bold block type shall be posted in a conspicuous place in the Jail to which all female inmates have access (Penal Code §4023.6 and §4028):

ANY FEMALE PRISONER MAY SUMMON AND RECEIVE THE SERVICES OF ANY PHYSICIAN AND SURGEON OF HER CHOICE TO DETERMINE PREGNANCY. THESE

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SERVICES ARE NOT PROVIDED BY THIS FACILITY AND ANY EXPENSES ARE TO BE BORNE BY THE PRISONER.

FEMALES FOUND TO BE PREGNANT AND DESIRING ABORTIONS SHALL BE PERMITTED TO DETERMINE THEIR ELIGIBILITY FOR AN ABORTION PURSUANT TO LAW, AND IF DETERMINED TO BE ELIGIBLE, SHALL BE PERMITTED TO OBTAIN AN ABORTION.

418 – USE OF FORCE

Force shall never be used on an inmate as a means of punishment. In all situations, Jailers shall use only that degree of force necessary to protect themselves or others or to overcome resistance as reasonably justified by the circumstances and in compliance with the [Use of Force Policy](#). Jailers need not desist in the lawful discharge of their duties and may use reasonable force when necessary. Jailers shall be firm and resolute in exercising defensive and control techniques, including the use of Department approved equipment and devices.

As soon as possible, Jailers shall notify the Watch Commander regarding any use of force by any employee or a member of an outside agency.

The Watch Commander is responsible for investigating and documenting any use of force in the Jail. In the event a Jailer is involved in the use of force or is injured during the use of force, the Watch Commander shall notify the Jail Manager or Support Services Captain as soon as practicable.

418.1 – USE OF FORCE BY OUTSIDE AGENCIES

Whenever an outside agency brings an arrestee to the Jail for booking and the Jailers are reasonably aware that force was used on the arrestee, Jailers shall immediately notify the Watch Commander. The Watch Commander will make the determination if the arrestee may be booked at the Burbank Jail and whether the arrestee will need medical attention.

The investigation of the use of force by members of an outside agency is the responsibility of supervisors of that particular outside agency.

418.2 – USE OF RESTRAINTS

All provisions for the use of restraint devices contained in the [Restraint Devices Policy](#) shall be followed. Temporary restraints may only be used to prevent self-injury, injury to others, or property damage. Restraints shall never be used for retaliation or as punishment. Restraints are to be applied only when less restrictive methods of controlling the dangerous behavior of an inmate have failed or appear likely to fail [Title 15 §1029(a)(4)) and §1058]. Inmates requiring the use of restraints due to destructive or aggressive behavior will be transported to the Los Angeles County Jail or an appropriate mental health facility immediately and will be kept under direct visual supervision throughout their stay in the Burbank Jail.

In all cases, the Watch Commander's approval is necessary prior to placing an inmate in a restraint device. Whenever an inmate is placed in a restraint device, regardless of type, the restrained inmate shall be housed alone or with inmates who are similarly restrained. If restraints are used on an inmate, the use and reasons shall be documented (according to established policy or as directed by the Watch Commander) in a supplemental report.

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In no case shall the inmate remain in restraints in the Burbank Jail for any period in excess of two (2) hours. During this time, the inmate shall be checked no less than every 15 minutes. Access to the restroom and to drinking water shall be provided.

The restrictions of Title 15 §1058 on the use of restraint devices do not apply to the temporary use of restraints, such as handcuffing or the use of leg irons, to control an inmate during movement and transportation inside or outside the facility.

An inmate known to be pregnant or in recovery after delivery shall not be restrained, except as provided in Penal Code 3407:

- (a) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
- (b) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.
- (c) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- (d) This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.
- (e) Upon confirmation of an inmate's pregnancy, she shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to, the provisions of this chapter, the relevant regulations, and the correctional facility policies.
- (f) For purposes of this section, inmate means an adult or juvenile who is incarcerated in a state or local correctional facility.

418.3 – USE OF CHEMICAL AGENTS

Upon successful completion of the required course of instruction, Jailers may carry OC (Oleoresin Capsicum) spray in the Jail. Once the chemical agent has been issued, Jailers may carry the chemical agent only while working in the Jail. Jailers will not carry chemical agents issued by the Department off-duty. The use of chemical agents must be in adherence of the [Control Devices Policy](#), including the providing of first aid and the proper documentation of the incident. In addition to the requirements of [Control Devices Policy](#), when a Jailer uses OC spray in the Jail, he/she shall report the use of force to the Watch Commander (see [Use of Force Policy](#)). The Jailer shall also advise the Jail Manager (in person or by email notification). The Jail Manager shall then notify the Support Services Captain.

420 – MANAGEMENT OF WEAPONS

Except by order of the Chief of Police or designee, or in the event of an immediate tactical emergency directed by the on-duty Watch Commander, weapons are not allowed in the Jail. This includes all firearms, ammunition, TASERS, batons, clubs, knives (excluding rescue tools), or explosives. Weapons removed from inmates will be immediately removed from the secure environment and rendered inoperative by qualified personnel.

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420.1 – RESCUE TOOLS

The rescue tool provided to Jailers is intended to be used only in an emergency as a rescue tool for fast cutting of a line, cord, strand, or any such material. Its use for anything other than life saving purposes is prohibited. While on-duty, employees assigned to the Jail shall carry a rescue tool on their person.

422 – AUDIO/VIDEO SURVEILLANCE

Audio or video surveillance equipment in the Jail shall be used primarily for the safety and security of inmates and employees. When portable recording equipment or PTZ (pan, tilt, zoom) cameras are used, employees shall make every effort to control the use of such equipment to reduce unnecessary invasion of inmates' privacy. Any exceptions to this requirement shall be approved by the Jail Manager or the Watch Commander.

At the direction of the Jail Manager or Watch Commander, any Jail video evidence produced by the use of a portable video recording device shall be booked into evidence by an officer. If the video evidence is to document destruction of Jail property, the evidence must be booked using the appropriate case number. If it is to document the behavior of the inmate, the evidence should be booked under the appropriate booking charge case number. The use of video evidence shall be documented within the corresponding police report.

424 – PRISON RAPE ELIMINATION (PREA)

See the [Prison Rape Elimination Policy](#).

426 – STANDARD INSTITUTIONAL CLOTHING AND CLOTHING SUPPLY

The Burbank Police Department does not issue standard institutional clothing on a regular basis as inmates are not housed at this facility after arraignment or held over 48 hours, excluding weekends and holidays [Title 15 §1260].

The Jail Manager is responsible for ensuring a sufficient supply of emergency paper garments is available at all times to meet unusual demands that may arise (e.g., contaminated inmate clothing, inmates booked without sufficient clothing, inmate clothing held for evidence). Inmate clothing taken in exchange for a paper garment will be sealed in a plastic bag and stored with other personal property unless seized as evidence or for other purposes [Title 15 §1260, 1263].

When articles of clothing are taken from the inmate in the jail and retained as evidence, the Jailer shall document on the Booking Sheet the date, time, and description of the articles of clothing held for evidence.

428 – SPECIAL CLOTHING AND EXCHANGE OF CLOTHING

Inmates housed at the Burbank Police Department Jail are not assigned work detail; therefore, special clothing is not issued.

Unless work, climatic conditions, illness, or California Retail Food Code necessitates more frequent exchange, outer garments, except footwear, shall be exchanged at least once each week.

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Undergarments and socks shall be exchanged twice each week. If the inmate has clean clothing in his property, he/she may be allowed to change into it. If the inmate does not have clean clothing in his property, upon his request he shall be allowed to change into an emergency paper garment, or as directed by the Watch Commander [Title 15 §1261, 1262].

CHAPTER 5 – JUVENILES IN TEMPORARY CUSTODY

The [Temporary Custody of Juveniles Policy](#) provides guidelines and requirements for the detention and disposition of juveniles taken into temporary custody by members of the Burbank Police Department. Jailers shall read and understand the relevant provisions of that policy.

CHAPTER 6 – INMATE DUE PROCESS

600 – INMATE DISCIPLINE

Due to the short-term nature of confinement in the Burbank Jail, a discipline program is not required for inmates other than inmate workers.

Wherever discipline is administered, the Jail Manager shall establish written rules and disciplinary penalties to guide inmate conduct. Such rules and disciplinary penalties shall be stated simply and affirmatively, and posted conspicuously in housing units and the booking area or issued to each inmate worker upon booking. For those inmates who are illiterate or unable to read English, and for persons with disabilities, provision shall be made for the jail staff to verbally instruct them or provide them with material in an understandable form regarding jail rules and disciplinary procedures and penalties.

Forms of Discipline [Title 15 §1082]

The degree of punitive action taken by the disciplinary officer shall be directly related to the severity of the rule infraction.

Acceptable inmate discipline may consist of the following:

- Loss of privileges
- Extra work detail
- Removal from work detail
- Forfeiture of “good time / work time” credits earned under Penal Code §4019.
- Transfer to Los Angeles County Jail

Minor acts of non-conformance or minor violations of institutional rules may be handled informally by Jailers with counseling or advising the inmate of expected conduct.

Major violations, repetitive minor acts of non-conformance, or repetitive minor violations of institutional rules, shall be reported in writing to the Jail Manager by the Jailer observing the activity. The inmate will be provided a copy of the charges by the Jail Manager as soon as practical and a hearing will be scheduled no less than 24 hours and no more than 72 hours from the time the inmate is notified of the charges. The inmate shall be permitted to appear on his/her own behalf at the time of the hearing.

The Jail Manager is the designated person who will act on all formal charges of violation of facility rules by inmates, and who shall have investigative and punitive powers. If the conduct was observed by the Jail Manager, the Support Services Division Captain shall conduct the disciplinary hearing and determine whether discipline is justified. The inmate will be provided with a copy of the written record of the hearing.

The authority to impose discipline on inmates shall not be delegated to any other inmate or group of inmates, per Penal Code §4019.5. All forms of discipline shall conform to Title 15 §1082 and §1083.

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Nothing in this section precludes the removal of any inmate from the general population or any program for personal, medical, or mental health reasons or under any circumstances in which the safety of the facility, inmates, or staff is endangered.

600.1 – DISCIPLINARY RECORDS

Penal Code §4019.5 requires the keeping of a record of all disciplinary infractions and punishment administered therefore. This requirement may be satisfied by retaining copies of rule violation reports and report of the disposition of each. A memorandum will suffice for recording disciplinary actions.

602 – ADMINISTRATIVE SEGREGATION

The Jail Manager or Watch Commander shall approve the administrative segregation of inmates who are determined to be prone to escape, assault staff or other inmates, disrupt the operations of the Jail, or if such segregation is determined to be necessary for protecting the welfare of the inmates and staff. Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges other than is necessary to obtain the objective of protecting inmates and staff (Penal Code §4001 and §4002). Jailers shall document the reasons for the segregation on the “Events” tab of the Tiburon CMS system and on the Booking Form.

Notwithstanding the above, all inmates with communicable diseases shall be segregated from other inmates.

604 – INMATE ACCESS TO COUNSEL

See the [Jail Policy](#).

606 – FOREIGN NATIONAL AND DIPLOMATS

See the [Arrest and Detention of Foreign Nationals Policy](#).

608 – GROOMING

All inmates shall be allowed to shave daily, except for those who are prohibited by a court order from doing so for reasons of identification in court. Inmate workers will be allowed to get a haircut once a month. The Jail Manager is responsible for making arrangements for hair care services.

610 – INMATE GRIEVANCE

Grievances may relate to any condition of confinement. If an inmate has a grievance which cannot be immediately resolved by a Jailer, the Jailer shall notify the Jail Manager or Watch Commander and document the incident in the Jail Activity Log.

The Watch Commander may resolve the grievance, authorize the delay until the Jail Manager is available, or call in the Jail Manager. Grievances involving health and safety issues or inmate due process rights shall be documented in a memo and forwarded to the Support Services Division Captain.

612 – INMATE VOTING

Any inmate qualified by age, citizenship, or residency to register to vote through a deputy registrar may also register by mail while in custody. Any inmate registered to vote may vote by mail using an absentee ballot. Any inmate requesting a ballot shall be referred to the Jail Manager who shall supply the necessary forms, which can be obtained from:

Registrar-Recorder
County of Los Angeles
5557 Ferguson Drive
Los Angeles, California 90022
(213) 725-5930

All campaign literature and/or sample ballots addressed to inmates shall be delivered without delay. All absentee ballots shall be completed, addressed, and sealed by the voting inmate and shall not be reviewed by any Jail staff.

CHAPTER 7 – MEDICAL AND MENTAL HEALTH

700 – MEDICAL SCREENING

All inmates booked into the Burbank Jail shall be questioned as to whether they have a special medical problem or a contagious disease, such as hepatitis, venereal disease, tuberculosis, MRSA (Methicillinresistant Staphylococcus Aureus), etc. Responses shall be noted in the appropriate space on the Los Angeles County consolidated Medical Pre-Screening Form [\[Title 15 §1207\]](#).

If an inmate indicates that he or she presently has a medical problem, the Watch Commander shall be advised and shall determine if the medical condition warrants immediate medical assistance or transportation to Los Angeles County Jail. If the inmate is to be transferred to the County Jail, hospital, or mental health facility, Jailers will ensure that a copy of the Medical Screening Form accompanies the arrestee. This will ensure that any pertinent medical information is relayed to the physician / health authority of another correctional system, medical facility, or mental health facility [\[Title 15 §1206 and §1207\]](#).

If pertinent medical information becomes available after the medical screening form has been completed during the initial booking process, it shall be noted on the original medical screening form along with the date, time and name of the person updating the information.

Affirmative responses to contagious diseases shall be handled pursuant to the procedures set forth in the Medical Segregation Section.

Except for emergency treatment, all examinations, treatments and procedures affected by informed consent standards in the community are likewise observed for inmate care. In the case of minors, or conservatees, the informed consent of a parent, guardian, or legal custodian applies where required by law. Any competent inmate may refuse in writing both emergency and non-emergency medical and mental health care. Use of over-the-counter medications shall be excluded from this requirement [\[Title 15 §1214\]](#). Inmate refusal of medical treatment shall be handled in accordance with §900.1.8 of the [Jail Policy](#).

A copy of the Los Angeles County Medical Form shall be filed in the inmate's IB folder in the Records Bureau.

702 – TRANSFER SCREENING

The following is a list of inmates with special management needs who may be booked but cannot be housed at the Burbank Jail:

- Persons with contagious or communicable diseases, including tuberculosis, hepatitis, MRSA, and active venereal diseases.
- Persons displaying behavioral patterns which indicate an apparent mental disorder.
- Persons displaying suicidal tendencies.
- Persons suspected of being under the influence of PCP or mind-altering drugs whose actions consist of outbursts or a constant level of wild, frenzied, unruly, or violent behavior, and who present a danger to self or others.

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- Persons undergoing acute withdrawal from alcohol, barbiturates, amphetamines, or PCP.
- Persons who require a prescribed special diet due to medical problems.
- Diabetics that require medication or prescribed special diet.
- Persons using tranquilizers (e.g., Librium, Valium, etc.).
- Persons taking cardiac medications.
- Persons taking Psychotropic (mind-altering) medications or claim to have mental conditions requiring mood altering prescription medications (e.g., inmates taking prescribed medication for depression, bipolar disorder, etc.).
- Persons who require narcotic (Schedule II controlled) drugs.
- Females who are past the 5th month of pregnancy.

704 – LACTATING OR NURSING MOTHERS

Inmates who report that they are currently lactating or nursing will be provided with a breast pump. Lactating inmates will be allowed to maintain the pump the entire time they are in the confines of the City Jail. Upon departure of a lactating inmate, the used breast pump will be properly disposed of (as biohazard).

In cases where the lactating inmate complains of blood in the milk, complains of pain in her breast, or states she has mastitis, she will be transported to Los Angeles County Jail or released on her own recognizance.

706 – INJURED INMATES

No inmate who has either received or complains of serious injury, whether inflicted at the time of arrest or prior, shall be booked in the jail before he or she has been examined, treated, and approved for incarceration in writing by a medical authority (Inmate refusal of medical treatment shall be handled in accordance with §900.1.8 of the [Jail Policy](#)).

Injuries sustained by inmates during the course of their booking or their subsequent facility confinement shall be handled according to emergency medical procedures described below.

708 – SOBERING PROCEDURES

Persons arrested for being under the influence of alcohol shall be held a minimum of five hours from the time of arrest. The Watch Commander may authorize an earlier release based on unique circumstances.

710 – DRUG/ALCOHOL WITHDRAWAL

Acute withdrawal from alcohol, barbiturates, amphetamines and PCP is a medical condition. The Burbank Police Jail Facility does not have medically licensed personnel in attendance. Subsequently, for an arrestee who is observed to be undergoing acute withdrawal reactions, arrangements shall be made for immediate transfer to an appropriate medical facility or the Los Angeles County Jail [[Title 15 §1213](#)].

712 – SICK CALL

The Jailer shall make a “sick call” inquiry of all inmates when serving their morning meal. Any inmate indicating a medical complaint during sick call or at any other time should be transported to the hospital, if appropriate. The Watch Commander shall be notified of all medical complaints. The fact that “sick call” was administered, and any complaints and the actions taken shall be recorded on the Jail Meal Log, CMS, and the Booking Sheet [Title 15 §1211].

714 – EMERGENCY HEALTH CARE SERVICES

When an inmate is injured or sick to the extent that emergency medical assistance is required, paramedics shall be immediately summoned and the Watch Commander notified [Title 15 §1052, §1200, and §1208]. The time that the paramedics were called and the time that they arrived shall be documented on the booking sheet and Jail Activity Log.

If an inmate becomes ill and requires medical treatment not amounting to an emergency, arrangements shall be made for the inmate to be transported to the Los Angeles County Jail. If this is not possible within a reasonable period, the inmate shall be transported to a contracted medical facility for examination or treatment (Inmate refusal of medical treatment shall be handled in accordance with [Jail Policy](#) §900.1.8).

716 – ISSUE OF PERSONAL CARE ITEMS

Each female inmate shall be issued sanitary napkins and/or tampons as needed (also see §416). Each inmate to be held over 24 hours who does not have any of the following personal care items shall be issued:

- (a) Toothbrush.
- (b) Dentifrice.
- (c) Soap.
- (d) Comb.
- (e) Shaving implements.

Inmates shall not be required to share any personal care items listed in items (a) through (d). Inmates will not share disposable razors. [Title 15 §1265]

716.1 – HAIR CARE SERVICES

All inmates shall be allowed to shave daily, except for those who are prohibited from doing so for reasons of identification in court. Inmate Workers will be allowed to get a haircut once a month. The Jail Manager is responsible for making arrangements at a local barber shop. [Title 15 §1267]

718 – DENTAL CARE

Any inmate requesting or in obvious need of dental services shall be immediately transferred to Los Angeles County Jail where such services are provided, unless the inmate is eligible for release.

720 – FIRST AID

Jailers shall administer first aid whenever a determination is made that such first aid is necessary. First aid is to be administered by Jailers based on procedures covered in training.

720.1 – AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

The jail is equipped with one AED device which is stored on the west counter of the jail control room by the door on the west wall. The AED shall only be used in accordance with city-approved training, which all Jailers must attend biennially.

The Jail Manager or designee is responsible to ensure that inspections are conducted and documented monthly for the AED. Inspections must be documented on the attached inspection card. The inspection shall include checking the unit status by pushing the “on” button (the status window in the lower left corner should display a green ✓, and an audio announcement stating “Unit OK Adult Pads” should be heard), and examining the overall condition of the equipment. Discrepancies shall be remedied as soon as practicable.

722 – FURNISHING MEDICATION

722.1 – PRESCRIPTION MEDICATIONS

Unless released from custody within two hours of arriving at the Burbank Jail, any inmate requiring prescribed medication shall be transferred to the Los Angeles County Jail, or transported to the contract medical facility to be given medication at the appropriate time. Additionally, any inmate who is under the influence of a psychotropic (mind altering) drug (e.g., LSD, Mescaline, Phencyclidine, Peyote, and Psilocybin) shall be promptly transferred to Los Angeles County Jail.

722.2 – NON-PRESCRIPTION MEDICATIONS

Some non-prescription, over-the-counter medications may be furnished to inmates for minor complaints but only at their request. Approved non-prescription over-the-counter medications include aspirin, Tylenol, and Pepto-Bismol. The Jailer shall first check the inmate’s booking documents to determine if the inmate has received any non-prescription medication from another Jailer. The Jailer will verify the recipient inmate’s identity by wristband or booking documents. The Jailer shall give any inmate requesting medication a dosage based on the recommended dosage shown on the bottle. The Jailer shall visually confirm the medication was ingested by looking in the inmate’s mouth after the medication is swallowed. Any non-prescription over-the-counter medication given to inmates shall be documented on the back of the inmate’s Jail Alert rack card and in Tiburon’s Medical Treatment tab with the date and time the medication was administered, the name of the Jailer who furnished the medication, the medication type and dosage furnished, and reason the medication was furnished. Continued, repeated requests for over the counter medication should be referred to the Watch Commander for possible referral to the hospital for examination.

The Jail Manager shall be responsible for ensuring that any over the counter medications maintained in the jail are not expired. Any expired medication shall be discarded and replaced with medication that is current.

722.3 – PHARMACEUTICAL MANAGEMENT

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The Burbank Jail does not maintain pharmaceutical drugs in the facility.

724 – PERSONS ADDICTED TO CONTROLLED SUBSTANCES

In compliance with Health and Safety Code §11222, every effort will be made to provide relief to persons addicted to controlled substances and suffering withdrawal symptoms. Persons suffering severe symptoms or requesting medical attention should be transferred to L.A. County Jail or an appropriate medical facility. Any person who is currently on a Methadone maintenance program should be transferred to L.A. County Jail or cited out as appropriate.

726 – MENTAL DISORDERS

Inmates displaying behavior patterns that indicate an apparent mental disorder shall be segregated from other inmates. A reasonably safe environment to prevent injury to all concerned shall be provided. These inmates shall be transferred to Los Angeles County Jail or a mental health facility as soon as possible [Title 15 §1208 and §1209]. The statutory authorization for such transfer is contained in Penal Code §4011.6. The method of transportation shall be at the discretion of the Watch Commander.

726.1 – SPECIAL MENTAL DISORDER ASSESSMENT

An additional mental health screening will be performed on women who have given birth within the past year and are charged with murder or attempted murder of their infant. Such screening will be performed at the time of intake. Since the Burbank Jail has no medical staff to perform the assessment, Jailers shall arrange for the inmate to be transported to Los Angeles County Jail for the assessment [Title 15 §1207.5].

726.2 – DEVELOPMENTALLY DISABLED INMATES

The following circumstances, when present, may indicate that an individual has a developmental disability:

- (a) The person is slow in answering questions.
- (b) The person has a difficult time recalling more than one direction at a time.
- (c) The person has difficulty recalling his/her own full name, address, phone number, or other personal information.
- (d) The person is unable to read a sign on the wall, tell time by looking at a clock, or sign his/her name to a form.
- (e) The person is unable to identify or count various coins correctly.
- (f) The person states that he/she is a slow learner, was placed in special classes in school, or attends a workshop or a job-training site for the handicapped.
- (g) The person has in his possession a reduced fare bus pass or business card for a Regional Center.
- (h) The person states he resides in a "group home" or a "facility." (i) The person's speech is unclear.
- (j) The person's motor coordination is poor.

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(k) The person has seizures and is on medication for seizure control.

If a person is identified as developmentally disabled, Jailers shall notify the Watch Commander who must notify one of the California Department of Developmental Services Regional Centers within 24 hours of the person being arrested. The Watch Commander shall determine the final disposition of anyone identified to have a developmental disability. [Title 15 §1057]

The Regional Centers are not authorized to take custody nor responsibility for the inmate. Their purpose is to assist with the management of the person while in custody or later with their re-entry into the community.

The Regional Center to be contacted is as follows:

Frank D. Lanterman Regional Center
3300 Wilshire Boulevard, Suite 1710
Los Angeles, CA 90010-1710
Phone number: (213) 383-1300 (press "0" for the operator)
(213) 252-8332 (after 5 pm, weekends, or holidays)

728 – PCP/MIND ALTERING DRUGS

These arrestees shall be booked directly into Los Angeles County Jail if any of the following conditions exist:

- The suspect's actions consist of outbursts or a constant level of wild, frenzied, unruly, or violent behavior.
- The suspect presents a continuing danger to self or others.
- It is not possible to safely book and control the suspect at the Jail.

730 – COMMUNICABLE DISEASE REPORTING

Any on-duty employee, who is exposed to the blood or bio-fluids of another and reasonably believes that he or she may have been exposed to a communicable disease, including MRSA, shall:

- Follow proper disinfection procedures and seek medical attention immediately.
- Gather pertinent identifying information on the individual suspected of causing the exposure, including what led the employee to believe the individual has an infectious disease.
- Contact a supervisor or the Watch Commander as soon as possible and complete the appropriate exposure control and employee injury forms.

An exposure is any incident where the blood or body fluids of a person have commingled with the blood or bodily fluids of an employee.

If the suspected exposure occurs from contact with bodily fluids of an inmate, a report should be completed to document the incident.

732 – TESTING AND TREATMENT FOR HIV/AIDS VIRUS

Employee Testing

If an HIV/AIDS virus exposure is suspected to have occurred to an on-duty employee, the employee should be tested to determine the presence of the HIV/AIDS virus as soon as possible after the incident. Following the initial test, additional testing should be conducted at three, six, and nine-month intervals. Employee testing for the HIV/AIDS virus is voluntary; however, it is recommended that the test be completed for the following reasons:

Proper medical attention for the employee can only be achieved if the doctor is aware of the employee's physical condition.

Subsequent claims by the employee for disability or worker's compensation will require that the test be done.

The City's Employee Health Services will provide counseling to employees prior to and after each HIV/AIDS test. AIDS test counseling shall be confidential.

With some exceptions, the results of HIV/AIDS virus testing are confidential. Release of an individual's status without their written consent is prohibited. *Confidentiality of HIV/AIDS test must be waived if the employee intends to file a claim for disability or worker's compensation benefits. Inappropriate disclosure of an employee's HIV/AIDS virus status can result in far-reaching consequences that may negatively affect the employee's life for years to come.* Disclosure of an employee's HIV/AIDS virus status shall be limited to only those staff members of the department who have legal need to know.

HIV/AIDS Testing of Defendants

Penal Code §1524.1 provides for HIV blood testing of a defendant charged with a crime. The process of obtaining a search warrant for this purpose is accomplished through an affidavit in support of a search warrant that demonstrates:

The defendant has been charged with the commission of a crime, and there is probable cause to believe the defendant committed the crime.

There is probable cause to believe that the blood, semen, or other bodily fluids of the defendant was transferred from the accused to the victim employee.

HIV tests conducted pursuant to this search warrant are confidential and can only be revealed to the victim employee and the defendant. A search warrant is needed only if the defendant does not voluntarily submit to a test. Inmates will be tested only by:

Chief Physician's Office
Los Angeles County Sheriff's Department
Los Angeles County Jail
441 Bauchet Street
Los Angeles, CA 90012

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Contact the Inmate Reception Center (IRC) for booking approval, and advise them that HIV/AIDS testing is requested. Contact the Los Angeles County Jail Clinic at (213) 974-0149. Forward them the following information:

- Requirement for HIV/AIDS testing
- Name of the arrestee
- Arrival time of the arrestee at IRC

Fax a copy of the search warrant to the Chief Physician's office at (213) 626-1681, and mail the originals to him / her at the jail address. Only the victim employee may contact the jail clinic for the results of the test at (213) 974-0149, two to four weeks after the test was conducted.

Defendants not in custody will be tested at:

Los Angeles County Department of Health Services
241 North Figueroa Street, STD Clinic
Los Angeles, CA 90012
(213) 250-8055
(213) 974-4321 County Operator

Juvenile defendants will be tested at:

The Medical Director / Chief Physician's
Central Juvenile Hall
1603 Eastlake Avenue
Los Angeles, CA 90033
(213) 226-8845

If the HIV/AIDS test results are negative, the defendant can be ordered to take another test in six months. Testing at six months has a 98% detection rate. The search warrant procedure must be initiated to obtain additional tests.

Penal Code §7510 provides an alternate method for requesting HIV/AIDS testing of inmates, persons who have been arrested whether or not they have been charged with a crime, and persons on probation of parole. Should you suspect exposure from one of these persons, an employee may request AIDS testing of the person. Employees should be aware that willful false reporting in conjunction with a request under this section carries criminal penalties.

Health and Safety Code §199.97 provides an alternate method by which to request HIV/AIDS testing of a defendant. This section only applies to defendants charged in a criminal complaint where it is alleged that the defendant interfered with the official duties of the officer by biting, scratching, spitting, or transferring blood or other bodily fluids on the skin of the officer. You may petition a court to order a test of the defendant.

In requesting testing of a defendant under any of these sections, focus on the possibility that an exposure is suspected. You should also note the results of testing are confidential, and adverse legal consequences can result from improper revelation of these results [Title 15 §1206.5; Penal Code §7500].

734 – MEDICAL SEGREGATION (COMMUNICABLE DISEASE)

Upon identification, all inmates with any communicable diseases shall be segregated. To determine if such segregation is necessary, Jailers should ask at the time of booking if the person being booked has or has had HIV/AIDS, Tuberculosis, Hepatitis, sexually transmitted diseases, MRSA, or other diseases. Any “Yes” response shall be noted on the Medical Pre-Screening Form and the following procedures shall be adhered to:

- The inmate shall be immediately segregated from other inmates.
- Minimum physical contact should occur between police personnel and the inmate.
- If the disease is airborne or requires routine prescription medication, the inmate will be prepared and transported expeditiously to LCMC (Los Angeles County Medical Center) jail ward or cited and released. A surgical face mask should be placed over the mouth and nose of inmates infected with a contagious disease.
- The receiving facility shall be advised upon arrival that the inmate is a possible contagion and given a copy of the inmate Medical Screening Form [Title 15 §1206.5].

736 – VERMIN CONTROL

It is not unusual during processing, or subsequent to housing assignment, for an Officer or Jailer to observe what appears to be insect infestation of an inmate. The most common observations involve lice, scabies, and bedbugs.

The three (3) types of lice commonly observed in detention environments are the head louse, the body louse, and the crab (pubic) louse. The head louse and/or nits (eggs) may be found on the scalp. The crab louse may be observed in the pubic area and, in some cases, facial hair and armpit hair. The body louse may be found on other hair-covered portions of the body, or on the clothing, particularly along the seams of inner surfaces. Lice do not jump but transfer by direct contact with persons, clothing, or other personal belongings.

Scabies is a skin infestation caused by human itch mites. The female mite burrows into the top layer of the skin forming a slightly raised tunnel where the mite lays eggs and leaves waste. The most common sign of scabies is deep itching (mostly at night). A person with scabies can also get a pimple-like itchy rash and thin pencil-mark lines on their skin.

Bed bugs are insects that feed on the blood of people. They do not cause disease, but can cause allergic reactions. Bed bugs are flat, brown, oval, wingless, and a bit smaller than an apple seed. An inmate infested by bed bugs may have small, itchy red bumps on the skin.

Any vermin infested inmate delivered to the Jail shall be brought to the attention of the Watch Commander immediately. All such inmates shall be transported to the L.A. County Jail, a medical facility for treatment and Okay to Book, or cited out. Under no circumstances should a vermin infested inmate be placed in a housing cell or with other inmates.

In the event an inmate is found to be lice infested subsequent to housing assignment, the procedures listed below may be followed while awaiting transfer to another jail or medical facility or the inmate's release:

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Recommended Delousing Procedure for Lice (Pediculosis)

The following delousing procedure shall be followed by local detention facilities when deemed necessary by the local police authorities. It is divided into three (3) sections:

- The Inmate
- Treatment of the Inmate's Clothing or Other Belongings
- Facility Areas and Equipment Contaminated by the Inmate

The Inmate

Either Pyrinate A 200 or RID, both non-prescription pediculocides, are products available for use in the control of lice. Both of the above shampoos are effective for the control of head, crab and body lice. The label instructions on all of the above are very simple and must be followed.

Note: Treatment is recommended only when inmates are found to be infected. Prophylactic use of pediculocides is inappropriate medical care and should be discouraged.

Treatment of the Inmate's Clothing or Other Belongings [Title 15 §1264]

Infested clothing shall be cleaned, disinfected, or stored in a closed container (plastic bag for 7 days) so as to eradicate or stop the spread of the vermin. Dry cleaning or washing clothing and other belongings will eliminate most insects. Laundry detergent and water temperature of at least 140° is necessary to be effective. The following products are also suggested as delousing agents, and are usually available at hardware stores:

- Silox
- Dri Code
- Various non-toxic pesticide sprays

These products are similar in effectiveness, so it makes no difference which is used; however, Silox and Dri Code are packaged in one-half or one-pound containers, which must be kept covered after opening. The directions for non-toxic sprays are found on the containers.

Note: These products should never be used on any inmate despite their low toxicity.

The procedure for Silox and Dri Code is as follows:

- Place all materials, garments, etc., to be deloused in a polyethylene bag.
- Add approximately one-half cup to one cup of the powder to the bag.
- Thoroughly shake the powder into the clothing and apply thoroughly to all surfaces.
- Allow the bag with the dusted clothing to stand at least four (4) hours.
- Thoroughly shake the clothing to remove all pesticide dust before the garments or other possessions are returned to the inmate.

Facility and Equipment Contaminated by Inmate

Housing area and equipment contaminated by an inmate with pediculosis (lice) should be treated with a non-toxic pesticide (e.g., Pyrethin). After treatment, all contaminated equipment and housing areas

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should be thoroughly cleaned. If vermin contamination is heavy, the services of a licensed pest control operator should be considered.

Questions regarding recommended delousing procedures can be referred to:

Los Angeles County Health Services
313 North Figueroa Street
Los Angeles, California 90012
(213) 974-7856

738 – TUBERCULOSIS EXPOSURE CONTROL PLAN

Testing

All personnel hired or assigned to a position in the Burbank Police Department Jail will be given a baseline skin test for tuberculosis prior to entry into the position.

All personnel assigned to the Burbank Police Department Jail are required to complete annual tuberculosis skin testing arranged through the City's Safety Office.

In accordance with Title 15 Minimum Jail Standards and directives of the Health Officer for the County of Los Angeles, all sentenced inmates will receive the Mantoux test for TB within the first 72 hours after court commitment booking. Persons wishing to participate in Inmate Worker or Pay-to-Stay programs will be required to obtain TB clearance prior to the beginning of their date of surrender.

Any inmate who tests positive for TB will not be admitted to the Inmate Worker or Pay-to-Stay program. Sentenced inmates who are in custody will be transported to LA County Jail for treatment and to serve out their sentence.

Exposure to Airborne Tuberculosis

If any person brought into the Burbank Police Department Jail has active tuberculosis (pre-screening medical questionnaire), the following steps will be taken:

- Provide the subject with a surgical mask and direct him or her to wear it until further notice.
- Notify the Watch Commander and provide the inmate's name, date of birth, and the names of all employees who had contact with the infected inmate.
- Arrangements will be made to transport the subject to the Los Angeles County Jail.
- Each exposed employee will complete a Communicable Disease Exposure card.

Facts about Tuberculosis

TB, or tuberculosis, is a disease caused by bacteria called *Mycobacterium tuberculosis*. The bacteria can attack any part of a person's body, but they usually attack the lungs. TB disease was once the leading cause of death in the United States.

People who are infected with latent TB do not feel sick, do not have any symptoms, and cannot spread TB. But they may develop TB disease at some time in the future. People with TB disease can be

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treated and cured if they seek medical help. Even better, people who have latent TB infection but are not yet sick can take medicine so that they will never develop TB disease.

TB is spread through the air from one person to another. The bacteria are put into the air when a person with TB disease of the lungs or throat coughs or sneezes. People nearby may breathe in these bacteria and become infected. When a person breathes in TB bacteria, the bacteria can settle in the lungs and begin to grow. From there, they can move through the blood to other parts of the body, such as the kidney, spine, and brain.

TB in the lungs or throat can be infectious. This means that the bacteria can be spread to other people. TB in other parts of the body, such as the kidney or spine, is usually not infectious.

People with TB disease are most likely to spread it to people they spend time with every day. This includes family members, friends and coworkers.

In most people who breathe in TB bacteria and become infected, the body is able to fight the bacteria to stop them from growing. The bacteria become inactive, but they remain alive in the body and can become active later. This is called latent TB infection.

Many people who have latent TB infection never develop TB disease. In these people, the TB bacteria remain inactive for a lifetime without causing disease. But in other people, especially people who have weak immune systems, the bacteria become active and cause TB disease.

TB bacteria become active if the immune system can't stop them from growing. The active bacteria begin to multiply in the body and cause TB disease. Some people develop TB disease soon after becoming infected, before their immune system can fight the TB bacteria. Other people may get sick later, when their immune system becomes weak for some reason.

Difference between Latent TB Infection and TB Disease:

Latent TB Infection	TB Disease
<ul style="list-style-type: none"><input type="checkbox"/> Have no symptoms<input type="checkbox"/> Cannot spread TB to others<input type="checkbox"/> Usually have a positive skin test<input type="checkbox"/> Chest x-ray and sputum tests normal	<ul style="list-style-type: none">• May spread TB to others• Usually have a positive skin test• May have abnormal chest x-ray, and/or positive sputum smear or culture <p>Symptoms include:</p> <ul style="list-style-type: none">(a) A bad cough that lasts longer than 2 weeks(b) Pain in the chest(c) Coughing up blood or sputum(d) Weakness or fatigue(e) Weight loss(f) No appetite

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	(g) Chills (h) Fever (i) Sweating at night
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A TB skin test is the only way to find out if one has latent TB infection. The healthcare worker will inject a small amount of testing fluid (called tuberculin) just under the skin on the lower part of an arm. After 2 or 3 days, the healthcare worker will measure reaction to the test. One may have a small bump where the tuberculin was injected. The healthcare worker will measure this bump and advise if your reaction to test is positive or negative. A positive reaction usually means that you have latent TB infection.

If you have latent TB infection (a positive skin test reaction) you need to take medicine to keep from developing TB disease. This is called treatment for latent TB infection.

The medicine typically used for the treatment of latent TB infection is a drug called isoniazid or INH. INH kills the TB bacteria that are in the body. If you take your medicine as prescribed, treatment for latent TB infection will keep you from ever developing TB disease.

Most people must take INH for at least 6 to 9 months.

Preventative Measures for TB

- Isolate persons with active TB.
- Ensure that those who are infected are moved to proper medical treatment facilities.
- Cover mouth and dispose of soiled tissues carefully.

740 – SUICIDE PREVENTION AND INTERVENTION

740.1 – POLICY

It is the policy of the Burbank Police Department to minimize the incidence of suicide by establishing and maintaining a comprehensive suicide prevention and intervention program designed to identify inmates who are at risk of suicide and to intervene appropriately whenever possible. The program shall be developed and regularly reviewed by the Jail Manager to identify any physical plant characteristics or operational procedures that might be modified to reduce the risk of inmate suicide. [Title 15 §1029(a) (8) and §1219]

This policy establishes the suicide prevention and intervention program to identify, monitor, and provide for emergency response and treatment of inmates who present a suicide risk while incarcerated in the Jail. [Title 15 §1219]

Jailers are expected to perform a wide range of duties to facilitate the security, maintenance, and wellbeing of those confined to the Jail. Being responsible for the well-being of inmates, Jailers play a critical role in the prevention of jail suicides. This policy is intended to reduce the risk of self-inflicted injury or death by providing tools to the Jailers that will allow a timely and organized emergency response to suicide, suicide attempts or an inmate's unspoken indications that suicide is being

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considered. The three key components of this plan are training, evaluation, and screening with intervention.

740.2 – JAILER TRAINING

All Jailers shall receive initial and annual training on suicide risk identification, prevention, and intervention, to include at minimum:

- (a) The provisions of this policy.
- (b) Identification of the warning signs and indicators of potential suicide, including training on suicide risk factors.
- (c) Identification of the demographic and cultural parameters of suicidal behavior, including incidence and variations in precipitating factors. (d) Responding to suicidal and depressed inmates.
- (e) Communication between Jailers and the Watch Commander.
- (f) Housing observation and suicide watch procedures.
- (g) Transfer procedures for at-risk inmates.

740.3 – SCREENING

Jailers shall conduct a medical and mental health screening of all inmates during the intake process, to include assessing inmates at risk for suicide. Inmates should be assessed by Jailers for the ability to answer medical and mental health screening questions.

Jailers shall notify the Watch Commander if an inmate appears to be unable to answer the initial medical screening questions. The Watch Commander shall determine if the inmate should be transported to a designated hospital and receive medical clearance before acceptance into the jail. Inmates who refuse to answer these questions shall be placed under observation until the screening can be completed or until sufficient information is obtained to allow the staff to make appropriate decisions concerning housing and care.

Jailers shall promptly notify the Watch Commander if any inmate is determined to be at risk for suicide. The inmate shall remain under direct and constant observation in a safe setting until the Watch Commander makes appropriate housing decisions.

If an inmate is at risk for suicide as determined by the screening process, the inmate shall be closely monitored (checked at least every 15 minutes) and housed in a location allowing direct visual observation from the jail control room. Arrangements shall be made to transport the inmate to IRC or another appropriate facility as soon as possible. If the transfer to IRC is rejected by other than a LASD supervisor, the BPD Watch Commander should attempt to contact the LASD IRC Watch Commander for transfer approval.

If the screening does not reveal current risk for suicide but the inmate has a history of suicide attempt(s) within the past two years, the inmate shall be closely monitored (checked at least every 15 minutes) and housed in a location allowing direct visual observation from the jail control room. Inmates who are not actively suicidal but who have expressed suicidal thoughts in the past two years or have had self injurious behavior in the past two years should be closely monitored (checked at least every 15 minutes)

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and housed in a location allowing direct visual observation from the jail control room. Arrangements should be made to transport the inmate to IRC or another appropriate facility if possible, or the inmate should be cited out if appropriate.

740.4 – SUICIDE OBSERVATION

The Watch Commander shall be notified any time an inmate is placed in suicide observation. Inmates placed on suicide observation shall be closely monitored and housed in a cell that allows for direct observation. Prior to housing the inmate, Jailers shall carefully inspect the cell for objects that may pose a threat to the inmate's safety.

Jailers and general employees are responsible for the physical safety of inmates. All staff members should coordinate their efforts to ensure that inmates do not have the means or the opportunity to injure themselves.

A separate observation log (C320-404) shall be maintained for each inmate on suicide observation. Jailers shall make a direct visual observation of the inmate at 15 minute intervals. Jailers shall make notations in the observation log documenting the time of observation and a brief description of the inmate's behavior.

The status of suicidal inmates should be readily identifiable in a manner discernible by staff. If the inmate's clothing presents a security or medical risk, the inmate shall be supplied with a security garment that is designed to promote inmate safety and not cause unnecessary humiliation and degradation. Use of the security garment shall be documented on the inmate's booking form. Physical restraints should only be used as a last resort and only on a temporary basis (see §418.2). The decision to use or discontinue use of restraints should be made by the Watch Commander.

740.5 – INTERVENTION

Any suicide attempt is a medical emergency and may require the immediate summoning of paramedics. Any Jail staff member who discovers an inmate attempting suicide should immediately activate the duress alarm, survey the scene to determine the emergency is genuine, alert other staff members to call paramedics, and begin life-saving measures as necessary. Jailers should never presume an inmate is dead and shall initiate appropriate life-saving measures until relieved by medical personnel.

A first aid kit, CPR mask or Ambu bag, and rescue tool should be used as appropriate. Jailers shall take action to facilitate emergency medical care and preserve and collect evidence as necessary. The Watch Commander shall be notified immediately any time Jailers suspect a suicide attempt is imminent. Staff should take reasonable and appropriate precautions to mitigate the ability of the inmate to injure him or herself and should consider establishing and maintaining a non-threatening conversation with the inmate while awaiting assistance. The inmate should be placed in an appropriate and safe location until the inmate can be transferred to an appropriate facility.

Following a suicide attempt, Jailers shall initiate a medical emergency response and initiate and continue appropriate life-saving measures until relieved by qualified health care professionals. The arriving medical staff should perform the appropriate medical evaluation and intervention.

740.6 – NOTIFICATION

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In the event of an attempted or completed suicide, the Watch Commander shall be promptly notified. The Watch Commander should notify the Chief, the Investigation Division Captain, and the Support Services Division Captain.

The location of the suicide or attempted suicide should be treated as a crime scene after the inmate has been removed from the cell or after emergency medical care is rendered. The area should be secured and access-controlled to preserve evidence until the appropriate investigation can be completed.

All suicides or attempted suicides (including injuries) shall be documented in an incident report. All in custody deaths, including those resulting from suicide, should be investigated and documented in accordance with the following policies (Jail 900.9.8 and Jail Manual section 742).

Although this manual is not intended to replace formal suicide prevention and recognition training, it offers the following guiding principles for suicide prevention:

- The assessment of suicide risk should not be viewed as a single event but instead as an ongoing process. Because an inmate may become suicidal at any time during confinement, suicide prevention should begin at the point of arrest and continue until the inmate is released from the Jail.
- Although the booking screening process is a valuable and critical prevention tool, equally important is observation of the on-going behavior of the inmate during the detention.
- Prior risk of suicide is strongly related to future risk.
- Risk of suicide is highest during the first 24-48 hours of confinement and prior to a court proceeding.
- A disproportionate number of inmate suicides occur in "special housing units" (e.g., segregation). Isolation should be avoided when possible. One effective prevention strategy is increase the frequency of interaction between inmates and Jailers.
- Many preventable suicides result from poor communication between arresting/transporting officers and Jail staff, among Jail staff, and between Jail staff and the suicidal inmate. Communication problems are often caused by lack of respect, personality conflicts, and other boundary issues.

[Some of the information in this manual is based on publications by Lindsay M. Hayes of the National Center on Institutions and Alternatives. He is a nationally recognized expert on suicide prevention within jails.]

740.7 – SIGNS AND SYMPTOMS OF SUICIDAL BEHAVIOR

Below is a list of common signs and symptoms of suicidal behavior:

- Current depression or paranoia
- Expression or evidence of strong guilt or shame over offense
- Talk or threats of suicide; statements of finality (e.g., "I can't take it anymore.")
- Under the influence of alcohol or drugs; depression sets in when sobering up
- Previous suicide attempts and/or history of mental illness (all history is important but recent history is critical)
- Severe agitation or aggressiveness
- Projection of hopelessness, helplessness, or no sense of future

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- Expression of unusual or great concern over what will happen to them; extreme anxiety (e.g., “What will my employer say?”)
- Noticeable mood or behavior changes
- Calmness (may indicate decision to kill self is made)
- Lack of ability to deal with present (preoccupied with past) and relate to others
- Paranoid delusions or hallucinations
- Attention getting gestures (e.g., self-harm or mutilation)

Depression is the single best indicator of potential suicide. The following are common signs and symptoms of depression:

- Extreme sadness and crying
- Withdrawal or silence
- Pessimistic attitudes about the future
- Loss or increase of appetite
- Insomnia or excessive sleeping
- Mood or behavior variations
- Tenseness
- Lethargic – slow movements or non-reactive
- Loss of interest in people, appearance, or activities
- Excessive self-blaming
- Strong guilt feelings
- Difficulty concentrating or thinking

740.8 – SITUATIONAL RISK FACTORS OF SUICIDAL BEHAVIOR

- Prior suicide by close family member or loved one
- Previously imprisoned and facing new serious charges
- Victims of same sex rape during prior incarceration
- Harsh, condemning, or rejecting attitude of Jailers or officers
- Prior experience with the pain and suffering of alcohol/drug withdrawal

740.9 – CHARACTERISTICS OF JAIL ENVIRONMENTS THAT ARE CONDUCTIVE TO SUICIDAL BEHAVIOR

- Authoritarian environment
- Fear and uncertainty over the legal process
- Isolation from family, friends, community
- Shame of incarceration
- Dehumanizing aspect of incarceration
- Officer or Jailer insensitivity to the arrest and incarceration

740.10 – PRE-DISPOSING FACTORS OF SUICIDAL BEHAVIOR

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- Loss of stabilizing resources (e.g., loved one, job, home)
- Severe guilt or shame over the offense
- Threat of same sex rape
- Mental illness
- Poor health or terminal illness
- Approaching an emotional breaking point

740.11 – HIGH RISK SUICIDE PERIODS

- Impending court appearance
- Segregation
- Impending release
- Anniversary dates
- Decreased staff supervision
- Bad news of any kind

742 – INMATE DEATH

When a death occurs in the Jail, one of the most significant activities to be initiated by the Jailers is the preservation of the scene.

In the event of an apparent in-custody death, the Jailers shall sound the duress alarm and request paramedics as soon as possible. If appropriate, Jailers shall:

- (a) Render first aid / CPR until relieved by medical personnel.
- (b) Remove and separate (different cells) other inmates until an investigator interviews them.
- (c) Not remove any items from the scene.
- (d) Affix a piece of "Police Barricade Tape" to the cell door.
- (e) Note time of discovery and position of body (on the floor / bed, sitting / lying, clothing – torn / wet).
- (f) Observe the scene for clues (i.e., weapon / instrument use / visible injuries).
- (g) Annotate spontaneous statements from adjoining inmates. Their statements should be noted verbatim. Also, note the disclaimer statement: "I don't know what happened." Jailers shall record all statements using the PUMA recorder.
- (h) Assist investigators – You will be asked, "Who was on duty? What time was the last cell check made and by whom?"

The importance of the above procedures cannot be overstated. The work of other investigating units will depend upon the actions of those who initially discover the death.

742.1 – MEDICAL REVIEW

In the event of the death of any inmate in custody, be it suicide, natural causes, etc., a medical review must be conducted [Title 15 §1218]. Jailers shall immediately notify the Watch Commander and the

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Jail Manager if a death occurs in the Jail. Either of the aforementioned persons shall immediately notify the Division Commander or, if after normal duty hours, the Watch Commander. The Division Commander will initiate either an administrative and / or a criminal investigation. The Los Angeles County Coroner and District Attorney's Office must be notified.

Additionally, within ten (10) days after the death, the Jail Manager shall report same in writing to the following entities:

California Attorney General
Attention: Death in Custody Program
Bureau of Criminal Statistics
P.O. Box 944255
Sacramento, CA 94244-2550

Board of State and Community Corrections
600 Bercut Drive
Sacramento, CA 95811

In addition, the Office of Housing and Institutions (L.A. County Health Officer) shall be notified, (213) 250-8055.

If the in-Custody Death was a Juvenile, the California Corrections Standards Authority will also be notified.

The following information will be provided:

INMATE INFORMATION – Inmate Name, Date of Death, Inmate Number, CII Number, Sex, Race / Ethnicity, Date of Birth, DR Number / Case Number, Commitment Offense.

INCIDENT INFORMATION – Facility of Injury / Onset of Illness, Location of Injury, Facility of Death, Location of Death, Cause Death, Means of Death, and a copy of the Incident Report.

Following an in-custody death, the Critical Incident Review Board will review the circumstances involving the in-custody death in accordance with Title 15 §1046:

The review team shall include the facility administrator and/or the facility manager, the health administrator, the responsible physician and other health care and supervision staff who are relevant to the incident. The health administrator and responsible physician roles may be filled by staff from the Los Angeles County Department of Public Health and/or a local hospital.

744 – MEDICAL EQUIPMENT AND SUPPLY CONTROL

744.1 – FIRST AID KIT

The Jail Manager shall ensure that at least one first aid kit is readily available at the facility [Title 15 §1220]. The facility currently has two first aid kits, which are located inside the Control Room near each corridor exit door. At the start of their shift, Jailers shall verify that the seal of the first aid kits are unbroken. If a seal is broken, the Jailer shall verify the contents with the corresponding inventory list, replace any missing items, and reseal the kit with a new seal. The contents should also be inventoried after each use before resealing the kit. The daily verification of the kit, and any missing/replaced items,

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shall be noted on the Jail Shift Report. The Jailer shall notify the Jail Manager if unable to immediately replace any of the missing items. The Jail Manager shall ensure the kit is promptly restocked with the missing item(s) and resealed.

CHAPTER 8 – FOOD SERVICES PLAN

800 – PLANNING MENUS AND DIETARY GUIDELINES

The weekly menu will be provided by the LASD (Los Angeles County Sheriff's Department) Food Services in accordance with the requirements of Title 15 and the California Retail Food Code.

Each inmate will be provided a wholesome, nutritionally balanced diet. Nutrition levels will meet the Recommended Dietary Allowances and Dietary Reference Intakes as established by the Food and Nutrition Board of the Institute of Medicine, National Academy of Science.

Inmates will be provided three meals each day, one of which will be served hot. Variations to the one hot meal per day requirement may be allowed to accommodate religious observances, religious meal programs, and institution emergencies. The breakfast meal will be served not more than 14 hours following the previous day's evening meal.

Menus in the Burbank Police Department Jail will be planned at least one month in advance of their use. Menus will be planned to provide a variety of foods, thus preventing repetitive meals. Menus will be approved by a registered dietitian from LASD Food Services prior to being used. The inmate meal menu should be posted in the Jail kitchen. The menu will be reviewed and updated by the Jail Manager annually or as necessary. The menu will meet or exceed nutritional requirements described in Title 15 §1241.

If any meal served varies from the planned menus, the change will be noted in writing on the menu and or production sheet. Review of the meal plan, including changes, will be evaluated by a registered dietitian at least annually.

Jailers are responsible for the preparation (or supervision of the preparation) of the meals. Jailers shall provide juveniles, pregnant women, and nursing mothers with at least two milks with breakfast and two milks with dinner in accordance with the minimum requirements of Title 15 §1241.

The contract with LASD provides for three prepared meals on a daily basis, a menu and a Menu Template Nutrition Summary. A menu posted in the Jail kitchen identifies the food types and quantities to help the Jail Manager determine if Title 15 guidelines are being met. The menu and Menu Template Nutrition Summary have been adopted through this Manual for use by the Burbank Jail and are incorporated in Appendix C.

802 – PURCHASING FOOD

In accordance with Title 15 and the California Retail Food Code, all foods will be obtained from sources that comply with all applicable laws. The following vendor will be used:

Los Angeles Sheriff's Department Food Services Unit
4700 Ramona Boulevard
Monterey Park, Ca. 91754

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Contact: Dale Turner, Manager, Food Services (323) 526-5431
Levon Arabyan, Food Service Manager (323) 568-4572

Attached Appendix C is the "Meal Order Form" that must be sent by email to FoodServicesBurbank@lasd.org or faxed to (323) 568-4713.

804 – RECEIPT OF FOOD

Food will be inspected as soon as practical upon receipt, prior to any use or storage, by the on-duty Jailer. Food will be accepted only if the inspection conducted upon receipt determines that the food satisfies the following:

- (a) Food was prepared by the approved sources.
- (b) It was received in a wholesome condition.
- (c) It was received in packages that are in good condition and that protect the integrity of the contents so that the food is not exposed to adulteration or potential contaminants.
- (d) Food is in containers and on pallets that are not infested with vermin or otherwise contaminated.

806 – RECALL OF FOOD

From time to time products may be contaminated with bacteria or other harmful substances. The following will apply to the recall of such foods:

The Los Angeles County Sheriff's Department (LASD) subscribes to the USDA/FDA recall notices. Once there is a food product on the recall list, LASD will receive a notice. LASD will check the list against their inventory. They have made up the proportion trays with cook-chill items that they have cooked to 180 degrees above following the HACCP plan. The products are chilled to below 41 degrees and stored in a deep chill cooler for product safety. LASD food buyers will consult with our vendors if there is a known recall to ensure food safety for all parties. If an item in their menu is under recall, prepared items will not be used and they will notify the Health Department immediately.

It is the policy of LASD to maintain a sample of each cook and chill product. LASD will send the sample for product testing if there is any doubt about the food safety of that product. If LASD received any of the recalled products, that product will be wrapped and put aside in a designated area to be returned to the vendor.

If LASD has distributed recalled items to the City and Sheriff's Jails, LASD will notify concerned parties immediately. The jails will also be instructed to take appropriate actions with the recalled products.

During massive recalls by USDA or FDA, LASD will contact the vendor to determine if the existing inventory is on the recall list. The Health Department and all jails will be notified if their product is involved in the active recall.

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Any questions about the products that Los Angeles Sheriff's Department produced or distributed should be directed to:

Benson Li, Manager

Los Angeles Sheriff's Food Service Unit

(213) 893-5109 or (213) 247-4667 or e-mail BPLi@lasd.org

808 – FOOD SERVICES ORIENTATION, ONGOING TRAINING AND PERSONNEL SUPERVISION

The California Retail Food Code requires at least one person per food facility be certified with the minimum food safety knowledge. The certification requires passing a knowledge test with a minimum score of 75%. The Jail Manager will ensure that at least one Jailer attends the LA County Food Safety Certification training and obtains a passing score. All Jailers shall receive, at a minimum, annual training related to safe food handling.

The Jail Manager is responsible for ensuring that all Jail personnel are oriented, trained and supervised on an ongoing basis to ensure implementation of the policy and procedures set forth within the Food Services Plan.

810 - MEAL SERVICE AND FOOD HANDLING PROCEDURES

At the Burbank Police Department Jail, the Jail Manager is responsible for ensuring that any inmate worker assigned to the Food Handler Detail is medically screened, properly trained, and properly supervised by Jailers [Title 15 §1230]. The training will be documented on the inmate worker's booking form prior to assignment to the Food Handling Detail [Title 15 §1243]. All food handlers will maintain a high standard of personal hygiene. Food handlers serving or handling food or eating utensils for inmates must comply with all applicable laws and regulations pertaining to food service. Food shall be prepared and served only under the immediate supervision of a staff member [Title 15 §1246]. The following procedures govern food service to inmates at the Burbank City Jail:

810.1 – PERSONAL CLEANLINESS

In accordance with Title 15 and California Retail Food Code §113953.3, §113967, §113973-76, all foods will be served as follows:

Employees must conduct themselves in such a manner that they do not contribute to the contamination of any food. No employee shall commit any act that may cause the contamination or adulteration of food, food-contact surfaces or utensils. Gloves will be worn when contacting food and food-contact surfaces. Single-use gloves will be used for only one task, such as working with ready-to-eat food or with raw food of animal origin, used for no other purpose, and will be discarded when damaged or soiled, or when interruptions in the food handling occur. Employees will wear gloves in all of the following instances:

- (a) Immediately before engaging in food preparation including working with prepackaged foods.
- (b) After touching bare human body parts other than clean hands and clean exposed portion of arms.
- (c) After using the toilet room.

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- (d) After coughing or sneezing using a handkerchief or disposable tissue, using tobacco, eating or drinking.

810.2 – HEALTH AND SANITATION

Employees must wear clean clothing and uniforms at all times. All employees will wear gloves during the preparation and service of meals. Employees must wash their hands before handling or serving inmate meals, immediately after using toilet facilities, and at other times as necessary to prevent contamination of food or utensils. Since the plastic cover is not removed from the food, hair restraints are not required for food handlers.

The Burbank Police Department building and Jail are “no smoking” facilities. In addition, no tobacco products in any form are allowed in any area where food is prepared, served or stored, or utensils are cleaned or stored.

All personnel assigned to Jail responsibility will have been medically cleared before their assignment. This is accomplished through the medical clearance process of initial hiring.

810.3 – FOOD INSPECTION

Employees serving food to inmates will visually inspect the food prior to service to verify the meal complies with the approved Burbank Police Department menu.

Employees serving food to inmates will verify that the meal is being served according to manufacturer’s cooking instructions.

Any food that appears contaminated or where the employee believes the meal is not in compliance with the approved menu must be discarded. The Watch Commander or Jail Manager shall be notified of such action.

Employees will check the temperature daily (once each shift) on the refrigerator and freezer to ensure compliance with food storage requirement in §820 of this Manual. Employees will complete the daily log sheet located in the kitchen by indicating on the log sheet the date, temperature, initials of the Jailer and any comments pertaining to the check. The Watch Commander or Jail Manager shall be notified immediately of any inconsistencies in the temperature of either the refrigerator or freezer.

810.4 – FREQUENCY OF FOOD SERVICE [Title 15 1240]

Meals will be served three times in any 24-hour period. At least one of these meals will include hot food. If more than 14 hours pass between these meals, supplemental food must be served.

The designated meal hours are 0500, 1200, and 1700 hours. If an inmate misses a regularly scheduled meal, Jailers will provide the inmate a sandwich and beverage or substitute meal. Jailers will complete the Jail Meal Log whenever meals are served.

Minimum Diet - All menus are developed by the LASD Food Services Unit Manager and evaluated annually by the Los Angeles County Department of Health Services and meet or exceed the nutritional requirements described as required by Title 15.

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Food should be removed per §816 (Waste Management).

The Food Services Plan is posted in the Jail kitchen and is available to Jailers or other personnel serving food at all times. The Food Service Plan shall also be attached to hard copies of this Manual located in the Jailers' desk in the control room and in the Jail Manager's office.

810.5 – PREGNANT FEMALES

If a pregnant female is held over twenty-four (24) hours, she will be provided with four servings of milk for nutritional purposes.

810.6 – DISCIPLINARY ISOLATION DIETS

The Burbank Jail does not engage in serving of disciplinary isolation diets.

810.7 – MEDICAL DIETS

With the exception of pre-natal diets, the Burbank Jail does not accommodate any religious, special, or medically prescribed diets. Inmates requiring religious, special, or medically prescribed diets, with the exception of pre-natal diets, will be cited out or transferred to the Los Angeles County Jail as appropriate.

810.8 – EQUIPMENT MAINTENANCE AND REPAIR

All maintenance and repair requests should be directed to the Facility Maintenance Office. In case of a need for emergency repair during non-business hours, Jailers shall notify the Watch Commander.

812 – FOOD PREPARATION

All foods will be prepared in accordance with the requirements of Title 15 and California Retail Food Code §113818. The Burbank Jail does not cook food on site and only serves pre-cooked meals purchased from approved vendors.

814 – TRANSPORTING FOOD

After the food is prepared, it will be immediately transported from the kitchen area to the cell area where the food is served. In any case the amount of time will not exceed 30 minutes. A stainless steel serving cart is used to transport the prepackaged food from the kitchen to the cell area. The food server will make sure the cart is clean before and after every food service. Food will be left in its provided packaging. The plastic film over the package will be left in place until the meal is delivered to the inmate. The inmate can remove the plastic film upon delivery. Utensils will be left in their packaging or in a covered container until issued as part of the food service. One disposable spoon is issued with each meal.

816 – WASTE MANAGEMENT

Jailers are responsible for serving the food and ensuring that the menu is followed. All unconsumed food, trash, and utensils will be collected by Jailers no sooner than 30 minutes and no later than 90

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minutes after the food is served. Latex gloves will be worn during the collection of unconsumed food, trash and utensils. The Jailer/Officer collecting the waste shall verify that all eating utensils have been returned and not retained by the inmate. All trash items will be secured in a plastic trash bag and immediately sealed and disposed of in the appropriate trash bin. Jailers will be responsible for the cleanliness of the Jail at all times [Title 15 §1243 and §1246].

818 – FOOD STORAGE

In accordance with Title 15 and the California Retail Food Code, all foods will be stored in a manner that prevents contamination. Food must be stored at least six inches above the floor and away from sources of contamination. Ready to eat food must be stored away from or above raw foods, such as uncooked meat, poultry or pork. Unpackaged food, which has been previously served, will not be served to another person.

In accordance with California Retail Food Code §113996(a), except during preparation, cooking, cooling, transportation to or from a retail food facility for a period of less than 30 minutes, or when time is used as the public health control as specified under §114000, or as otherwise provided in this section, potentially hazardous food will be maintained at or above 135°F or at or below 41°F.

Maintaining proper holding temperatures are one of the most important factors preventing food-borne illness. Proper holding for potentially hazardous foods are as follows:

- Hot foods will be kept at 135° Fahrenheit or above.
- Cold foods will be refrigerated at 41° Fahrenheit or below.
- Frozen foods will be kept at 0° Fahrenheit or below.

Jailers will check the refrigeration and freezer units and record the temperatures on a daily and shift basis. These records will be kept by the Jail Manager in agreement with the department retention schedule.

820 – INVENTORY CONTROL

Inmate meals are counted and inventoried on a daily basis and recorded in the Jail Meal log to ensure an adequate number of meals on hand to provide for anticipated jail population levels. Jailers will complete the Jail Meal Log whenever meals are served or discarded. Inmate meals arrive twice weekly and are ordered through the Los Angeles County Sheriff's Inmate Food Service Unit. Orders are placed on Mondays and Thursdays before 0900 hours. Food Deliveries are made on Tuesdays and Fridays before 0600 hours. Orders are to be e-mailed to: FoodServicesBurbank@lasd.org. The Food Services Headquarter is located in Twin Towers Correctional Facility (213-893-5109).

822 – EMERGENCY FEEDING PLAN

In the event of a situation where normal meals are not available due to disruption of service or the safety of the food being compromised, the Jailers shall immediately notify the Jail Manager or Watch Commander, who may authorize the purchase of meals from a local restaurant (Inmate Welfare Funds should be used to reimburse the petty cash fund if petty cash is used to purchase meals). Food may also be purchased from one of the following locations:

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Ralphs – 1100 N. San Fernando Blvd
Burbank, CA 91504
Phone: (818) 845-6424

Ralphs – 25 E. Alameda Ave
Burbank, CA 91502
Phone: (818) 556-1558

The Jail Manager will remedy the disruption of the food service as soon as practicable.

824 – FOOD HANDLERS

The Jail Manager is responsible for ensuring that any inmate worker assigned to the Food Handler Detail is medically screened, properly trained, and properly supervised by Jailers [Title 15 §1230]. The training will be documented on the inmate worker's booking form prior to assignment to the Food Handling Detail [Title 15 §1243].

826 – EQUIPMENT MAINTENANCE AND REPAIR

All maintenance and repair requests should be directed to the Facility Maintenance Office. In case of a need for emergency repair during non-business hours, Jailers shall notify the Watch Commander. All maintenance discrepancies will be documented in the Jail Log. In any case, the Jail Manager should be notified of the problem and action taken.

828 – TOOL AND CULINARY EQUIPMENT

The Jail Manager will ensure that Jailer's maintain a strict accounting of all tools and utensils stored in the Jail. This requirement also applies to tools brought into the Jail by maintenance personnel.

830 - CLEANING

Following each meal service, the contracted custodial service or on-duty Jailer will clean the kitchen and all utensils and appliances that were used. Additionally, floors will be swept and mopped following food service. On a daily basis cabinets, walls, counters, and ceilings will be cleaned (see §1002.4 – Kitchen Cleanup).

Generally, utensils provided to inmates are disposable and no utensils are used for food preparation. If an exception is necessary, all utensils used in food preparation or consumption will be washed and sanitized according to L.A. County Health Department standards. The personnel washing the utensils will first rinse the utensils to remove particles, and then wash them with soap and hot water. The utensils will then be rinsed to remove detergent. A 100 ppm bleach solution will be prepared, and the utensils will be dipped in this solution and air dried. Normally no utensils are used except disposable utensils, so washing is normally not necessary.

Should any of the equipment that is used in food preparation become in need of repair, the on-duty Jailer shall inform the Jail Manager (if on-duty). If the Jail Manager is not on duty, but the Building Manager is on-duty, the on-duty Jailer shall inform the Building Manager. Should neither of these people

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be on-duty, the Jailer should determine if the repair can wait until one of them returns on-duty, or if it is of an emergency nature. If it is of an emergency nature, the on-duty Jailer shall notify the Watch Commander, who will determine if a call out for repair is warranted. If not, the matter will be referred to the Jail Manager when he/she returns on-duty. In all cases, equipment will be kept operable by making repairs as soon as practical.

832 - FOOD BUDGET

On a yearly basis the Chief of Police will include projected food cost in the yearly Police Department operation budget. The Jail Manager will make recommendations for this projection. Ultimately the food budget is approved by the Chief of Police and submitted to the City Council as part of the Police Department's annual budget.

The Budget and Finance Division will account for money spent for food and food related items on a monthly basis and send purchase invoices to the Support Services Division Captain for review and approval. The invoices will include the amount of money spent, the number of meals served, and the average cost per meal.

834 - DOCUMENTATION AND RECORD KEEPING

All documentation related to the purchasing, preparation, and serving of food in the Burbank Jail, will be retained for a minimum of one year from the time that it is completed. This would include meal control logs, cooling unit temperature logs, billing records and loading lists from LASD, and budgetary documentation described in §832.

CHAPTER 9 – EMERGENCY PLANNING

900 – ESCAPES

In the event an inmate escapes and as soon as the escape is detected:

- Jailers shall immediately notify the Communications Center and provide a complete description of the subject, time of detection, and direction of travel (if known).
- As soon as practicable, Jailers should notify the Watch Commander, Jail Manager, or Support Services Captain.
- Records Bureau should initiate an “Escape” teletype.
- The Watch Commander shall cause an “All Units Broadcast” to be transmitted.
- The Investigation Division Captain shall be notified if the inmate is not quickly located by responding personnel. An investigative team should be assigned to locate and arrest the escapee.
- All involved employees shall complete a detailed report of the incident.
- Any person who attempts escape, or is successful but apprehended, shall be transferred to the custody of the Los Angeles County Jail.

902 – DISTURBANCES

In the event of a Jail disturbance:

- Jailers shall sound their duress alarm.
- Jailers should attempt to contain the disturbance area, secure inmates in their cells, and lock the Jail down.
- The Watch Commander will assess the scope of the problem and ensure that adequate resources are summoned to restore order.
- The Watch Commander will complete a detailed report of the incident.

904 – HOSTAGES

In hostage situations, the Burbank Police Department will make every reasonable effort to affect the safe release of the hostage(s) and to arrest the suspect. This will be done while safeguarding the lives of all persons to the maximum extent possible.

In the event of a hostage situation in the Jail:

- Jailers will activate their duress alarm and immediately notify the Communication Center and the Watch Commander.
- Jailers should attempt to contain the area and lock down all inmates.
- All of the provisions of the [Hostages and Barricaded Suspects Policy](#) shall be followed.
- All involved employees shall complete a detailed report of the incident.

906 – NATURAL DISASTERS AND EVACUATION PROCEDURES

In the event of a natural disaster:

- Inmates will be secured in their cells and the Jail will be in lock down unless the situation requires the evacuation of the Jail facility. Complete evacuation of the Jail facility will occur when the Watch Commander determines that remaining in the Jail facility is unsafe. In the event of a full evacuation in which the building is not compromised preventing using the sally port, inmates will be directed to the sally port until it is safe to re-enter the Jail or until they are transported to another facility. Jailers will verify inmate identities using booking photos and issued inmate wristbands to conduct emergency evacuation population counts. Emergency population counts will occur prior to evacuation, if feasible, to ensure the evacuation of all inmates.
- In the event that the Jail facility is rendered unsafe, misdemeanor arrestees may be issued a notice to appear citation and released.
- Felony inmates will be transported to another facility (depending on their ability to accommodate our inmates) or to the Los Angeles County Jail.

908 – DURESS/JAIL ALARMS

Electronic remote duress alarms are provided to Jailers as a means to summon assistance for an emergency. On-duty Jailers shall carry a duress alarm in a readily accessible location on their person at all times. Duress alarms shall be tested monthly. Prior to the test, the Jailer shall notify the Watch Commander and the Communications Center, and make an announcement to all personnel of the test. Jailers shall immediately report any functionality problems with duress alarms to the Jail Manager who will ensure necessary repairs. If a functioning duress alarm is not available, Jailers shall carry a portable radio and notify the Communications Center of the radio identifier.

CHAPTER 10 – FACILITY SANITATION AND SAFETY

1000 – JAIL SANITATION PLAN

The Watch Commander shall inspect the Jail each shift to ensure the facility is in a clean and safe condition. The Jailers are also responsible for inspecting the Jail during their shifts to ensure that the facility is safe and secure and that it is maintained in a clean and sanitary condition at all times.

All Jail inspections shall be documented in the Jail Inspection Log. The Jail Manager will be responsible for taking the necessary steps to correct any issues that are not corrected by the Jailers or the Watch Commander.

The regular cleaning and maintenance of the Jail will be performed by City janitorial staff or by a contracted service under the supervision of the Jail staff. The contracted janitorial service is:

J's Maintenance
3550 Foothill Boulevard
Glendale, CA 91214
Phone 818 247-8778 or 800 423-2639, Fax 818 957-4435

Contact Person: Chris Waldheim – General Manager
800 339-2097 extension 223

Jailers will share the cleaning duties in the absence of janitorial staff or services. All scheduled or routine cleaning will be performed during dayshift and all cells are to be cleaned and disinfected daily. If practicable, inmates should be moved to allow for the cleaning of occupied cells. Jailers are responsible for planning the housing of inmates to allow for all cells to be cleaned regularly.

Any special maintenance or cleaning needs, such as after the release of an inmate with any communicable disease or pestilence, shall be directed to the Watch Commander or the Jail Manager.

1002 – DAILY CLEANING

The daily cleaning should consist of the following:

- Sweep and mop all floors in the Jail facility as necessary. Floors should be mopped with cleaner and disinfectant. Occupied cells shall be inspected by Jailers. If an area is in need of sweeping or mopping, inmates should be moved. Floors should be cleaned no less frequently than every 48 hours.
- Empty all trash containers and clean all trash cans with scouring powder and a stiff brush. If trashcan liners are used, they shall be changed daily.
- Replenish all hand soaps, paper towels, and toilet tissue, as needed, throughout the Jail facility.

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- Scrub all toilets and showers with cleanser and disinfectant. After cleaning, all toilets and showers will be rinsed with clear water.
- Floor drains are to be flushed regularly. Covers are to remain intact.
- Clean all counters, desks, tables, cabinets and benches.
- All bedding and linens will be washed as needed or no less than once a week.

1002.2 – WEEKLY CLEANING (OR AS NECESSARY)

- Hand vacuum all ceiling vents and refrigerator coils.
- Hand wash all mattresses with an industrial cleaning solution or a 2% bleach solution.
- Wax all floors.
- Clean all floor drain basins once a week [Title 15 §1212 and §1280].
- Air vents will be cleaned monthly.

1002.4 – KITCHEN CLEANING

After Each Meal:

- Clean all counters and utensils

Daily:

- Dishes, silverware, and cooking utensils will be scraped clean and be pre-washed in hot soapy water, rinsed in clean hot water, and then dipped in sterilizing agent and placed in racks to air dry.
- The refrigerator will have all items removed and the racks and walls cleaned. Aluminum wrap should not be used to cover racks.
- The sink will be emptied and washed with hot, soapy water after every meal.
- Grills, grease traps, and ovens will be cleaned with non-abrasive cloth and clean rags, and the grill will be cleaned with a grill stone and damp cloth. Filters will be cleaned at the wash rack. Racks from the oven will be removed and washed with hot, soapy water after the evening meal. Check for any residue. Wipe dry with clean cloth.
- Plastic trash bags will be removed and replaced after the morning and evening meals. The trash container will be washed and disinfected as necessary after the morning meal.
- The floor will be mopped with hot, soapy water with bleach. It will then be rinsed with cold clear water with a disinfectant and dry mopped.
- Mops, buckets, and brooms used elsewhere in the jail will not be used in the kitchen.
- Put water in all floor drains every day.

Spot cleaning shall be performed as necessary to ensure that the Jail is kept in a clean and sanitary condition.

1004 – PERSONAL PROTECTIVE EQUIPMENT

Emergency response personnel often work in unpredictable and uncontrolled situations. To minimize the risk of exposure, safe work practices and appropriate protective equipment must be used. Personal protective equipment includes protective equipment for the eyes, face, head, and extremities. The appropriate time and manner for using this equipment are described below.

Jailers must ensure that any personal cuts, abrasions, wounds, etc., are always properly dressed for their own protection and the protection of the subjects they encounter. Dressings are considered part of proper use of personal protective equipment.

Gloves

Gloves should be donned by all personnel before initiating any task in which a possible exposure to infected material may occur. Gloves must be of appropriate latex material, of appropriate quality for the procedures done, and of appropriate size for each person. Gloves should be changed after contact with each person. Employees should replace a torn glove as soon as possible.

Mask/Eye Protection

Masks or masks in combination with eye protection devices should be worn whenever splash, spray, or droplets of blood or other potentially infectious materials may be generated and eye or mouth contamination may be reasonably anticipated. Glasses with solid side shields would be considered appropriate eye protection.

Protective Clothing

Appropriate protective clothing such as disposable pants, shirts or paper suits should be worn in situations where the exposure to possible contaminated fluids is anticipated. This includes when cleaning equipment if there is fear of contamination of clothing.

1006 – LOCATION OF PERSONAL PROTECTIVE EQUIPMENT

Personal protective equipment is located in the Jail control room.

1008 – CLEANING AND DISINFECTION OF EQUIPMENT

Cleaning

Cleaning is the physical removal of dirt and debris. Personnel should use soap and water and scrubbing action to clean protective equipment. This scrubbing action is the key for rendering all items safe to use.

Cleaning is generally sufficient for most equipment and floors. If the equipment has been grossly contaminated with blood/bodily fluids, it must also be disinfected.

Disinfection

- Disinfecting is reducing the number of disease producing organisms by physical or chemical means.

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- Personnel should clean the item with soap and water, and then apply a disinfecting solution. A solution such as bleach and water at (1:10) dilution ratio is an acceptable disinfectant for most non-porous material.
- A fresh disinfectant solution must be made for each use. Bleach solutions should not be used in the cleaning of clothing or electric equipment.
- Disinfectants can be toxic or caustic. Disinfecting solutions should have an EPA registry number and show that they are effective against micro-bacterial tuberculosis.
- Routine disposal of germicidal cleaning solutions in the drainage system is acceptable.

Toxic Chemicals

Toxic (cleaning/disinfectant) chemicals will be used in the jail by trained personnel or the contracted janitorial service. The chemicals will be stored in the supply closet while not in use.

1010 – BODILY FLUIDS/WASTE CLEANING

Cleaning of bodily fluids or waste (blood, urine, vomit, semen or feces) in the Jail will be completed by trained personnel or the contracted janitorial service. However, if an area is heavily soiled, a certified biohazard company (Alliance Environment Group 626-633-3500) may be contracted to clean and sanitize the area. Jailers should contact the Jail Manager or Watch Commander for approval before contacting the biohazard company. Jailers shall document the circumstances necessitating a call out of the biohazard company in the Jail Activity Log.

1012 – BIOHAZARD WASTE CLEANING

Contaminated items, such as jail blankets, will be placed in a red plastic “Biohazard” bag and sealed. For biohazard cleaning needs, the Watch Commander will contact the contract environmental specialist (Alliance Environment Group 626-633-3500).

1014 – HAZARDOUS WASTE DISPOSAL

All contaminated items considered to be biohazard (blood, urine, vomit, semen or feces) shall be placed in a red “Biohazard” bag in the Stericycle medical waste container located in the video arraignment room. The Burbank Police Department has a service agreement with Stericycle, Inc. (866-783-7422) for the monthly pick up and disposal of hazardous waste. Any special needs involving the disposal of hazardous waste should be directed to the Jail Manager or the Watch Commander.

The Burbank Fire Department may also be contacted for direction on disposal.

1016 – CLEANING AND SANITIZING HANDCUFFS

Handcuffs used to restrain arrestees may become contaminated with blood or other bodily fluids. Soiled handcuffs (visible traces of blood/fluid on metal surfaces) shall be cleaned and sanitized after every use as follows:

- Wear disposable gloves.
- Place the handcuff in the handcuff cleaning container.
- Spray all surfaces of the handcuff with disinfectant spray.

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- Allow the handcuffs to air dry.
- Ensure the handcuffs are functioning properly.

1018 – STORAGE OF PERSONAL FOOD ITEMS

Jail personnel shall store their personal food items in the staff refrigerator in the Jail Control Room. To ensure cleanliness, perishable food items belonging to staff will not be stored in the refrigerator or freezer for inmate meals without the approval of the Support Services Division Captain.

CHAPTER 11 – INMATE PROGRAMS

1100 – INMATE WELFARE FUND

Penal Code §4025(e) mandates the Inmate Welfare Fund (IWF) to provide services essential to the benefit, welfare, and educational needs of inmates.

The main source of revenue for the IWF is inmate “collect only” pay phones. The Police Administrator is responsible for the administration of the IWF. Any expenditure of IWF must be in accordance with Penal Code §4025(e).

1102 – INMATE MAIL AND CORRESPONDENCE

The following shall apply to inmate mail and correspondence [Title 15 §1063]:

- There is no limitation on the volume of mail that an inmate may send or receive.
- The contents of all received mail should be inspected for contraband. Inmate mail may only be read when there is a valid security reason and only with the approval of the Jail Manager.
- Correspondence to or from courts, attorneys, or any public office shall not be read. Jailers may, however, inspect the contents of such mail only for contraband or money in the presence of the inmate.
- Inmates without funds shall be permitted at least two postage paid letters each week to permit correspondence with family and friends but without limitation to postage paid letters to attorneys or the courts.

If the mail is known or suspected to contain cash, checks, or money orders, Jailers shall open and inspect the contents of such mail in the inmate’s presence. Additionally, the contents shall be inventoried, added to the inmate’s property, and appropriately documented.

Packages addressed to inmates shall not be received by the Jail and shall be returned to the sender.

If any received mail contains any contraband or possesses any security concerns, the Jailers shall immediately notify the Jail Manager or Watch Commander for direction.

1104 – INMATE TELEPHONE ACCESS

Inmates have the right to complete a minimum of three telephone calls immediately upon being booked and no later than three hours after arrest per the [Jail Policy](#).

A sign containing the following information in bold block type shall be posted in a conspicuous place in the Jail per Penal Code §851.5(b):

ARRESTEES HAVE THE RIGHT TO FREE TELEPHONE CALLS WITHIN THE LOCAL DIALING AREA, OR AT HIS OR HER EXPENSE IF OUTSIDE THE LOCAL AREA, TO THE FOLLOWING:

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1. AN ATTORNEY (THIS TELEPHONE CALL SHALL NOT BE MONITORED, EAVESDROPPED UPON, OR RECORDED)
2. A BAIL BONDSMAN
3. A RELATIVE OR OTHER PERSON

Jailers shall inform inmates that telephone calls may be monitored or recorded. This requirement may be satisfied by a recorded message played by the inmate phone system.

1104.1 – SIGN

A sign containing the information required by Penal Code §851.5(b) must be posted in bold block type in a conspicuous area of the Jail. Posting of the sign will not replace and is in addition to the requirements of Miranda advisements. The Department should also post signs in Armenian and Spanish.

1104.2 – HOLDING CALLS

In accordance with Penal Code §851.5, the only time an inmate may not be provided access to a telephone is when it is physically impossible. Examples of such situations are as follows:

- Arrestee is too intoxicated due to drugs and/or alcohol, and due to that intoxicated state, must remain in a sobering cell and be checked every thirty (30) minutes.
- Arrestee is extremely combative and/or presents a severe physical threat to self, staff, or other inmates.
- Emergency or natural disaster that causes the telephones to be inoperative.
- Arrestee has a physical handicap(s) requiring special assistance that is not available in the jail facility (Arrangements must be made as soon as possible).

In the event that calls are restricted for any of the above reasons, Jailers are responsible for documenting the reason that telephone access was not provided. In any case, access to a telephone must be given as soon as the situation that makes it physically impossible is mitigated. Any officer or investigator requesting that inmate calls be held for investigative purposes shall be referred to the Watch Commander. The Deputy Chief's approval will be required to hold any inmate calls.

1104.3 – HEARING IMPAIRED TELEPHONE (TTY)

The TTY machine, allowing the hearing impaired to communicate via telephone, may be found on a shelf beneath the main booking counter. This device should be used to provide the inmate with the phone calls as required by State law.

1104.4 – INMATE MESSAGES

Jailers shall not relay personal messages from or to inmates. The above programs are in place to allow inmates to communicate with others. If the personal message may impact the welfare of the inmate or the safety of the Jail facility, Jailers shall notify the Watch Commander.

1106 – INMATE VISITATION

1106.1 – GENERAL POLICY

- Except for minors, all visitors must provide government issued photo identification to visit inmates.
- All visitors must submit to a records check and a copy of the visitor's identification card shall be attached to the booking form and retained as a permanent part of an inmate's file.
- Visitors under 18-years-old must be accompanied by an adult.
- Visitations will be limited to 15 minutes. If requested by an inmate, Jailers should make reasonable accommodations to extend the duration if conditions allow it.
- Attorneys, bond agents, and clergy should be directed to use the "Attorney Visiting Room" (Visits with attorneys shall be confidential [Title 15 §1068(b)]).
- Classification and segregation procedures shall be followed during visitations.
- Non-sentenced inmates must be allowed a visit no later than the calendar day following the arrest.
- If the inmate does not wish to see the visitor (including attorney, bail agent, or clergy), Jailers shall inform the visitor and document the inmate's wishes on the booking form and the CMS System. If possible, the inmate's declination of the visitor should be recorded with a department issued digital audio recorder. The recording shall be uploaded to the Department server according to the Digital Audio Recorder Policy.

1106.2 – SENTENCED INMATES

At the Jail Manager's discretion, sentenced inmates may be required to furnish the names, addresses, phone numbers, and relationships of no more than ten immediate family members who will be visiting the inmate in the Burbank Jail. No person other than those listed at the time the inmate begins his or her sentence will be allowed to visit. This restriction does not apply to attorney or other official visits.

1106.3 – HOURS

- Non-sentenced Inmates – 1400 to 1530 Hours
- Pay to Stay – 1600 to 1730 Hours
-

The above visitation hours are guidelines. Jailers shall make reasonable accommodations to allow family members to visit non-sentenced inmates outside of the above hours.

1108 – EXERCISE AND RECREATION

Table games and/or access to television viewing will be available to inmates on a daily basis. Exercise and recreation activities may be suspended temporarily for an unspecified duration by management to ensure for the safe and secure operations of the Jail Facility [Title 15 §1065].

1110 – BOOKS, NEWSPAPERS, AND PERIODICALS

A newspaper or Bible will be provided to inmates upon request. Newspapers and Bibles are of limited quantity and will be rotated among inmates during feeding hours. The Jail will maintain Spanish and English Bibles, and make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates [Title 15 §1066].

1112 – SENTENCED INMATE PAY-TO-STAY PROGRAM

Unless suspended by the Chief of Police, the Burbank Police Department offers a “Pay to Stay” program for qualified persons. The program provides a fee-based alternative to serving time in a County Jail facility. Persons convicted and sentenced for a misdemeanor offense may serve the time in Burbank’s clean, safe, and secure Jail facility.

1112.1 – ELIGIBILITY

Any sentenced individual who meets the below criteria may be eligible to participate in Burbank’s “Pay to Stay” program:

- (a) Has the approval of the sentencing court to serve the time in a municipal facility in Los Angeles County.
- (b) Submits an application and completes a medical questionnaire.
- (c) Is able to provide from a licensed medical provider a written proof of good health and recent Tuberculosis (TB) test with a negative result. All costs will be the responsibility of the applicant.
- (d) Is able to provide proof of valid medical insurance, which must remain in effect for the duration of the scheduled stay.
- (e) Meets the housing requirements for the Burbank Jail.

1112.2 – HOUSING REQUIREMENTS

In addition to health and medical requirements, a sentenced individual will not be accepted into the “Pay to Stay” program if the person has a history of violence, is a sex, drug, gang or arson registrant, or has a situation or condition that may endanger the health, safety or welfare of other inmates or Jail staff.

Persons applying for Burbank’s “Pay to Stay” program will be required to sign a medical waiver relieving the City of Burbank from incurring any expenses associated with emergency or non-emergency medical treatment required or requested by the individual while in custody. The applicant will also be required to sign BPD Form 320-403 (Pay to Stay Rules and Conditions of Confinement) and BPD Form C320254 which includes an agreement to adhere to the rules and conditions of confinement while serving time in Burbank’s Jail facility.

1112.3 – PROGRAM COST

The fee is \$100.00 per day. All fees must be paid in advance of the first day and any fees paid are nonrefundable. Depending on the length of the sentence, a weekly payment schedule may be approved by the Jail Manager. All required payments must be made in the form of cash. When the sentence is completed and all payments are collected, the participant will receive a letter of program completion.

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1112.4 – SERVING TIME

The sentencing structure is generally specified in the Court Order. The Court may sentence an individual to serve (1) Straight Time (serve consecutive days), (2) Weekends, or (3) Work Furlough (serve the sentence at night, after the individual's regular work day). Time served for any portion of a day constitutes one day of "served" time.

1112.5 – PROGRAM HOUSING ACCOMMODATIONS

All "Pay to Stay" program inmates will be housed in cells designated for "Pay to Stay" inmates and will be segregated from the general Jail population and will have minimal contact with non-sentenced inmates. Pay to Stay participants may be required to assist with minor tasks such as trash removal.

While serving time in the Burbank Jail facility, the inmate serving time will not be permitted to receive telephone calls or personal mail (inmates will have the ability to make outgoing collect calls). Visitation will be allowed during specific hours.

1112.6 – PERMITTED PERSONAL ITEMS

At time the application, Pay to Stay inmates will be provided a list of property that they may bring with them during their incarceration. All "Pay to Stay" program inmates will be allowed to bring clean clothes, a pair of regular shoes (no steel toes), glasses or contact lenses, and appropriate reading material.

Other personal items will be placed in a property bag and stored in a property locker (i.e., keys, photo identification, an inexpensive watch, shoe laces, a maximum of \$50.00 in cash, and contact lenses). "Pay to Stay" program inmates will NOT be permitted to possess a cell phone, laptop or any other electronic device while in custody.

An individual who has been authorized for work furlough will need to obtain approval from the Jail Manager or authorized designee to bring additional items that may be needed for work.

1112.7 – PAY TO STAY INMATE CHECK-IN

Jailers shall accept any Pay to Stay inmate that arrives within one hour of their assigned check in time. The Jailer shall explain to the inmate that tardiness will extend their stay based on their check-in time.

1112.8 – MAXIMUM CONSECUTIVE DAYS FOR PAY TO STAY INMATES

Generally, Pay to Stay inmates are housed from one to three days. However, the Jail Manager may approve a Pay to Stay inmate to be housed in the Jail as an inmate worker for a maximum of ten consecutive calendar days. Upon the discretion of the Jail Manager, accommodations for fresh clothing exchanges from visitors or allowing the inmate to bring additional clothing during check-in may be considered based on the storage limitations of the facility and hygiene concerns for the inmate and staff. Section 428 of this Manual provides guidelines for the frequency of clothing exchanges that may be applied in these circumstances.

1114 – MINIMUM CONDITIONS

The Jail Manager shall ensure that the Jail provides the following minimum conditions for inmates:

- (a) Adequate lighting – Lighting in the housing units must be sufficient to permit easy reading by a person with normal vision and shall not be less than 20 foot-candles at desk level. Night lighting shall be sufficient to give good visibility for purposes of supervision (Penal Code §6030).
- (b) Circulation of fresh air in accordance with Los Angeles County health standards.
- (c) Access to toilet and drinking water.
- (d) Access to a shower for inmates held over eight hours [Title 15 §1266].
- (e) A bed and bedding for each detainee housed in excess of eight hours.

1114.1 Showering

It shall be the policy of the Burbank Police Department to permit inmates to shower upon assignment to a housing unit and at least every other day. Inmates will be provided soap and a towel. Most housing units in the Burbank Jail have a shower that is available for use anytime. Occasionally, inmates are housed in cells that do not have showers. In those instances, Jailers shall ensure that inmates desiring to shower are allowed access to a housing unit with a shower, within the abovementioned timeline. In the event the inmate wishing to shower requires separation from other inmates, he/she will be allowed to shower in a housing unit when no other inmates are housed in that cell.

1116 - BEDDING AND LINENS

The standard issue of clean suitable bedding and linens, for each inmate entering a living area who is expected to remain overnight, shall include, but not be limited to [Title 15 1270]:

- (a) One serviceable mattress which meets the requirements of Title 15 §1272.
- (b) One mattress cover or one sheet.
- (c) One towel.
- (d) One or more blankets, depending upon climatic conditions.

Bedding and linens shall be laundered with soap and hot water after each use. In all cases, each mattress cover, blanket, and towel shall be exchanged for clean bedding no less frequently than once a week. The laundry is washed and dried by the contracted laundry service.

1118 – BEDDING AND LINEN EXCHANGE

Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacement at least once each week [Title 15 §1271]. If a top sheet is not issued, blankets shall be laundered or dry cleaned at least once a month or more often if necessary. If a top sheet is issued, blankets shall be laundered or dry cleaned at least every three months.

1120 – MATTRESSES

Any mattress issued to an inmate in the Jail shall be enclosed in an easily cleaned, non-absorbent ticking, and conform to the size of the bunk as required by Title 15 §1272. Any mattress purchased for issue to an inmate in the Jail shall be certified by the manufacturer as meeting all requirements of the State Fire Marshal and the Bureau of Home Furnishings' test standard for penal mattresses at the time of purchase.

All mattresses shall be cleaned by wiping down the outer covering with a commercially prepared disinfectant or a 2% bleach solution on a daily basis.

1122 – RELIGIOUS OBSERVANCE

Inmates who wish to voluntarily participate in religious services and/or counseling may be allowed to do so in the following manner [Title 15 §1072]:

- The inmate may request a specific member of the clergy to visit and administer services and/or counseling. Such visitation will be conducted as specified in this Manual. The clergy shall be required to show proper credentials prior to the visitation.
- The inmate may be allowed to make a phone call in addition to those allowed in this manual to facilitate arrangements for the religious service and/or counseling.
- In the event that the inmate wishes religious guidance/counseling but has no specific clergy or religious affiliation, a member of the Department's Chaplain Program may be called to provide assistance.
- Security and safety issues do not allow for group services in this jail facility. When requested, religious services and/or counseling will be done on an individual basis.
- The Department maintains a supply of Bibles in the Jail Control Room and these are available to all inmates who wish to use the Bibles for personal guidance or comfort. [Title 15 §1072]

1124 – LIBRARY SERVICE

The Burbank Jail is not required to provide a library service.

1126 – INMATE EDUCATION PLAN

The Burbank Jail is not required to provide, nor does it provide, an inmate education plan.

CHAPTER 12 – DNA COLLECTION

The [Biological Sample Policy](#) provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses.

CHAPTER 13 – FIRE SUPPRESSION PREPLANNING

1300 - FIRE SUPPRESSION PREPLANNING

The Jail Manager will consult with the Burbank Fire Department in developing a plan for fire safety which shall include, but not be limited to:

- (a) A fire suppression pre-plan to be included as part of the manual of policy and procedures.
- (b) Monthly fire and life safety inspections by facility staff with two-year retention of the inspection record. This requirement is contained within §1302 of this Manual.
- (c) Biennial fire prevention inspections as required by Health and Safety Code §13146.1(a) and (b). This requirement is contained within §1302 of this Manual.
- (d) An Evacuation Plan. The Evacuation Plan is contained within Appendix B of this Manual.
- (e) A plan for the emergency housing of inmates in the case of fire. The plan is contained within Appendix B of this Manual.

All Jailers shall receive fire safety training mandated by Title 15.

1302 - FIRE PREVENTION INSPECTIONS

Jailers shall conduct daily visual inspections of the fire alarm system and document the inspection on the Shift Report (C320-408). Jailers shall remain vigilant in their duty to:

- Maintain visual surveillance of persons in custody.
- Detect any indication of a fire as soon as possible to prevent its spread.
- Immediately investigate a smell of smoke.

The Jail Manager shall conduct monthly documented visual fire inspections and retain the records for at least two years [Title 15 §1032(b)]. The Jail Manager shall also ensure that all fire equipment is tested semiannually and that the test results are documented. The fire inspection shall include a check of the following:

- Means of egress are unobstructed and free of storage.
- SCBAs.
- Exit signs are illuminated.
- Kitchen hoods, ducts and filters are free of grease.
- All areas are free of unacceptable amounts of storage.
- Fire alarm system is armed and properly marked.
- Fire extinguishers are properly located and maintained within 12 months.
- Proper storage of janitorial and cleaning equipment.

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- Absence of exposed wiring or use of extension cords.
- Overloading of electrical outlets or circuits.

1304 - FIRE EXTINGUISHERS

LOCATION

There are three fire extinguishers located within the Jail:

- Three in the Control Room, one inside each door that exits into the booking area or Jail corridor.

ABC FIRE EXTINGUISHER IDENTIFICATION

- Color: Red
- Type A, B, C: liquid and electrical fires
- Effective range: 12-15 feet

USE

Proper use of a fire extinguisher includes removing the safety pin, squeezing the handle, and pointing the nozzle at the fire. Use a side-to-side sweeping motion starting at the base of the fire to move the fire away from the Jailer and to prevent flashback.

Used fire extinguishers shall be returned to the Jail Manager for replacement.

The Jail Manager or designee is responsible to ensure that all fire extinguishers are inspected and serviced regularly. The periodic inspection includes checking the pressure gauge (needle should be in the green), checking the inspection card for the date maintenance was last performed (must be within one year), and checking the overall condition of the extinguisher. Discrepancies shall be remedied as soon as practicable.

1306 - SELF-CONTAINED BREATHING APPARATUS (SCBA)

The Jail is equipped with three SCBA's. SCBA's are stored on the wall near the Jailer Manager's office. Jail personnel shall be familiar with where the equipment is located and how to remove it from its cradle. SCBA's should be used whenever air conditions in the Jail jeopardize the safety of staff members due to smoke or other hazardous substances.

All Jail personnel shall receive initial basic training by the Burbank Fire Department or other equally qualified instructors in the following SCBA procedures:

- Basic nomenclature.
- Proper storage.
- Inspection, activation and operation.
- Proper donning and mask fit.

Refresher SCBA training should be conducted by the Jail Manager or designee annually.

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The Jail Manager or designee is responsible to ensure that inspections are conducted and documented monthly for all SCBA. Inspections must be documented on the attached inspection card. The inspection shall include checking the pressure gauge (needle should be in the green), ensuring that the regulator is operational, verifying that the tank has been hydrostatically tested within previous 5 years (sticker affixed) and examining the overall condition of the equipment. Discrepancies shall be remedied as soon as practicable.

All Jailers are individually issued an SCBA mask which has been fit tested by a qualified technician. The masks are stored in bags (labeled with the Jailer's name and proper size) along the wall near the Jail Manager's office. Jailers are expected to inspect their mask weekly for condition, function and proper size and report any issues to the Jail Manager prior to their end of shift. The Jailer should acquire a proper size loaner mask until their mask is repaired or replaced.

All sworn employees below the rank of Lieutenant shall be fit tested for an SCBA mask and provided initial and annual refresher training on their use. The Jail will post a list of SCBA certified sworn members and their respective mask sizes near the SCBA's in the Jail. At least three spare SCBA masks (small, medium, and large) will be hung in the same area.

1308 - FIRE DRILLS

Fire drills are critical to ensure adequate staff knowledge of fire procedures and their application. Fire drills should be conducted and documented not less than annually.

Fire drill procedures

- A specific area or room should be designated as the fire location.
- Whenever possible, a Burbank Fire Department official should be present at each drill to observe and evaluate personnel performance.
- An assigned employee should actually call the Communications Center. This is a vital step and any weakness in notification procedures must be corrected at once.
 - The instructor should give prior notification to the Communications Center about the exact time and day the fire drill will take place.
- If personnel in attended locations and control areas did not hear the alarm, the sounding device in that area should be checked and repaired or replaced as necessary. This will require immediate correction.
 - NOTE: In those instances where the activation of the fire alarm audible devices would not be prudent due to inmate situations, fire drills should simulate as close as possible all procedures outlined. Evaluation of the drill should include a question-and-answer session based upon the simulation activity. In no case should a simulated drill preclude a hands-on type exercise by staff.
- During the drill, or immediately thereafter, question key personnel about their knowledge of switches, door controls, alarms, and fire prevention and suppression equipment.

1308.1 - EVALUATING FIRE DRILLS

Assessment of personnel performance should be conducted after every fire drill to re-enforce proper procedures and address deficiencies. The following items should be reviewed during the assessment:

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(a) Notification:

1. If the fire area contains a fire alarm sending station, was it activated promptly and correctly?
2. Was the fire department telephoned immediately with the proper information?

(b) Relocation:

1. If evacuation procedures were necessary, were they started promptly?
2. Were persons relocated to designated safe refuge areas?
3. Were designated evacuation routes used?

(c) Fire confinement:

1. If the facility has firewalls, were the fire doors closed?
2. Were all doors closed in the fire area?

(d) Extinguishment:

1. Did employees respond to the scene of the fire with the correct extinguishers and/or hose lines and SCBA gear?
2. Did employees in other areas of the facility stand-by for instructions?
3. Did all employees hear the alarm?
4. Did all employees know their assignments?
5. Did the employees perform competently and calmly?

1310 – FIRE SUPPRESSION

Fire poses a serious risk to custody facilities. Most fires in custody facilities are intentionally set, so it is critical to thoroughly search for and confiscate fire starting materials from inmates during the intake process.

In case of a fire, the Jailer shall immediately:

(a) Activate the Jail Alarm

(b) Activate the Fire Alarm (located on the northern Control Room wall)

(c) Notify the Communications Center at extension 3000 for a Fire Department response

(d) If the fire is very small and it is safe to do so, use a fire extinguisher and put out the fire.

1. If possible, confine the fire by closing the door(s) around it and placing wet towels at the base of the doors(s) as necessary.
2. If the burning object is small, consider removing the item from the Jail to reduce smoke infiltration (if reasonably safe to do so).

(e) If the fire is large, don SCBA and evacuate the Jail as necessary. Assistance from responding officers and the Fire Department will be helpful during the evacuation and inmate security. Refer to the Jail Evacuation Plan in Appendix B.

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If a fire is located in an area where it cannot be extinguished immediately, ensure that all persons are removed from the area and confine the fire by closing the doors around it. Smoke, heat and flames will be contained temporarily.

If there is a fire in the Jail, Management expects Jailers to don SCBA gear before engaging in firefighting and/or evacuation efforts. If a Jailer decides that donning the SCBA gear is unnecessary it is their responsibility to justify their decision to the Jail Manager.

APPENDIX A – JAIL FORMS

Copies of Jail Forms are included with the hard copy of the Manual maintained in the Jail.

APPENDIX B – JAIL EVACUATION PLAN

B.1 – RELOCATION OF THREATENED INMATES

Multiple evacuation routes have been designated in case some become compromised. Some evacuation routes pose inmate security challenges and should only be utilized when other more desirable routes are impossible.

In the event that an emergency occurs of a nature and severity which leads the on-duty Jailer to believe that relocation of inmates may be required, the on-duty Jailer shall follow the below listed procedure:

- (a) Attempt to notify the Watch Commander. (If the Watch Commander can be notified, it will be at his/her discretion whether inmates shall be relocated).
- (b) The Jailer shall notify the Communications Center in order to secure additional officers for back-up during relocation.
- (c) If possible, the Jailer should use chains and handcuffs. These items are stored in the Jail Control Room.
- (d) There are four basic escape routes that may be used to evacuate inmates from the Jail. They are listed below in the order of priority of use:
 1. Intake sally port to the parking structure.
 2. Elevator sally port to the parking structure.
 3. Release sally port to Third Street.
 4. Station sally port to the parking structure or Third Street.

In determining the evacuation route, the Watch Commander or Jailer shall weigh security issues against actual and possible dangers of utilizing the various evacuation routes.

B.2 – EVACUATION SITES

- (a) The primary temporary evacuation site is the lower parking garage of the police facility. This site can only be used for a short duration, while assessments are being made to reoccupy the Burbank Jail or relocate to another Jail Facility. This site may only be used when it is safe to do so and adequate sworn personnel are positioned to prevent escape.
 1. In extreme cases, the evacuation site of last resort is the sidewalk area on the Third Street side of the police facility. This location is unsecure and should only be considered as a last option. If available, the assistance of police officers for inmate security should be utilized.
- (b) The primary permanent evacuation site shall be another jail facility; either the Los Angeles County Jail, the Glendale Police Department Jail or any other City Jail in the county that is willing to accept BPD inmates.

B.3 – PRIORITY OF RETAINING INMATES

During a major catastrophic occurrence, the Jailers concern for retaining custodies should be based on the following priorities:

- (a) Felony inmates held for outside agencies.
- (b) Non-sentenced felony inmates, excluding immigration violators.
- (c) Non-sentenced misdemeanants and immigrations violators.

If an evacuation is required, inmates shall be moved to a safe location until such time that it is safe to return.

APPENDIX C – MENU & NUTRITION SUMMARY



LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
Food Services Unit Commander, Lt. Sidra A.S. Strong
Burbank Department Station Menu

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST	BREAKFAST
Bran Flakes 1 ea	Corn Flakes 1 ea	Raisin Bran 1 ea	Corn Flakes 1 ea	Bran Flakes 1 ea	Corn Flakes 1 ea	Raisin Bran 1 ea
Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl
Peanut Butter 2 oz	Peanut Butter 2 oz	Peanut Butter 2 oz	Peanut Butter 2 oz	Peanut Butter 2 oz	Peanut Butter 2 oz	Peanut Butter 2 oz
Jelly 1 oz	Jelly 1 oz	Jelly 1 oz	Jelly 1 oz	Jelly 1 oz	Jelly 1 oz	Jelly 1 oz
Orange 1 ea	Orange 1 ea	Orange 1 ea	Orange 1 ea	Orange 1 ea	Orange 1 ea	Orange 1 ea
Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 3 oz	Milk 1% 8 oz	Milk 1% 8 oz
Spoon 1 ea	Spoon 1 ea	Spoon 1 ea	Spoon 1 ea	Spoon 4 oz	Spoon 1 ea	Spoon 1 ea
LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH	LUNCH
Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl
Smoked Chicken 4 oz	Chicken Bologna 4 oz	Smoked Chicken 4 oz	Chicken Bologna 4 oz	Smoked Chicken 4 oz	Chicken Bologna 4 oz	Smoked Chicken 4 oz
Mustard 1 ea	Mustard 1 ea	Mustard 1 ea	Mustard 1 ea	Mustard 1 ea	Mustard 1 ea	Mustard 1 ea
Baby Carrots 3 oz	Baby Carrots 3 oz	Baby Carrots 3 oz	Baby Carrots 3 oz	Potato Salad 4 oz	Baby Carrots 3 oz	Potato Salad 4 oz
Frito Lay Corn Chips 1 ea	Potato Chips 1 ea	Oriental Mix 1 ea	Frito Lay Corn Chips 1 ea	Potato Chips 1 ea	Oriental Mix 1 ea	Frito Lay Corn Chips 1 ea
Apple 1 ea	Apple 1 ea	Apple 1 ea	Apple 1 ea	Apple 1 ea	Apple 1 ea	Apple 1 ea
Assorted Cookies 2 ea	Carrot Bun 1 ea	Assorted Cookies 2 ea	Apple Bar 2 ea	Assorted Cookies 2 ea	Apple Bar 1 ea	Assorted Cookies 2 ea
Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz
DINNER	DINNER	DINNER	DINNER	DINNER	DINNER	DINNER
Chili Macaroni 12 oz	Chicken Enchilada 12 oz	Chicken Burrito 1 ea	TVP- Red Beans w/ Rice 12 oz	Spaghetti & Meatsauce 12 oz	Macaroni & Cheese 12 oz	Weiner & Beans 4+8oz
Green Beans 4 oz	Sweet Corn 4 oz	Carrots 4 oz	Sweet Corn 4 oz	Peas & Carrots 4 oz	Green Beans 4 oz	Sweet Corn 4 oz
Mixed Vegetables 4 oz	Green Beans 4 oz	Sweet Corn 4 oz	Mixed Vegetables 4 oz	Green Beans 4 oz	Mixed Vegetables 4 oz	Green Beans 4 oz
Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl	Whole Wheat Bread 2 sl
Apple Bar 1 ea	Assorted Cookies 2 ea	Apple Bar 1 ea	Assorted Cookies 2 ea	Apple Bar 1 ea	Assorted Cookies 2 ea	Apple Bar 1 ea
Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz	Milk 1% 8 oz
Spoon 1 ea	Spoon 1 ea	Spoon 1 ea	Spoon 1 ea	Spoon 1 ea	Spoon 1 ea	Spoon 1 ea
			Vegetarian Entrée		Vegetarian Entrée	

* Juveniles, pregnant or lactating female inmates receive an additional carton of milk per day.

L. Saldaña, MPA, RD

Approved February 2021

APPENDIX D – JAILER JOB SPECIFICATION



JAILER

Bargaining Unit: Burbank City Employees' Association

Class Code:
B.1304

CITY OF BURBANK

Revision Date: Jun 3, 2020

SALARY RANGE

\$23.66 - \$32.62 Hourly

\$1,892.91 - \$2,609.39 Biweekly

\$4,101.31 - \$5,653.68 Monthly

\$49,215.66 - \$67,844.14 Annually

DEFINITION:

Under supervision, to operate a City jail facility; ensure the safety and well-being of inmates and arrestees; and perform related work as required.

ESSENTIAL FUNCTION:

Safeguards the proper custody and care of inmates and arrestees, addressing medical needs, sanitary living conditions, proper diets, and legal assistance as required by law; receives, searches, books, and releases prisoners; physically controls and restrains uncooperative prisoners using approved techniques; performs tasks within policy guidelines, established procedures, directives, and applicable local, state, and federal laws; conducts local and outside agency checks for outstanding wants or warrants of arrestees using fingerprint systems and law enforcement databases; fingerprints and photographs prisoners; checks-in and releases personal property; routinely inspects the jail to ensure that the security, cleanliness, and general maintenance of the facility is maintained; supervises prisoner visitation; transports prisoners to and from courts, line-ups, cells, and other locations; performs functions related to court arraignments; prepares and serves meals for prisoners; prepares and maintains records and reports, both manually and electronically; provides information and other non-enforcement police services to the public; makes referrals or otherwise handles public inquiries; operates modern office equipment including, but not limited to computers with related software; operates a police radio, Live Scan fingerprint system, and other specialized clerical law enforcement equipment; performs routine clerical functions related to the jail facility and persons in custody; uses personal

BURBANK POLICE DEPARTMENT JAIL MANUAL

protective equipment (PPE) when appropriate; uses a self-contained breathing apparatus (SCBA) for emergency rescue or evacuation; works various shift assignments; works overtime with little or no notice; performs related duties as required; drives on City business.

MINIMUM QUALIFICATIONS:

Employment Standards: Knowledge of the safety standards, laws, and regulations regarding the detention and care of prisoners; Live Scan and ink fingerprinting processes; spelling, grammar, and punctuation. Skill in working with various segments of the population, defusing highly emotional and stressful situations; discerning dangerous situations; exercising safe, effective, and approved physical restraint tactics; properly using PPE and SCBA; operating modern computers and related software. Ability to follow written and oral instructions; learn, comprehend, and apply departmental policies and rules, laws, and other regulations; maintain security, control, and custody of prisoners in a jail facility; communicate effectively, both orally and in writing; operate a police vehicle safely; learn and utilize proper safety practices; effectively supervise activities of prisoners; prepare, maintain, and accurately complete records; read and accurately document text and statistical information; operate a typewriter, fax, copier, police radio, and other specialized clerical police equipment; apply first aid and artificial resuscitation; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Graduation from high school or equivalent.

Special Conditions & Requirements: At least 21 years of age at time of appointment. Employees in this classification will be required to comply with the American National Standards Institute's requirements on Practices for Respiratory Protection; possess and maintain physical condition required to perform essential functions of the classification which include the physical ability to lift, pull, lower, and carry irregularly-shaped items and items weighing up to 50 pounds; bend in all directions; climb stairs and ladders; stoop; kneel; reach; twist; squeeze with arms and hands; stand for extended periods of time.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment; valid Cardiopulmonary Resuscitation (CPR), Communicable Disease, and First Aid Certificates from authorized providers, as determined by the Management Services Department, within one month of appointment; a California Board of State and Community Corrections (BSCC) approved Adult Corrections Officer Core training course within one year of appointment. All required licenses and certificates must be maintained throughout employment in this classification.

SUPPLEMENTAL INFORMATION:

Desirable Qualifications: Bilingual language aptitude in Armenian, Korean, Spanish, or American Sign Language.
