
Temporary Holding Facility Organization and Administration

900.1 PURPOSE AND SCOPE

The purpose of this policy is to establish the role and authority for Temporary Holding Facility operations and administration.

900.2 ADMINISTRATIVE AUTHORITY - CHIEF OF POLICE

The Administration of the Irvine Police Department holding facility is the responsibility of the Chief of Police.

900.3 BUSINESS SERVICES ADMINISTRATOR

It is the responsibility of the Business Services Administrator to enforce all rules and regulations pertaining to the facility operations, regulate the conduct and activities of subordinate personnel, and assure the safety and welfare of those individuals confined within. The Administrator or his/her designee;

- (a) Assists with the negotiation process of the custody contract.
- (b) Ensures regulatory compliance with the custody contract.
- (c) Monitors the performance of custody personnel.
- (d) Assists with an annual facility inspection.
- (e) Administers the facility program budget.
- (f) Reviews and updates the Department Custody Policy.

900.4 WATCH COMMANDER / FIELD SUPERVISOR

The watch commander has functional supervision of the custody facility and its personnel. The watch commander or designated field supervisor will make periodic inspections of the facility during his/her watch and monitor activities to assure compliance with procedural requirements.

Personnel with functional supervision of the custody facility shall attend Title 15 training once every two years

900.5 CUSTODY OFFICER

The custody officer is responsible for the safety and welfare of all prisoners within the department's custody facility during his/her tour of duty. The on-duty custody officer shall ensure that each prisoner brought to the facility is properly processed in accordance with the provisions of the this policy. Further, each custody officer is tasked with the responsibility to successfully fulfill any and all lawful directives received through the chain-of-command.

- (a) A custody officer shall not carry or possess a firearm in the performance of his or her duties.

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- (b) Those custody officers trained and certified in accordance with Penal Code (PC) §832 may:
 - 1. Make felony and misdemeanor arrests within the detention facility pursuant to a duly issued, valid warrant.
 - 2. Release persons arrested for intoxication when no further criminal process is being sought. He/she may also release misdemeanants on a promise to appear after completion of the booking process.

900.5.1 CUSTODY OFFICER TRAINING

- (a) State-Mandated Training: Custody officers and those persons directly responsible for supervising custody officers shall, within six months of appointment, successfully complete an initial eight-hour training session. Initial training shall include an orientation of the following subjects:
 - 1. Applicable minimum jail standards
 - 2. Jail operations liability
 - 3. Inmate segregation
 - 4. Department automated booking system
 - 5. Prisoner monitoring and use of facility logs
 - 6. Emergency planning and procedures, and
 - 7. Suicide prevention
- (b) Biennial Training: In addition to the initial training, custody personnel are required to successfully complete eight hours of subsequent training every two years.
- (c) Department Required Training: Additional training provided to custody officers should conform to the provisions of the current custody contract.

900.6 CUSTODY SUPERVISOR

The custody supervisor shall perform all of the duties assigned to a custody officer; however he/she is also responsible for:

- (a) Training and supervision of custody personnel.
- (b) Employee payroll and scheduling of personnel.
- (c) Regulatory compliance with the custody contract.
- (d) Assisting staff with the annual facility inspection.
- (e) Assisting staff with policy development and implementation.
- (f) Weekly facility safety checks.
- (g) Monthly fire safety facility checks.
- (h) Prisoner logs and related documents.
- (i) Custody officer performance evaluations and discipline.

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- (j) Regulatory compliance of all local, state and federal laws.
- (k) Compliance with Department policy and procedures.

900.7 MINIMUM STAFFING STANDARDS - TITLE 15, CCR, ARTICLE 3, §1027

The Department shall employ a sufficient number of personnel in the detention facility to permit safety checks by direct visual observation of every inmate every thirty minutes. There shall be at least one employee on duty at all times in the temporary custody facility, or in the police building where the facility is housed; who shall be immediately available and accessible to inmates in the event of an emergency. Such an employee shall not have any other duties that would conflict with the supervision and care of inmates in the event of an emergency. Whenever one or more female arrestees are in custody, there shall be at least one female employee who, in a like manner, shall be immediately available and accessible to such female inmates.