

**STOCKTON POLICE DEPARTMENT**

**GENERAL ORDER**

**POLICE DEPARTMENT'S HOLDING FACILITY**  
**SUBJECT**

**DATE:** June 22, 2015

**NO:** P-09

**FROM:** CHIEF ERIC JONES

**TO** ALL PERSONNEL

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**I. POLICY**

The Stockton Police Department holding cells will be used, when necessary, as a temporary holding facility.

**II. PROCEDURES**

A. Normal Procedures- The standard procedure for handling an arrested subject is to transport the subject to the Main Police Facility for processing. The arrested subject will usually be transported to the San Joaquin County Jail by a police unit, or if available, the patrol wagon for booking.

B. Placement in Holding Cells

1. The Police Facility holding cell, and cells A and B, may be used in the following circumstances but are not limited to:
  - a. Interrogation
  - b. Awaiting warrant abstract.
  - c. Awaiting posting of bail (i.e., traffic warrant as required by law).
  - d. Unusual circumstances which must be approved by a patrol sergeant or Watch Commander.
2. An officer using the cells will complete the following steps:
  - a. Use the sallyport door for prisoner entrance and exit. This door shall remain locked when not in use.
  - b. Lower the screen that separates the sallyport area from the parking area to the down position, when a prisoner is in the sallyport.
  - c. Search the suspect and place him / her in one of the cells in the booking area.
    - (1) Complete search, including skin search, when necessary, in the receiving cell of the booking area.
    - (2) Remove all property from suspect, including shoes, belt, etc., excluding clothes.
    - (3) Place as much of the suspect's property as possible into a plastic bag provided in the booking area, and complete an inventory card. Note on booking slip any valuables (i.e. wallet, amount of money, jewelry).

- (4) Place the booking slip with the property.
- (5) Place the suspect's property in a drawer located in the booking area.
  - a. The drawer key will be stored in the drawer when drawer is not in use.
- (6) Felony suspects and misdemeanor suspects will be kept separate.
- (7) Male and female prisoners will be held in separate cells at all times.
- (8) Food is not supplied, prepared or stored on site, and should not be offered to prisoners. However, if a prisoner requests food due to a medical condition (e.g., Diabetes) a Sergeant or Watch Commander shall be advised and will consider the request. If it is deemed necessary to supply food to a prisoner, the following procedures should be adhered to.
  - a. Food may be purchased from a local, permitted food facility.
  - b. Food may not be re-heated, re-used or re-served.
  - c. Any un-used or un-wanted portions will be discarded.

3. Handling of injured, sick or intoxicated persons prior to booking.

- a. Any person arrested or detained, who has visible injury, vermin infested or who complains of an injury, illness or disease, will be administered necessary treatment by a recognized medical facility prior to being placed in a cell. The San Joaquin General Hospital will be used, unless circumstances dictate otherwise.
- b. Intoxicated persons will be placed in separate cells as space permits.

4. Handling of prisoners with orthopedic or prosthetic appliances.

- a. Prisoners should be allowed to keep their prescribed orthopedic or prosthetic appliance in place, as long as doing so does not pose a safety risk to officers and/or prisoners. Sound police practice should be used to maintain the prisoner's dignity if a prosthetic limb, or appliance is removed to search the area for officer safety reasons.

C. Placing Prisoners in Cells

- 1. It is the arresting officer(s) responsibility to ensure their arrestee(s) are transported from the holding cells and processed at the proper facility (hospital, Petersen Hall or County Jail). Under no circumstances will the arresting officer secure from duty and leave his/her prisoner(s) in the holding cells. If a request for an "800" (prisoner transport) is made, it is still the arresting officer's responsibility to ensure the prisoner is properly processed without unnecessary delay. Prior to securing from duty, the arresting officer shall ensure their prisoner is transported or shall notify a supervisor, who will then arrange for transportation.
- 2. Headquarters must notify the Telecommunications Center when a prisoner(s) has been placed in Cells A and/or B.
  - a. If the prisoner is placed in the Holding Cell near the sallyport entrance, an officer MUST remain within the cell booking area and within sight of the cell. This cell is monitored by closed circuit television in the Telecommunications Center.
  - b. At no time shall a prisoner be left alone in the Holding Cell. If the booking officer leaves the cell booking area, the prisoner(s) must be placed in Cell A and/or B.

- c. The booking officer must place a note on the booking board at Headquarters advising that there is a suspect in Cell A and/or Cell B (include the arrestee's name, arresting officer's name and time placed in Cell A or B).
  - 2. Headquarters must notify the Telecommunications Center when a prisoner(s) has been placed in Cells A and/or B.
    - a. Telecommunications Center personnel will periodically monitor Cells A and/or B during the period a prisoner(s) is held in the cell.
  - 3. The booking officer must notify Headquarters personnel when a prisoner is ready for release.
    - a. Headquarters must notify Telecommunications Center upon release of a prisoner from Cells A and/or B.
  - 4. Removing prisoners from holding cells
    - a. An officer removing a prisoner from a cell will remove the note from the booking board at Headquarters, and will advise the Headquarters personnel.
    - b. Keys to unlock the cells are located on a hook under the booking counter.
    - c. All cells, when not in use, will remain unlocked.
  - 5. Only one prisoner shall be placed in Cell A and Cell B at any one time, unless the booking officer is using the cells during the course of prisoner processing and/or investigation, and the booking officer remains in the Holding Cell area.
- D. Suicide Risk and Prevention
  - 1. A prisoner who exhibits excessive agitation, despondency, or other distressed behavior should be under constant direct supervision by a law enforcement employee. Once the officer determines that the prisoner is a danger to his/her self or others, the officer should follow procedures previously outlined in General Order D-11 (Mentally Ill).
- E. Inspecting and Maintaining Holding Cells
  - 1. The Headquarters personnel, upon being notified a prisoner was placed in a cell, will notify the Telecommunications Center so the cell can be monitored.
  - 2. When Headquarters is advised the prisoners are ready for transportation, they will notify the Telecommunications Center.
  - 3. Headquarters personnel shall make one check of the Holding Cells at the beginning of their shift, to assure no one has been left in the cells.
    - a. The exception to the initial shift check shall be when a prisoner is placed in a Holding Cell. In this instance, a card will be posted at the Headquarters Desk. As long as the card remains posted, the Holding Cells will be checked hourly.
  - 4. The Watch Commander will make at least one check of the Holding Cells during his/her tour of duty, to assure the Holding Cells are maintained and being used in compliance with this General Order.
  - 5. The Watch Commander and any other Police personnel can make the determination at any time to notify a Facility Aid to respond to the Holding Cells when maintenance is needed.
  - 6. Facility Aids will maintain a log and schedule of regular housekeeping tasks and inspections to identify and correct unsanitary or unsafe conditions.

7. The First Aid kits in the Holding Cell area will be maintained by Personnel and Training to assure they are stocked properly.
  - a. Any officer removing an item from the First Aid kit will promptly notify Personnel and Training so that the kit can be restocked.
  - b. First Aid kits will contain a list of its contents, which will be maintained and replenished when necessary. This list will periodically be reviewed and updated.

F. Right of Arrested Person to Make a Telephone Call (851.5 PC)

1. Under normal procedures, the San Joaquin County Sheriff's Department personnel handle the arrested subject. If the booking is temporary in a police facility holding cell, the booking officer must be familiar with Section 851.5 of the State Penal Code:
  - a. An arrested person has the right, immediately upon being booked, to make at least three completed telephone calls. Except where physically impossible, the calls must be allowed to be made no later than three hours after arrest. The calls will be made at no expense to the person, if completed to numbers within the local calling area.
    - (1) If the calls are made to areas outside of the local calling area, they will be made at the expense of the arrested subject.
    - (2) These calls may be made as follows:
      - (a) An attorney of the subject's choice, or, if the subject has 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.
      - (b) A bail bondsman.
      - (c) A relative or other person.