

MONTEREY CITY JAIL OPERATIONS MANUAL

CHAPTER 1

GENERAL PROVISIONS

01.00.00 MISSION STATEMENT

The mission of the Monterey City Jail is to provide a safe, secure, and humane environment for persons charged with crimes that require incarceration. To the maximum extent possible, prisoners shall be treated with dignity and respect and shall be afforded all of the rights provided for in the Constitution and applicable law.

01.01.00 FUNCTIONAL OBJECTIVES

The following functional objectives provide the basis for achieving the mission of the Monterey City Jail.

- To provide a secure detention facility to protect the community from those arrested for criminal violations.
- To provide custody services to assist law enforcement personnel as part of the criminal justice process.
- To ensure that the rights of every arrested person are provided for while they are in custody.
- To provide the appropriate housing and board to persons arrested for criminal violations.
- To provide on-going training to assure that all personnel assigned to the Jail meet mandated professional standards.

01.02.00 DETENTION FACILITY – DEFINITION

The Monterey City Jail is classified as a “Type 1” facility according to the criteria established by the California Board of State and Community Corrections. The Monterey City Jail is used for the confinement of persons for 96 hours or less, including holidays and weekends, pending their release, transfer to another facility, or appearance in court.

01.03.00 MONTEREY CITY JAIL OPERATIONS MANUAL – APPLICABILITY

Employees involved in the custody and processing of any person shall adhere to the policies and procedures set forth in this Manual and other related Monterey Police Department directives.

01.04.00 DEFINITIONS OF WORDS, TERMS AND ACRONYMS USED IN THE MONTEREY CITY JAIL OPERATIONS MANUAL

The following words, terms and acronyms shall have the meanings herein assigned, unless it is apparent from the context that they have a different meaning:

County Jail: Monterey County Jail

Contraband: Any item that is unlawful to possess or any other item not specifically authorized for prisoners to retain while confined in the Monterey City Jail as outlined in this manual or other Department directives.

Department: The Monterey Police Department.

Employee: This term refers to all members of the Monterey Police Department, including all sworn officers, reserve officers, civilian personnel and volunteers.

Jail: Monterey City Jail

Jailer: A jailer is an employee assigned to perform Jail duties, including the booking, feeding and processing of prisoners confined in the Monterey City Jail, whose authority as a custodial officer is outlined in Penal Code Section 831(a).

Custodial officers shall complete the Corrections Officer Core Course within one year from their date of assignment/hiring.

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

Typically, male and female Police Service Technicians (PST’s) are assigned to serve as jailers on each shift. However, it is possible that a police officer or other employee may be assigned to perform duties of a jailer on a temporary basis.

MONTEREY CITY JAIL OPERATIONS MANUAL

Jail Inspection: A complete inspection of the Jail by jail personnel or the Watch Commander.

MPD: The Monterey Police Department.

Officer: The terms "Officer" and "sworn personnel" are used interchangeably and apply to personnel, regardless of rank, whose authority is outlined in Penal Code Section 830.1. The terms shall apply to Department employees in the classifications of Police Officer, Detective, Sergeant, Lieutenant, Assistant Police Chief, Police Chief and Reserve Officer.

Officer's serving as Custodial Personnel shall successfully complete the Corrections Officer Basic Academy Supplemental Core Course within one year from the date of assignment.

PST: Police Service Technician

Senior Jailer: The senior jailer is the on-duty PST or Officer assigned to perform the duties of a jailer who has the most Department seniority, i.e. the most years of continuous service with the Department in the highest personnel classification.

Examples:

- If a Senior PST and one or more PST's are assigned to Jail duties, the Senior PST is the senior jailer.
- If two or more PST's and no Senior PST's are assigned to Jail duties, the PST with the most time of continuous service as a PST is the senior jailer.
- In the unusual situation where an officer and a PST are assigned to perform Jail duties, the Detention Supervisor or Watch Commander (in his or her absence) shall designate the senior jailer. Normally, the employee with the most experience in performing Jail duties shall be designated as the senior jailer.

NOTE: Notwithstanding the above, the Watch Commander shall have the ultimate authority to designate the senior jailer. When such a designation is to occur (in conflict with the definitions outlined above) it shall be the Watch Commander's responsibility to personally notify all on-duty employees assigned to Jail duties.

Watch Commander: The Watch Commander is

the senior on-duty *sworn* supervisor assigned to directly oversee Patrol Division operations. Typically, a Lieutenant or Sergeant is assigned to serve as the Watch Commander. The Watch Commander is also responsible for overseeing all Jail operations during his or her tour of duty.

01.05.00 COMMAND & SUPERVISION

01.05.01 MONTEREY CITY JAIL – CHAIN OF COMMAND

- Chief of Police
- Assistant Police Chief
- Records/Detention Supervisor
- Senior Jailer
- Jailer

01.05.02 DUTIES AND RESPONSIBILITIES

The Chief of Police will:

- Provide the vision and command oversight of the Jail function.
- Review monthly and annual reports of Jail operations.

The Assistant Chief shall:

- Oversee and manage all aspects of the Department's Jail function.
- Maintain a working knowledge of current laws, standards and court rulings related to Jail administration practices.
- Review the policies and practices of the Monterey City Jail to ensure compliance with the laws of the State of California and the United States, State and Federal detention and corrections standards and case law decisions and make recommendations for necessary changes.
- Submit a report by February 1st each year to the Police Chief outlining the status of the Monterey City Jail. The report shall include recommendations for any needed changes in

MONTEREY CITY JAIL OPERATIONS MANUAL

policies, procedures or practices associated with Jail operations.

The Administrative Analyst shall:

- Manage the budget of the Monterey City Jail and oversee the productivity of personnel assigned to the jail.

The Records/Detention Supervisor shall:

- Guide, direct and supervise all jailers.
- Be responsible for ensuring the security, maintenance and well-being of prisoners confined within the jail.

Senior Jailers shall:

- Serve as training officers and shift leaders in the day to day Jail activities.
- Be responsible for ensuring the security, maintenance and well-being of prisoners confined within the Jail.
- Provide booking and processing services for law enforcement personnel.
- Ensure that prisoner's property is accounted for, secured while in custody and released according to the policies outlined in this Manual and other Department directives.

Jailers shall:

- Be responsible for ensuring the security, maintenance and well-being of prisoners confined within the Jail.
- Provide prisoner booking and processing services for law enforcement personnel.
- Ensure that all prisoner property is accounted for, secured while in custody and released according to the policies contained in this Manual and other Department directives.

01.05.03 WATCH COMMANDER RESPONSIBILITIES

- Overseeing Jail operations, including personally conducting regular Jail inspections throughout his or her tour of duty.

- Exercising line (direct) supervision over the employees assigned to the Jail and Records in the absence of a Records/Detention Supervisor.
- Reviewing the circumstances of all arrests, providing advice and approving the booking of arrestees, when appropriate.

MONTEREY CITY JAIL OPERATIONS MANUAL

01.06.00 JAIL OPERATIONS MANUAL LOCATIONS TO BE MAINTAINED

The Police Records/Detention Supervisor shall be responsible for ensuring that an up-to-date copy of the Monterey City Jail Operations Manual is maintained in the following locations:

- Office of the Chief of Police
- Office of the Assistant Chief of Police
- Office of the Records/Detention Supervisor
- Watch Commander's Office
- Records
- Jail

01.06.01 ADDITIONAL REFERENCE MATERIAL TO BE MAINTAINED

The Police Records/Detention Supervisor shall be responsible for ensuring that an up-to-date copy of the following documents is maintained in the Jail, Records and the Watch Commander's Office.

- Title 15 Regulations
- California Corrections Requirements
- Minimum Standards for Local Detention Facilities
- Board of Corrections Guidelines 1045

These reference materials shall be made available for review by the public, prisoners and employees.

MONTEREY CITY JAIL OPERATIONS MANUAL

CHAPTER 2 JAIL SECURITY

02.01.00 JAIL SECURITY

02.01.01 FIREARMS AND WEAPONS IN THE JAIL – PROHIBITED

Officers shall ensure that their firearms and knives are locked in a gun locker or otherwise secured prior to entering the jail. Pocket knives and other bladed tools may be stored with the prisoner's personal property under certain circumstances (see §03.04.02).

At no time shall weapons, ammunition, chemical agents, or other security devices be stored within the Jail.

While in the Jail, jailers shall not carry any weapons other than Department-issued pepper spray.

With the exception of pepper spray, ASP batons and CED, no weapons of any type are permitted inside the Jail. *Exception:* In the event of a Jail emergency, the Watch Commander may authorize other weapons to be brought into the Jail when a higher level of force is required.

02.01.02 JAIL DOOR SECURITY SYSTEM

The senior jailer is responsible for ensuring that the electronic Jail door security system remains in the "ON" position at all times. The system provides safety and security by allowing jailers to remain within the booking office area and control access into and out of the jail.

At any time a prisoner is housed in the Jail, this system shall not be turned off unless an extraordinary situation dictates otherwise. The Watch Commander and the Records/Detention Supervisor shall be notified if the powered system is deactivated.

When empty of prisoners the system may be deactivated as required for maintenance or other reasons.

02.01.03 CELL AND CELLBLOCK DOORS

With the exception of unoccupied cells, all Jail doors shall remain locked unless the movement of prisoners, maintenance or other appropriate activity requires otherwise.

02.01.04 JAIL KEYS

Jail keys shall not be left unattended anywhere within the jail. Jail keys shall not be taken outside of the police department except when required due to exigent circumstances.

Jailers shall keep assigned jail keys on their person at all times. The only exception to this shall be when there are no prisoners in the jail facility and all keys are to be placed in the designated location in the Records area. If the keys are taken outside at any time they are to be kept secure in a pocket/holster, or attached to the uniform duty belt. For purposes of this section "secure" does not include being tucked into the waistband area.

Jail keys in Records and the Watch Commander's Office shall be accounted for by the senior jailer at the beginning and end of each shift and noted on the Jail Status Report.

The Records/Detention Supervisor shall be responsible for accounting for the Jail keys assigned to his or her position as well as those assigned to the Assistant Chief. The Records/Detention Supervisor shall document the status of these keys in the monthly Records report.

The duplication or purchase of Jail keys requires the specific written approval of the Chief of Police.

Jail Key inventory List

- 201A – Jail Entry Door Key
- 202A – Fingerprint Room
- 203A – Dorm, Fingerprint, Male Cell #1 and Female Cells
- 204A – Kitchen
- 302A – Male Cell #3
- 303A – Male Cell #2

Records:

- Four key set – 202A, 203A, 302A, 303A
- Four key set – 202A, 203A, 302A, 303A
- Two key set – 201A and 204A
- Two key set – 201A and 204A

Watch Commander's Office:

MONTEREY CITY JAIL OPERATIONS MANUAL

- Four key set - 202A, 203A, 302A, 303A
- Single key – 201A
- Single key – 201A

Records/Detention Supervisor's Office:

- Two key set – 201A, 203A, 204A
- Eleven Entry Keys – 201A

Assistant Chief:

- One key – 201A

02.01.05 MISSING JAIL KEYS

The Watch Commander shall be notified immediately when it is discovered that a set of Jail keys is missing. A search and investigation for the missing keys shall begin immediately. If the missing keys are not located by the end of the shift, a case report shall be taken.

Notification regarding missing Jail keys shall be made to the Records/Detention Supervisor, Assistant Chief, and the Police Chief.

02.01.06 JAIL ALARM SYSTEM

The Monterey City Jail is equipped with an audible emergency alarm system that when activated, can be heard only within the police building. The alarm is a loud, ringing bell sound that is similar to a school bell.

Alarm activation switches are located:



- In the event the alarm is activated, it shall be the responsibility of the senior jailer to immediately notify the Watch Commander and the County Communications Center that the alarm is activated. All available jailers and sworn personnel shall immediately respond to the Jail to assist.

The alarm may be activated when:

- An employee requires emergency assistance in the jail.
- Medical emergencies.
- Prisoner behavior poses an immediate threat to the safety of employees or any prisoner.

If alarm is activated in error, the concerned jailer shall alert MPD employees ASAP by utilizing the in-house phone page-system, dial "5-1-5-0."

The senior jailer shall test the alarm on the first Monday of each month and record the results on the Jail Status Report.

02.01.07 SECURING THE BOOKING OFFICE

The Jail booking office door shall be kept closed and locked whenever Jail personnel are not present within the jail.

02.02.00 JAIL INSPECTIONS

Jailer's Responsibility - At the beginning of each shift, Jailers shall conduct a complete inspection of the jail, whether or not anyone is in custody. The inspection shall include moving each mattress and an inspection of each cell and the Dormitory for contraband or damage. Anytime a prisoner is in custody, the Jailer shall conduct inspections as outlined in § 06.02.00 of this manual. Upon any prisoner release the Jailer shall conduct a complete inspection of the vacated cell. Jailers shall conduct regular inspections of the Jail to identify damage or other conditions that will impact employee or prisoner safety or Jail operations. Steps to correct deficiencies shall be taken without delay and reported on the Jail Status Report.

Watch Commander's Responsibility - At the beginning of each shift, the Watch Commander shall, as soon as practical, confer with the on duty jailer to determine the jail status including:

- The number of prisoners in custody, their charges and expected duration of their stay.
- Any associated medical/health concerns.
- Any officer safety concerns.
- Any facility issues identified and whether

MONTEREY CITY JAIL OPERATIONS MANUAL

immediate corrective attention is required.

- Confirm that all keys are accounted for.

The Watch Commander shall, as soon as practical, perform a physical inspection of the Jail and note the results on the Watch Commander's Daily Log. This inspection shall include the following:

- Confirming all interior and exterior doors are secure,
- Examination of the facility to identify any safety hazards (e.g. lighting issues, water leaks, etc.) and ensure those are reported or addressed immediately, depending upon the circumstances,

Review and approval of the Security/Welfare/ Title 15 Status Check for each Jail shift that ends during his or her tour of duty. One is located outside the male and female wings, as well as outside the dormitory. The WC shall note the time, his/her initials, and any remarks. Typical remarks would be "Jail Inspection" unless something of note is discovered.

If there are prisoners in the jail, the Watch Commander shall conduct periodic jail inspections until the end of his or her shift. The frequency of those inspections will depend upon known risk factors (e.g. medical issues, suicide concerns, etc.) If the Jail is empty, no additional inspections are required until such time that a prisoner is booked into the jail

02.02.01 OUTSIDE INSPECTIONS

The Records/ Detention Supervisor shall be responsible for facilitating Jail inspections conducted by outside agencies including the Board of State and Community Corrections, State Fire Marshal, County Public Health, Juvenile Justice/Delinquency Prevention Commission and the County Grand Jury Law Enforcement Task Force. The Board of State and Community Corrections and the State Fire Marshal shall inspect the facility biennially.

The Records/Detention Supervisor shall be responsible for preparing a memo outlining the results of all Jail inspections conducted by outside agencies. The memo shall be forwarded through the chain of command to the Chief of Police without delay.

02.02.02 CELL CLOSURES DUE TO DAMAGE

Damage to Jail cells or any other condition that would prohibit occupancy of a cell by a prisoner shall be documented on the Jail Status Report. The jailer discovering such damage shall immediately notify the Watch Commander. Such damage shall also be reported to Records/Detention Supervisor via email.

An 8 ½" by 11" paper sign inscribed with the words: "**Cell Not To Be Used**" shall be posted on the cell door. The date, time, and jailer's name shall be noted on the sign. Prisoners shall not be housed in the cell until the appropriate repairs have been completed. The Watch Commander shall note the reasons for cell closure on the Watch Commander's Daily Log.

02.02.03 DAMAGE CAUSED BY PRISONERS

Any prisoner found to have caused damage to a Jail cell or any other public property within the Jail shall be additionally charged with P.C 4600 (Destroying or Damaging Jails.)

Destroying or Damaging Jails (P.C. 4600)

Every person who willfully and intentionally breaks down, pulls down, or otherwise destroys or injures any jail, prison, or any public property in any jail or prison, is punishable by a fine not exceeding ten thousand dollars (\$10,000), and by imprisonment pursuant to subdivision (h) of Section 1170, except that where the damage or injury to any city, city and county, or county jail property or prison property is determined to be nine hundred fifty dollars (\$950) or less, that person is guilty of a misdemeanor.

02.02.04 Physical injury to inmates or jailers

A crime report will be prepared for every incident resulting in physical harm or serious threat of physical harm to any jailer, inmate, or person in the detention facility. The Watch Commander may request this report be written by a Police Officer or by the jailer. – The Jailer is responsible for preparing the report by documenting the incident prior to the end of their shift if designated by the Watch Commander.

A report number will be assigned to the report and the report given to the Watch Commander for review and forwarding to the Records/Detention Supervisor.

MONTEREY CITY JAIL OPERATIONS MANUAL

A similar report will be made documenting any incident that threatens the facility.

The filing of a Jail Incident Report does not relieve the Jailer from filing a crime report where a violation of law has occurred.

An injury report must be prepared for the injured person if injuries occurred. This report may be assigned to a Police Officer at the Watch Commander's request.

The Jailer shall follow the Department Policy #1020 concerning "Occupational Disease and Work-Related Injury Reporting" if injury occurs on duty.

02.04.00 RELATIONSHIPS WITH AND TREATMENT OF PRISONERS

Department employees shall not:

- Purchase goods for or from a prisoner.
- Borrow from or lend anything to a prisoner.
- Carry notes or messages for prisoners, unless specifically authorized by the Watch Commander.
- Establish any personal or business relationship or loan, exchange or borrow property with any person held as a prisoner in the Monterey City Jail. The employee discovering that such contact has occurred shall immediately report it to the Watch Commander and prepare a written report of the details and submit it through the chain of command to the Chief of Police.

Only the Chief of Police has the authority to authorize such contact.

02.04.01 RELATIONSHIPS WITH AND THE TREATMENT OF PRISONERS – RELATED LAWS

Inhuman Treatment or Oppression of Prisoners (P.C. 147)

Every Jailer or officer who is guilty of willful inhumanity or oppression toward any prisoner under his care or in his custody is punishable by fine not exceeding four thousand dollars (\$4000) and by removal from office.

Assaults by Officers (P.C. 149) - Every public

officer who, under color of authority without lawful necessity, assaults or beats any person is punishable by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in a county jail not exceeding one year, or pursuant to subdivision (h) of Section 1170, or by both that fine and imprisonment.

Cruel and Unusual Punishment (P.C. 673) - *It shall be unlawful to use - any cruel, corporal, or unusual punishment or to inflict any treatment or allow any lack of care whatsoever which would injure or impair the health of a prisoner, inmate, or person confined while in the Monterey City Jail or while in police custody. No Jailer or officer shall attempt to punish any prisoner or person confined in the Jail by use of any device.*

Examples include the straightjacket, gag, thumbscrew, shower baths, etc. Any person, who violates the provisions of this section or who aids, abets, or attempts in any way to contribute to the violation of this section shall be guilty of a misdemeanor.

Runners and Cappers (B & P Code 6152) *It is unlawful for any person, in individual capacity, or in capacity as a public or private employee, or in any firm, corporation, partnership, or association to act as a runner or capper for any attorneys or to solicit any business for attorneys in and about prisons, county jails, city prisons, or other places of detention of persons, city receiving hospitals, county receiving hospitals, county hospitals, police courts, justice courts, municipal courts, superior courts, or in any public institution or in any public place or upon any public street or highway or in and about private hospitals, sanitariums or in and about any private institutions or upon private property of any character whatsoever.*

MONTEREY CITY JAIL OPERATIONS MANUAL

CHAPTER 3 BOOKING POLICIES AND PROCEDURES

03.00.00 JAIL ADMITTANCE REQUIREMENTS

03.00.01 WHO MAY BE BOOKED

- **CPC Section 142** - *All persons charged with a criminal offense.*
- **CPC Section 4022** - *Whenever by the terms of this code, or of any other law of the State, it is provided that a prisoner shall be confined in any county jail, such provision shall be construed to authorize any prisoner convicted in a municipal or justice court to be confined, with the consent of the city, in any city Jail in the judicial district in which the offense was committed.*
- *Such prisoner so confined in such city jail, the designations, county Jail and city Jail shall be interchangeable, and in such case the obligations to which the county is liable in case of confinement in a county jail, shall become liabilities of the city where such prisoner is confined in a city jail.*
- **CPC Sections 1300-1301** - *Bail Bond surrenders.*
- **MVC Section 464** - *Military prisoners.*
- **Civil Prisoners** may be processed and housed for a short period of time until transportation can be arranged. They may not be housed with criminal offenders.

03.00.02 TEMPORARY DETENTION

At the Watch Commander's discretion, prisoners may be brought to the Jail and temporarily detained, booked, and the required paperwork completed in preparation for transport to County Jail or other facility. Officers and jailers shall process such prisoners on an expedited basis.

On occasion, an outside agency may use the jail facility to interview or temporarily detain individuals. These agencies may include local law enforcement, State or Federal (FBI, DEA) organizations. This is

acceptable with the permission of the Watch Commander.

03.00.03 OUTSIDE AGENCY BOOKINGS

Only prisoners arrested by members of the Monterey Police Department shall be booked into the Monterey City Jail.

Exception: When the Department hires police officers from outside agencies for special event coverage, such as the 4th of July, any prisoners arrested in connection with the event may be booked into the Monterey City Jail.

MONTEREY CITY JAIL OPERATIONS MANUAL

03.00.04 USE OF JAIL BY OUTSIDE AGENCIES – SPECIAL CIRCUMSTANCES

When special circumstances exist and with the approval of the Chief of Police or his designee, prisoners arrested by outside agencies may be booked into the Monterey City Jail.

It shall be the responsibility of these outside agencies to present arrestees for booking after satisfying all of the criteria set forth in this Manual.

All expenses incurred beyond normal operating costs will be charged to the outside agency. This includes, but is not limited to, medical clearances and services, transportation and damage to the Department facilities.

03.00.05 REFUSAL OF JAIL SERVICES TO OUTSIDE AGENCIES

The Watch Commander can refuse to accept a prisoner from an outside agency if the Jail is closed.

03.00.06 CONSULAR NOTIFICATION AND ACCESS

Jailers are to refer to MPD Directive #00.05 for any arrestee presented for booking who is a foreign national.

03.01.00 MEDICAL EVALUATION AND TREATMENT

Jailers shall use the TracNet Health and Medical Screening questionnaires and booking notes to document their initial observations of the medical condition of arrestees presented for booking.

The majority of custody related suicides, heart attacks, and assaults occur during the "intake" period. Jailers should be particularly attentive to the behavior of prisoners during the first hour of incarceration.

Suicide Risk Assessment

The jailer shall make an assessment of the suicide potential of every prisoner booked into the jail. The evaluation should be noted in the booking record.

Immediate Medical Treatment

When an arrestee is presented for booking and the arrestee requires immediate medical treatment, the

jailer shall suspend booking process and notify the Watch Commander. In such cases, the Watch Commander shall advise the arresting officer that a written booking clearance, prepared by a medical professional, will be required before the arrestee may be booked. It will be the responsibility of the arresting officer to ensure that a medical clearance for booking is obtained.

Other Conditions

Jailers and arresting officers shall consider the following in evaluating whether an arrestee requires medical treatment before booking:

Intoxication: Alcohol toxicity may mask other medical conditions, so officers should be extremely careful to assess the condition of the person prior to booking into the Jail facility.

Officers shall perform an initial assessment in the field to determine whether to bring an offender to the Jail or to take him or her directly to an appropriate medical facility.

Jailers shall make an independent assessment when an intoxicated person is brought into the Jail for booking. The Watch Commander shall make the ultimate determination on the disposition of intoxicated arrestees.

Vermin: Vermin are defined as "destructive, annoying insects and animals that are harmful to one's health." An example would be lice, roaches, fleas, etc. Officers and Jailers shall visually check all prisoners for vermin. Any arrestee who is infested with vermin shall not be brought into the Monterey City Jail.

Jailers will complete those aspects of the booking process that do not require a vermin infested individual to enter the facility. Such arrestees shall be immediately transported for a medical clearance and then taken to the County Jail. The Watch Commander may direct that the arrestee be transported by ambulance or otherwise released (i.e. citation without booking).

If, after booking, it is determined that the prisoner is vermin infested, he or she shall be placed in an isolated area of the Jail, transported for a medical clearance as soon as practicable and then taken to the County Jail.

The jailer shall be responsible to ensure that the affected areas of the Jail are decontaminated.

MONTEREY CITY JAIL OPERATIONS MANUAL

03.02.00 ACCEPTANCE OF ARRESTEES

All arrestees presented for booking shall be accepted, except under the special circumstances outlined in this Manual. If all requirements for booking are met, jailers shall not refuse to receive and process an arrestee.

03.02.01 PROCEDURE FOR THE ACCEPTANCE OF ARRESTEES

Officers shall deliver prisoners to the Monterey City Jail for the booking process. A prisoner shall not be considered delivered to the jailer until such time as the jailer can safely and effectively take physical control of the prisoner.

If assistance is required in dealing with the prisoner, the arresting or transporting officer shall remain within the Jail to assist in controlling the prisoner. If additional assistance is required, the Watch Commander shall be notified immediately.

The arresting or transporting officer shall be allowed to return to the field as soon as it is safe and practicable to do so.

03.02.02 REFUSAL TO ACCEPT ARRESTEES (CPC 142)

(a) Any peace officer who has the authority to receive or arrest a person charged with a criminal offense and willfully refuses to receive or arrest that person shall be punished by a fine not exceeding ten thousand dollars (\$10,000), or by imprisonment in a county jail not exceeding one year, or pursuant to subdivision (h) of Section 1170, or by both that fine and imprisonment.

(b) This section shall not apply to arrests made pursuant to § 837 (Private Person Arrest)

03.03.00 TRAFFIC OR PARKING OFFENSE WARRANTS

California Vehicle Code Section 40304.5 states that any person arrested for two or less traffic infraction or parking offense warrants shall be booked into the Jail only if the following requirements have been exhausted:

- The person has sufficient cash in his possession and given the opportunity immediately to post

bail.

- The person does not have sufficient cash in their possession but shall be informed of his right and be given the opportunity to:
 - 1) Make no less than three completed telephone calls to obtain bail. The arrestee shall be allowed to make local calls at no charge but shall be responsible to pay for long distance calls.
 - 2) Have no less than three hours in which to arrange for the deposit of the bail.

03.04.00 BOOKING PROCESS

03.04.01 INITIATION OF THE BOOKING PROCESS

An officer responding to the Jail with an arrestee shall alert the Communications Center via radio that the officer is "10-15, one to book". The Communications Center will confirm with Jail personnel that such radio traffic was received. The officer shall advise the Communications Center when arriving at the jail.

Note: Prior to arriving at the jail, the officer shall notify on-duty jail personnel if the arrestee is so intoxicated that they are unable to maintain their balance, are acting out in a violent manner or behaving in a way that would require additional personnel to complete the booking process.

03.04.02 PRISONER SEARCH – OFFICER

Persons arrested for all crimes must be thoroughly searched in the field by the arresting officer. It shall be the responsibility of the arresting officer to ensure that the arrestee has no weapons upon entering the jail.

Pocket knives and other bladed tools that are lawful to possess with a blade length less than 4" may be stored with the prisoner's personal property. The arresting officer shall place those knives with a blade length of 4" or more in the locked property cabinet in Records.

Personal property recovered during this search shall be turned over to the jailer when the arresting officer enters the jail.

03.04.03 ENTERING THE JAIL

MONTEREY CITY JAIL OPERATIONS MANUAL

The arresting / transporting officer shall escort a prisoner to the Jail, entering via the "West Sally Port Entrance." The jailer will allow entry of the officer and prisoner via the "Powered Entry/Exit System." System controls are located within the booking office.

Once the officer and arrestee are inside the Sally Port and the outer Jail door is secure, the Jailer will open the entry gate into the main Jail area via the powered entry/exit system. The officer shall then escort the arrestee to the booking counter.

Once at the booking counter, the officer shall remain in a position of cover until the booking search is complete and the jailer determines that the arrestee is cooperative.

03.04.04 FEMALE BOOKINGS

Female prisoners shall be booked in the same manner as males. Female Jailers shall conduct a thorough search of female prisoners brought into the Jail.

Pregnant Females **shall not** be housed in the Monterey City Jail. If, after booking it is determined that female prisoner is pregnant, the determination shall be noted on the "Medical Questionnaire" checklist. The prisoner will then be transported to County Jail, an appropriate medical facility, if warranted, or released on citation if charges permit.

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. (PC 3407)

03.04.05 PRISONER SEARCH – JAILER

When the jailer takes control of the prisoner to start the booking process, the arresting / transporting officer shall standby until the jailer has conducted a search and all personal property and other items are removed from the prisoner.

Under no circumstances shall a prisoner be placed in any cell or holding area until the jailer removes all of the prisoner's personal property.

03.04.06 REMOVAL AND SEARCH OF PRISONER PROPERTY

- The jailer shall remove the arrestee's belt, tie, shoes, extra shirts, pants, other excess clothing items and all jewelry items (rings, bracelets, necklaces, watches, earrings, body jewelry attached to the body).
- An arrestee shall only be allowed to wear one shirt and one pair of pants while in custody.
- Pockets on all clothing items must be checked thoroughly. Pants pockets should be turned inside out during the initial booking Pat search to confirm they are empty.
- Any other articles, which could be used as weapons or that, could obviously be used as a means of self-destruction or attack upon another person or cause damage to any portion of the Jail should be removed.
- Persons who have orthopedic or prosthetic appliances may keep them unless an immediate risk to security has been determined. If a security concern is determined, it shall be noted in the TracNet booking notes.
- Persons who need prescription eyeglasses shall be allowed to keep them unless they are deemed a danger to the prisoner, other prisoners, or staff members.
- A physical inspection of eyeglasses or orthopedic/prosthetic appliances may be conducted if necessary to ensure the item does not pose a risk to the safety or security of the facility staff or prisoners.
- When inventorying a prisoner's property, jailers should pay attention for possible contraband as well as the proper accounting of the property to prevent theft or misplacement. Jailers are to document all of a prisoner's property in the booking record.
- If an inmate enters the jail and objects to the removal of surplus clothing as outlined in §03.04.05 of this manual, claiming that the clothing is a fundamental part of their religious beliefs, the booking PST will notify the Watch Commander. If the Watch Commander determines that the retention of the clothing by the inmate will not impose unjustified burdens on other inmates or jeopardize the effective

MONTEREY CITY JAIL OPERATIONS MANUAL

functioning of the jail, including posing a safety threat to the inmate or others, the inmate will be allowed to retain the additional clothing. If retained, the clothing shall then be thoroughly searched by hand and, if not removed first, by metal detector wand. If the inmate is taken to the interview room for privacy reasons prior to the clothing being removed then the Watch Commander or officer, either of which must be of the same sex, shall witness the removal and search of the clothing. The inmate will then be allowed to reassemble the clothing as needed. The inmate will be housed in a single cell after the booking process is completed and until their release.

03.04.07 VIOLENT OR INTOXICATED PRISONER SEARCH PROCEDURE

If an arrestee is presented for booking that is violent or intoxicated to the level that they are unable to maintain their balance during the initial search procedure the following protocol shall be followed.

- The transporting officer shall notify the on duty jail staff prior to bringing the arrestee into the jail facility.
- The jailer shall clear the hallway of all prisoners.
- The jailer shall place a mattress in the middle the hallway in front of the booking office.
- The prisoner will be brought into the jail and a prone search will be completed.
- Following the search, the prisoner shall be placed in the appropriate holding area or cell for processing.

Should a prisoner be too intoxicated or uncooperative so as to pose a risk a safety risk to involved officers in a public safety, a prisoner may be searched within the confines of the sally port at the west entrance to the Monterey City Jail. The directives in this manual shall be followed for such searches.

03.04.08 COLLECTING AND ACCOUNTING FOR PRISONER PROPERTY

Use of Numbered Prisoner's Property Bag

A uniquely numbered prisoner property bag (clear plastic poly-bag) shall be used to store the property of every prisoner booked into the Monterey City Jail. Each bag has a tear off tag with the same sequential number on it. The prisoner's name shall be recorded on the outside of the prisoner property bag, which will be placed in the appropriate property bin.

Excess Prisoner Property

Any property that will not fit into the prisoner's property bag is considered excess property. The prisoner's excess clothing will be removed and placed in a numbered prisoner property bin.

Additional excess prisoner's property that cannot be stored within the property bin will be processed into evidence in accordance with the MPD Evidence Directive.

Contraband and Evidence

When contraband or other evidence is found on the prisoner, the arresting or transporting officer shall be responsible for booking it according to MPD procedures.

NOTE: Employees are not authorized to destroy or discard prisoner property *under any circumstances*. However, prisoners shall be allowed to voluntarily discard items that have no evidentiary value. The Jailer shall notify the Watch Commander to approve the prisoner's request.

Inventorying Prisoner's Property

Prisoner's property shall be inventoried in the booking record. The property log contains signature locations for the prisoner to acknowledge property taken and stored in the jail.

If any property is retained as evidence, or released to a third party (i.e. car keys to a spouse) the Jailer shall document this information in the booking record. Refer to Section 03.04.14 for further details.

Inventorying Currency

All currency removed from a prisoner's person or property shall be counted and verified by a second party. The second party may be the prisoner, arresting officer, Watch Commander, or other

MONTEREY CITY JAIL OPERATIONS MANUAL

PST.

For purposes of this inventory, foreign currency shall not be counted toward the currency total.

Note that the currency total reflected on MCSO Pre-booking Sheets does not include checks or money orders, only bills and coins.

Property Receipt (CPC 4003)

Whenever any weapon or other personal property is taken from an arrested person, it shall be the duty of the desk clerk or other proper officer of any city, county or city and county jail, to which such person is committed for detention, to give a receipt to such person without delay for the property taken.

03.04.09 BOOKING DOCUMENTATION AND RELATED PROCESSING

The jailer shall record the following information for every booking:

- Arrestee's name and date of birth - In the event that the arrestee is unable or unwilling to provide this information, the jailer shall enter Jane Doe or John Doe as it relates to the arrestee's gender
- MPD Booking and Case numbers
- Arresting officer
- Time and Location of Arrest
- Charges

The jailer shall complete the below listed forms and/ or processes, when appropriate, during the booking process:

Midnight Population Log – The senior jailer shall record the number of male, female, and juvenile persons (both secured and non-secured) who are inside the jail at 0000 hours.

Monthly MPD Inspection Sheet - The jailer shall make the specified monthly inspections on the first day of each month, as outlined on the log, dating and initialing each one. The log is kept inside of the Daily Population Log book.

This inspection is mandated by DOJ.

Monthly Log for the Confinement of Juveniles – The jailer shall enter the appropriate information in this log if the arrestee is a juvenile. The Police Records Detention Supervisor shall be used this information to complete a monthly Juvenile Statistics Log for the Board of State and Community Corrections.

TracNet Booking Record - The jailer shall complete an electronic booking entry to document information related to the arrest. This entry includes the Medical Screening & Classification data, property inventory, and release information.

Medical/Screening and Classification– The jailer shall evaluate medical information provided by the arrestee. If the information received requires that the arrestee receive medical treatment as defined in Section 05.05.05 of this Manual, the jailer shall stop the booking process and direct the arresting officer to arrange for the arrestee to receive appropriate medical treatment. The arrestee shall not be booked into the Monterey City Jail unless a written medical clearance from a qualified medical professional is received.

MPD Prisoner Property Receipt – The jailer will record the complete inventory of inmate property, and provide a copy to the inmate upon release from custody. (Reference 03.04.08 for more information.)

Prisoner Medical Treatment Form – In the event that an arrestee receives medical treatment or requires medical treatment prior to the completion of the booking process, the arresting officer shall present the completed form to the jailer accepting the prisoner.

Medication Log – The jailer will complete the log if the prisoner enters the Jail with any type of medication.

MPD Detention Certificate (849 PC) – If the arrestee is to be released with no charges pending, the jailer shall complete this form. A copy of this form shall be presented to the prisoner when released from the facility.

Monterey County Adult Detention Facility - Pre-Booking Sheet –This form shall be

MONTEREY CITY JAIL OPERATIONS MANUAL

completed for any prisoner who is to be transferred for booking into the MCSO Jail.

County of Monterey – Probation Department – Application for Juvenile Detention – For Juvenile Hall bookings and transfers from the Monterey City Jail.

Department of Justice, Disposition of Arrest and Court Action Form (DOJ8715 / 8716) – The jailer shall complete this form for all arrests, except persons charged only with 647(f) PC (alcohol intoxication). There are two versions of the form: one for juveniles and another for adults.

Victim Notification Form – The arresting officer shall complete this form if the charges against the prisoner are domestic violence related.

MPD Booking Checklist Outstanding Items – The jailer shall complete this form when the booking process is incomplete. The form will alert other jailers if any part of the booking process is pending.

03.04.10 DATABASE CHECKS

The jailer shall ensure that the prisoner is checked for wants and warrants through the CLETS (California Law Enforcement Telecommunications System) and local databases. Any outstanding wants or warrants shall be added to the original booking charges. The jailer shall notify the concerned agency if a want is disclosed.

03.04.11 FINGERPRINTING AND BOOKING PHOTOGRAPH REQUIREMENTS

LiveScan– LiveScan shall be used for fingerprinting all persons booked.

Persons arrested for public intoxication only (647(f) PC) who have been fingerprinted within 60 days prior to their current arrest may be exempted from fingerprinting so long as their identity can be positively established.

Booking Photograph - The TracNet booking record shall be used to obtain a mug shot photograph on ALL persons booked into the Monterey City Jail. The system allows the jailer to take a mug shot, enter all required data, store this data, and print out copies of the photograph with associated data.

Photographs should also be taken of any

prominent scars, marks, or tattoos.

03.04.12 PRISONER TELEPHONE CALLS

Pursuant to 851.5 PC, immediately upon being booked and, except where physically impossible, no later than three hours after arrest, an arrested person has the right to make at least three completed telephone calls.

Pursuant to Penal Code Section 851.5, the Records/Detention Supervisor shall ensure that a sign is posted in the booking area containing the following information, in bold type:

- *Arrestee's have the right to three telephone calls within the local dialing area, or at their own expense if outside the local area, to three of the following:*
- *An attorney of their choice or, if they have no funds, the public defender or other attorney assigned by the court to assist indigents, whose telephone number shall be posted. This phone call shall not be monitored, eavesdropped upon, or recorded.*
- *A bail bondsman.*
- *A relative or other person*
- *As soon as practicable upon being arrested but, except where physically impossible, no later than three hours after arrest, the arresting or booking officer shall inquire as to whether the arrested person is a custodial parent with responsibility for a minor child.*
- *The arresting or booking officer shall notify the arrested person who is a custodial parent with responsibility for a minor child that he or she is entitled to, and may request to, make two additional telephone calls at no expense if the telephone calls are completed to telephone numbers within the local calling area, or at his or her own expense if outside the local calling area, to a relative or other person for the purpose of arranging for the care of the minor child or children in the parent's absence.*

This provision shall not abrogate a law enforcement officer's duty to advise a suspect of his rights to counsel or of any other right.

Any public officer or employee who willfully deprives an arrested person of any right granted by this section is guilty of a misdemeanor.

MONTEREY CITY JAIL OPERATIONS MANUAL

Once a prisoner has been housed in a cell and three free local calls have been given, the telephone in the cell may be turned on. The corresponding toggle switch in the booking room is turned on.

Exception: Calls that may jeopardize an ongoing investigation or the safety of investigating officers are not permitted. Therefore, the in-cell telephones are not turned on in these cases.

Calls made to a prisoner's attorney, religious advisor, or licensed physician shall not be monitored, eavesdropped upon, or recorded (P.C 636).

Prisoner phone calls shall be logged in the TracNet booking record by listing the number dialed, date/time of the call, and a notation as to whether the call was completed or not completed (includes leaving a voicemail).

When unusual circumstances prevent the jailer from allowing the prisoner to make telephone calls, the Watch Commander shall be notified and the jailer shall record the reason in the Jail Status Log.

03.04.13 OUT OF COUNTY WARRANT ADVISEMENT

Pursuant to P.C. 821 and 822, a person arrested on a warrant issued in a county other than Monterey County must be advised in writing that he or she has a right to be taken before a Monterey County magistrate for the purpose of being admitted to bail.

This advisement is printed on the prisoner's copy of the booking form. Jailers shall document that the P.C. 822 advisement was provided to the prisoner on the warrant abstract.

03.04.14 RELEASING PROPERTY TO A THIRD PARTY

A prisoner may authorize the release of his/her personal property after the booking process is completed. The prisoner shall sign the release on the Property Release Authorization form releasing said property. The Jailer shall confirm the identity of the person the property is being released to, have that person sign the Property form and release the property to the authorized party. If property is released from safekeeping (outside storage, etc.) the jailer shall forward a copy of the Property Release Authorization form to the MPD Property/Evidence Technician without delay.

CHAPTER 4 SEARCHES

04.00.00 DEFINITION OF SEARCHES

Pat Down Search consists of "patting" the outer layers of a person's clothing for the purpose of detecting weapons or contraband that are concealed in the clothing of an arrestee.

Strip Search is a search that requires an arrestee to remove or arrange clothing so as to permit a visual inspection of the underclothing, breasts, buttocks and genitalia.

Visual Body Cavity Search is a search wherein an unclothed arrestee is required to bend at the waist, squat, or to lift or spread breasts, buttocks, or genitalia to allow visual inspection of the body cavities.

Physical Body Cavity Search is a search that includes physical intrusion into a body cavity. "Body cavity" means the stomach, rectal, or vaginal area of the body.

NOTE: Physical body cavity searches require the authority of a search warrant.

04.01.00 AUTHORIZATION TO SEARCH

04.01.01 STRIP SEARCH OR VISUAL BODY CAVITY SEARCH

State law prohibits strip searches of people in custody before arraignment for misdemeanors or infractions, unless the charges involve weapons, drugs or violence. All requests to perform this type of search shall be made in writing using the Authorization for Strip Search Form.

When a strip search or visual body cavity search is needed, the requesting officer or jailer shall complete the Authorization for Strip Search Form. The arrestee must be in custody a crime involving weapons, drugs or violence. The documentation shall include:

MONTEREY CITY JAIL OPERATIONS MANUAL

- The reasonable suspicion for the search.
- Specific facts to support the suspicion that the prisoner may be concealing a weapon or contraband.
- The identity of the person searching
- The identity of all persons witnessing the search.
- The date, time, and location of the search.

present must be of the same gender as the person being searched. Privacy requirements are the same as the strip search standard.

The Watch Commander shall review the completed form and when appropriate, give verbal and written approval to conduct the search. The search shall not occur if the Watch Commander does not approve of the request.

The results shall be documented on the Authorization for Strip Search Form and in the crime report. The Watch Commander shall be advised of the results of the search.

The completed form will be filed with the prisoners booking paperwork in the Jail. This information shall be made available to the prisoner or representative, upon request.

04.02.00 CONDUCTING SEARCHES

04.02.01 STRIP SEARCHES OR VISUAL BODY CAVITY SEARCHES

A person conducting any strip searches or visual body cavity searches may not touch the breasts, buttocks, or genitalia of the person being searched. There shall be a witness to the search. All persons present during the search must be of the same gender as the person being searched. The search must be conducted in an area of the Jail where uninvolved persons may not observe the search.

04.02.02 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches may only be approved under the authority of a search warrant.

Only a physician, nurse practitioner, registered nurse, licensed vocational nurse, or emergency medical technician level II can conduct a physical body cavity search. Except for the above-mentioned licensed medical personnel, persons

CHAPTER 5

SEGREGATION AND CLASSIFICATION

05.00.00 SEGREGATION AND CLASSIFICATION OF PRISONERS

The Board of State and Community Corrections requires minimum segregation of prisoners. Segregation provides the control and security necessary for good management and the protection of staff and prisoners. Segregation of prisoners shall not be based on race, creed, color, or national origin. There are two types of segregation: Administrative and Statutory. The classification and housing of prisoners are based on segregation requirements.

Jailers shall determine how an arrestee is to be classified and segregated once the booking process is completed. In some circumstances as outlined in this section, segregation can mean arrestees will be booked but not housed at the Monterey City Jail. These arrestees will be released according to Chapter 9 of this Manual.

05.01.00 ADMINISTRATIVE SEGREGATION

Administrative segregation means the physical separation of different types of prisoners from each other as specified in Penal Code Sections 4001 and 4002 and Section 1053 of Title 15 Regulations. Physical separation means that prisoners will not have visual, physical or audible contact with each other. Administrative segregation shall be provided as follows:

05.01.01 CRIME CLASSIFICATION

Prisoners shall be placed in one of four crime classifications. In the event there are multiple charges, crime classification shall be based in the most serious charge.

- Infractions
- Misdemeanor Charges
- Misdemeanor Charges involving drugs, violence or weapons
- Felony Charges

MONTEREY CITY JAIL OPERATIONS MANUAL

05.01.02 VIOLENT OR AT-RISK PRISONERS

Complete segregation shall be provided for those prisoners who may harm **jail staff**, prisoners or those who may be harmed by other prisoners. Jailers will take into consideration the type of criminal violation, criminal history, prior arrests, gender, sexual orientation, demeanor or statements made toward staff or other prisoners during **or after** the booking process. Jailers shall notify the Watch Commander when such a prisoner is identified. The Watch Commander shall determine if the prisoner should be released according to section 06.04 of this Manual.

provisions of Penal Code §3400-3409, the relevant regulations, and the correctional facility policies. (PC 3407)

Withdrawal Condition: Any prisoner in withdrawal shall be transported to County Jail.

05.01.03 MEDICAL CLASSIFICATION

When an arrestee is booked into the Monterey City Jail, Jailers shall complete the Heath and Medical questionnaire located in the TracNet booking module. There is no medical staff on duty at the Monterey City Jail. Prisoners shall be segregated based on the following criteria:

Communicable Disease: Any arrestee who has an identified communicable disease shall not be brought into the Monterey City Jail. Jailers will notify the Watch Commander and complete those aspects of the booking process that do not require the individual to enter the facility. Arrestees shall be immediately transported to the County Jail. The Watch Commander will have the authority to have the arrestee transported by ambulance.

If after booking it is determined that the prisoner has an airborne communicable disease, they shall be placed in an isolated area of the jail. The Watch Commander shall be immediately notified when a prisoner with a communicable disease is identified and the prisoner shall be transported to the County Jail. The Watch Commander will have the authority to have the arrestee transported by ambulance.

Pregnancy: Any prisoner that indicates they are pregnant may be booked but not housed in the Monterey City Jail.

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

MONTEREY CITY JAIL OPERATIONS MANUAL

Handicapped: Developmentally disabled or handicapped persons that require on-going medical care or can't be segregated from other prisoners shall not be housed at the Monterey City Jail. This can include arrestees that have prosthetic devices or need a wheelchair. The Watch Commander shall be immediately notified to determine if the prisoner shall be immediately transported to the County Jail.

Deaf and Hard-of-Hearing: The Monterey City Jail is equipped with a telecommunication device for the deaf. (TDD). Prisoners who are deaf or hard-of-hearing and unable to use a voice telephone system may utilize the TDD to complete phone calls as required by 851.5 PC.

Mental illness: Mentally ill persons likely to cause injury to themselves or others who require immediate care, treatment, or restraint shall be immediately segregated and transported to the County Jail or to the appropriate mental health facility. Section 5150 of the Welfare and Institutions Code provides the criteria for determining mental fitness.

Alcohol Intoxication: Prisoners being held for release for alcohol related offenses or who are unable to care for themselves due to their level of inebriation. For prisoners under the influence of alcohol who appear to require immediate care, treatment, or are likely to cause injury to themselves or others, the Watch Commander shall be immediately notified to arrange transfer to a medical facility or transport to County Jail.

Pregnant Females: Any female 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 (PC 3407(a)).

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 Penal Code §3400-3409, the relevant regulations, and the correctional facility policies. (PC 3407)

05.02.00 STATUTORY SEGREGATION (P.C. 4001, 4002)

Statutory segregation means the physical separation of different types of prisoners from each other as specified in Penal Code Sections 4001 and 4002 and Section 1053 of Title 15 Regulations. Physical separation means that prisoners will not have visual, physical or audible contact with each other.

Statutory segregation shall be provided as follows:

Material Witnesses Persons held as material witnesses or under an order imposing punishment for contempt shall be kept separate from persons charged with crimes.

Persons Awaiting Trial Persons awaiting trial shall be segregated from those serving a jail sentence.

Gender Males and females shall be confined separately.

Minors shall not be confined with adults (W&I 508). Minors are persons under the age of 18 years.

Civil Warrants Any person arrested in response to a civil warrant is considered a "Civil Prisoner" and must not be housed with any criminal offender.

05.02.01 CONTACT BETWEEN MALE AND FEMALE PRISONERS

Male and female prisoners shall not have contact of any kind with each other except as detailed in the following Section.

Contact between adult prisoners in the law enforcement facility shall be restricted as follows:

- Under no circumstances shall a male prisoner be housed with a female prisoner.
- If a female prisoner is present with a male prisoner in the same room or area, a jailer shall maintain a constant, side by side presence with the female prisoner.
- In the event that a criminal investigation necessitates contact, the following procedure shall be followed:
 - 1) The Watch Commander shall review and approve the request.
 - 2) The requesting officer shall maintain constant visual and audio observation of

MONTEREY CITY JAIL OPERATIONS MANUAL

the male and female.

- 3) The investigating officer shall be in a position to immediately terminate the contact for safety reasons.
- 4) The officer shall document the contact and include details of the contact in the crime report.

CHAPTER 6 **JAIL OPERATIONS**

06.00.00 RECORDKEEPING

Jailers are responsible for maintaining Jail records and reports in compliance with statutory requirements and the policies and procedures of the Monterey Police Department.

06.00.01 JAIL STATUS REPORT

The Jail Status Report shall be used to document the number of prisoners housed in the Jail, including a male, female and juvenile count. It shall also include the pending status of each prisoner, any significant medical problems, pending tasks to be completed (prints, picture, paperwork), cell damage present, or other significant issues that need to be brought to the attention of the oncoming Jailer, Watch Commander and/ or Records/Detention Supervisor. Watch Commander start of shift inspections will also be noted here.

The senior jailer on each shift shall be responsible for preparing a Jail Status Report, which should be initiated at the beginning of the shift and updated and reviewed by jailers and the Watch Commander throughout the shift. Jailers for the oncoming shift shall be responsible for reviewing the Jail Status Report prepared by the previous shift. Such review shall occur at the beginning of their shift or as soon as practical thereafter.

Jail Status Reports shall be deposited in the Records/Detention Supervisor or designee's mail slot prior to the end of each shift.

06.00.02 MIDNIGHT POPULATION LOG

The senior jailer assigned to the midnight shift shall prepare a Monterey Police Department Population Accounting Log each day.

MONTEREY CITY JAIL OPERATIONS MANUAL

06.00.03 REQUIRED PRISONER DOCUMENTATION

Prisoner documentation completed during the booking process shall be kept in the Jail located in the prisoner's file bin. Documents may include:

- Property Receipt
- Computer-Aided-Dispatch (CAD) printout
- LiveScan Return Printout
- Original Warrant/Warrant Abstract
- DNA Collection Admonition (if prisoner refuses to provide a sample)
- Additional Forms
- Copies of identification

06.00.04 PRISONER DOCUMENTATION STORAGE AND REVIEW

The document bin for each prisoner shall be the storage location for any additional Jail forms completed while the prisoner remains in custody. Upon release from custody, prisoner documentation shall be subject to review by an assigned Senior Police Services Technician or Records/Detention Supervisor and thereafter, scanned as an attachment into the TracNet booking entry.

At the beginning of each shift, the assigned jailer shall review the paperwork for all prisoners in custody and ensure that all of the required documents are complete and prepared and in the prisoner's bin.

The jailer shall ensure that missing or incomplete booking documents are completed as soon as practical.

MONTEREY CITY JAIL OPERATIONS MANUAL

06.00.05 RECORD OF DISCIPLINARY INFRACTIONS AND PUNISHMENT ADMINISTERED

Prisoners confined within the Monterey City Jail shall not receive punishment related to disciplinary infractions. In the event that a prisoner refuses to follow the lawful directions of a jailer or becomes a danger to themselves or others, they shall be immediately transported and booked into the County Jail. Any infraction that leads to such a transfer shall be documented in the "Comments" section of the County Jail Pre-Booking Form.

06.00.06 DELIVERY OF JUDICIAL DOCUMENTS TO PRISONER (P.C. 40131)

The Watch Commander shall ensure that judicial documents received by the MPD for a prisoner confined in the Jail are delivered to that prisoner as soon as practicable. A note recording the date, time and the name of the employee delivering them to the prisoner shall be included with the documents.

Officers failing to provide judicial papers to a prisoner may be held liable to the prisoner for all damages occasioned thereby. [P.C. 850 (c)].

06.00.07 INSPECTION OF RECORDS

Members of the public and prisoners can request to review a copy of this manual and Title 15- Crime Prevention and Corrections Minimum Standards for Local Detention Facilities. A copy of these regulations shall be available in the Records area and in the Jail.

06.01.00 SAME GENDER JAILERS

Whenever there is a prisoner in custody, there shall be at least one jailer on duty of the same gender at all times who shall be immediately available and accessible to prisoners in the event of an emergency. In the event that this same gender requirement cannot be met, the Jail will be closed for that gender and any prisoners of that gender shall be transported to the County Jail. (PC 4021.)

06.02.00 JAIL INSPECTIONS

When any adult prisoner is in custody, the jailer shall conduct periodic Jail / prisoner safety inspections. Jail / prisoner safety inspections shall be conducted at least hourly through direct visual observation of all inmates. There shall be no more than a 60-minute lapse between such jail inspections. Intermittent visual supervision of all prisoners shall be accomplished as much as possible. (Title 15, Sec. 1027.5) Jailers shall note cell check times on the Security/Welfare Status forms.

Any prisoner booked into the MPD Jail for alcohol related charges shall be visually checked every 30 minutes. Jailers shall note cell check times on the Security/Welfare Status forms. (Title 15, Sec. 1056)

06.03.00 PRISONER SEARCHES AND CELL INSPECTIONS

Prisoners shall be searched by an officer or jailer of the same gender, except in exigent circumstances. Employees shall not enter the room or cell occupied by any prisoner of the opposite gender, except in the company of an employee of the same gender as the prisoner (P.C. 4021 (b)).

The Watch Commander shall be notified if this type of contact is necessary and the incident shall be documented in the Observation Log for the prisoner.

06.04.00 USE OF FORCE

Any use of force in the Jail facility shall follow the Monterey Police Department Use of Force Policy. The use of force shall be documented.

Restraints - Prisoners brought to the Monterey City Jail are not to be restrained beyond routine handcuffing or necessary control holds. Prisoners who are determined to be in need of additional physical restraint shall be transported to the appropriate facility at the direction of the Watch Commander.

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 (PC 3407).

Safety Cell - The Monterey City Jail has no safety cells. Prisoners displaying behavior that may result in physical harm to themselves or others or the destruction of property requiring confinement in a

MONTEREY CITY JAIL OPERATIONS MANUAL

safety cell shall be immediately transported to the County Jail.

The Watch Commander shall be responsible for determining whether a prisoner's behavior requires that they be transported to the County Jail or other facility.

06.05.00 DEATH OF A PRISONER

The Watch Commander shall be notified immediately upon discovery of a prisoner who has died in the Jail. The Watch Commander shall notify the Chief of Police, Assistant Chief, and the Records\Detention Supervisor. The Coroner's Office is to be contacted immediately for evaluation and investigation as to the cause of death.

A Monterey Police Department investigation will be initiated in conjunction with the Coroner's and District Attorney's investigation.

The Chief of Police shall be provided a written report within 24 hours of the event.

Within 30 days there will be a review of each In Custody death and the review team will include the facility administrator and/or manager; the health administrator; the responsible physician; and other health care and supervision staff who are relevant to the incident. The death shall be reviewed to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study.

The Chief of Police will contact the Office of Attorney General by telephone and letter within ten days of the occurrence of death. (Government Code 12525)

If the deceased prisoner is a juvenile, an immediate notification shall be made both to the Board of Corrections Field Representative for the County of Monterey, and the Department of Justice within ten days of the occurrence of death.

Upon receipt of a report of death of a minor from the administrator, the Board may within 30 calendar days inspect and evaluate the jail.

It is the duty of the Chief of Police to designate the employee who will be responsible for contacting the relatives of the deceased to provide appropriate information pertaining to the incident.

06.06.00 EMERGENCY PROCEDURES

06.06.01 JAIL FIRE

If fire is easily extinguishable, all attempts shall be made to put it out by using the hand fire extinguishers. If deemed necessary, evacuation of the hazardous area shall be initiated and the Watch Commander advised of the evacuation immediately. Employees shall ensure that all doors leading to the main hallways from all offices are closed in order to prevent fire from spreading.

The Monterey City Jail is equipped with ABC all-purpose extinguishers that can be used on all classes of fires. One is located in the Jail booking office by the prisoner storage bins and entrance to the restroom. A second extinguisher is located in the Jail kitchen next to the oven.

Locations of additional fire extinguishers:

- In the hallway next to the patrol sergeant's office.
- In the kitchen/ break room area.
- In hallway across from the stairs to the range.
- In the hallway next to the entrance to the women's locker room.
- In the hallway across from the conference room.

Fire extinguishers shall be checked as a part of the Monthly Fire & Life Safety inspection.

06.06.02 PRISONER SAFETY

If there is a fire/smoke, natural disaster, or other environmental hazard within or near the Jail facility, which could threaten prisoner safety, the Watch Commander and the fire department, ambulance service, or other department(s) as required shall be notified and all prisoners should be evacuated immediately.

06.06.03 JAIL EVACUATION (TITLE 15, SECTION 1032)

- Evacuation is the responsibility of Jail staff under the direction of the Watch Commander.
- Evacuation personnel should be alert for smoke filled rooms to prevent personal injury. Entry to smoke filled rooms should be accomplished by fire personnel. Evacuated prisoners should be secured in patrol

MONTEREY CITY JAIL OPERATIONS MANUAL

vehicle(s) or the Jail transportation van until the fire is extinguished and should be transported to the County Jail if the Jail becomes inoperative. All personnel shall be familiar with the MPD Jail Evacuation Plan (Appendix).

06.06.04 JAIL DISTURBANCES

- Explosions

In the event of explosions, employees shall take cover under tables, desks, or other similar objects that will offer protection against flying glass or debris. After the effects of explosion have subsided, the Watch Commander shall determine if evacuation is necessary.

- Demonstrations/Civil Disturbance

In the event of demonstration inside or outside, employees shall remain inside the building and conduct business as usual. Employees shall not get involved in the demonstration, thus becoming a part of the problem.

- Earthquakes

In the event of an earthquake, employees shall remain in the building, seek shelter under tables, desks, doorways, and similar places, avoid overhead fixtures, windows, skylights, filing cabinets, book cases, or other items which could become falling or flying objects, remain calm and wait for instructions from emergency personnel.

- Ordered Evacuation

If evacuation is ordered, everyone shall evacuate as directed, be aware of falling debris or electrical wires, take precautions against possible aftershocks, proceed to the evacuation area and follow all instructions.

- Disturbance/Hostage Situations

Definitions:

A. Disturbance: An incident occurring with the Jail facility involving one or more prisoner(s) in an act of concerted

defiance which presents an immediate threat to the safety of the facility, staff members, or other prisoner(s).

B. Hostage: any staff member, private citizen (visitor) or inmate that is taken by force against his/her will.

Procedure:

A. In the unlikely event of a hostage scenario the Watch Commander and Jail Supervisor shall be notified immediately. The Watch Commander will coordinate an emergency response and additional notifications.

B. All hostages are considered under duress and have no authority to bargain during the crisis regardless of rank.

- Escape

Upon suspicion of discovery of an escape, the discovering employee shall immediately contact the Watch Commander and secure the Jail.

The on-duty Jailer shall immediately disable all in-cell telephones, verify the well-being of any prisoners still in custody, and account for all jail keys and check for any missing prisoner belongings.

No unnecessary prisoner movements should be allowed without Watch Commander approval.

- Mass Arrests

Situations resulting in a large number of arrestees may exceed the functional capacity of the Monterey City Jail. In the event of such a scenario, the Watch Commander shall designate officers to assist with prebooking and transportation of prisoners to the Monterey County Jail.

06.07.00 PRISONER COMMUNICATION

06.07.01 VISITATION

MONTEREY CITY JAIL OPERATIONS MANUAL

It shall be the policy of the Monterey City Jail to afford visiting privileges to detainees no later than the next calendar day after their arrest.

Visitation privileges shall be granted at the authorization of the Watch Commander to all unsentenced prisoners. Jailers shall contact the detective sergeant prior to any visitation to confirm that the visitation will not interfere with an on-going investigation.

All visitors shall complete a Jail Visitation Request Form. The person requesting visitation shall provide the following information:

- Date of Request
- Prisoner's name
- Visitor's name
- Relationship to the prisoner
- Signature of Visitor
- Date and time of visit
- Duration of visit (time in and time out)

The "Request for Prisoner Visitation" Form shall be scanned to the RMS booking entry of the prisoner visited. The Watch Commander must approve all visitations.

Visitation hours will be daily from 1300 hours to 1500 hours. Visitations will consist of a maximum of two people during a given visit. Prisoners are allowed a maximum of two visits per day.

Persons Allowed Visitation:

- Attorney of Record – Attorney visitations shall be allowed for up to one hour and may be extended if circumstances permit
- Clergy – Clergy visitations shall be allowed for up to thirty minutes and may be extended if circumstances permit
- Family Members and Friends – Visitations shall be allowed for up to thirty minutes and may be extended if circumstances permit
- Juvenile dependent children of the prisoner shall be granted visitation privileges under the guidelines above when accompanied by a responsible adult of the prisoner's family

Documentation of Visitation

The Jailer shall attach all visitation request forms to the RMS booking record of the prisoner.

Location of Visitation

The visiting room located off the EPAS room shall be utilized for all visitations.

Due to security requirements of the Jail, all visits shall be "no contact" visits. Prisoners and visitors shall be afforded as much privacy as possible commensurate with security requirements of the Jail.

Visitation Procedures

In order to maintain Jail security, the following procedures shall be used during prisoner visitation:

- The jailer will direct the visitor(s) to the outside security door entrance to the Jail.
- The jailer will respond to the Jail and will roll the photo capture console and any other equipment out of the entrance to the visiting room so that the prisoner can be placed in this room.
- All other prisoners will be locked down in their respective cells during any visit.
- The Jailer shall place the prisoner being visited in the visiting room on the Jail booking area side with the door closed and secured.
- The visitor(s) shall be admitted into the foyer area via the outside security door to the Jail. They will be afforded a seat in the EPAS room. The door to this room shall remain unlocked.
- The Jailer shall monitor the entire visit process to insure safety and security for both the visitor(s) and the prisoner.
- At the conclusion of the visit, the visitor(s) shall be accompanied out of the EPAS room and let out of the foyer area through the Jail outside security door.
- The prisoner shall then be removed from the visiting room and placed into his or her cell.

MONTEREY CITY JAIL OPERATIONS MANUAL

The jailer will then roll the Photo Capture system back into place.

06.07.02 RIGHT OF ARRESTED PERSON TO MAKE TELEPHONE CALLS IN ADDITION TO THE THREE REQUIRED CALLS (P.C. 851.5)

Refer to 03.04.12.

06.07.03 PRISONER CORRESPONDENCE

Monterey Police personnel shall not accept any sealed documents for prisoners from the public. Only sealed envelopes delivered via U.S. Mail or from a court of law can be accepted.

- Documents received by U.S. Mail shall be opened by the jailer in the presence of the prisoner for the purpose of ensuring that they do not contain contraband.
- If the search for contraband is negative, the mail shall be given to the prisoner.
- If contraband is discovered, the jailer shall notify the Watch Commander who shall initiate a criminal investigation.
- If a prisoner needs to correspond with his attorney, the Watch Commander, upon request, shall supply writing materials.
- There is no limitation on the amount of mail a prisoner is allowed to send or receive via U.S. Mail.
- Postage will be at the prisoner's own expense, unless he or she does not have sufficient resources to pay for it. The petty cash reimbursement procedure will be utilized in this event.
- Confidential correspondence with the prisoner's attorney, officials of the Board of State & Community Corrections, and the MPD Command Staff is permitted. These types of correspondence may not be reviewed prior to mailing.
- Outgoing mail shall be searched for contraband.
- Outgoing mail can be reviewed prior to mailing if the prisoner is charged with a

felony or a crime of violence and there is a valid security reason. The Watch Commander shall approve any reviews and it shall be noted in the prisoner's booking record.

06.08.00 PRISONER CARE

06.08.01 JAIL COVERALLS

Disposable coveralls are stored in the closet in the booking office and are to be used when a prisoner has his or her clothing confiscated or if they are lacking proper clothing. If clothing is confiscated, the officer taking such clothing shall make sure to provide the Receipt of Property Form to the prisoner notifying them of the 90 day time period to claim property prior to destruction.

06.08.02 PRISONER MEALS

Prisoner meals shall comply with Title 15, Div. 1, Ch. 1, Subchapter 4, Article 12.

Meal Schedule - It is the senior jailer's responsibility to see that prisoners are fed on the following schedule:

Breakfast: 0530 – 0600
Lunch: 1200 – 1230
Dinner: 1700 – 1730

- When a prisoner refuses a meal, that fact shall be noted in the prisoner's booking record.
- Nothing in the section prohibits a Jailer from providing a meal at unscheduled times if deemed necessary. Meals fed at unscheduled times shall be documented in the same manner.

Meals & Storage Location - Prisoner meals shall consist of a TV breakfast for the morning meal and a TV dinner for lunch and dinner. A supply of these meals shall be stored in the freezer in the Jail kitchen. Prisoners shall also be served coffee, tea, or water. Prisoners have access to water in all cells 24 hours a day. Meals need to be at least 165 degrees (or mfg. instructions) when pulled from microwave. Meal temperature is to be recorded on Jail Meal Temperature log.

Utensils and Containers - The only eating utensil allowed will be a plastic spoon. Whenever possible, all foods will be served in disposable

MONTEREY CITY JAIL OPERATIONS MANUAL

containers.

All utensils and containers will be accounted for and properly disposed of upon completion of a meal. Prisoners will be required to return all containers.

Serving Material Disposal - The jailer shall remove all serving materials from the cell areas within 30 minutes of the serving of each meal. All meal serving materials shall be disposed of in the metal garbage can located in the janitor's closet.

Special Diets - Special diet needs of a prisoner will be accommodated by special meal purchases as needed, or the prisoner shall be transferred to the County Jail.

Disciplinary Diets – At no time shall a Jailer impose discipline on a prisoner by restricting or refusing to serve meals as required in this section.

06.08.03 PRISONER HYGIENE

Personal Hygiene Kit - Prisoner may be provided items from a disposable personal hygiene kit upon request. Prisoners shall not be allowed to possess personal hygiene items while in a cell.

NOTE: Personal hygiene kits shall be stored in the Jail kitchen area. These kits contain small packets of toothpaste, small tooth swab, shampoo, comb, shave cream, deodorant, and a razor for shaving.

After use, the used hygiene kit items shall be disposed of and remaining unused items set aside and repackaged.

Personal Hygiene Procedure - The restroom area off of the kitchen shall be used exclusively for prisoner hygiene. Prisoners requesting to attend to their personal hygiene needs shall be afforded twenty minutes access to the washroom/shower facilities adjacent to the kitchen.

Jailers shall issue new hygiene kit each time a prisoner is allowed to attend to personal hygiene needs.

Showers will be made available during the Sunday Day Shift (0700 to 1500 hours) for those prisoners awaiting a court arraignment. Only one prisoner

will be permitted to utilize washroom/shower facilities at any given time.

The jailer shall take a position in the immediate vicinity so as to have the ability to supervise the prisoner using the shower.

The jailer shall ensure that personal hygiene items given to a prisoner are accounted for and retrieved prior to the prisoner leaving the bathroom/shower area.

All personnel hygiene kits shall be inventoried after each use to ensure that all supplies are returned and discarded.

Bath towels will be issued, one (1) per prisoner, and at the completion of use shall be placed in the Jail laundry bag.

Clean-up of Washroom Facility - Clean up materials are located in the custodial closet. Clean up materials shall be returned to the custodial closet after each use.

06.08.04 BEDDING

Each prisoner shall be issued at least one blanket and a mattress upon assignment to a cell. Extra blankets may be supplied, if temperature conditions require it. Bedding shall be stored in the closet in the Jail booking office, or on the shelving located in the kitchen in the Monterey City Jail.

If an inmate presents a greater-than-normal likelihood of using a blanket or mattress as an instrument to inflict harm on themselves or others, the jailer shall have the authority to withhold it until such a time as the inmate no longer presents such a threat. Withholding a blanket or mattress shall be documented in the RMS booking notes.

Upon release, a prisoner's bedding will be placed in the soiled linen container located in the Jail booking office.

06.08.05 PRISONERS WITH ODOR

There may be times when officers arrest an individual who has vomited upon themselves, or who may have some other unpleasant odor. In these cases, jailers may, with safety and security considerations coming first, utilize the Jail shower to assist in cleaning up the prisoner. Towels shall be available for use by the prisoner.

MONTEREY CITY JAIL OPERATIONS MANUAL

06.08.06 RECREATION MATERIALS

Prisoners shall have the following made available to them upon request:

- Table Games or Playing Cards
- Daily newspaper in general circulation, including a non-English language publication.
- Magazines, assorted paperback books, and periodicals may be provided upon request.
- No pornographic publications of any type shall be provided to prisoners. The Watch Commander shall determine if any publication is inappropriate prior to distribution in the Jail.

06.08.07 RELIGIOUS SERVICES

The policy of the jail is to respect prisoner rights with respect to religious practices and counseling where these practices do not impact the safety and security of the jail. The jail and its employees shall not promote the practice of any religious faith, but will permit prisoners the opportunity to participate voluntarily in the practice of any established religious faith, in any respect deemed essential by the faith's religious leaders.

Denials of Religious Practices: Any denial of a prisoner's request with respect to a religious practice shall be documented in writing outlining why the practice would be contrary to the order, security, and safety of the jails.

Religious practices may be denied when there is a compelling interest of the jail's security and order overriding the practice.

When denying a religious practice, the jail shall apply the least restrictive alternative upon the practice in order to accomplish the goal of maintaining order and security.

06.09.00 PRISONER TRANSPORTATION

Monterey Police Department Policy 346.3 addresses Prisoner Transport.

06.10.00 JAIL CLEANLINESS

It is the policy of the Monterey Police Department that the Jail shall be maintained in a high state of cleanliness at all times.

The overall responsibility for the oversight of Jail cleanliness rests with the Records\Detention Supervisor. This responsibility will be carried out through the attention to Jail cleanliness by jailers on each shift, oversight by senior jailers, and the scheduled cleanup of the Jail on a daily basis by the assigned janitorial personnel provided by Public Works.

Specific clean up requests should be routed to the Records\Detention Supervisor via memo and noted on the Daily Jail Status Form. Releasing Jailers shall ensure that no blankets, food items, or any other kind of trash or contraband is left in a cell.

06.10.01 JAIL CLEANING – WEEKDAYS

The Building Maintenance Division of the City of Monterey provides janitorial personnel during the week to maintain the sanitation and cleanliness of the facility.

Janitorial personnel will insure the following services are performed each day of the normal business week:

- Clean all toilets in cell areas
- Clean staff restroom adjacent to the booking room and in the kitchen area
- Clean sink and counter in the fingerprint room
- Empty trashcans in booking area, fingerprint room, kitchen and janitor's closet
- Sweep and wet mop all floors in cell areas, booking room, fingerprint room, EPAS room, security alcove and the hallway
- Wipe down all mattresses on both sides with a damp cloth, spray both sides with personal insecticide and fold in half on cell bunks.
- Clean Plexiglas coverings in cell and booking areas
- Clean and maintain the janitor's closet and ensure that it is free of combustible material at all times

MONTEREY CITY JAIL OPERATIONS MANUAL

- Report all defective plumbing and electrical apparatus within the facility to the Police Detention and Records Supervisor.

06.10.02 JAIL CLEANING – WEEKENDS AND HOLIDAYS

The jailer shall perform minimal janitorial functions on weekends and holidays. Minimal janitorial functions to be performed by Jail personnel are as follows:

- Empty trashcans in booking room, fingerprint room and kitchen.
- Sweep hallway, booking room, fingerprint room and empty cells.
- Consistent with security and safety, have prisoners sweep out all cells.
- Any wet mopping or cleaning necessary to remove vomit, urine or other fluid/material(s).

06.10.03 KITCHEN SANITATION

Food preparation and service areas must be kept clean and orderly. The jailer shall ensure that the Jail kitchen area is kept in a high state of cleanliness and order at all times. This will include the following areas:

- Counter – Clean and free of debris and food scraps
- Oven/Microwave – Clean inside and out, free of debris and food scraps
- Freezer – Clean inside and out, free of debris with door securely shut
- Containers – Properly closed and stored
- Floor – Clean and free of debris and food scraps

NOTE: Under no circumstances shall food items be stored in the evidence refrigerator located in the Jail kitchen.

06.11.00 INMATE GRIEVANCE PROCEDURE

The Watch Commander shall be notified when any prisoner grievance, complaint against staff or any other request of this nature is brought to the attention

of a member of this Department.

Guidelines for handling complaints shall follow MPD Policy #1010 Personnel Complaints.

06.11.12 INMATE ORIENTATION

In order to orient newly received inmates at the time of placement in a holding area, Prisoner Rules and Orientation are posted in each wing of this facility.

- Orientation signs shall include information on the following:
 - Rules and disciplinary procedures
 - Visiting rules
 - Availability of personal care items
 - Opportunities for personal hygiene
 - Availability of reading and recreation materials
 - Medical/mental health procedures

MONTEREY CITY JAIL OPERATIONS MANUAL

CHAPTER 7

MEDICAL GUIDELINES

07.00.00 MEDICAL QUESTIONNAIRE – COMPLETION

Upon arrival in the jail, all prisoners shall be questioned regarding their medical status in order to determine whether they need medical attention or special observation. If an officer or jailer is uncertain as to whether a person is medically fit to be processed into the jail, the arrestee shall be taken to the appropriate medical facility to be medically cleared.

The jailer shall record all pertinent information on a Medical Questionnaire Checklist for each prisoner. Special circumstances shall be entered in the TracNet booking record.

The jailer shall select either “Y” for yes or “N” for no for each question on this form. Responses to some of the questions will be based on the jailer’s observations and assessment, while others will require the response from the prisoner.

The jailer shall document the following information in the “Notes” portion of the booking record.

- Any visible injuries noted on prisoner
- Name of the Watch Commander notified of the prisoner’s medical problems and the time of notification
- Any medical services provided to a prisoner while in the custody of the Department
- Any other pertinent information

All medical information shall remain confidential.

07.01.00 PROVIDING MEDICAL SERVICES

If any prisoner appears to be in need of, or requests medical, mental health, or developmental disability treatment, the Watch Commander shall be notified immediately. The Watch Commander shall determine what action, if any will be required.

If the prisoner is in need of immediate medical treatment, the jailer shall contact the County Communications Center for Fire and Medical

response and notify the Watch Commander.

If a prisoner is transported to a medical facility but must remain in police custody, the concerned officer shall take a Prisoner Medical Treatment Form to the treating medical facility for completion by medical staff.

07.02.00 PRESCRIPTION MEDICATION

Prisoner’s prescription medication shall be kept in the related property bin in the locked and secured Jail booking office or in the refrigerator if required. Prescription medication shall only be accepted and administered if it is held in a container with a label that contains the following information:

- The pharmacy’s name, address and telephone number that filled the prescription
- The name of the prescribing doctor
- The patient’s name clearly indicated
- The type and amount to the medication
- The frequency of administration

The Watch Commander shall take reasonable steps to determine whether the prisoner’s prescription medication is legitimate. Such steps may include but are not limited to:

- Referring to the “Physicians’ Desk Reference.”
- Contacting the concerned physician.
- Causing the medication to be examined by a physician, pharmacist or other medical professional.

Jailers are *not authorized* to administer medication by injection. The Watch Commander shall arrange for the prisoner to be transported to an appropriate medical facility for this type of administration. The option to transfer the prisoner to the County Jail may also be considered.

The administration of any type of medication to a prisoner will be documented on the Medication Log. A copy of this log will accompany the prisoner to the Monterey County Jail if the prisoner is transported.

The jailer shall follow the administration instructions and verify that the prisoner has ingested the prescribed medication by a visual examination of the prisoner’s mouth following administration.

MONTEREY CITY JAIL OPERATIONS MANUAL

07.03.00 NON-PRESCRIPTION MEDICATION

Jailers may provide non-prescription medication to prisoners such as aspirin or Tylenol from the Jail first-aid kit. Administration of such medication shall be entered on the medication log.

The amount and frequency of the medication administered shall not exceed the recommended dosage guidelines on the medication container.

07.04.00 DENTAL CARE

Emergency dental care shall be provided to each prisoner upon obvious need. The Watch Commander shall determine if and when dental care is to be provided and make all the necessary arrangements for this care.

07.05.00 ONGOING MEDICAL CARE

The Monterey City Jail is designed to be a short term holding facility. The jailer shall be responsible for notifying the Watch Commander regarding all prisoners requiring or receiving ongoing medical care. The Watch Commander shall make arrangements for the removal of the prisoner to the County Jail.

07.06.00 FEMALE PRISONERS / MEDICAL REQUESTS

07.06.01 PREGNANCY TEST

All female prisoners have the right to summon and receive the services of any physician and surgeon of their choice to determine pregnancy. If a female prisoner desires to invoke the privilege of a pregnancy examination, she is to be taken to an appropriate medical facility. Upon confirmation of pregnancy, she shall be informed, orally or in writing, of the facility's policies governing pregnant females.

07.06.02 PERSONAL HYGIENE

At the request of a female prisoner, she will be allowed to continue the use of materials for personal hygiene regarding her menstrual cycle. An adequate supply of feminine napkins shall be maintained in the Jail facility for this purpose.

07.06.03 BIRTH CONTROL

At the time of booking, the Jailer shall inquire of a female prisoner whether she requires medication or other special requirements for birth control purposes.

Any birth control medication will be approved and administered as outlined in this Chapter.

In cases where female prisoners communicate that they are on birth control medication but do not have medication, the Watch Commander shall have the prisoner transported to a medical facility where such medication can be provided.

07.07.00 SICK OR INJURED PRISONERS

If a prisoner becomes ill or is injured while in custody, the following procedures shall be followed:

- Very minor injuries are to be handled at the Police Department. Jailers or Monterey Fire Department personnel may render minor first aid (Band-Aid, ointment, etc). These actions are to be recorded in the booking record.
- When a prisoner becomes ill or injured and minor first aid is insufficient, the Watch Commander shall be notified and the prisoner shall be taken for emergency treatment to the appropriate medical facility.
- When a physician determines that the prisoner should be admitted to a hospital, the prisoner shall be transported to the County Hospital unless circumstances dictate otherwise.
- The Watch Commander shall consider an 853.6 P.C. citation release if the prisoner is held on a misdemeanor charge.
- A prisoner held on a felony charge may be booked in absentia at the County Jail if it is necessary to admit the prisoner to the County Hospital. The Watch Commander can also elect to 849 P.C. this prisoner and seek a complaint at a later date. This decision should be based on the safety and well-being of others and the community.
- Any prisoner may decline such care or treatment and provide for their own care and treatment at their own expense.
- Prisoners that decline any medical treatment with obvious injuries shall be medically cleared and then booked into the County Jail.

MONTEREY CITY JAIL OPERATIONS MANUAL

07.08.00 VERMIN INFESTED PRISONERS – DISCOVERED AFTER BOOKING

If after booking, it is determined that a prisoner is vermin infested, he or she shall be placed in an isolated area of the Jail. The prisoner shall be immediately transported for a medical clearance and then taken to the County Jail.

Cell contamination of any kind shall be documented on the Jail Status Form and forwarded to the Records/Detention Supervisor. The cell shall not be used until it is decontaminated.

07.09.00 INTOXICATED PERSONS

07.09.01 DETOXIFICATION - DEFINITION

Detoxification is a serious medical condition related to long-term treatment. The Monterey City Jail does not provide detoxification services.

07.09.02 SOBERING UP OPTION

Intoxicated persons may be booked in the same manner as all other persons. Intoxicated persons may be detained for purposes of sobering up until they are able to care for their own safety. For prisoners under the influence of alcohol who appear to require immediate care, treatment, or are likely to cause injury to themselves or others, the Watch Commander shall be immediately notified to arrange transfer to a medical facility or transport to County Jail.

Intoxicated persons housed at the Jail shall not be held longer than 6 hours without an evaluation by a medical professional or the jailer. At 12 hours from the time of placement, all intoxicated inmates shall receive an evaluation by responsible health care staff.

07.09.03 OBSERVATION REQUIREMENTS

The jailer shall monitor intoxicated persons every 30 minutes for signs of withdrawal reactions or other potential life threatening occurrences. The observation process should include:

- Determining if the inmate's breathing is regular. (A loud, heavy snoring sound in respiration is an indication of difficulty in breathing.)

- Observing whether there has been any vomiting while sleeping. Ensuring that intoxicated persons remain on their side rather than on their back will prevent aspiration of stomach contents.
- An arousal attempt to ensure that the person will respond to verbal or pressure stimulation. If unable to obtain verbal response, the officer must go in and attempt to arouse the person.

Observation Results

The results of the observation shall be noted on the "Security/Welfare Status Check Form" which is placed on the outside entry door to the cell section. The results shall be documented in a specific and concise manner on the form:

- Are they less easily roused?
- Is their ability to follow simple commands decreasing?
- Are they having difficulty breathing?

The Watch Commander shall be notified if a prisoner appears to be worsening and see that the prisoner is taken for a medical clearance and treatment.

07.10.00 SUICIDE RISK AND PREVENTION

Prisoners at risk of suicide shall not to be confined at the Monterey City Jail. Jailers shall be aware that there may be situations where a prisoner is confined in the Jail with no initial indications of being a suicide risk.

If a jailer, through whatever means, develops reason to believe a prisoner may harm himself or herself, the jailer shall visually check the prisoner every 10 minutes and notify the Watch Commander of this situation until transportation to an appropriate medical facility or County Jail can be arranged. Transportation shall be accomplished as soon as possible. Any information regarding the inmate's desire to harm himself or herself shall be communicated between the jailer and the transporting officer.

07.10.01 SUICIDES AND ATTEMPTS

Any suicide attempt or suicide in the jail shall be immediately reported to the Watch Commander and Police Records / Detention Supervisor.

MONTEREY CITY JAIL OPERATIONS MANUAL

Any jailer who encounters an inmate who is attempting suicide within the jail facility shall immediately intervene if safe to do so. The inmate shall be transported immediately to an appropriate medical facility or to the County Jail. Any information regarding the inmate's desire to harm himself or herself shall be communicated between the jailer and the transporting officer.

07.11.00 FIRST AID KITS

First Aid kits are located in the booking office, kitchen, and the LiveScan print room.

The contents of First Aid kits shall be inspected weekly by a designated Senior Jailer and noted on the Daily Jail Status Form.

Any jailer using items from the First Aid kit shall forward a note of use to the Records / Detention Supervisor for immediate replacement or evaluation of restocking that item.

MONTEREY CITY JAIL OPERATIONS MANUAL

CHAPTER 8 JUVENILES

08.00.00 JUVENILE PRISONER OVERVIEW

When officers arrest or detain a juvenile, the responsibility for the overall care and safety of that juvenile rests on the arresting officer until the juvenile is turned over to a Jailer for booking or held in Records pending release.

It is also the arresting officer's responsibility to follow up and provide for the proper release of a juvenile unless otherwise directed by the Watch Commander.

All employees should be mindful that the care and custody of a juvenile is a critical responsibility that should be carried out with the utmost attention to the legal requirements and Department mandates.

Mishandling of the juvenile can lead to criminal, civil, and departmental action against the involved employee.

The State of California Board of State and Community Corrections, Juvenile Title 15 Guidelines shall apply as they relate to our facility.

Juveniles shall only be held at the Monterey City Jail until the investigation in which they are involved is completed. The juvenile shall then be released in a manner defined in this Manual.

Definitions:

Temporary Custody is the status of a juvenile who is not at liberty to leave the law enforcement facility.

Law Enforcement Facility means a police facility or sheriff's station. It does not include a jail, which has the purpose of detaining adults charged with criminal law violations while awaiting trial or sentenced adult criminal offenders.

Lockup means a locked room or secure enclosure under the control of a peace officer or custodial officer, which is primarily for the temporary confinement of adults who have recently been arrested.

08.01.00 JUVENILES ARRESTED FOR LAW VIOLATIONS

A juvenile 14 years of age or older can be held within a law enforcement facility that contains a lockup for adults under the following circumstances.

- The juvenile is described by Section 602 of the Welfare and Institutions Code
- The juvenile is taken into temporary custody by a peace officer
- In the reasonable belief of the officer the juvenile presents a serious security risk or harm to self or others

Officer and jailers shall consider the following factors:

- Age, maturity, and delinquent history of juvenile
- Severity of the offense(s) for which the juvenile was taken into custody
- Juvenile's behavior, including the degree to which the juvenile appears to be cooperative or non-cooperative
- Availability of staff to provide adequate supervision or protection of the juvenile
- The age, type, and number or other individuals who are detained in the facility.

Juveniles under the age of 14 or those who do not meet the above criteria shall not be held in the MPD lockup facility.

These juveniles shall be placed in Records under the constant, direct supervision of a jailer. The arresting officer shall be responsible for the direct supervision if the jailer is unavailable.

Juveniles may be placed in the interview room or other non-lockup areas of the Monterey Police Department to facilitate the investigation of criminal activity.

This facility does not house juveniles longer than six hours. Health Education and Disease Prevention Programs are not offered to minors.

MONTEREY CITY JAIL OPERATIONS MANUAL

Reasons for Detention

Juveniles can also be held in temporary custody under the following circumstances:

- For the purpose of investigating a criminal case
- To facilitate the release of the juvenile to a parent or guardian
- To arrange the transfer of the juvenile to Monterey County Juvenile Hall

Time Limitations

Juveniles shall not be held in secure detention or non-secure custody in a law enforcement facility that contains a lockup for adults for more than six hours.

The Watch Commander shall be advised in situations where a juvenile is held for more than six hours.

Unless there is an on-going investigation requiring the continued detention of the juvenile, the Watch Commander shall have the juvenile released to a parent or guardian or transferred to the Monterey County Juvenile Hall. The decision to continue the detention shall be documented on the Monthly Log for the Confinement of Juveniles.

The Watch Commander shall reevaluate and document the continued detention every two hours thereafter.

The juvenile must be informed of the following at the time they are detained:

- The purpose of the detention
- The length of time the detention is expected to last
- The maximum six-hour time limit that the detention is authorized to last

08.02.00 MONTHLY LOG FOR THE CONFINEMENT OF JUVENILES

When a juvenile is brought to the Monterey Police Department in custody, the receiving jailer shall complete the Monthly Log for the Confinement of Juveniles. It shall be the arresting officer's responsibility to provide all necessary arrest information.

The releasing jailer shall complete the Monthly Log for the Confinement of Juveniles upon release.

08.03.00 JUVENILE FINGERPRINTING / PHOTOGRAPHS

Juveniles shall be fingerprinted and photographed prior to their release when arrested for a felony or misdemeanor offense.

A circumstance that would justify photographing or fingerprinting a juvenile not under arrest include but are not limited to the following: A juvenile associated in an investigation where photograph or fingerprints may be necessary for proper follow-up.

08.04.00 JUVENILE COURT ARREST WARRANTS

Persons who have not reached their 18th birthday and are arrested pursuant only to a warrant issued by the Juvenile Court shall be booked into the Monterey County Juvenile Hall.

Persons over the age of 18 years of age or older shall be treated as an adult.

08.05.00 DISCIPLINARY ACTION

Members of the Monterey Police Department shall not administer any type of discipline to juvenile prisoners or detainees. Any juvenile prisoner acting in such a manner that would require disciplinary action shall be transported to Monterey County Juvenile Hall as soon as possible.

MONTEREY CITY JAIL OPERATIONS MANUAL

08.06.00 SUICIDE RISK AND PREVENTION

Any juvenile prisoner that an officer or Jailer has reason to believe may harm him or herself shall be kept under constant visual surveillance until the juvenile can be transported to an appropriate medical facility or Juvenile Hall.

08.07.00 USE OF RESTRAINTS

Juveniles may be handcuffed while in the Monterey City Police Department facility.

If the actions of a juvenile in custody require a higher level of restraint to prevent harm to self or others, the jailer shall arrange transportation of the juvenile to the Monterey County Juvenile facility.

08.08.00 MEDICAL ASSISTANCE AND SERVICES

Juveniles in temporary custody who require medical treatment shall be transported the appropriate medical facility at the Watch Commander's direction.

- The juvenile's parent or guardian shall be immediately notified
- The Chief of Police shall prepare a letter detailing the circumstances of the incident and deliver it to the Presiding Juvenile Court Judge

A medical clearance shall be obtained prior to booking any minor who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency.

Supervision of intoxicated minors who are cleared to be booked into a facility shall include monitoring by personal observation no less than once every 15 minutes until resolution of the intoxicated state.

After a medical clearance, a juvenile who is brought to the Jail may be released to a parent or legal guardian only.

Non-emergency medical treatment/situations require a court order before involuntary treatment is performed.

If a parent or guardian cannot be located, the juvenile shall be taken to Juvenile Hall.

08.09.00 CARE OF JUVENILES IN TEMPORARY CUSTODY

The following shall be made available to all juveniles held in temporary custody:

- Reasonable access to toilets and washing facilities
- A snack if the juvenile has not eaten within the past four (4) hours or is otherwise in need of nourishment
- Reasonable access to drinking water
- Privacy during visits with family, guardian, and/or lawyer

08.10.00 CONTACT BETWEEN JUVENILE AND ADULT PRISONERS

Jailers shall ensure that there is no physical or sustained sight or sound contact between juveniles in detention and incarcerated adults. In situations where brief or accidental contact may occur, such as booking or facility movement, facility staff (trained in the supervision of inmates) shall maintain a constant, side-by-side presence with the minor or the adult to prevent sustained contact.

08.11.00 SECURE DETENTION

Juveniles shall receive adequate supervision which at a minimum, includes:

- 1) Constant auditory access to staff by the juvenile
- 2) Personal visual observation of the juvenile by staff of the law enforcement facility every 15 minutes

Minors placed in locked rooms shall be provided blankets and clothing, as necessary, to assure the comfort of the minor; and permitted to retain and wear his or her personal clothing unless the clothing is inadequate, presents a health or safety problem, or is required to be utilized as evidence of an offense.

Secure Detention Outside of a Locked Enclosure

Juveniles held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than 60 minutes unless no other locked enclosure is available.

MONTEREY CITY JAIL OPERATIONS MANUAL

The Watch Commander shall evaluate and approve continued detention at the conclusion of the 60 minutes and every 30 minutes thereafter based on the best interest of the minor.

Males and females shall not be placed in the same locked room unless under constant direct visual observation by staff.

The Watch Commander shall document the continued detention on the Monthly Log for the Confinement of Juveniles.

Juveniles should be moved to a locked enclosure at such a time, as it becomes available. This may be one of the cells in the Jail so long as no adult is in the same cell.

A staff person from the facility shall be present at all times to assure the juvenile's safety while secured to a stationary object.

The continued secure detention must be re-evaluated by the Watch Commander every 30 minutes thereafter.

Officers should remember that juveniles may be left handcuffed without a secure detention so long as they are not cuffed to a stationary object or in a locked enclosure.

08.12.00 NON-SECURE DETENTION – DEFINITION

Juveniles held in temporary custody who do not meet the criteria for secure detention as specified in W & I Code Section 207.1(d).

These juveniles may be held in non-secure custody if a brief period of time is needed to investigate the case, facilitate release of the juvenile to a parent or guardian, or arrange for transfer of the juvenile to an appropriate juvenile facility.

These juveniles shall not be locked in a room or enclosure. These juveniles shall not be physically secured to a cuffing rail or other stationary object.

Juveniles held in non-secure custody shall receive constant personal visual observation and supervision by staff of the law enforcement facility.

These juveniles shall be placed in Records under the constant, direct supervision of a jailer.

The arresting officer shall be responsible for the direct supervision if the jailer is unavailable.

Under direct supervision, juveniles can be placed in the interview room or other non-lockup areas of the Monterey Police Department to facilitate the investigation of criminal activity.

08.13.00 RELEASING JUVENILES FROM CUSTODY

Jailers shall follow the guidelines set out in Chapter 9 of this Manual for the release of juveniles from secure detention. The only additional requirement for a juvenile prisoner is that they are released to the custody of a parent or guardian.

CHAPTER 9
RELEASE OF PRISONERS

09.00.00 DISPOSITION OF PRISONERS

Prisoners booked into to the Monterey City Jail shall be released in one of the following ways:

- Released on their own recognizance
- Released under the provisions of 849 P.C.
- Released after posting a cash bail.
- Released after securing a bail bond
- Transferred to another agency
- Transferred to the County Jail

09.01.00 MONTEREY COUNTY BAIL SCHEDULE AND BAIL BOND AGENT LIST

A copy of the Monterey County Bail Schedule shall be kept in Records and in the booking office.

A list of licensed bail bondsmen in the Central Monterey County area will be posted on the wall immediately to the left of the booking counter on the outside of the booking office.

The Records/Jail Supervisor shall be responsible to update these resources as needed.

09.02.00 DETENTION CERTIFICATE

In any case in which a person is arrested without a warrant and is released without being formally charged with a crime, he/she shall be issued a Detention Certificate, pursuant to 851.6 P.C.

09.03.00 WRIT OF HABEAS CORPUS RELEASES (P.C. 1473)

Habeas Corpus release orders will be directed to the Chief of Police and issued by a judge of a court of competent authority.

09.04.00 POSTING OF BAIL

Pursuant to the most recent Penal Code revisions, bail may be posted by a cash deposit, money order, certified check, or by a bondsman posting bail for the prisoner.

Personal checks shall be accepted only after a Jailer confirms with the financial institution that sufficient funds are available to cover the amount of the check.

The jailer accepting bail shall accept bail only in the amount designated on the warrant.

In the appropriate space on the bail receipt form, the jailer accepting bail must assign an appearance date and time for the defendant, appropriate court name, address location, booking number, case number, name of person posting bail and name of prisoner being bailed out.

Bail Receipt Distribution

A Bail Receipt that consists of an original and two copies is to be completed by the person accepting bail funds. This form is kept at the front counter in Records and is used as a receipt for bail monies posted. If one is voided, it should be marked "void" and left in the receipt book. The form, when completed, will be distributed as follows:

- Original - Given to the person posting bail
- Yellow Copy- Goes with the money/check to the court
- Pink Copy - gets scanned to the case file

Bail Bonds Distribution

- Records personnel shall route bail bonds for fresh charges directly to the Court. Bail bonds written for warrants are directed to the Warrants Division at the Monterey County Sheriff's Office
- The Jailer shall deposit all certified checks, money orders, and cash in a secured safety deposit box adjacent to the Records Division. The deposit box key shall be secured in the bail box located under the Records front counter. The Jailer shall then notify the Records Supervisor of any pending bail.

Notification of Court Date

MONTEREY CITY JAIL OPERATIONS MANUAL

It is essential that the bail receipt be filled out properly. It is the responsibility of the jailer accepting bail to call to the attention of the prisoner the court appearance date shown on the receipt.

09.05.00 OWN RECOGNIZANCE RELEASE (P.C. 853.6)

When a subject is arrested for a misdemeanor, he or she may, at the discretion of the Watch Commander, be released on his or her own recognizance. Prior to an "Own Recognizance" release, the subject must sign an MPD citation, which is his or her written promise to appear in court.

Prisoners released from the Monterey City Jail shall be identified through the Department of Justice Livescan fingerprint results and/or valid government identification. In cases where the Department of Justice has not returned fingerprint results and a prisoner is deemed releasable on their own recognizance (i.e. cite or 849 PC release) valid government identification is required.

Watch Commanders *may* approve the release of a prisoner without Livescan results provided the prisoner has valid identification. Valid identification includes a California Driver's License or California Identification Card, a Consulate Identification Card or Passport issued by the U.S. Government.

Any release without LiveScan results must be added to the "Notes" section in the booking record by the releasing Police Services Technician.

The original citation is white. The releasing PST will make two copies and shall place all three copies in the Incoming "Prepare for Court" bin in Records. It is a part of the court case file. The yellow copy shall be presented to arrestee.

The pink copy shall be forwarded to Operations for filing. The green copy shall be shredded (unless there are officers' notes on the back, then it shall be forwarded to Operations with the pink copy).

With the approval of the Watch Commander, a prisoner may be denied release under this section. An O.R. Denial Form shall be completed by the arresting officer and given to the jailer.

09.06.00 P.C. 849 RELEASES

Release Under PC 849(b)(1)

Only the Watch Commander may authorize an 849(b)(1) release. When such authorization is obtained, the authorizing Watch Commander's name shall be placed on the 849(b)(1) form.

Persons, who are released under the provisions of Penal Code Section 849(b)(1), shall be photographed and printed and a booking form shall be completed before the release is affected.

Release under P.C. 849 (b)(2)

The person arrested was arrested for intoxication only, and no further proceedings are desirable.

Release under P.C. 849 (b)(3)

The person arrested was arrested only for being under the influence of a controlled substance or drug and such person is delivered to a facility or hospital for treatment and no further proceedings are desirable.

09.07.00 PRISONER RELEASE PROCEDURES

Return of Prisoner Property

- The releasing jailer shall retrieve the prisoner-booking sheet and inventory the prisoner's property with the prisoner present. All property is then returned to the prisoner.
- The prisoner then signs the Property Receipt indicating receipt of all personal property and cash.
- The Watch Commander shall be notified immediately if any discrepancies are noted by the releasing jailer in any type of release.
- The jailer shall prepare a memorandum describing the discrepancy and forward it along with a copy of related documents to the Records\Detention Supervisor for follow up. A thorough investigation shall be initiated in any case where there is an actual or claimed shortage of money and/or property.
- If a prisoner has property stored in the locked cabinet in Records, the releasing jailer shall direct him/her to the front counter following release from custody for property retrieval, pursuant to MPD Directive 05.04 § IV C. Property belonging to those prisoners

MONTEREY CITY JAIL OPERATIONS MANUAL

transferred to County Jail shall be moved to permanent safekeeping by the designated Senior Police Service Technician as outlined in 05.04.

Bedding shall be removed from the cell and placed in the dirty linen bag in the Jail office.

Release of a Prisoner to Another Law Enforcement Agency

If a prisoner is charged with a crime for which he must be seen by a judge prior to release from custody, he must be seen within 72 hours of arrest. If the prisoner is not at the Monterey County Jail within 48 hours, he may not make the prisoner transport to court by 0700 hours. The Monterey County Jail may release him/her per 849 PC (no filing within 72 hours).

Therefore, any prisoner deemed to be "In Custody" should be transported to the Monterey County Jail within 36 hours of arrest. This will allow time for him/her to be booked into the County Jail and allow time for the prisoner to make the transport to the court the morning of his/her court date.

If the prisoner is turned over to another agency, the officer receiving the prisoner will sign the signature line and indicate what agency they represent when they take custody of the prisoner's property.

09.07.01 RELEASE OF DUI ARRESTEES

Persons aged 21 and over, booked for a violation of V.C. 23152 or 23153 shall remain in custody until their blood alcohol level is no greater than .040%, as measured with the Jail's Preliminary Alcohol Screening device (PAS).

Persons aged under 21, booked for a violation of V.C. 23136 (zero tolerance); 23140 (minor with BAC of .05% or greater), 23152, or 23153 (DUI) shall remain in custody until their blood alcohol level is .000%, as measured with the Jail PAS.

Persons booked for suspicion of driving under the influence of drugs shall remain in custody until they no longer display symptoms of being under the influence, and if applicable, a blood alcohol level reading no greater than .040% as measured with the Jail PAS for ages 21 and over, or .000% for ages under 21.

AGE	VIOLATION (CVC)			
	23136	23140	23152	23153
UNDER 21	.000%	.000%	.000%	.000%
21 & OVER	N/A	N/A	.040%	.040%
ALL	DRUGS INVOLVED = NO DISPLAY OF OBJECTIVE SYMPTOMS			

Results of breath alcohol testing during a prisoner's time in custody shall be noted in the booking record, including the serial number of the breath test device (PAS), date/time of the test, and the initials/ID of the jailer.