

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Use of Force

Bureau Policy: 14.170.10 Spit Net

Facility Policy: (34)14.170.10 Spit Net

Facility Procedure Manual does not differ from Bureau Policy.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Death Investigations

Bureau Policy: 14.220.00 Housing Unit Staff Responsibilities

Facility Policy: (34)14.220.05 Authorized Responding Personnel

In the event of an inmate death, the first deputy on scene shall take control of the scene and request additional deputies as needed. Once a sufficient amount of personnel has arrived to contain the scene and provided medical aid, the controlling deputy or floor sergeant shall designate a deputy to create and maintain a log of all personnel entering the scene for evidentiary purposes. Any persons not directed to a specific duty at the scene by the commanding deputy or floor sergeant shall return to his/her post without delay.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Inmate Death Investigations

Bureau Policy: 14.220.00 Housing Unit Staff Responsibilities

Facility Policy: (34)14.220.10 Facility Nurse Responsibilities

West Valley Detention Center's supervising nurse shall examine the inmate's medical record and prepare a written report to the facility commander. The report shall contain the following information:

- Summary of complaints made by the inmate regarding medical problems
- Observations made by jail staff suggestive of medical problems with the inmate
- Summary of all medical examinations, including diagnosis and treatments
- Any emergency aid given at the scene
- Identify the specific cause of death
- Copies of all medical records

Following the completion of the report, the supervising nurse shall place the original medical records in a special Inmate Death file. The nurse's report shall be reviewed by the facility doctor prior to submitting it to the facility commander. The facility doctor may submit his personal report with the nurse's report if deemed necessary.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Polygraph Examinations

Bureau Policy: 14.515.00 Polygraph Examiner Check In/Out

Facility Policy: (34)14.515.05 Polygraph Procedure

The polygraph examiner shall arrange an appointment time with the administrative sergeant.

On the day of the appointment the polygraph examiner shall check in at the Public Information Window. In addition to the polygraph examiner's credential and government issued ID, he/she shall provide the court order. The sheriff's custody assistant (SCA), assigned to the Visiting Lobby, shall make a copy of the court order for the inmate's booking jacket. The SCA shall notify Master Control and South Control of the polygraph examiner's visit. A deputy shall escort the polygraph examiner to South Control. The SCA shall contact the housing unit and request the specified inmate be sent to the Officer Interview rooms located by South Control.

At the conclusion of the examination, the inmate shall remain in the Officer Interview room until a deputy has searched him. The polygraph examiner shall be escorted to Master Control. A Bridge supervisor or the intake supervisor shall be notified the examination was concluded.

If the examiner is employed with the San Bernardino County Sheriff's Department, they may check in at the Administration Lobby. They may use the rear breezeway access door in the intake area to access the Officer Interview rooms.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Polygraph Examinations

Bureau Policy: 14.520.00 Polygraph Examination Location

Facility Policy: (34)14.520.00 Polygraph Examination Location

Examinations shall be conducted in the Officer Interview rooms. The door shall be kept closed during the examination.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Blood Alcohol Drop Box

Bureau Policy: 14.710.00 Location

Facility Policy: (34)14.710.00 Blood Alcohol Drop Box Location

The following evidence kits shall be placed in the evidence lockers located in Security Administration:

- Blood alcohol kits
- Urine alcohol kits
- Marijuana evidence kits
- Sex kits

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.00 Line Ups

Formal line-ups shall be conducted in the Line-Up Room at the West Valley Detention Center at the request of an investigating officer or by court order.

An investigating officer who desires to have an arrestee shown in a formal line-up shall notify the deputies assigned to PRCS at least twenty-four (24) hours in advance. The notification shall include:

- The arrestee's full name, date of birth, and booking number
- The station/division conducting the investigation
- The date and time the investigator desires the line-up
- The business telephone number of the investigator requesting the line-up

A supply of Line-Up Identification Cards shall be maintained at the West Valley Detention Center and shall be available to any officer or agency requesting one. There shall also be a Line-Up Procedure Manual maintained in the Line-Up Room. This manual shall be made available, upon request, to any officer conducting line-ups at West Valley Detention Center. This manual shall *not* be removed from the facility.

The agency or officer shall also be provided with copies of the current admonition forms. It is the responsibility of the agency or officer conducting the line-up to read the various admonitions to the witnesses.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.05 Admonitions

### **Suspect Admonition:**

Prior to a line-up procedure, the suspect shall be read, verbatim, the line-up admonition as printed on the current Line-up Admonition Form. The line-up deputy shall be responsible for reading this admonition to the suspects. The Support Services sergeant shall ensure this form is laminated for repeated uses and the printed admonition is authorized by the District Attorney's Office.

### **Witness Admonition:**

After the witnesses are seated and prior to the line-up, the witnesses shall be read, verbatim, the Witness Admonition as printed on the current Witness Admonition Form. This admonition shall be read by the officer conducting the line-up. The Support Services sergeant shall ensure this form is laminated for repeated uses and that the printed admonition is authorized by the District Attorney's Office.

### **Witness Conclusion Admonition:**

When the line-up is concluded, the witnesses shall be read, verbatim, the Line-Up Conclusion Admonition as printed on the current Line-Up Conclusion Form. This admonition shall be read by the officer conducting the line-up. The Support Services sergeant shall ensure this form is laminated for repeated uses, and that the printed admonition is authorized by the District Attorney's Office.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.10 Numbered Positions

The manual contains the following information directed towards the officer conducting the Line Up:

“ATTENTION: INVESTIGATING OFFICERS: If a photo line-up has previously been conducted with the suspect, you may not want to place the suspect in the same numbered position as occupied in the photo line-up.”

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.15 Line Up Procedure

### **PREPARATION:**

Selection of inmates for a line-up shall be handled by deputies assigned to PRCS. A PRCS deputy shall make a close physical observation of the inmate the line-up is for and handpick several other inmates who are similar in physical attributes to participate in the line-up. The following requirements and procedures shall be complied with:

- The PRCS deputy or Support Services sergeant is responsible for scheduling line-up at the request of law enforcement agencies having case jurisdiction. Line-ups shall be scheduled from 0900 to 1000 hours, Monday through Friday
- All persons used in the actual line up shall be in legal custody of the Sheriff's Department
- Prior notice is required for scheduling a line-up
- All special props such as hats, bandannas, glasses, etc. shall be supplied by the requesting agency
- Investigating agency requesting the line-up shall arrange for photographs and assignment of an officer to be present at the line-up
- Investigating agency is responsible for contacting all victims, witnesses and attorneys whose presence is required at the line-up
- Line-ups shall start promptly at the scheduled time and should be completed within 30 minutes
- PRCS deputy shall ensure that inmates scheduled for line-ups are in custody on that date. If the inmate has been released or unable to participate in the line-up, the PRCS deputy shall notify the investigating agency

### **LINE UP:**

Persons arriving at West Valley Detention Center who state they are here to surrender themselves for a line-up shall be processed as follows:

- Lobby personnel shall immediately check with the PRCS deputy to ensure a line up is scheduled for that day
  - If the person arrives later than 0800 hours, the PRCS deputy may cancel the line-up and shall notify the agency of the cancellation. The defendant shall be advised to contact their attorney for further instructions. The line-up may be rescheduled by the investigating agency for the next available date.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1210.00 Line Ups

Facility Policy: (34)14.1210.15 Line Up Procedure

- The defendant shall be advised if he has any cash or personal property in their possession, they will have to secure them. Personal property and cash will not be allowed into the facility.
- The defendant shall be taken to intake for booking and the original court order hand delivered to the booking officer.
- The defendant is processed like a Book and Release booking
  - The correct charge to be used for booking shall be "Commitment/Court-Ordered Line Up".
- The defendant shall be dressed in orange jail clothing and housed alone in an intake cell until time for the look-a-like selection process and the line-up.
- After the line-up is completed, it is the responsibility of the PRCS deputy to arrange for the immediate release of the defendant.
  - If the defendant's attorney desires to see him after the line-up, the attorney and defendant shall be directed to the Attorney Visit Room located next to the line-up area.
- The Support Services sergeant shall be responsible for maintaining a copy of the court order requesting a line-up in the Support Services Office. This copy shall reflect information such as the date the line-up is scheduled, the date the line-up is actually conducted and/or cancelled. The copy may also reflect any other information that might be pertinent for statistical or other reasons.
- Any failure on the part of the defendant to comply with facility rules or lawful orders may be grounds for immediate release of inmate and cancellation of line-up.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Line Up Procedures

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.00 Video Arraignment

The Video Arraignment rooms are located in the 1-2 corridor.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.10 Safety Staff Responsibilities

The housing deputy shall feed the AM video arraignment inmates along with other court pulls. At the completion of breakfast and after regular court inmates have been sent to Transportation, the AM video court inmates shall be pulled from their housing segments and placed in the general-purpose room (G room). Prior to escorting the inmate to Video Arraignment, the housing unit deputy shall ensure the inmate to be arraigned is fully dressed and has an Inmate ID card in their possession.

The deputies assigned to Video Arraignment shall maintain security during until court proceedings are completed. They shall ensure that all inmates are sent back to their housing unit.

WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.15 Court Paperwork

All court paperwork shall be faxed to the West Valley Detention Center from the arraignment court. Upon receipt, the paperwork shall be forwarded to the court liaison. All inmates released from custody because of their arraignment hearing shall be processed as a priority.

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Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.20 Notification to Court Officer

The sheriff's custody specialist (SCS) assigned to Video Arraignment shall notify the court officer by telephone, of any scheduled cases not heard or of any court orders not received.

## WEST VALLEY DETENTION CENTER PROCEDURE MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.25 Video of Introductory Rights

Once inmates are inside Video Arraignment, they shall be shown a video with a judge's prerecorded message.

The judge on the tape shall advise the inmates:

- Of their constitutional rights, the right to waive these rights, and the importance of understanding of their rights
- Of the charge(s) pending against them
- Of the consequences involved when they plead guilty or "no lo contendre" to an infraction, misdemeanor, or felony
- If they are not U.S. citizens, or are in the process of applying for citizenship, what consequences may occur as a result of their charge
- If a fine is imposed, and the inmate chooses to pay in installments, a \$30 administrative fee will be added
- This video is also available in Spanish

WEST VALLEY DETENTION CENTER FACILITY SPECIFIC MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.30 Deputy Advisement to Video Arraignment Inmates

Once inmates have seen the Video Arraignment Introductory Rights Tape, the deputy assigned to Video Arraignment, shall read verbatim, the Video Arraignment Advisement on the current advisement form. The Support Services sergeant shall ensure this form is laminated for repeated use and the printed advisement is authorized by the District Attorney's Office.

WEST VALLEY DETENTION CENTER FACILITY SPECIFIC MANUAL

Revision Date: July 3, 2019

Bureau Policy Section: Video Arraignment

Bureau Policy: 14.1410.00 Video Arraignment

Facility Policy: (34)14.1410.35 Video Arraignment Process

Inmates are called up to the video monitor one at a time to be interviewed by the judge. Once the arraignment process has been completed, the deputy assigned to Video Arraignment shall arrange for escort back to the inmate's housing location.

Female inmates shall be returned to their housing unit by the deputy assigned to Video Arraignment.

Special classification inmates shall be returned to the holding cells until time allows for the inmate to be escorted to their housing unit.