
Holding Facility Records

908.1 PURPOSE AND SCOPE

Appropriate and timely documentation of occurrences within the holding facility serves to facilitate employee accountability, provide consistency in the custodial process and keep supervisory and command personnel informed of day-to-day facility operations. This procedure outlines documentation guidelines for custody staff and other department personnel who use the custody facility.

908.2 BOOKING FORM REQUIREMENT

When any arrestee is brought into the custody facility, the arresting/transporting officer (or custody officer) shall prepare a department booking form. All relevant arrestee information shall be recorded, including notations of phone calls made, property inventoried, and medical screening.

908.3 IRVINE CUSTODY AUTOMATED BOOKING SYSTEM

The Automated Booking System is the department's primary processing system for arrestees who are brought to the temporary holding facility.

- (a) It is the responsibility of the on-duty custody officer to ensure each arrestee brought into the facility is thoroughly and accurately processed in accordance with the procedures outlined in this chapter. Further, it is the responsibility of the on-duty custody officer to complete each section of the Automated Booking System (or complete the process appropriately if a secondary system is used) for each arrestee processed.
- (b) If the Automated Booking System is rendered inoperative, custody staff is trained to process arrestees using a secondary information/booking system.

908.4 CRIMES WITHIN CUSTODY FACILITY

Criminal acts committed by an arrestee within the custody facility and not pertaining to his/her original charge shall be investigated by a sworn officer and documented on a crime report with a different Department Record (DR) number. The original report related to the arrestee's incarceration should be referenced by DR number in the narrative.

The discovery of contraband or weapons during the custody search may, however, be documented in the original report.

The custody officer shall not complete a crime report in these instances; however, he/she will complete a supplemental report as a witness or victim of the crime.

908.5 SUPPLEMENTAL INFORMATION

Though not responsible for the crime report, the custody officer may be required to prepare a supplemental report to document personal observations, conversations overheard, voluntary statements made by the arrestee or to provide other information relevant to the investigation.

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Unless otherwise directed by the watch commander or field supervisor, all supplemental reports requested of custodial staff shall be submitted for supervisor approval before the custody officer ends his/her shift.

908.6 INTERNAL MEMORANDUM

The following incidents will not only require formal documentation on a crime or incident report, but will also require the custody officer to prepare and forward a memorandum to the Business Services Administrator via the chain of command, detailing the incident. The custody officer shall complete and forward this memorandum to the custody supervisor before the end of his or her shift.

- (a) Violent contact between any arrestee and any City or contract employee.
- (b) An incident requiring a Fire Department or paramedic response to the custody facility.
- (c) Injury to an arrestee in custody as a result of being restrained by any department or contract employee.
- (d) An incident that results in physical harm, or serious threat of physical harm, to an employee, inmate or other person.
- (e) An incident where a chemical agent was used to subdue an arrestee.
- (f) Any incident that the custody officer believes warrants specific attention by any other specific member or members of the department.

908.7 DOCUMENTATION OF ROUTINE SAFETY CHECKS

Custody officers are responsible for preparing and maintaining a log within the automated booking system for each inmate housed in any of the secure holding areas within the custody facility. The custody officer conducting the checks shall make an entry on the booking system inmate record indicating the exact time of the check and his/her name.

Manual Cell Check Log: In the event the custody officer is not available, it shall be the arrest/transport officer's responsibility to prepare and maintain a manual log for each inmate housed within the holding facility. A form used to document the safety checks will be attached to the each of the holding cells in a clear, plastic sleeve.

The on-duty custody officer shall update the automated booking system with the pertinent information from the Manual Cell Check Log for each inmate housed within the holding facility, so that the automated booking system will accurately reflect every safety check conducted for each inmate.