



SACRAMENTO POLICE DEPARTMENT

GENERAL ORDERS



523.02 PRISONER SECURITY 05-15-2025

PURPOSE

The purpose of this order is to establish procedures for the security, movement, and confinement of prisoners at a law enforcement facility, court, or hospital.

POLICY

It shall be the policy of the Sacramento Police Department (SPD) that officers use appropriate techniques when searching, moving, restraining, interviewing, or transporting prisoners.

PROCEDURE

A. DEFINITIONS

1. **ATTENDING OFFICER** – Any SPD officer who accepts or is assigned custody of a prisoner for any length of time.
2. **MEDICAL PERSONNEL** – An emergency medical technician, paramedic, or person with medical training employed at a medical facility.
3. **MONITORING OFFICER** – Any SPD officer assigned to visually monitor and actively listen to an interview in an interview or holding room.
4. **NON-SECURE CUSTODY** – Temporary custody of a minor within a law enforcement facility in an area that is not a locked room and the minor's freedom of movement is controlled by officers.
5. **PATIENT SAFETY OFFICER** – An SPD officer assigned to focus on nothing other than monitoring the subject's breathing and consciousness during and after restraint.
6. **PRISONER** – Any person detained or in the custody of the SPD pursuant to a criminal statute or criminal arrest.
7. **SAFETY CHECK** – Direct, visual observation of a prisoner's welfare.
8. **SECURE DETENTION** – Temporary custody of a minor within a law enforcement facility in a locked room or physically securing a juvenile to a stationary object.

B. GENERAL

1. SPD officers shall:
 - a. Always treat prisoners in a fair and humane manner.
 - b. Only utilize force in accordance with General Order 580.02 (Use of Force).
 - c. Follow the guidelines of:
 - (1) General Order 522.02 (Medical Treatment) to obtain medical care for prisoners.
 - (2) Reference Manual 523.02 (Search and Handcuff Manual) when handcuffing, shackling, searching, and moving prisoners.
 - d. Immediately request emergency medical assistance upon a prisoner's request or if they have any doubt concerning a prisoner's medical condition.
 - e. Ensure any prisoner displaying outward signs of medical distress, under suspicion of having ingested any substance that could result in a medical emergency, be transported by medical personnel to a hospital for treatment.
 - (1) A Patient Safety Officer shall be assigned to monitor the prisoner until the arrival of medical personnel when officer safety and personnel needs permit.
 - f. When encountering a prisoner who is unable to walk without assistance due to medical distress, intoxication caused by alcohol or drugs, or experiencing a mental health emergency, officers shall:
 - (1) Immediately request the response of medical personnel.
 - (2) Coordinate with medical personnel to transport the prisoner to a hospital for treatment.
 - (3) Not transport the prisoner to the Sacramento County Main Jail (SCMJ), Rio Consumes Correctional Center (RCCC), or the Youth Detention Facility (YDF) until the prisoner is able to walk or move without assistance.
 - (4) Not drag or carry any prisoner, unless to move to immediate medical care.
 - g. Notify their supervisor as soon as possible if a prisoner is transported to a hospital.
2. When booking a person at jail or other secure facility, officers shall not drag or carry a person who is unable to walk on their own due to a medical emergency, medical condition, significant level of



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intoxication or experiencing a mental health emergency, unless alternative methods of transportation are unavailable, and it is necessary to get the person to immediate medical care. Alternative methods of transportation may include the use of a wheelchair, gurney or other chair or device provided by the jail or facility staff.

- a. Absent exigent circumstances, officers should use a wheelchair or prisoner transport chair (if available) to move or escort prisoners who are:
 - (1) Able but refuse to walk.
 - (2) Unable to walk due to a known, preexisting injury or disability (e.g., missing limb, spinal cord injury, etc.).
- b. Violent prisoners shall not be transported to a police facility and shall be taken directly to the SCMJ, RCCC, YDF, or a medical or mental health treatment facility if necessary due to intoxication or a medical condition.

C. PRISONER PLACEMENT

1. Prisoners that are not transported directly to the SCMJ, RCCC, YDF, or released in the field, shall be taken to one of the following locations:
 - a. Public Safety Center (Hall of Justice [HOJ])
 - (1) Entry shall be made through the south entrance located adjacent to the gated vehicle loading zone.
 - (2) Arrestees shall be escorted to the first floor via the marked adult or juvenile entrance for temporary confinement in an interview or holding room.
 - b. Richards Police Facility (300 Richards Blvd.)
 - (1) Entry shall be made through the west entrance door.
 - (2) Arrestees shall be escorted to the second floor via the freight elevator for temporary confinement in an interview or holding room.
 - c. Joseph E. Rooney Police Facility (JERPF)
 - (1) Entry shall be made through the southeast door for temporary confinement in an interview or holding room.
 - d. William J. Kinney Police Facility (WJKPF)
 - (1) Entry shall be made through the northeast door for temporary confinement in an interview or holding room.
 - e. A medical facility.
 - f. An outside agency law enforcement facility.
2. Prisoners shall:
 - a. Not be escorted through the front doors of any SPD police facility unless it becomes necessary for prisoner or officer safety.
 - b. Remain handcuffed while in any common areas of any law enforcement facility (including elevators).
 - (1) Attending officers should notify other persons entering the elevator that prisoners are present.
3. When placing prisoners in any interview or holding room, officers shall:
 - a. Remove all property contained on a prisoner's person.
 - b. Inspect the interview or holding room for damage.
 - c. Lock the door of the interview or holding room if the prisoner is left unattended at any time.
4. Transporting officers shall log the prisoner's information on the Confinement of Prisoners Log (SPD Form 916) or Juvenile Detention Log (SPD Form 011).

CI. PRISONER ATTENDANCE

1. Attending and monitoring officers shall be responsible for the care and safety of any prisoner assigned to their custody.
 - a. Assigned attending officers who accept a prisoner shall acknowledge receipt and document prisoner transfers in an appropriate report, prisoner or juvenile detention log, or remarks on a computer-aided dispatch (CAD) call.
 - b. Attending officers should search prisoners prior to accepting custody in accordance with RM 523.02.
2. Arresting officers shall:
 - a. Notify other officers or medical personnel receiving a prisoner of any apparent injury or illness that may require medical treatment.
 - b. Periodically perform and log safety check of a prisoner's welfare on the prisoner or juvenile



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detention log while at an SPD facility or other non-custodial facility.

- c. Be aware that prolonged detentions may require food, drinks, or use of the restroom for the prisoner.

3. Any prisoner requesting to use a restroom shall be:

- a. Placed in leg shackles and handcuffed.
- b. Escorted to the nearest restroom by at least 2 officers.
- c. Unhandcuffed once inside the restroom, unless there are specific facts that lead officers to believe a prisoner is an escape or officer safety risk.
- d. Assisting officers shall be of the same gender as the prisoner and avoid direct observation of the prisoner's genitals.

E. JUVENILE PRISONER CARE, CUSTODY, AND SAFETY

1. SPD officers assigned the care and custody of a juvenile prisoner shall act in accordance with General Order 540.05 (Arresting/Booking/Releasing Juveniles).
2. SPD attending officers shall make the following available to all juveniles held in temporary custody:
 - a. Access to restroom facilities.
 - b. Upon request, one snack if the juvenile has not eaten within the past four hours or is otherwise in need of nourishment.
 - c. Access to drinking water.
 - d. Privacy during privileged visits with an attorney.
3. Juvenile prisoners who are suicidal shall be under constant visual observation and shall be taken to YDF or a hospital as soon as possible.
 - a. Officers shall handle suicidal juveniles in accordance with General Order 522.01 (Handling Mentally Ill Persons) and GO 522.02 (Emergency Care).
4. If a juvenile in SPD custody attempts to commit suicide, or becomes seriously ill or injured, officers shall immediately request medical aid in accordance with 522.02 (Emergency Care).
 - a. The watch commander shall be immediately notified and shall:
 - (1) Confirm code-3 medical aid has been requested
 - (2) Notify their chain of command as soon as possible.
 - (3) Coordinate parent or guardian notifications.
5. Juveniles shall be separated from adult prisoners without verbal, non-verbal, or visual communications.
 - a. Juvenile and adult prisoners may be in the same room or corridor only in the following circumstances:
 - (1) Movement of persons in custody within a facility.
 - (2) During medical screening or treatment.
6. When an adult prisoner is present, officers shall maintain a constant side-by-side presence with either the juvenile or the adult.
7. In accordance with Welfare and Institutions Code § 207.1, juvenile prisoners shall not be held in department custody longer than six hours.
 - a. Juvenile prisoners that are not immediately transported to the YDF shall be advised of the duration of their detention and such advisal shall be captured on BWC.
8. Placement in Secure Detention:
 - a. Juvenile prisoners shall only be held in secure detention if the juvenile meets the following criteria:
 - (1) In custody for an offense described in Welfare and Institutions Code § 602(a).
 - (2) At least 14 years old.
 - (3) Presents a serious security risk (Welfare and Institutions Code § 207(b)(1)).
 - (a) Factors to be considered when determining if the juvenile presents a serious security risk include:
 - (i) Age, maturity, and delinquent history.
 - (ii) Severity of offense for which taken into custody.
 - (iii) Juvenile's behavior.
 - (iv) Availability of officers to provide adequate supervision or protection of the juvenile.
 - (v) Number of other individuals detained at the facility.
 - b. Juveniles placed in locked interview or holding rooms shall be:
 - (1) Provided blankets and clothing, as necessary, to assure comfort.
 - (2) Permitted to retain and wear their personal clothing unless it is inadequate, presents a health or safety concern, or is seized as evidence.



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- (3) Monitored constantly in person or via a live audiovisual monitoring system.
- (4) Safety checked at least every 15 minutes while in custody at an SPD facility or other facility.
 - (a) Juvenile prisoners displaying outward signs of intoxication should be continually monitored.
 - (b) Actual times of safety checks shall be documented on a juvenile detention log.
- c. Male and female juvenile prisoners shall not occupy the same room unless they are under constant supervision.
- 9. **Non-Secure Custody:**
 - a. Juveniles held in non-secure custody shall:
 - (1) Be under constant visual observation by officers.
 - (2) Not be locked in a room or otherwise restrained.
- 10. **Juvenile Detention Custody Log Audits:**
 - a. An audit of the Juvenile Detention Custody Logs shall be submitted to the California Board of State and Community Corrections by the 10th of each month via the Board of Corrections form (located in the Automated Manual System, under Outside Agency forms).
 - b. The audit shall be completed by the designated supervisors or designees of the following offices:
 - (1) Office of Investigations (OOI):
 - (a) HOJ.
 - (2) Office of Operations:
 - (a) Richards Police Facility.
 - (b) JERPF.
 - (c) WJKPF.
 - c. Procedural errors discovered during the audit shall be brought to the attention of the appropriate section lieutenant as soon as practical.

F. PRISONER INTERVIEW SECURITY

- 1. Prior to interviewing a prisoner, officers should have knowledge of the prisoner's criminal history.
- 2. SPD officers coordinating or conducting a prisoner interview inside an SPD interview room shall:
 - a. Secure and lock interview rooms if the prisoner is left unattended.
 - b. Possess a "300" key to exit interview rooms if the door becomes locked.
 - c. Seat prisoners on the far side (away from the door) inside interview rooms.
 - d. Place prisoners in leg shackles if any officer believes the prisoner is an escape or officer safety risk.
 - e. When practical, designate a monitoring officer to monitor the interview via audiovisual equipment.
- 3. A monitoring officer shall be designated to monitor interviews of prisoners in custody for a violent felony and shall be close enough to the interview room to render immediate assistance if needed.
 - a. If an assigned monitoring officer is unable to continue monitoring an interview, they shall immediately notify the interviewing officer or an involved supervisor. The interview shall be suspended until another monitoring officer is assigned.
- 4. If one officer is interviewing two prisoners at the same time in one interview room, a monitoring officer shall be close to the interview room door or inside the interview room at the interviewing officer's discretion.
- 5. Interviewing and monitoring officers, while inside the interview room, shall be unarmed when conducting a prisoner interview. Firearms shall be stored in accordance with General Order 580.04 (Firearms).

G. MOVEMENT OF PRISONERS

- 1. Prior to moving a prisoner, care shall be taken to avoid exposing the prisoner to members of the public (e.g., witnesses, relatives of the victim, or media).
- 2. While inside a police facility, handcuffed prisoners shall be escorted by two officers (including use of the restrooms).
 - a. One officer may escort a prisoner if leg shackles are properly placed on the prisoner.

H. DAMAGE TO INTERVIEW OR HOLDING ROOMS

- 1. Attending officers who observe or discover damage caused by a prisoner in an interview or holding room shall:
 - a. If appropriate, document their observations and ensure additional charges are added to the arrest report.
 - b. Document damage in accordance with General Order 240.03 (Civil Liability) and notify the OOI



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captain, police facility captain, or designee.

(1) The captain or designee shall be responsible for completing necessary repairs to damaged property.

I. TRANSPORTATION BY AMBULANCE

1. A prisoner should be restrained while being transported by ambulance to a hospital if the restraints do not interfere with medical care.
2. Officers should consider the seriousness of the crime, prisoner's medical condition, ongoing medical treatment, and level of resistance, to determine the restraint option used:
 - a. Soft restraints.
 - b. Flex cuffs.
 - c. Handcuffs.
 - d. Leg shackles.
3. An officer shall accompany the prisoner in the patient area of the ambulance if possible.
 - a. Exceptions shall only be authorized by the district sergeant or watch commander. Such exceptions shall be documented in an appropriate report or remarks on a CAD dispatch call.

II. MEDICAL CLEARANCE ONLY

1. When assigned prisoner watch at a hospital, SPD officers shall act in accordance with General Order 523.12 (Hospital Prisoner Security).
2. Prisoners declared medically unfit for incarceration at jail and requiring medical clearance at a hospital shall be handcuffed and secured with leg shackles while at a medical facility.
3. Any exceptions to these procedures shall be authorized by the district sergeant or watch commander. Such exceptions shall be documented in an appropriate report or remarks on a CAD dispatch call.