



# SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



## 523.02 PRISONER SECURITY 07-21-17

### PURPOSE

The purpose of this order is to establish procedures for prisoner security, movement, and confinement at a police or medical facility.

### POLICY

It shall be the policy of the Sacramento Police Department that officers use appropriate techniques in searching, moving, restraining, interviewing, and transporting suspects/prisoners.

### PROCEDURE

#### A. DEFINITIONS

1. ATTENDING OFFICER – Any SPD officer or detective who accepts or is assigned custody of a prisoner or detainee for any length of time.
2. MONITORING OFFICER – Any SPD officer or detective assigned to visually monitor and actively listen to an interview in an interview/holding room.

#### B. GENERAL

1. Prisoners shall be treated in a fair and humane manner at all times. They shall not be subjected to physical force unless it is required to subdue violence or ensure detention. Force shall only be used in compliance with General Order 580.02 (Use of Force).
2. Officers shall follow the guidelines outlined in the Search and Handcuff Manual (RM 523.02) when handcuffing, shackling, searching, and moving prisoners.
3. Prisoners shall be handled by officers only as necessary in taking them into custody; to determine that weapons, contraband, or evidence is not being concealed; to maintain control while moving them; and to ensure compliance with lawful commands of officers.
4. Any prisoner (adult or juvenile) displaying outward signs of medical distress, or who is suspected of having ingested any substance that could result in a medical emergency, shall be transported by medical personnel to a hospital for treatment.
5. Prior to interviewing a prisoner, officers should have knowledge of the subject's criminal history.

#### C. PRISONER PLACEMENT

1. All prisoners not taken directly to the Sacramento County Jail, Juvenile Hall, or released in the field to a parent/guardian (juveniles only) shall be taken to one of the following locations:

a. Public Safety Center (Hall of Justice – HOJ)

- (1) [REDACTED] for temporary confinement in an interview/holding room.

b. Richards Police Facility (300 Richards Blvd)

- (1) [REDACTED]

c. Joseph E. Rooney Police Facility (JERPF)

- [REDACTED]

d. William J. Kinney Police Facility (WJKPF)

- [REDACTED]



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- e. A medical facility (if applicable).
- f. An outside agency law enforcement facility (if applicable).

**NOTE: No prisoner shall be brought through the front doors of any police facility unless it becomes necessary for prisoner or officer safety.**

2. All prisoners brought to a Sacramento Police Department facility shall
  - a. Be placed in an interview/holding room.
  - b. Be searched before placement in any interviewing/holding room. Officers shall remove all property from prisoners, inspect the holding room/interview room for damage, and remove any unauthorized property before leaving the prisoner unattended.
  - c. Be secured in a locked interview/holding room if left unattended at any time.
3. The transporting officer shall enter the prisoner information into the Confinement of Prisoners Log (SPD 916) or the Juvenile Detention Log (SPD 011) as appropriate.
4. Violent prisoners shall be taken directly to the Sacramento County Jail, Juvenile Hall, or a medical/mental health treatment facility.

## D. PRISONER ATTENDANCE

1. The arresting or attending officer/detective shall be responsible for the care and safety of a prisoner while in his/her custody. This responsibility shall transfer to any SPD officer/detective accepting or assigned custody of the prisoner or detainee. The transfer of custody from one officer to another shall be documented in the report. Arresting or attending officers shall notify those receiving the prisoner or detainee of any apparent injury/illness that might require medical treatment.
2. Attending officers shall periodically check on the prisoner's welfare. Any prolonged detention may require food, drink, or the use of a restroom.
3. Any prisoner requesting to use a restroom during an interview shall be escorted to the nearest facilities.
4. Officers shall use the guidelines in G.O. 522.03 (Blood and Urine Specimens) when accompanying suspects/prisoners into the restroom.

## E. JUVENILE PRISONER CARE, CUSTODY, AND SAFETY

1. Attending officers shall make the following available to all juveniles held in temporary custody:
  - a. Access to restroom facilities.
  - b. One (1) snack, upon request, if the juvenile has not eaten within the past four (4) hours or is otherwise in need of nourishment.
  - c. Access to drinking water.
  - d. Privacy during privileged visits with an attorney.
2. Juveniles placed into locked rooms shall be
  - a. Provided blankets and clothing, as necessary, to assure the subject's comfort.
  - b. Permitted to retain and wear their personal clothing unless it is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.
3. Any juvenile detained at a Department facility shall be separated from adult prisoners with no verbal, non-verbal, or visual communications between them. Situations in which a juvenile and an adult prisoner may be in the same room or corridor shall be limited to:
  - a. Movement of persons in custody within a facility.
  - b. During medical screening or treatment.
  - c. When the adult and juvenile are co-defendants in a crime and are placed inside an interview room for investigative purposes. This shall only be done with supervisor approval, and their contact shall be under constant observation.
4. When an adult prisoner, including an inmate worker, is present, officers shall maintain a constant side-by-side presence with either the juvenile or the adult.
5. Juvenile prisoners displaying outward signs of intoxication shall be checked on no less than



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once every fifteen (15) minutes until resolution of the intoxicated state while they remain in a Department Facility. The actual time of each personal observation shall be documented on the SPD 011.

6. Juvenile prisoners shall be monitored for potential suicide risks. Juvenile prisoners who are suicidal shall be under constant visual observation and shall be transferred out of a Department facility as soon as possible. The procedures set forth in GO 522.01 (Handling Mentally Ill Persons) and GO 522.02 (Emergency Care for Individuals Under Police Care or Control) shall also apply to juvenile prisoners.
7. In the event any juvenile attempts to commit suicide, becomes seriously ill, or is injured or dies while in custody in a Department detention facility, the watch commander shall cause the parent or guardian to be notified as soon as practical.
8. Juvenile prisoners shall not be held in Department custody longer than six (6) hours. All juvenile prisoners held in custody when not taken directly to Juvenile Hall shall be told how long the detention can last.
9. Placement in Secure Detention
  - a. Juvenile prisoners shall only be held in secure detention if the juvenile
    - (1) Is in custody for an offense described by 602 W&I.
    - (2) Is at least 14 years old.
    - (3) Presents a security risk.
  - b. Factors to be considered when determining if the juvenile presents a serious security risk include
    - (1) Age, maturity, and delinquent history.
    - (2) Severity of offense for which taken into custody.
    - (3) Juvenile's behavior.
    - (4) Availability of staff to provide adequate supervision or protection of the juvenile.
    - (5) Number of other individuals detained at the facility.
  - c. While in secure detention, a juvenile may be locked in a room or other secure enclosure or otherwise reasonably restrained as necessary to prevent escape and protect the juvenile and others from harm.
  - d. Juveniles in secure detention shall receive adequate supervision, including
    - (1) Constant verbal/auditory access to staff.
    - (2) Safety checks by staff at least once every thirty (30) minutes. Safety checks shall be documented on the SPD 011.
  - e. Male and female prisoners shall not be kept in the same room unless they are under constant supervision.
10. Placement in Non-Secure Custody
  - a. Juveniles not held in secure detention shall be held in non-secure custody.
  - b. Juveniles held in non-secure custody shall be under constant visual observation by officers.
  - c. Juveniles held in non-secure custody shall not be locked in a room or otherwise restrained.
11. Juvenile Detention Custody Logs Audits
  - a. An audit of the Juvenile Detention Custody Log shall be submitted to the Board of Corrections each month. The audit is due by the 10th of that month and shall be submitted on the Board of Corrections form.
  - b. The audit shall be completed by the designated supervisors of
    - (1) OOI, Detective Division, Public Safety Center.
    - (2) Office of Operations; Richards Police Facility, JERPF, and WJKPF.



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- c. Procedural errors discovered during the audit shall be brought to the attention of the appropriate Section Lieutenant.

## F. PRISONER INTERVIEW SECURITY

1. If a prisoner is being interviewed inside a Sacramento Police Department interview room, a second officer should be assigned to monitor.
2. The monitoring officer shall monitor from a close proximity to the interview room. If the monitoring officer is no longer able or capable of continuing, he/she should immediately notify the interviewing officer, who should suspend the interview until another monitoring officer is identified.
3. When a prisoner is left unattended in an interview room, the door shall be secured and locked.
4. While conducting an interview, the interviewing officer or detective [REDACTED]
5. If the officer or detective believes the prisoner poses an escape or officer safety risk, the prisoner shall be shackled prior to placement in an interview room.
6. All suspects, victims, and witnesses shall be seated on the far side of the room away from the door during the interview.
7. If one officer is interviewing two suspects [REDACTED]
8. [REDACTED]

## G. MOVEMENT OF PRISONER

1. Prior to moving a prisoner from one area to another, care shall be taken to avoid exposing the prisoner to citizens (witnesses, relatives of the victim, or the media).
2. While inside a police facility, unshackled prisoners shall be escorted by two officers (including use of the restrooms); shackled prisoners may be escorted by one officer.

## H. DAMAGE TO HOLDING ROOMS OR INTERVIEW ROOMS

1. Attending officers who observe damage caused by a prisoner placed in a holding/interview room shall document the damage on a red border form, and, if appropriate, in an offense report. Officers shall also ensure that the additional charges are listed on the arrest report.
2. The Captain of Investigations shall be notified of the incident. The Captain or his/her designee shall be responsible for requesting the necessary repairs be made to the room.
3. A copy of the red border form shall be routed to the Professional Standards Unit.

## I. TRANSPORTATION BY AMBULANCE

1. A prisoner shall remain handcuffed and shackled when transported by ambulance to a medical facility. To obtain leg shackles in the field, officers should contact the district sergeant.
2. An officer shall ride in the back of the ambulance whenever a suspect is not secured by both handcuffs and shackles or is resistive with medical personnel.

**NOTE: Any exceptions shall be authorized by the district sergeant.**

## J. MEDICAL CLEARANCE ONLY (Suspects Not Admitted to Medical Facility)

1. Prisoners not transported directly to jail (e.g., to a hospital) shall be shackled as soon as possible. Shackles may be provided by the district sergeant or obtained from the Hospital Watch Prisoner Security Kit upon arrival at an area emergency room.
2. SPD Hospital Watch Prisoner Security Kits are located at the emergency rooms of the following medical facilities: UCD Medical Center, Sutter General, Mercy General, Kaiser South, and Methodist Hospital.



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3. Prisoners rejected at jail for medical clearance who need to be transported to a medical facility shall be handcuffed
4. If available in the field or at the jail, leg shackles shall be utilized prior to transportation to the medical facility.
5. Leg shackles, handcuffs, and/or flex cuffs shall be utilized at all times while at the medical facility. Officers shall reasonably accommodate medical personnel in circumstances in which a subject cannot be fully restrained (e.g., MRI, X-Rays, etc.).

**NOTE: Any exceptions shall be authorized by the district sergeant.**