

CHAPTER XI – Arrest, Transportation, and Booking

11/1 Arrests and Arrest Procedures

11/1.1 LAWA Police Officers as Victim

Whenever arrests are made for violations of California Penal Code (C.P.C.) Section 148, 241, 243, 245(b) and 415 involving LAWA Police Officers as victims while acting in the capacity of peace officers, the following procedures are established:

A. Officers Responsibility

When an on-duty LAWA Police officer is a potential victim of one or more of the above enumerated Penal Code Sections, he/ she shall ensure that a prima facie case exists prior to effecting an arrest.

B. Supervisory Responsibility

Supervisory personnel shall review all the facts to ensure a prima facie case exists, and that booking for one of the listed sections is clearly appropriate and warranted.

C. Reporting Requirements

All reports connected to such an incident shall be distributed to the Chief of Airport Police, the concerned Assistant Chief, and the concerned Section Commanding Officer as soon as possible after the occurrence. In no case shall reports be submitted later than 0900 hours the following day, exclusive of weekends and holidays.

11/1.2 Booking and Report Approval

LAWA/LAX

When booking arrestees at LAPD Pacific Division Jail, the following procedures shall be followed:

- A. All arrests and related reports completed by LAWA/LAX Police personnel shall be reviewed by the LAPD Watch Commander at Pacific Station for booking approval.
- B. Crime reports completed by LAWA/LAX Police personnel, which do not involve an arrestee, will be submitted to a LAWA Police supervisor prior to being submitted to the LAPD/LAX Field Services Division (substation).

LAWA/VNY

VNY Airport is located in Van Nuys Division, but borders two adjacent LAPD geographical divisions: Mission and Devonshire. The following procedures have been adopted:

- A. All arrests and related reports completed by LAWA/VNY Police personnel shall be transported to the Watch Commander at the LAPD geographical division in which the reportable incident occurred for review and/or booking approval.
- B. Crime reports completed by LAWA/VNY Police personnel, which do not involve an arrestee, will be submitted to the LAWA/VNY watch commander for review prior to being submitted to LAPD.

LAWA/PMD and LAWA/ONT

LAWA Police assigned to LAWA/PMD and LAWA/ONT shall follow booking and report approval procedures as specified by the law enforcement agency with jurisdictional authority of the booking facility.

11/1.3 Miranda Admonition

The Fifth Amendment to the United States Constitution states that a person "shall not be compelled in any criminal case to be a witness against himself."

The United States and California Supreme Courts have interpreted this to mean that a suspect must be given Miranda "warnings" and waive his/her Fifth Amendment rights prior to custodial interrogation (Miranda (1966) 384 U.S. 436; Jennings (1988) 46 Cal.3d 963). In other words, the suspect must be in "custody" and about to be "interrogated" before warnings are required (Morris (1991) 53 Cal.3d 152, 199; Haskett (1990) 52 Cal.3d 210, 243; Mitchell (1990) 221 Cal.App.3d 1510, 1516). "Absent 'custodial interrogation,' Miranda simply does not come into play." (Mickey (1991) 54 Cal.3d 612, 648).

Note - See juvenile exception below.

If the suspect is a juvenile, custody alone will require that you advise the juvenile of his/her rights, regardless of whether or not you intend to interrogate the juvenile (Welfare and Institution Code, Section 625).

It is the policy of the Los Angeles World Airports Police to protect the individual rights of those taken into custody, as well as the integrity of criminal cases. Confessions and admissions shall be obtained on a voluntary basis, without coercion or duress.

Volunteered and spontaneous statements are not barred, and no warnings need be given preceding them. However, in custody questioning initiated by the police officer in clarification or amplification of the volunteered or spontaneous statements shall be preceded by a Miranda admonition consistent with this policy.

A. Definitions

1. Interviewing - Refers to a non-custodial conversation conducted by an officer, in which information is elicited to discover facts or statements.
2. Interrogation/Questioning - Actions taken or words used by an officer, for which an officer intends to or should know are reasonably likely to elicit an incriminating response or admission of guilt from a suspect in custody.
 - a. Custody - Whenever a suspect is in custody, a Miranda warning must be given before questioning. Custody occurs if the suspect is physically deprived of his/her freedom of action in any significant way or is led to believe, as a reasonable person, that he/she is so deprived. There is no simple rule for determining custody. Custody is determined on a case by case basis considering the following factors:
 - The site of the interrogation;
 - Whether the investigation has focused on the suspect;
 - Whether viewed objectively, the suspect has been arrested; and,
 - The length and form of questioning.The more a suspect's freedom of action is limited, the more likely that a Miranda warning should be given (People v. Stansbury (1993) 4 Cal.4th 1017, 1050).
 - b. Arrest - If a suspect has been formally arrested, he/she is in custody and shall be "warned" (advised of his rights) prior to questioning, in accordance with Miranda.

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- B. Miranda Admonition
1. When Not to Admonish
Do not "Mirandize" adult persons in custody under the following conditions:
 - a. When the suspect is in custody for homicide;
 - b. When the suspect is in custody for a crime against a person, and that victim is hospitalized;
 - c. When the suspect is in custody for a crime that is the investigative responsibility of a specialized unit (i.e. Bunco-Forgery);
 - d. When the crime is considered a conflict case (i.e. - battery on a peace officer); or,
 - e. When the crime requires extensive follow-up or expertise.Therefore, no persons shall be interrogated under the above circumstances. However, juveniles must be Mirandized.
 2. Interrogation/Questioning
Prior to custodial interrogation/questioning, or the taking of any oral or written statements, the officer shall read the suspect the Miranda Admonition as printed on the front of the officer's notebook, as follows:
 - **You have the right to remain silent. Do you understand?**
 - **Anything you say may be used against you in court. Do you understand?**
 - **You have the right to the presence of an attorney before and during questioning. Do you understand?**
 - **If you cannot afford an attorney, one will be appointed for you, free of charge, before any questioning, if you want. Do you understand?**After the admonition has been read to the suspect, the officer may ask either of the following questions to obtain an expressed waiver. Record the answer per Section 11/1.3, Subsection B, Paragraph 4:
 - **Do you want to talk about what happened?**
 - **Do you want to tell your side of the story?**The officer may explain, or request a supervisor to explain, any portion of the rights that the person in custody does not understand.
 - a. If the person understands his/her rights and wishes to give a statement, any statements made are considered voluntary.
 - b. If, at any moment, the suspect wishes to stop talking, remain silent and/or requests an attorney present during questioning, the interrogation shall cease (See Section 11/1.3, Subsection B, Paragraph 4).
 3. Waiver of Rights
Suspects may waive their constitutional rights, but must do so knowingly, voluntarily, and intelligently after their constitutional rights have been read to them and they have indicated understanding.
4. Documentation of Waiver of Rights
It may be necessary for the officer to testify to the precise language used to warn the person and the precise language used by the suspect in the waiver of rights. Thus, the officer must accurately document this information precisely quoting the suspect's responses (See Section 11/3.1, Subsection D - Reporting Requirements).
5. Re-Questioning
Once a person in custody has indicated a desire to respond only through counsel, all questioning shall cease until counsel is available. However should the person in custody initiate further communications, exchanges, or conversations with the officer, the officer must re-Mirandize the suspect and obtain a valid waiver from him/her prior to further questioning.
- C. Juveniles
- "Whenever a minor is taken into temporary custody on the grounds that there is reasonable cause for believing that he/she habitually refuses to obey the reasonable orders of his/her parents, guardian or custodian under Welfare and Institution Code 601, is a truant under Welfare and Institution Code 601, violated a curfew, committed a crime, violated an order of the juvenile court or escaped from any court ordered confinement, the minor must be advised of his/her Miranda rights." (Welfare and Institution Code (W.I.C.) Section 625).**
1. Miranda Admonition - Juveniles
When a juvenile is detained, the detaining officer shall, as soon as practicable, advise the juvenile of his/her constitutional rights, regardless of whether the officer plans to interview the juvenile (W.I.C. Section 627). The detaining officer shall also notify the juvenile's parent/guardian of the detention.
 - a. The detaining officer shall first inquire whether the juvenile understands each portion of the Miranda warning. If the officer determines that the juvenile understands the Miranda warnings, the officer shall then ask whether he/she wishes to waive his/her rights.
Note - No questioning shall take place unless and until an intelligent, voluntary, and knowing waiver is obtained from the juvenile.
 - b. No juvenile shall be interrogated if the conditions outlined in Section 11/3.1, Subsection B, Paragraph 1 exist.
 - c. If a juvenile requests to see his/her parents/guardians upon being advised of his/her constitutional rights, this shall be considered an assertion of his/her rights and the interview ceases.
 2. Interrogating Juveniles
To prevent allegations of coercion during the interrogation of a juvenile, no more than two persons shall conduct the session. Consideration shall be given to the time and duration of the interview and the physical needs of the juvenile.

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D. Reporting Requirements

LAWA/LAX and LAWA/VNY

1. LAPD Arrest Report face sheet

Under the Admonition of Rights section on the LAPD Arrest Report face sheet, indicate the name and serial number of the officer who administered the Admonishment. If the suspect was not admonished, enter **NOT ADVISED**.

2. Driving-Under-The-Influence Arrest Report

The Admonition of Rights shall be given after chemical testing and before asking specific questions found on Page 3 of the Driving-Under-The-Influence Arrest Report. Any response to questions asked shall be recorded as indicated on page 3 of the report.

3. Statements of Suspect

When LAPD Arrest Reports are used, LAWA Police personnel shall follow LAPD reporting policy. Thus, statements of suspect(s), including those taken upon appropriate Miranda warnings, shall be recorded on LAPD Arrest Reports in chronological order. A separate "Statements" section is not appropriate.

LAWA/ONT and LAWA/PMD

LAWA Police assigned to LAWA/ONT and LAWA/ PMD shall follow reporting requirements in regards to Miranda Admonition and suspect statements as specified by the law enforcement agency with jurisdictional authority of the booking facility.

11/2 Restraining Devices

11/2.1 Procedures

Officers of the LAWA Police shall take into custody suspects violating Federal, State and Local ordinances, as well as those who are incapable of caring for themselves. Restraining devices are routinely employed by officers to maintain control of persons in custody to prevent escape and to prevent escalation and possible injury to the person(s) in custody or the arresting officer(s).

The following procedures shall be followed by all officers for restraint device usage:

A. General.

1. Only the following restraining devices are authorized for use by employees of the LAWA Police.

- a. Metal handcuffs, manufactured by either Peerless or Smith and Wesson, in either single or double-hinged models.
 - b. Plastic handcuffs 22 inches in length, disposable.
 - c. The Ripps Hobble Restraint Device Model H-100, one-inch wide polypropylene strap with a bronze snap-hook at one end and a steel friction-locking clip at the other.
2. Combinations of restraining devices may be utilized. Officers shall monitor the blood circulation in the limbs of the person in custody to prevent injury or loss of blood circulation.

B. Handcuffs

1. Only LAWA Police approved handcuffs shall be used to handcuff any person. Officers shall ensure that the handcuffs are double-locked.

2. Suspects arrested for a felony violation shall be handcuffed. However, there are circumstances, which would make the handcuffing of an arrestee inappropriate. Such circumstances can best be evaluated by the involved officer(s). Therefore, any decision made not to handcuff an arrestee must be based on available facts. Factors include, but are not limited to:

- a. The possibility of the person in custody escaping.
 - b. The possibility of escalation of the incident.
 - c. The potential threat to officers and other persons.
 - d. Knowledge of previous encounters with law enforcement.
 - e. An officer shall constantly monitor the actions of an un-handcuffed person in custody. If the officer believes it is necessary, he may, at any time, handcuff the person in custody.
3. Handcuffing of misdemeanor prisoners is discretionary.
4. If an arrested person or detainee gives any indication that he/she might become violent or combative, he/she shall be restrained.
5. Mentally ill persons taken into custody shall be handcuffed when not restrained by means of a straitjacket or leather restraining straps.

Exception: When the mentally ill person's age or physical condition is such that the personal safety of the person and the officer will not clearly be jeopardized, the use of handcuffs shall be based on the officer's discretion.

11/2.2 Plastic Handcuffs

Plastic handcuffs allow the control and transportation of persons in custody when there is not a sufficient number of steel handcuffs available, or when their use is indicated by the situation. This restraining device is for use by officers as an alternative or reserve means of restraint.

Plastic handcuffs are used for handcuffing non-violent persons in custody and should not be used to restrain combative or mentally ill persons. The cuffs are difficult to apply while attempting to gain physical control of a suspect. Additionally, some mentally ill or combative arrestees continue to struggle and resist these restraints once they have been applied, causing possible injury to their wrists.

NOTE: Plastic handcuffs shall not be furnished to private persons for use.

The plastic handcuff is prepared for use by inserting the serrated tip of the strap through the eye of the head located at the other end. The one-way locking action in the head of the plastic handcuff prevents the restraint from being loosened once applied. Care should be taken not to tighten the restraint more than necessary.

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- A. Officers should prepare to cuff a person by inserting the serrated tip through the opening located at the other end, forming a loop, prior to contact with the suspect. The officer's weak-hand arm is then placed through the loop. The arrestee's hand should be placed behind the back, palms out, with the thumbs up. The officer's weak hand then grasps the person's thumbs. The loop is passed from the officer's weak hand arm, over the person's hands, and around the wrists. The cuff is then tightened to secure the wrists.
- B. The plastic handcuff shall be removed at the location of booking or detention. Officers shall remove the plastic handcuffs by cutting the cuff off the wrists of the person in custody. Officers shall never attempt to remove the plastic cuffs by forcing them over the person's wrists.

11/2.3 Hobble Restraint Device - Ripp Hobble

By utilizing the hobble restraint device, in conjunction with metal handcuffs, officers can control combative or violent arrestees. The only LAWA Police approved hobble restraint device is The Ripp Hobble, which is made of one-inch wide polypropylene webbed belting with a tested strength of 700 pounds. The hobble has a one-inch wide steel, alligator-jawed, friction-locking clip and steel-snap swivel. The overall length of the hobble shall be a minimum of 42 inches. All other hobbles are unauthorized.

Note: Under no circumstances shall the hobble restraint device be applied to the head or neck of any person in custody.

11/2.4 Hobbling

A person is considered hobbled when they are handcuffed, their legs are held together with a "Ripp Hobble" restraint device, and the snap swivel end of that device is not connected to the handcuffs.

Note: A hobble restraint device may be applied to the arms as well, but this is not considered hobbling.

- A. Whenever it is determined that a person should be hobbled, the involved officers shall:
1. Request additional officers to assist, if needed;
 2. Apply the hobble restraint device; and,
 3. Request a supervisor respond to the location.
- B. The responding supervisor shall follow procedures as outlined in Section 11/3.1.
- C. The arrestee shall be transported as outlined in Section 11/5.3.A.2.
- D. The involved officers shall include, in the "Additional" section of the Arrest Report, that the arrestee was hobbled and why the hobble was used.

11/2.5 Total Appendage Restraint Procedure

The Total Appendage Restraint Procedure consists of simultaneously securing all of a person's limbs (arms and legs). The individual's arms (wrists) are immobilized with handcuffs, and their legs are immobilized with the Ripp Hobble restraint device. The snap swivel end of the hobble restraint is then connected to the chain on the handcuffs.

- A. Only those personnel who have received LAWA Police - approved training in the total appendage restraint procedure may use it on a person.

- B. Whenever it is determined that a person is extremely violent and the total appendage restraint procedure should be used, the involved officers shall:
1. Request additional officers to assist, if needed;
 2. When possible, have a supervisor respond to the scene, prior to applying the total appendage restraint procedure. Otherwise, request a supervisor respond to the location whenever the total appendage restraint procedure is to be used;
 3. After using the total appendage restraint procedure on a suspect, ensure the suspect either remains on their side or is seated upright.
 4. Continuously monitor the respiratory status and level of consciousness of all persons restrained with the total appendage restraint procedure.
 - a. If the person shows signs of medical distress, paramedics shall immediately be requested to the scene.
 - b. If the person stops breathing, the handcuffs shall be removed while the legs remain hobbled. CPR procedures shall immediately be started and continued until relieved by paramedics. Sufficient back-up officers should be present in case the person regains consciousness and becomes violent.
 - c. If paramedics transport the person to a medical facility in total appendage restraint for medical treatment, one officer shall accompany the person in the paramedic unit with the partner officer following in a patrol vehicle.
- C. De-escalating To Hobbling
1. If a person is in total appendage restraint, that person shall remain in total appendage restraint until it appears their behavior no longer poses a serious or significant threat to their own safety or the safety of others.
 2. If it is determined to de-escalate to hobbling instead of utilizing the total appendage restraint procedure, the person shall be hobbled and transported as outlined in Section 11/5.3.A.2.
- D. Medical Treatment
- Whenever a person in total appendage restraint is to be transported to a booking facility, he/she shall be transported by private ambulance to a medical facility for medical treatment and medical clearance to book (see Section 11/5.3.A.1 for transportation procedures).
- E. Use of Force Reporting Requirements
- The involved officers shall complete a Use of Force Report, outlining the circumstances that led to the use of the total appendage restraint procedure. The responding supervisor shall complete a Supervisor's Use of Force Investigation.

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11/3 Booking Procedures

11/3.1 Pre-Booking Policies and Procedures

A. Information.

The officers of the LAWA Police handle a wide variety of crimes and arrests for violations of Federal, State, and local laws and ordinances. Prior to transporting the arrestee to a booking facility, LAWA Police Officers **shall** transport the arrestee to an approved LAWA Police holding facility, for preliminary investigation, visual inspection and questioning by the Watch Commander or designee, and supervisory approval. Upon completion of the preliminary investigation, visual inspection and questioning by the Watch Commander, and supervisory approval, the arrestee is transported to an authorized booking facility.

Note: Arrestees who fall under one or more of the categories specified in Part B are exempt from these requirements.

Note: The LAWA/LAX holding facility is the only approved holding facility within LAWA. LAWA Police facilities not designated as an approved holding facility (i.e. LAWA/VNY Airport Police Office, LAWA/ONT Sergeant's Office, etc.) shall not be used for the purpose of temporarily detaining persons in custody nor shall detainees/arrestees be transported to these facilities. If an approved LAWA Police holding facility is not available, detainees/arrestees shall be transported directly from the field to the appropriate booking facility for proper disposition, with supervisory approval.

B. Procedures

The following procedures shall be followed by all officers in pre-booking a person in custody at the LAWA Police holding facility.

Note: The booking procedures of the booking facility in which an arrestee is booked shall apply when utilizing that facility.

1. Whenever a person is taken into custody by a LAWA Police Officer, the officer shall ask the person in custody the following questions prior to transportation:
 - a. Do you require any medical attention?
 - b. Do you have or have you ever had:
 - (1) Tuberculosis?
 - (2) Venereal Disease?
 - (3) Hepatitis?
 - (4) A.I.D.S. or Symptomatic HIV disease?
 - c. Do you have any current medical problems? Diabetes? Heart Trouble? Epilepsy?
 - d. Do you have a pacemaker?
 - e. Are you presently taking any medication? If yes, what type?
 - f. (If female in custody) Are you pregnant? If yes, how many months?

If the person in custody answers yes to any of the above questions, officers shall request a supervisor to respond to the arrest location.

2. The responding supervisor shall:
 - a. View the detainee, ask if he/she is injured and check for any visible signs of injury;
 - b. If any signs of injury are visible, ask the detainee how the injury occurred. If necessary, request a CSI Unit respond to the location to photograph the detainee;
Note: If a Use of Force occurred, document the detainee's responses (Refer to Section 7/4.4.D.5.b for Supervisor Use of Force Investigation Report) and begin a Use of Force investigation.
 - c. Perform a money count, if required (see Section 11/3.2.C - Money Count. Refer to Section 11/3.2.C.2.b for exceptions to Money Counts in the Field);
 - d. Determine what charge the arrestee will be booked for and where the booking is to be done;
Note: This determination may be made at the arrest site, with supervisory approval.
 - e. Approve the transportation when practical.
3. If the person in custody answers no to the above questions, and does not fall under any of the exceptions outlined in part C, that person shall be transported to a LAWA Police holding facility, if available.
4. Arrestees with Orthopedic or Prosthetic Devices
Whenever an officer arrests an individual in the field with an orthopedic or prosthetic device, the officer shall request a supervisor respond to the location.
 - a. If the supervisor determines that probable cause exists to believe possession of the device could pose an immediate risk of bodily harm to anyone in the holding facility, the supervisor shall approve immediate transportation to the appropriate booking facility. Officers shall follow procedures mandated by the law enforcement agency with jurisdictional authority of the booking facility in regards to the booking of arrestees with such devices.
 - b. If no probable cause exists, the arrestee may be transported and detained at a LAWA Police holding facility, if available, and shall be allowed to retain the device.
 - c. Except under extreme conditions (hidden weapon, device used as a weapon, etc.), officers shall not remove nor attempt to remove orthopedic or prosthetic devices from arrestees unless articulable facts exist that would lead one to believe the device contains a hidden weapon or can be used as a weapon, or the person is being arrested for possession of a control substance and the officer believes that the prosthetic device may conceal other contraband.
 - d. If it is determined that the device must immediately be removed, and the arrestee resists, additional officers and a supervisor shall be called to the scene to restrain the arrestee while the device is removed (see Section 11/2 for restraining procedure). The arrestee shall be medically cleared for booking at a contract medical facility or County Jail Inmate Receiving Center with a medical facility.

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- C. The following types of detainee shall not be transported to nor detained in a LAWA Police Holding Facility:
1. Persons who are unconscious or incoherent;
 2. Persons with obvious injuries or a major illness;
 3. Persons with life sustaining medications or appliances;
 4. Women in final trimester (seventh, eighth or ninth month) of pregnancy;
 5. Persons in convulsions;
 6. Persons suspected of swallowing objects;
 7. Persons with medical conditions that could affect others (i.e. - Tuberculosis, Hepatitis, A.I.D.S., etc.);
 8. Persons under the influence of alcohol who fall under the criteria of California Penal Code Section 647F (Refer to Section 11/5.3, Subsection J);
 9. Persons deemed to fall within the criteria of Section 5150 of the California Welfare and Institution Code (Refer to Section 11/4.2, Subsection B, paragraph h, and Section 11/5.3, Subsection K);
 10. Persons who are extremely violent (Refer to Section 11/4.2, Subsection G, paragraph 3).

11/3.2 Searches

A. The arrestee shall be searched upon arrival at the LAWA Police holding facility detention area and prior to transporting to the booking facility. The officer conducting the search shall be of the same sex as the arrestee, except in specific circumstances where there is a reasonable cause to believe that:

1. The arrestee is believed to be armed with a weapon.
 2. Any delay in searching may result in destruction or loss of evidence
- B. All personal property taken from the arrestee shall be inventoried and placed in a plastic property bag with the inventory list signed by the arrestee.

C. Money Count.

1. At the Holding Facility

Officers shall check arrestee's property for any money. In cases where the arrestee is in possession of any U.S. currency, the officer shall:

- a. Request a supervisor perform a money count in front of the arrestee and verify the amount with the arrestee. The supervisor shall make a note on his/her supervisory log of the results;
- b. Place the money in the appropriate "Money" Evidence envelope and complete the envelope in the following manner:
 - Check the "Non-Evidence" box;
 - Enter the name of the arrestee in the "Name Booked To" section;
 - Enter the different currency denominations in the "Currency Count Register" section;

c. Seal the envelope with Evidence Tape. The envelope shall be placed inside the arrestee's property bag.

2. In the Field

a. If the officer determines that an arrestee fits the criteria of detainees that should not be transported to a LAWA Police holding facility and transported directly to a booking facility (refer to Section 11/3.1.B), the officer shall request a supervisor to respond to the arrest location to perform a money count. The supervisor shall respond with a Money Evidence envelope and perform the money count in front of the arrestee. The arresting officer shall complete the envelope as outlined in Part 1, sealed with Evidence Tape and transported with the arrestee. The supervisor shall note that a money count was performed in the field. The Watch Commander shall also note the incident and the amount the arrestee had in his/her possession.

b. If circumstances dictate that the arrestee be transported immediately, and performing a money count at the scene is impractical or unsafe, the supervisor shall direct the transporting officers to request a supervisor at the booking facility perform the money count.

The involved supervisor shall note the incident in his/her Supervisor's Log, explaining the circumstances surrounding the decision not to perform the money count at the scene.

- D. Special Search Approval

LAWA/LAX and LAWA/VNY

Officers requesting a special search, as outlined below, shall complete the "REASON FOR SEARCH" section of LAPD Form 70-12.31.0 (Booking Approval) at LAPD booking facilities. The officer requesting the search shall check one of the justification boxes, and when applicable, articulate the reason(s) for the search and obtain authorization from the on-duty Watch Commander. This form shall be used by officers to request authorization to conduct a strip search or visual body cavity search.

Note: Officers assigned to LAWA/ONT and LAWA/PMD shall follow special search procedures as specified by the law enforcement agency with jurisdictional authority of the booking facility.

- E. Strip Searches or Visual Body Cavity Search

Arrestees in custody for an infraction, misdemeanor or felony offense shall not be given a strip search or visual body cavity search unless:

- The arrest involved a controlled substance; or,
- There is a reasonable and articulate suspicion that the arrestee is concealing contraband or weapons, regardless of the offense.

The type and classification of the offense alone does not automatically provide reasonable suspicion. The totality of the circumstances in each situation should be considered in determining whether to conduct a strip search or visual body cavity search (i.e. - the nature of the offense, the arrestee displaying behavior which would lead officers to believe he/she is concealing contraband or weapons, the arrestee's criminal record, etc.).

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Note: Prior arrests involving weapons, controlled substances, violence, or the appearance and conduct of an arrestee may be considered as a factor in determining whether to conduct a strip search or visual cavity search.

The term "contraband" as it applies to a strip search or visual body cavity search is restricted to controlled substances or other items that may pose a threat to the security of the booking/jail facility. Strip searches and visual body cavity searches shall not be conducted to recover evidence in the absence of a search warrant.

1. Procedures

Strip searches or visual body cavity searches shall be conducted in the following manner under the following circumstances:

- a. After supervisory approval is obtained, the search shall be conducted in an area of privacy so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.
- b. Upon completion of the search, complete the "Results of Search" portion of the Booking Approval Form and include the information in the arrest report narrative.
- c. Officers conducting a strip search or visual body cavity search shall not touch the breasts, buttocks, or genitalia of the arrestee.
- d. Removing Objects from an Arrestee's Body

When an officer conducting a strip search or visual body cavity search becomes aware that the arrestee has placed any object in the rectal area, the vaginal area, or under the breast or scrotum, the officer shall request the booking facility medical personnel to remove the externally located object, even if the object can be recovered without touching the arrestee. If no booking facility medical personnel are available, officers shall transport the arrestee to a contract hospital for removal of the object by either a physician, registered or vocational nurse, or an Emergency Medical Technician Level II, licensed to practice in California.

Note: These procedures do not alter the requirement that a search warrant be obtained when the removal of an object inside a body cavity (i.e. - vagina or anus) is necessary.

Exception: In any case where the object observed is a weapon and there is an immediate and present danger of it being used against the officer, the officer may immediately recover the object.

e. Arrestee Refusal.

When an arrestee refuses to submit to a strip search or visual body cavity search, the officer conducting the search shall:

- (1) Advise the arrestee that he or she will be searched.
- (2) Place the arrestee in an isolation cell under observation until sufficient officers of the same sex as the arrestee are available to conduct the search.
- (3) A supervisor shall be present during the search of combative or uncooperative arrestees.

F. Physical Body Cavity Searches.

Arrestees shall not be given a physical body cavity search except under the authority of a search warrant and under the following conditions:

1. It shall be conducted under sanitary conditions by either a physician, registered or licensed vocational nurse, or Emergency Medical Technician Level II, licensed to practice in California.
2. It shall be conducted in an area of privacy so that persons not of the same sex as the arrestee or not required for the search are excluded from the immediate area and are unable to observe the arrestee.

EXCEPTION: Licensed medical personnel are not required to be of the same sex as the arrestee.

11/3.3 Arrest Warrants

When a person is arrested by a LAWA Police Officer, it shall be the responsibility of the arresting officer, prior to booking, to check whether the suspect is the subject of an arrest warrant.

- A. If an Automated Want/Warrant System (AWWS) check shows a positive response, the officer shall:
 1. Compare descriptions on the warrant to the arrestee's physical characteristics to determine if the suspect is the person described on the warrant.
 2. If the arrestee has in his/her possession an LAPD Clearance Document, Form 8.20, or other similarly reliable document issued by another Law Enforcement Agency, or court, officers shall review the number and issue date of the AWWS warrant response, and compare that information to the warrant number and issue date of the clearance document.
3. Allow the arrestee to review a copy of each Warrant Information Sheet (WIS) for which booking is to take place.
4. Write the name of the arresting officer(s), date, and time the subject reviewed the warrant(s) on the copy (ies) of the Warrant Information Sheet.
5. The arresting officer(s) shall enter the warrant number and suspect's name on the Warrant Abstract Log if the suspect is booked into an LAPD facility. If the arrestee is to be booked in any other booking facility, the booking facility's procedures shall apply.

NOTE: The subject shall not be arrested for the AWWS warrant if the issuance date of the warrant is more than thirty (30) days prior to that of the court clearance document.

NOTE: Warrant abstracts are obtained at the facility to which the arrestee is to be booked.

- B. If an arrestee is found to have an National Crime Information Center (NCIC), warrant officers shall:
 1. Transport the arrestee to a LAWA Police holding facility if applicable;
 2. Contact the originating agency and verify the warrant;

Note: Advise the agency that the suspect has not been booked and request the agency not remove the warrant from the NCIC system.

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3. Check the warrant to determine if the return contains either a "Limited" or "NOEX" (no Extradition) designator.
 - a. In all cases where limited extradition is indicated, suspects shall be booked in accordance with paragraph 4 of this subsection.

Note: For "Limited" extradition cases, officers may lawfully arrest and book a suspect named on an out-of-state warrant even if California is not listed on the warrant as a state from which the suspect will be extradited.
 - b. In cases where no extradition is indicated, officers shall not arrest the person based on the hit without independent probable cause.
 4. Officers assigned to LAWA/LAX and LAWA/VNY shall call the LAPD Fugitive Warrant Section or Detective Headquarters Division after hours to obtain booking advice. The detaining officer shall give the name of the fugitive, the name of the jurisdiction requesting the fugitive, and the charge against the fugitive.

Upon advisement from either an LAPD Fugitive Warrant Section or Detective Headquarters Division supervisor, the arrestee shall be transported for booking approval to the Fugitive Warrant Section between 0600 hrs. and 1430 hrs. After hours the detainee shall be transported for booking approval to Detective Headquarters Division at Parker Center.

Note: Officers assigned to LAWA/ONT and LAWA/PMD shall follow arrest warrant procedures as specified by the law enforcement agency with jurisdictional authority of the booking facility.
 5. All NCIC warrant suspects shall be booked at the appropriate booking facility.
 6. Officers shall include a copy of the NCIC computer printout of the warrant suspect as a page of the arrest report.
 7. Multiple Charges

If a suspect, arrested on a local or in-state charge, is also wanted on an out-of-state warrant, the local or in-state charge shall take precedence. The fugitive charge shall be added as a supplemental charge.

Note: A Probable Cause Determination shall be completed whether California Penal Code Section 1551.1 is the primary or supplemental charge.

Exception: If the local charge is a Release From Custody (RFC) offense, an RFC shall not be issued. Instead, the suspect shall be booked for 15 C.C.R. § 1551.1 and the elements of the RFC offense shall be included in the narrative portion of the Arrest Report.
- C. Any arrestee found to have a federal arrest warrant shall be transported to the appropriate booking facility for booking and the booking approval obtained from the law enforcement agency with jurisdictional authority of the booking facility.
- D. Transfer/Release of Warrant Arrestee to Local Law Enforcement Agency Other Than LAPD

If the arrest warrant originated from a local Law Enforcement Agency (i.e. - El Segundo Police, Hawthorne Police, etc.), the officer shall inform the Watch Commander, who shall contact the concerned agency, confirm the validity of the warrant, and ask if the agency wishes to pick up the arrestee at the LAWA Police Detention Facility if applicable. If the agency requests the arrestee be transported to their facility for booking, the Watch Commander may assign officers for transportation, based on deployment needs.

 1. If the law enforcement agency dispatches an officer(s) to transport the arrestee to their facility, the arresting officer shall:
 - a. Follow procedures as outlined in Section 11/4.2;
 - b. Complete a LAWA Police Detainee Transfer Form, and request the transporting officer and on-duty LAWA Police Watch Commander sign the Detainee Transfer Form. Attach a copy of the Detainee Medical Screening Questionnaire to the Detainee Transfer Form;
 - c. Re-inventory the contents of the arrestee's property bag, request the arrestee initial the Property Inventory Form, and place the arrestee's copy in the property bag. Ensure all excess personal property is released to the transporting officer.
 - d. Complete a report outlining the circumstances of the detention and transfer of the arrestee.
 2. If the arrestee is transported to the requesting agency facility, the transporting officers shall:
 - a. Follow procedures as outlined in Sections 11/4 and 11/5;
 - b. Request the receiving officer or jailer signs the Detainee Transfer Form;
 - c. Ensure all personal property is released to the receiving officer;
 - d. Complete a report outlining the circumstances of the detention and transfer of the arrestee.
 - E. Immigration and Customs Enforcement (ICE) NCIC Warrant Suspects

When an officer responds to take custody of an NCIC warrant suspect from the ICE, the officer shall:

 1. Sign the Immigration Detainer - Notice of Action, Form I-247, acknowledging receipt of the suspect from INS. INS will retain a copy of this form and give the original copy to the responding officer;
 2. Transport and book the suspect at the appropriate booking facility;
 3. Give the original copy to the Detention Facility staff; and,
 4. Retain a copy of the form, to be included as part of the Warrant Arrest Report.

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F. FBI Fugitive Warrant Suspect

Whenever a member of the LAWA Police has taken custody of an FBI fugitive warrant suspect, the FBI shall be notified immediately. The suspect shall not be transferred or booked at any facility without the specific instruction of the FBI.

11/3.4 Medical Treatment

Prior to transporting a prisoner from a LAWA Police holding facility to a booking facility, the Watch Commander shall determine if the prisoner requires any medical treatment. The results of the determination shall be recorded in the Watch Commander's Log.

- A. Officers shall determine prior to transportation if the prisoner is under a doctor's care, under medication, is sick or injured, or has any communicable diseases.
- B. If the arrestee needs medical treatment, officers shall transport the arrestee to either the nearest contract hospital or to a booking facility with available medical staff, request the physician on duty to medically examine/ treat the arrestee, and obtain a medical approval for booking.
- C. If the arrestee needs to be hospitalized, and is in custody for a felony offense, the arrestee shall be transported to the appropriate jail ward facility.
- D. When a physician refuses to admit the arrestee to a jail ward, the officers shall obtain the appropriate Medical Record Form, showing the reason for the refusal, and book the arrestee at the appropriate County Jail Facility. The officer shall make copies of all records and give the medical treatment record to the booking facility personnel. All reports shall be turned in to the law enforcement agency with investigative authority for processing.
- E. If an arrestee is found to have a communicable disease, or any other condition of a life threatening nature, officers shall transport the arrestee directly to the appropriate County Central Jail Facility for medical examination, treatment, and booking.
- F. Whenever officers find that the arrestee transported has any highly contagious or life threatening disease, the officers shall complete an Employee's Report containing the circumstances of the arrest, and what disease(s) the arrestee claimed to have (Refer to Section 11/6.9 - Communicable Disease Policy). The Watch Commander shall forward this report to Records Unit and a copy shall be entered into the officer's departmental file.

11/3.5 Special Circumstances

A. Bunco-Forgery - LAWA/LAX and LAWA/VNY

Arrestees to be booked for any Bunco-Forgery crimes shall be booked at West Los Angeles Police Division, unless instructed to do otherwise by LAPD Detectives. Prior to booking, officers will complete a Handwriting Exemplar Form 5.7, and submit this form along with the arrest report.

Note: Officers assigned to LAWA/ONT and LAWA/PMD shall follow booking procedures for Bunco-Forgery suspects as specified by the law enforcement agency with jurisdictional authority of the booking facility.

B. Arrestee With No Verifiable Identification - LAWA/LAX and LAWA/VNY

If an arrestee does not possess any verifiable identification; and the officer believes the person is attempting to hide his true identity to conceal his/her criminal history or any outstanding warrant(s);

- 1. The officer shall, at the discretion of the Watch Commander, contact LAPD Records & Identification Division, Parker Center, and request a Priority Facsimile Identification Network (FIN) be conducted to establish the true identity of the arrestee.

- 2. Upon approval of the Parker Center Watch Commander, the officers will transport the prisoner to Parker Center for identification.

C. Private Person's Arrest

- 1. If an individual makes a private person's arrest and requests that an officer take a person into custody; officers shall do so if there is probable cause to believe a criminal offense has been committed or an arrest warrant has been issued for the person being arrested. The person making the arrest shall complete a Private Person Arrest form.

Note: Officers are not precluded from completing an Investigative Report for filing of a criminal complaint instead of arrest, if the arresting person agrees.

- 2. When a private person's arrest is or appears to be illegal, the individual requesting police action shall be advised of the provisions of C.P.C. Section 847. If the individual insists on the arrest, they shall be referred to the Office of the City Attorney.

Additionally, officers shall:

- Not take custody of the person;
 - Notify a supervisor of the incident
 - Complete a Field interview card on all the involved parties; and,
 - Complete an Employee's Report documenting the circumstances of the incident.
- 3. Miranda Admonition
 - a. Officers shall not give an adult suspect a Miranda Admonition at this time unless there is to be subsequent questioning.
 - b. If the arrested person is a juvenile, the officer taking custody shall give the juvenile a Miranda Admonition. Refer to Section 11/1.3.
 - c. All persons involved in a private person's arrest shall be advised that the officers are not making the arrest, but are merely receiving the arrested person. After receiving the arrested person, officers shall verify and record the identity of the person making the arrest.

11/3.6 Armed Forces Personnel

- A. When a person is arrested and is a member of the Armed Forces, the booking officer shall notify the appropriate Military Liaison Officer of the law enforcement agency with jurisdictional authority by telephone and give:

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1. The arrested persons name, rank, and serial number.
2. Branch of service.
3. Organizational unit and its location.
4. Dress (uniform or civilian clothes).
5. Duty status (on leave, on orders, AWOL, deserter).
6. Nature of the offense.
- B. The name, rank, and serial number of the Liaison Officer shall be obtained and placed on the booking slip. Armed Forces Personnel include members of the Navy, Marine Corps, Air Force, Army, Coast Guard, and National Guard on active duty.
- C. When an arrestee has received orders to report to an Induction Center but has not been inducted, he/she shall be handled as a civilian. If the arrest results in his being unable to report to the Induction Center at the specified time, the Federal Bureau of Investigation shall be notified.
- D. When a member of the Armed Forces is arrested for a felony or a high-grade misdemeanor, he shall be booked and not released to the military authorities. "High-grade" misdemeanors include:
 1. Petty Theft
 2. Dangerous Weapons Control Law
 3. Indecent Exposure
 4. Contributing to the delinquency of a minor
 5. Lewd Conduct
 6. Lewd Loiterer
 7. All other misdemeanor sex crimes
- E. When a member of a foreign armed service is arrested, the arrestee's consulate shall be notified. In the event a representative can not be reached; the officer shall contact the State Department for guidance. (See Section 8/3 - Diplomatic and Consular Contacts).

11/3.7 Postal Employees

When a postal employee driving a vehicle carrying mail is arrested for a misdemeanor or felony and intoxication is an element, officers, in addition to the regular arrest procedure, shall:

- A. Immediately make a telephonic report to the Supervisor of the Post Office Garage, United States Postal Service.
- B. Complete an Employee's Report containing the details of the arrest. A copy of this report shall be forwarded by the Records Unit to the Superintendent of Motor Vehicles, United States Postal Service.
- C. The arresting officer shall be responsible for the safety of the vehicle and its contents until a Postal Service representative has arrived at the scene and has taken charge of the vehicle and its contents.

11/3.8 Misdemeanor Arrests

All misdemeanor arrestees shall be eligible for release on their own recognizance unless the arresting officer determines the arrestee is ineligible for one or more of the following reasons:

- A. The person arrested is so intoxicated that he or she could be a danger to himself or herself or others.
- B. The person arrested requires medical examination or medical care, or is otherwise unable to care for his/ her own safety.
- C. The person is arrested for one or more of the offenses listed in Section 40302, or 40303 of the California Vehicle Code.
- D. There are one or more outstanding arrest warrants for the person.
- E. The person cannot provide satisfactory evidence of personal identification.
- F. The prosecution of the offense or offenses for which the person is arrested or the prosecution of any other offense(s) would be jeopardized by immediate release of the person arrested.
- G. There is a reasonable likelihood that the offense or offenses will continue or resume, or that the safety of persons or property will be imminently endangered by release of the person arrested.
- H. The person arrested demands to be taken before a magistrate or refuses to sign the notice to appear
- I. There is reason to believe that the person arrested would not appear at the time/place specified in the notice.

EXCEPTION: DUI arrestees may be released after booking, if otherwise eligible).

The officer shall articulate the circumstances to the on-duty Watch Commander of the facility at which the arrestee is to be booked. The on-duty Watch Commander shall complete the bottom portion of the Booking Recommendation Form.

11/3.9 Bail Deviations - LAWA/LAX and LAWA/VNY

When officers have reasonable cause to believe that the amount of bail set for the arrestee's crime is insufficient to assure the arrestee's court appearance, the officer shall contact LAPD's Bail Deviation Unit within eight (8) hours of the initial booking of the arrestee.

The arresting officers will be asked to provide the following information:

- The circumstances of the arrest;
- The reason for the bail increase;
- If the arrestee is a possible flight risk and where the arrestee would flee to;
- If the arrestee has the means to pay the current bail amount.

In addition to the above procedures, a bail deviation shall be requested when the suspect was arrested without a warrant and,

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- * The suspect was arrested for a misdemeanor offense of violating a domestic violence restraining order; and,
- * The officer has reasonable cause to believe that the scheduled bail amount is insufficient to assure the arrestee's appearance or to assure the protection of a victim, or family member of a victim, of domestic violence.

The Bail Deviation Unit shall contact a court Commissioner to obtain the bail deviation. If approved, a Telex will be sent to the booking facility jail informing the jailers of the bail deviation.

The Bail Deviation Unit's hours of operation are Monday to Friday from 0600 - 0100 hrs. After hours officers shall contact Detective Headquarters.

11/3.10 Probation Violation Arrests

When officers arrest a suspect for violation of court imposed probation orders under Section 1203.2 of the California Penal Code, the officer shall make a copy of the court docket showing probation conditions, duration of probation terms, and docket number. This copy shall appear as a page of the arrest report and shall be referred to in the body of the arrest report.

11/3.11 Arrest and Detention of Foreign Nationals – Consular Notification

A. LAWA Police Officer

Whenever officers become aware that a person that has been arrested or detained for more than two hours is a foreign national, the involved officers shall:

1. Determine the arrestee/detainee's country of citizenship;

Note: This can be established through examination of passport or other travel documents.

1. Offer to notify the foreign national's consular officials of the arrest and/or detention;
2. Advise the on-duty Watch Commander or designee that a foreign national is being detained or has been arrested, the person's country of citizenship, and if the person has requested that notification be given.

B. Watch Commander

The Watch Commander shall:

1. Determine if the foreign national's country is on the list of mandatory notification countries.

If mandatory notification is required, the Watch Commander shall:

- a. Immediately telephone that country's nearest consular officials and advise them of the arrest and/or detention. If no phone contact can be made, notification shall be made via fax of the arrest and/or detention. Both phone numbers and Fax numbers are located in the Watch Commander's Office;
- b. Advise the foreign national that the notification was made.
2. If no mandatory notification is required, and the foreign national has requested that notification be given, the Watch Commander shall immediately notify that country's nearest consular officials of the arrest and/or detention via phone or fax.

C. Reporting Requirements

Officers shall document all consular notifications on the "Additional" section of the Arrest or Detention Report. If a Fax notification is made, the Fax Notification Form shall be attached to the original report(s) (Refer to Section 11/4.2.F.3 for more on Foreign National Detainees)

11/4 Use of LAWA Police Holding Facility

11/4.1 Information

The LAWA/LAX Police holding facility consists of three (3) separate holding cells, and is designed for the temporary detention of persons in custody for a maximum time limit of two hours, unless otherwise approved by the Watch Commander for cause. This facility is inspected annually by the Los Angeles County Department of Health Services, and the State Corrections Standards Authority. This facility meets or exceeds the minimum standards required for adult detention under the California Code of Regulations (C.C.R.), and is certified by the Corrections Standards Authority as a lockup facility for the temporary detention of minors.

All LAWA Police Holding Facilities, regardless of location, shall adhere to the following procedures as mandated by the California Code of Regulations (C.C.R.) and any regulations mandated by the local County Health agency with jurisdictional authority over temporary holding facilities in the county the holding facility is located in.

Note: LAWA Police facilities not designated as an approved holding facility (i.e. - LAWA/VNY Airport Police Office, LAWA/ONT Sergeant's Office, etc.) shall not be used for the purpose of temporarily detaining persons in custody nor shall detainees/ arrestees be transported to these facilities. If an approved LAWA Police holding facility is not available, detainees/arrestees shall, with supervisory approval, be transported directly from the field to the appropriate booking facility for proper disposition.

The following types of detainee shall not be transported to nor detained in any LAWA Police Holding Facility:

1. Persons who are unconscious or incoherent;
2. Persons with obvious injuries or a major illness;
3. Persons with life sustaining medications or appliances;
4. Women in final trimester (seventh, eighth or ninth month) of pregnancy;
5. Persons in convulsions;
6. Persons suspected of swallowing objects;
7. Persons with medical conditions that could affect you (i.e. - Tuberculosis, Hepatitis, A.I.D.S., etc.);
8. Persons under the influence of alcohol who fall under the criteria of Penal Code Section 647F (Refer to Section 11/5.3, Subsection J);
9. Persons deemed to fall within the criteria of Section 5150 of the Welfare and Institution Code (Refer to Section 11/4.2, Subsection B, paragraph h, and Section 11/5.3, Subsection K);
10. Persons who are extremely violent (Refer to Section 11/4.2, Subsection G, paragraph 3);

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Officers shall request a supervisor to respond to the arrest location or meet them en-route during transportation, view the detainee, and approve the transportation when practical.

Refer to Section 11/5.3 - Special Transportation for transportation procedures.

11/4.2 Procedures

The following procedures shall be followed by all LAWA Police personnel when using a LAWA Police holding facility:

A. General

All sworn personnel using the holding facility shall, prior to placing a detainee in a holding cell, secure their firearms and chemical agents (Section 4574 P.C.). Batons shall be placed in the Sergeant's Office or the front desk area.

Prior to entering the holding facility, the detainee shall be searched in accordance with Section 11/3.2 - Pre-Booking Procedures.

1. Watch Commander Notification

The Watch Commander, or on-duty supervisor, shall be notified of the circumstances of the arrest and any notifications or preliminary investigation to be completed by the arresting officer(s).

The Watch Commander or on-duty supervisor shall:

- a. View the detainee, ask if he/she is injured and check for any visible signs of injury;
- b. If any signs of injury are visible, ask the detainee how the injury occurred. If necessary, request a CSI Unit respond to the location to photograph the detainee;

Note: If a Use of Force occurred, document the detainee's responses (Refer to Section 7/4.4.D.5.b for Supervisor Use of Force Investigation Report) and begin a Use of Force investigation.

- c. Ask the detainee if he/she has any further questions.

The Watch Commander or Supervisor shall note their observations and the detainee's response in their Watch Commander and/or supervisor's log.

2. Detention Cell Log Book

Note: Only one (1) Detention Cell Log shall be used for an approved LAWA Police Holding Facility.

- a. The Detention Cell Log form is used to document the following information:

- (1) Name of person in custody;
- (2) Time in and time out of the holding facility;
- (3) Reason for custody (Charge);
- (4) If juvenile:
 - (a) Name of parent(s) or legal guardian;
 - (b) Phone number;
 - (c) Date and time notification (or attempts to notify) was made to the juvenile's parent(s) or guardian, and;

- (d) Time the juvenile last ate (Refer to section 11/5.4, Subsection D - Juvenile Detention Procedures)
- (5) Cell number;
- (6) A completed money count amount;
- (7) The phone number(s) called by the detainee in the Phone Log section;
- (8) Disposition of the detainee;
- (9) The detaining officer's name, serial number and Section of assignment.

- b. Officers shall enter the detainee's name and all required information in the Detention Cell Log Book. This book shall be maintained in the Watch Commander's Office.

Officers are reminded that entering juveniles into the Detention Cell Log Book does not fulfill state-mandated juvenile reporting requirements as outlined in Section 11/4.4.

- c. Prior to leaving the Holding Facility to book a detainee or whenever a detainee is released from the Holding Facility, the detaining officer shall have the Watch Commander review and sign the detainee's entry in the Detention Cell Log Book.

3. Cell Searches

Officers shall make a physical and visual inspection of the holding cell prior to placing the detainee in the holding cell. The inspection shall include the bottom of the bench, the space between the bench and the wall, the interior door and window ledge, the ventilation duct and blades, and any other area a detainee may attempt to hide evidence or contraband. Officers shall further inspect for any conditions within the cell, which could create a hazard to detainees, and to conditions to which potentially suicidal detainees may attempt to utilize (Refer to Section B, Subsection f). The searching officer(s) shall fill out the "Cell Search-Before" section of the Detention Log.

Prior to transporting the detainee to a booking facility, officers shall search the holding cell for any evidence or contraband concealed by the detainee. The searching officer(s) shall fill out the "Cell Search-After" section of the Detention Log.

Any evidence or contraband found in a holding facility cell or restroom during the second inspection shall be noted in the "Cell Search" section of the Detention Log, confiscated, and booked to the detainee as evidence if:

- a. The item's mere possession is a violation of law;
- b. The item is directly linked by officers to the crime the detainee was originally arrested for;
- c. The item is evidence or prior criminal activity by the detainee.
- d. The item's mere possession is a violation of law;
- e. The item is directly linked by officers to the crime the detainee was originally arrested for;
- f. The item is evidence of prior criminal activity by the detainee.

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4. Placing Detainees in Holding Cells

Officers either placing a detainee in a holding cell or entering an occupied cell shall not enter the cell alone unless the partner officer or another officer is present in the holding facility or Watch Commander's Office.
5. Use of Restraining Devices in Holding Cells

Officers shall not hold a detainee in a holding cell with any restraining devices on the detainee (i.e. - handcuffs, cord-cuff leg restrainers). If officers determine the detainee is extremely violent and requires restraint, the detainee shall be transported, without delay, to a hospital or booking facility in accordance with Section 11/5.3 - Special Transportation (15 C.C.R. § 1058).
6. Money Counts

Officers shall complete a money count in accordance to Section 11/3.2, Subsection C - Pre-Booking Policies and Procedures.
7. Personal Property Inventory

Upon placing a detainee in a holding cell, officers shall complete an inventory of the detainee's personal property (excluding unauthorized/ confiscated items, or those items booked as evidence), place the items in a plastic property bag, complete a Property Inventory Form and have the detainee sign the Property Form to verify the property bag's contents. Officers shall issue an LAPD Form 10.10 or appropriate form for any confiscated items.

The detainee's copy of the form shall be placed inside the bag. Prior to transportation, the contents of the bag shall be re-inventoried, the Property Inventory Form initialed by the detainee, and the bag sealed. The original shall remain in the Watch Commander's Office until all other paperwork is completed and shall be attached to the completed report for filing by Records Unit.

NOTE - If the detainee is unable to sign the Property Form, the Watch Commander or supervisor in charge shall sign the form.

 - a. Detainees may retain clothing items only, with the exception of ties, belts, bolos, shoe laces, or other items which could cause injuries to the detainee or others.
 - b. All property bags shall be maintained on the shelf in front of the holding cell until the detainee is released from the holding facility or transferred to another facility.

In cases where a detainee has excess personal property, such as suitcases, the detaining officer shall conduct an inventory search of the excess property at the holding facility. If the detainee is transported to a booking facility, the excess personal property shall be transported with the detainee and be given to the booking facility staff.
8. Restroom Procedures

If the detainee requests to use the restroom, officers shall make a physical and visual inspection of the holding facility restroom prior to its use by the detainee. The inspection shall include any space underneath the sink, the area around the toilet basin, any spaces between the sink/toilet and the wall, and any other area a detainee may attempt to hide evidence or contraband.
9. Holding Cell Checks

The detaining officer(s) shall visually inspect the detainee every 30 minutes and log in the inspection in the Holding Cell Inspection Record. When completing the Holding Cell Inspection Record all required information shall be entered. (15 C.C.R. §1027).

There shall be one Holding Cell Inspection Record for each holding cell.

Note: Prior to leaving the Holding Facility to book a detainee or whenever a detainee is released from the Holding Facility, the detaining officer shall have the Watch Commander review and initial the Holding Cell Inspection Record.

 - B. Medical Screening, Classification Screening, and Emergency Medical Procedures.
 1. Medical Screening Procedures

The completion of the Detainee Medical & Classification Screening Questionnaire is crucial to ensure the safety of the detainee, the officers, and others with whom the detainee may come in contact. The Questionnaire assists officers in determining into which facility a detainee shall be booked, whether the detainee shall be transported to a hospital facility, or whether the detainee should be segregated from other detainees prior to placement in a cell.

 - a. When the detainee is placed in a holding cell, the arresting officer shall complete the Detainee Medical & Classification Screening Questionnaire in duplicate, and present it to the Watch Commander for approval and signature. (15 C.C.R. § 1051).

Note: Officers shall retain the original of the completed Detainee Medical & Classification Screening Questionnaire and include it with the LAWA Police copy of the arrest report to be filed and maintained by Records Unit. A copy of the questionnaire shall be included in the completed original arrest report.

 - b. Detainees stating they have a communicable disease (i.e. - Tuberculosis, Hepatitis Type B, or venereal disease) or A.I.D.S. shall be immediately transported to the appropriate booking facility in accordance with Section 11/5.3, Subsection G - Special Transportation (Refer to Section 11/4.1).

Note - Whenever a detainee states that he/she has tuberculosis, or shows symptoms of tuberculosis, officers shall wear face masks while in the presence of the detainee and provide a face mask for the detainee to wear until transportation occurs. If the detainee refuses to wear a facemask, officers shall wait until the actual transportation begins, re-handcuff the detainee, and place the mask on the detainee. Facemasks shall be stored in the Watch Commander's Office for use in the Holding Facility.

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For transportation of persons in custody with tuberculosis, see Section 11/6.14 - Airborne Pathogen - Tuberculosis

c. Once a detainee has been screened and is deemed in need of medical attention, the arresting officer shall inform the Watch Commander and immediately transport the detainee to the nearest booking facility with a physician on duty or to a contract medical facility for pre-booking examination in accordance with Section 11/5.3, Subsection G - Special Transportation (Refer to Section 11/4.1).

d. Medical screening shall include notification to the detainee that prescription and non-prescription drugs are not administered at this facility. If a detainee must take a prescription drug while in custody, officers shall immediately transport the detainee to the nearest booking facility with a physician on duty or to a contract hospital for pre-booking examination.

It shall be the officer's responsibility to ensure that any medication needed is transported with the person. (Refer to Section 11/3.4 - Medical Treatment and Section 11/5.3, Subsection D - Special Transportation).

When an officer(s) learns that a person in custody is taking life sustaining medication or has a life sustaining appliance (i.e. a pacemaker), the person shall be immediately transported to a contract hospital or booking facility with a physician on duty. It shall be the officer's responsibility to ensure that any medication needed is transported with the person, and obtain a medical booking approval prior to booking (See Section 11/3.4 - Pre-Booking Policies and Procedures).

e. If a female detainee states she is pregnant, the detaining officer shall ask if she has seen a doctor, and how many months pregnant is she. If the detainee states she is in her final trimester (seventh, eighth or ninth month) of pregnancy, officers shall immediately transport the detainee to the nearest booking facility with a physician on duty or to a contract hospital for Medical Treatment in accordance with Section 11/3.4 - Medical Treatment and Section 11/5.3, Subsection D - Special Transportation. Officers shall contact the appropriate booking facility for advice on where to book the detainee (Refer to Section 11/4.1).

f. If the detaining officer has reasonable cause to believe that a detainee is suicidal or contemplating suicide, the detainee shall not be left alone. The officer shall immediately advise the Watch Commander, who shall assign an officer to constantly visually monitor the detainee until transported to a medical or booking facility. The detainee shall be segregated from other detainees (15 C.C.R. § 1219).

Officers should be aware that the high suicide risk period falls within the first 3 hours of detention. Detainees who fall within the suicide victim's profile are:

- Prominent persons charged with embarrassing crimes;
- Detainees held for alcohol or drug-related charges;
- All juveniles held in adult facilities;
- All females held in local holding facilities;
- Detainees with a history of self-destructive acts or who state they want to kill themselves;

- Detainees who appear very depressed (sad, crying, withdrawn).

g. If the detaining officer believes a detainee has body or head lice, the officer shall inform the Watch Commander. After the detainee is transported or released, the Watch Commander shall secure the holding cell the detainee occupied until the cell is disinfected by LAWA Custodial personnel. Officers booking detainees suspected of having body or head lice shall inform the booking facility staff.

Officers who suspect they have body or head lice infestation are advised that the below listed non-prescription products are available and recommended by the Los Angeles Department of Health Services for treatment of this condition:

- Rid
- Pyrinate A-200
- R.C. Shampoo

h. If the detainee is deemed to fall within the criteria of Section 5150 of the Welfare and Institution Code, the person shall be transported, without delay, to the appropriate mental health facility (C.P.C. § 4011.6).

i. If the detaining officer has reasonable cause to believe that a detainee is developmentally disabled, the officer shall immediately advise the Watch Commander and transport the detainee to the appropriate Jail Facility (15 C.C.R. § 1057).

Developmental Disabilities may be caused by mental retardation, cerebral palsy, epilepsy, autism or a combination of conditions as noted:

- **Mental Retardation:** The individual gives inappropriate response to a situation; has receptive or expressive communication difficulty; tends to be a "follower" in a group; academic deficits in adaptive behavior and self-help skills.
- **Cerebral Palsy:** The individual displays muscle control difficulty; has unsteady gait; can be non-ambulatory; has deficits in common language; may be retarded; may have possible sight and hearing impairment.

- **Epilepsy:** The individual may have a:

Grand mal seizure, causing him/her to fall to the ground suddenly, lose consciousness, have uncontrolled movements, be confused or disoriented, become lethargic, have slurred speech, and behave like an alcohol or drug abuser.

Petit mal seizure, causing him/her to stare for a few seconds, show uncontrolled muscle stiffness and blinking, fall unconscious, appear confused and disoriented, appear to be day dreaming, and have small twitching movements.

- **Autism:** The individual appears to be in their own world; purposeless repetitive behavior; inappropriate response to a situation; expressive or receptive communication difficulty; deficits in common language; fixation on moving objects; immature behaviors; non-responsive to sound and appear to be deaf.

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- j. Officers shall retain the original of the completed Officer-Inmate Questionnaire and include it with the LAWA Police copy of the arrest report to be filed and maintained by Records Unit. A copy of the questionnaire shall be included in the completed original arrest report.
2. Classification Screening of Detainees
- Whenever a person is detained in the holding facility, the detaining officer shall:
- a. Complete the Classification Screening portion of the Detainee Medical & Classification Questionnaire.
- b. Confer with a supervisor and determine from the detainee's response whether he/she should:
- Be immediately transported to a booking facility;
 - Remain in the holding facility but be segregated from other detainees; or,
 - Remain in the holding facility and be allowed to be housed with other detainees in the same holding cell.
3. Medical Emergency Procedures
- Whenever a medical emergency (15 C.C.R. §1208) occurs while a detainee is in the LAWA Police holding facility, the detaining officer shall:
- a. Render first aid, as currently taught in the LAWA Police in-service training under the auspices of POST/EMS guidelines for First Aid and CPR. Officers shall administer first aid to detainees before the arrival of medical personnel when there is:
- **A Cardiac Emergency** (cessation of breathing and/or heartbeat - respiratory or cardiac arrest). Officers shall initiate C.P.R.
 - **Hemorrhage** (heavy bleeding). Officers shall apply direct pressure and elevate the injured part of the body when possible. If direct pressure does not work, apply pressure to the pressure points. A tourniquet shall only be used when all other procedures have proven ineffective.
 - **Seizures** (violent physical attacks). Officers shall not move the detainee, unless necessary to move the detainee to an area providing safety for both the detainee and officers. Officers shall allow seizures to progress uninhibited when possible. Officers shall not place anything in the detainee's mouth.
- b. Immediately contact Communications; give the nature of the medical problem, information about the detainee and request Paramedics be summoned;
- c. Request a supervisor to respond to the holding facility;
- d. Inform the Watch Commander of the incident; and,
- e. Once the medical emergency is over, the detaining officer(s) shall file an Employee's Report outlining the circumstances of the emergency and the disposition of the detainee involved in accordance with Title 15, § 1044, California Code of Regulations.
- f. In the event of a suicide attempt, serious illness, injury or death of a minor in custody the Watch Commander shall notify the parent, guardian or person standing in loco parentis (refer also to Sections 11/4.4.D and 11/4/5.C).
3. Holding Facility First Aid Kit
- A first aid kit marked with the lettering "Holding Facility First Aid Kit" shall be located in the holding facility. This first aid kit is to be used **only** for detainees in the LAWA Police Holding Facility whenever needed. LAWA Police personnel shall not use this kit or any of its contents for any other purpose.
- a. Watch Commander
- The Watch Commander or designee shall be responsible for checking the first aid kit and contents at the beginning of watch to ensure nothing is missing. This inspection shall be noted in the Watch Commander's Log. If anything is found to be missing or if items need to be replaced or are used during the watch, the Watch Commander shall contact Operations and Materials Unit or the appropriate personnel.
- b. Operations and Materials Unit - LAWA/LAX
- Operations and Materials Unit shall be responsible for:
- Developing a contents list for the Holding Facility first aid kit and attaching this list to the inside of the front cover of the kit;
 - Replenishing the Holding Facility first aid kit, as needed;
 - Conducting quarterly inspections of the Holding Facility first aid kit contents, remove and replace any expired items found in the kit, and discard all expired items (15 C.C.R. §1220)
- C. Watch Commander
- The on-duty Watch Commander shall be responsible for:
1. Safe operation of the holding facility for the duration of the watch;
2. Conducting daily shift sanitation inspections of the holding facility cells for prevention of unsanitary conditions. This shall include an inspection for vermin and pests.
- If an inspection reveals that unsanitary conditions do exist, it shall be the responsibility of the Watch Commander to immediately suspend the use of the facility and contact LAWA Custodial services for correction;
3. Assigning supervisors to conduct a weekly security inspection of the holding cells and holding facility restroom for weapons and contraband, including door and window ledges, ventilator blades, the area between the wall and cell bench, and any other areas such items could be hidden. The supervisor conducting the inspection shall complete an Employee's Report if:
- a. Weapons or contraband are recovered;
- b. Any discrepancies are found during the inspection.

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- If no discrepancies are discovered, the inspection shall be noted in the supervisor's log.
4. Reviewing Detention and Holding Cell Logs for accuracy and completeness and signing same prior to End of Watch;
 5. Performing daily shift inspections of the first aid kit and sanitary napkins supply and replenishing when needed;
 6. Continuously monitoring for proper lighting and ventilation (15 C.C.R. § 4561.1 (a));
 7. Counting detainees at least once per watch and noting the count and time in the Watch Commander's Log;
 8. Assigning Supervisors to investigate allegations of misconduct by officers against detainees. If a supervisor is involved in the allegation, the Watch Commander shall conduct the investigation;
 9. Visually examining the physical condition of detainees prior to release or transportation to a booking facility and noting the condition in the Watch Commander's log;
 10. Notifying the Chief of Airport Police and the Command Duty Officer of any unusual occurrences within the holding facility;
 11. Notifying the appropriate law enforcement agency with investigative jurisdiction whenever a female detainee, who has given birth within the past year, is charged with the murder or attempted murder of her infant (15 C.C.R. §1207.5).
 12. Ensuring that individual cell keys are not removed from the cell door locks when the cells are not in use (Refer to Part E, Section 3);
 13. Ensuring that maintenance personnel remove all tools brought into the holding facility;
 14. Maintaining the Secure Detention of Juveniles Log and the Non-secure Detention of Juveniles Log in the Watch Commander's Office (Refer to Sections 11/4.4 and 11/4.5);
 15. Designating one supervisor to:
 - a. Ensure compliance with all rules and regulations governing use of the holding facility;
 - b. Perform money counts in accordance with Section 11/3.2, Subsection C - Pre-Booking Procedures;
 - c. Report to the Watch Commander any incidents which created or could have created a threat to the safety of detainees, officers, or to the facility itself (Refer to Section A, Subsection 1);
 - d. Ensure that detainees are not held in the holding facility for more than 2 hours, unless exigent circumstances exist;
 - e. Ensure that the detainees are not denied access to their attorney(s), or access to a telephone (Refer to Section M);
 - f. Investigate any allegations of misconduct against sworn or non-sworn personnel by persons in custody.
 - g. Forward completed Detention and Holding Cell Log books to Records Unit, where they shall be maintained.
- D. Detention Log
- Whenever any person is detained in the holding facility, officers shall complete a Detention Log form, which shall include the following information:
1. Name of person in custody;
 2. Time in and time out of the holding facility;
 3. Reason for custody (Charge);
 4. If juvenile:
 - a. Name of parent(s) or legal guardian;
 - b. Phone number;
 - c. Date and time notification (or attempts to notify) was made to the juvenile's parent(s) or guardian, and;
 - d. Time the juvenile last ate (Refer to section 11/5.4, Subsection D - Juvenile Detention Procedures).
 5. Cell number;
 6. A completed money count amount;
 7. The phone number(s) called by the detainee in the Phone Log section;
 8. Disposition of the detainee;
 9. The detaining officer's name, serial number and division of assignment.
- The Detention Log shall be signed by the Watch Commander prior to the detainee being transported from the holding facility.
- E. Holding Facility Doors
- When detainees are in the holding facility, the door leading into the hallway and the door leading to the outside shall be closed.
1. Non-sworn personnel shall not be permitted into the detention area until the detainee has been placed in a holding cell.
 2. The door leading to the restroom shall be locked at all times when it is not in use while detainees are in the holding facility.
 3. All keys to the holding cells shall remain in the door locks and shall not be removed.
- F. Access to Detainees
1. General
- Only the officers taking the person into custody or their immediate supervisor shall have access to the detainee while in the holding facility except:
- a. During a medical or other emergency;
 - b. To prevent destruction of City property within the holding facility.
 - c. With prior permission of the Watch Commander.

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2. Legal Counsel

If a detainee's attorney arrives at the holding facility, the attorney shall not be denied access to the detainee. The attorney shall be given a cursory search prior to entering the cell area (15 C.C.R. § 1068).
3. Foreign National Detainees

If a foreign national is detained at the holding facility, and a consular official from the detainee's country arrives at the station and requests to visit the foreign national detainee, one consular official shall be permitted access to that detainee, and shall be given a cursory search prior to entering the cell area. An officer shall be present at all times during the visit (Vienna Convention on Consular Relations and Optional Protocol on Disputes, 1963, Article 36, Section 1, Sub-Section (c)).

Note - Refer to Section 11/3.11 – Arrest and Detention of Foreign Nationals - Consular Notification
4. Family and Friends

Family members or friends shall normally not be granted visitation to persons held at the holding facility, with the exception of juveniles.
- G. Segregation of Detainees (15 C.C.R. § 1050)
 1. Sex

Officers shall ensure that male and female detainees are separated (15 C.C.R. § 4002).
 2. Drug/Alcohol

Officers shall separate detainees who are under the influence of alcohol (See Section 11/4.1) or drugs from other detainees. Refer to Section 11/5.3 - Special Transportation for transportation procedures.
 3. Violent

Violent suspects or detainees who become violent in the holding facility, shall be transported without delay to the appropriate booking facility.

Detainees whom an officer reasonably believes may become violent may be separated from other detainees.
 4. Suicidal

Officers shall separate detainees suspected of being suicidal from other detainees (Refer to Section B, Subsection f). (15 C.C.R. § 1219)
 5. Communicable Diseases

Officers shall separate detainees who admit they have a communicable disease(s) from other detainees (Refer to Section B, Subsection 1.b). (15 C.C.R. § 1051).
 6. Felony/Misdemeanor

Officers shall separate detainees in custody for violation of a felony offense(s) from detainees in custody for violation of a misdemeanor offense(s).
- a. Homicide Suspects

Detainees charged with homicide shall be segregated from other felony detainees.
- b. Rape Suspects

Detainees charged with rape shall be segregated from other felony detainees.
7. Juveniles/Adults

Juvenile detainees shall be separated from adult detainees (See Section 11/4.4 - Juvenile Detention Procedures for further information on Juveniles).
8. Other considerations regarding segregation of detainees:
 - a. Age

Officers shall separate elderly detainees from younger non-juvenile detainees unless officers determine that no threat of violence or coercion exists.
 - b. Mental Disorder

Officers shall separate detainees suspected of being mentally disturbed or developmentally disabled from other detainees (See Section B, Part 1). (15 C.C.R. § 1052).
 - c. Gang Affiliation

Officers shall consider gang affiliation if applicable as a basis for separation of detainees.
 - d. Indeterminate Sex

If the sex of a detainee cannot be determined by officers at time of detention or there is evidence that the person has had a partial/complete sex change surgery, the officers shall contact the Watch Commander, who shall inquire whether the detainee prefers to be searched by a male or female officer (Refer to Section 11/3.2 - Pre-Booking Procedures). The detainee shall be segregated from other detainees when possible.
 - e. Physically Disabled

Officers shall separate detainees who are physically disabled from other detainees provided such action is in the interest of safety.

Officers, with the Watch Commander's approval, may separate detainees to provide for the safety of both officers and other detainees in the holding facility with no deprivation of privileges other than those necessary to obtain the objective of protecting inmates and staff (15 C.C.R. § 1053).

When there is a need to separate detainees from one another and there are insufficient holding cells to accommodate that need, the Watch Commander shall immediately be notified and shall approve the immediate transfer of detainees to the appropriate facility to ensure the safety of detainees and officers.
- H. Juveniles

Refer to Sections 11/4.3, 11/4.4 and 11/4.5 for information on the detention of Juveniles in LAWA Police Holding Facility.

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- I. Persons Temporarily Held for Outside Law Enforcement Agencies
 - 1. Whenever an outside law enforcement agency requests use of the LAWA Police holding facilities, the Watch Commander shall:
 - a. Verify the identification of the person(s) making the request;
 - b. Verify that the person(s) is a sworn peace officer in his/her jurisdiction;
 - c. Obtain the person(s) consent and agreement to abide by the LAWA Police policy for use of the holding facility;
 - d. Provide the person(s) copies of all necessary forms (i.e. - Officer-Inmate Questionnaire, Property Inventory Form).
 - 2. Upon verification of the above information, and receipt of all necessary forms, the Watch Commander may grant the request, subject to the terms of this and other LAWA policies and procedures.
 - 3. Under no circumstances shall a person being held temporarily for an outside law enforcement agency remain in the holding facility for more than 4 hours.
 - 4. The person(s) making the request shall remain with and monitor the person in custody at all times during the detention at the Police holding facilities.
 - J. Emergency Procedures
 - 1. Escapes

Should a detainee escape from the Airport Police holding facility, the following procedures shall be followed:

 - a. The detaining officer(s) shall:
 - (1) Immediately contact Communications, giving all information concerning the escapee, nature of charge(s), whether the escapee should be considered armed and dangerous, physical description, clothes worn, weapons, vehicle(s) used, known accomplices, last known direction of travel and any other pertinent information;
 - (2) Assist the assigned Supervisor in setting up a Command Post;
 - (3) Upon conclusion of the incident, the officer(s) shall complete an Employee's Report outlining the circumstances of the escape.
 - b. Communications shall:
 - (1) Immediately broadcast all available information of the escape to all Details and rebroadcast this information every fifteen- (15) minutes for the first hour, then once every half-hour, unless instructed otherwise by the on-duty Watch Commander or until the escapee(s) has been recaptured;
 - (2) Contact all neighboring law enforcement agencies and inform them of all the details surrounding the escape including the information listed in Section J.1.a.;
 - (3) Enter the escape information into the CLETS for statewide broadcasting;
 - (4) Request Details assigned to the incident to use TAC-2 (LAWA/LAX).
 - c. The Watch Commander shall:
 - (1) Assign a Supervisor to coordinate the search effort, including setup of a Command Post;
 - (2) Notify the Airport Police Chief, the Command Duty Officer, and the Commander of Patrol Services Section;
 - (3) Ensure that notifications to neighboring law enforcement agencies are made; and,
 - (4) Monitor the progress of the search effort.
 - d. The assigned Supervisor shall:
 - (1) Verify that Communications has been given the pertinent information;
 - (2) Set up a command post, either in the station or in the field;
 - (3) Immediately establish a perimeter by deploying officers to perimeter posts;
 - (4) Assign search team officers;
 - (5) If necessary, contact the LAWA Canine Unit and request a Patrol K-9 unit to assist with the search;
- NOTE: If the LAWA K-9 unit is not available, a request shall be made to other law enforcement agencies for their assistance.**
- (6) Coordinate search efforts among perimeter officers, search teams, and outside agencies, if utilized.
 - 2. Disturbances
 - a. If a disturbance occurs in the Holding Facility, the first responding officers shall investigate the cause of the disturbance (fight inside the holding cell, detainee with weapon, etc.), request paramedics, if needed, and transport any detainee(s) determined to be a threat to other detainees and officers, with the approval of the Watch Commander.

Officers shall write an Incident Report about the incident as outline in Section 11/4.2.L.5
 - b. If a civil disturbance occurs outside a LAWA Police Holding Facility, the Watch Commander shall determine whether to immediately transport all detainees to the nearest booking facility or shelter all detainees in the holding facility until the civil disturbance ends or it is deemed safe to transport the detainees.
 - 3. Natural Disasters

Depending on the nature of the natural disaster that occurs, the Watch Commander or designee shall determine whether to shelter in place or evacuate the holding facility.
 - 4. Hostages - LAWA/LAX

If a hostage situation occurs in the Holding Facility:

 - a. Responding officers shall cordon off the holding facility and establish a perimeter;
 - b. All civilian personnel and detainees shall be evacuated from the Airport Police Station;

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- c. ESU personnel shall respond to the holding facility and await the arrival of LAPD SWAT and hostage negotiators.
- Note - If circumstances dictate that immediate action is required to protect life, ESU shall be the primary responding unit for LAWA/LAX.**
- K. Training
- The Training Unit shall be responsible for eight (8) hours of specialized training of sworn LAWA Police supervisory personnel in applicable minimum jail standards, jail operations liability, inmate segregation, emergency procedures and planning, and suicide prevention (15 C.C.R. § 1024).
- Training Unit shall ensure that all sworn officers are First Aid and CPR certified and trained in Communicable Disease Control and Blood borne Pathogens as required by Cal-OSHA.
- L. Safety and Fire Prevention
1. The Watch Commander shall:
- a. Be responsible for accurately accounting for all keys to the holding facility. Master sets of keys shall be maintained in the Logistics Unit Office and the Watch Commander's Office;
- b. Have the responsibility of conducting monthly inspections and documenting the results of these inspections on the Holding Facility Fire and Safety Inspection form. These forms shall be maintained in the Watch Commander's Office and retained for a period of 2 years, per Section 1032 of the California Code of Regulations;
- c. Shall be responsible for repair or replacement of any malfunctioning, defective or out-of-date fire equipment.
2. Officers shall confiscate from detainees all matches, lighters, and any other combustible materials.
3. While holding cells are in use, they shall be monitored by the Watch Commander via the audio/video system with monitors located in the Watch Commander's Office.
4. Officers shall monitor detainees in holding cells every 30 minutes as set forth in Section III.A.7. to ensure no complications develop due to sickness or injury.
5. The officer(s) shall prepare an Incident Report on an Employee's Report form whenever an incident occurs in the holding facility that threatens or causes physical harm to any personnel, detainee, or the facility (15 C.C.R. § 1044).
- a. The Incident Report shall include the date and time of the incident, name of persons involved in the incident, a description of the incident and any action taken.
- b. In cases where an officer(s) determines a criminal act has been committed, a crime report shall be completed.
- c. All reports related to the incident shall be completed and submitted to the Watch Commander prior to the end of the officer's tour of duty. Watch Commanders shall authorize overtime for report completion.
6. In the case of an emergency situation where the LAWA/LAX Police holding facility must be evacuated:
- a. The holding facility has two routes for evacuation which are posted in the holding facility near the south and east doors:
- The south door of the holding facility which exits into the parking lot; and,
 - The east door which leads into the hallway. Evacuation will be out this door, east through the hall, past the desk area to the north lobby door, through the lobby and out the north side door of the station.
- b. It shall be the responsibility of the Watch Commander to ensure that all persons in the holding area are safely evacuated;
- c. In order to ensure the safety of all persons affected by the evacuation, detainees shall be handcuffed and remain in the custody of the detaining officer, who shall have the responsibility of physically evacuating the detainee;
- d. If for some reason the detaining officer is not available, the Desk Officer shall have the responsibility for evacuation;
- e. Upon evacuation, the detainee shall be placed in a patrol vehicle and driven to a safe location in close proximity to the holding facility. Once the emergency is secured, the detainee shall be transported immediately to the appropriate booking facility.
- M. Rights of Detainees
1. The Watch Commander and detaining officer(s) shall ensure that all detainees are not:
- a. Held in the holding facility for more than 2 hours;
- However, under exigent circumstances, this 2 hour time limit can be extended by the Watch Commander (see Section 11/4.1.C.15.d)
- Note - See Section I, Subsection 3, for exception to the 2 hour limitation for in-transit prisoners of outside agencies.**
- b. Denied access to their legal counsel; or,
- c. Denied access to the toilet facilities.
2. Sanitary napkins shall be provided free of charge to female detainees when requested.
3. Access to Telephone (15 C.C.R. § 1067).
- a. Detainees requesting use of the telephone may be allowed to place three (3) local calls to either their legal counsel, family member(s) or friend(s).
- b. If the detainee is determined to be the custodial parent of a minor child(ren), the detainee shall be entitled to make two additional phone calls, free of charge, to arrange for the care of the minor child(ren).
- c. Inquiries concerning bail shall be referred to the booking facility.
4. The LAWA/LAX Police holding facility is a temporary holding facility under 15 C.C.R. § 1010, Subsection (c), and does not:
- a. Administer inmate discipline in the facility (15 C.C.R. § 1081),

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- b. Maintain an inmate welfare fund as specified under Penal Code Section 4025 (d) as no permanent inmates are housed in the facility (15 C.C.R. § 1043).
- N. Release of Detainees From a Holding Facility
- Whenever a detainee is released from a holding facility, the detaining officer(s) shall:
1. Ensure the detainee's personal property is returned. Personal property shall be inventoried by the detainee, and both copies of the Property Inventory Form shall be signed by the detainee prior to release.
 2. Escort the detainee out of the holding facility.
- Note - In cases where a juvenile detainee is released to a parent(s) or legal guardian(s), officers shall escort the juvenile detainee to the lobby area of the station and release the juvenile to the custody of the parent(s) or legal guardian(s).**
3. Officers shall complete an Employee's Report which shall include the following information:
 - a. Name, address, and phone number of detainee;
 - b. Physical description of detainee, noting any observable sign of injury;
 - c. Observations of officers, reason for detention, and length of detention; and,
 - d. Reason for release of detainee.
- Note - In cases of juvenile detainees, the name, address, phone number, type of identification and number presented to the detaining officer(s) (i.e. - California Driver's License, State Identification Card, etc.) by the parent(s) or legal guardian(s) to whom the juvenile is released shall be included in the report.**
- O. Death of Detainee in LAWA/LAX Holding Facility (15 C.C.R. § 1046).
- Should a detainee die in the LAWA/LAX Police holding facility, the following procedures shall be followed:
1. The officer(s) involved shall:
 - a. Immediately inform the Watch Commander of the incident;
 - b. Assist the assigned supervisor in sealing off the area to all personnel until relieved by another officer;
 - c. Remain in the station for the arrival of LAPD's Force Investigation Division Detectives and LAWA Police Internal Affairs Investigators
 2. The assigned supervisor shall:
 - a. Assign an officer as a scribe to:
 - (1) Prepare a crime scene log to record the arrival of involved investigative personnel at the holding facility; and,
 - (2) Maintain a chronological log of events, assignments, and response times to be given to the Watch Commander as part of the Incident Report.
 - b. Request additional officers, if needed, and secure the scene;
- c. Ensure that the holding facility is sealed off to all personnel by posting officers outside all entrances and exits with orders to deny entry to all sworn/non-sworn personnel, with the exception of supervisors and command personnel requiring access to the Watch Commander's Office;
 - d. Isolate and separate detainees from each other;
 - e. Assign officers to continually observe each detainee until the supervisor can determine whether the detainee is needed for investigating purposes;
 - f. Isolate and separate officers involved in the incident until the arrival of LAPD's Force Investigation Division Detectives and LAWA Police Internal Affairs Investigators;
- When LAPD Force Investigation Division Detectives and Internal Affairs Investigators arrive, the supervisor shall provide assistance and cooperate fully with the investigators.
- g. Meet with the officer(s) to:
 - (1) Discuss standard investigation procedures that will occur;
 - (2) Advise the officer(s) that he/she may request legal counsel;
 - (3) Advise the officer(s) to not discuss the incident with anyone except an attorney, association representative, LAWA Police or LAPD Force Investigation Division investigator until the conclusion of the preliminary investigation.
 3. The on-duty Watch Commander shall:
 - a. Immediately contact LAPD's Force Investigation Division (via LAPD/ LAX Field Services Division) and LAPD Pacific Division Watch Commander informing them of the in-custody death.
 - b. Notify the Chief of Airport Police, the Command Duty Officer, the ARCC, the Commanding Officer, Professional Standards Section, who will assign Internal Affairs Investigators to respond to the scene, and the on-call Airport Police PIO;
 - c. Assign one supervisor to the incident, one supervisor to coordinate with the LAPD substation for use of their detention facility for any additional detainees and expedite transportation to the proper facility of any detainee remaining in the holding facility who is determined not to be a witness, and one supervisor to each involved officer(s) to monitor the involved officer;
- Note: A senior officer or Field Training Officer may be utilized in lieu of a supervisor to monitor the involved officer(s). The assigned officer shall be advised not to discuss details of the incident with anyone except the supervisor, as directed.
- d. Prepare a complete report of the incident, including times of notification, persons contacted, and any other facts known, and forward it to the Chief of Airport Police.
 4. The Chief of Airport Police shall be responsible for notifying LAWA's Chief Executive Officer of the in-custody death. If requested, the Chief of Airport Police shall notify members of the Board of Airport Commissioners.

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5. Medical Review

The Los Angeles County Department of Health Services shall conduct a medical review of any in-custody death, including the review of all policies and procedures of the Airport Police pertaining to the incident, pursuant to California Health and Safety Code 7113 and California Code of Regulation, Title 15, Section 1218.
 6. Operational Review of In-Custody Death in the Holding Facility
 - a. An operational review shall be conducted of every in-custody death in the holding facility, pursuant to California Code of Regulation, Title 15, Section 1046. The review will examine the circumstances of the in-custody death and will be conducted within 10 days after the incident. The review team shall include the following personnel:
 - (1) Chief of Airport Police or designee;
 - (2) Commander, Patrol Services Section or designee;
 - (3) The involved officer(s) Commanding Officer;
 - (4) A representative from the Los Angeles County Department of Health Services or the appropriate jurisdictional entity;
 - (5) The attending physician;
 - (6) The involved Watch Commander;
 - (7) Training Unit sergeant;
 - (8) Training Unit OIC or designee;
 - (9) The assigned supervisor.
 - b. At the conclusion of the operational review, a report shall be generated, in memo format, by the involved employee's Commanding Officer, which will include any recommendations pertaining to training, policy, procedures or any other issues identified during the review process. A copy of this report shall be forwarded to the Chief of Airport Police.
 - c. Death of a Minor In Custody

The Chief of Airport Police, or his/her designee, shall forward a copy of the report submitted to the Attorney General's Office under Government Code Section 12525 (refer to part 9, this section) to the Corrections Standards Authority within 10 calendar days after the death.
 7. LAPD Force Investigation Division

Per Section XVIII of the Memorandum of Agreement between the Los Angeles Police Department (LAPD) and the Los Angeles World Airports, the LAPD Force Investigation Division will conduct both the administrative and criminal investigation of the in-custody death. Upon the conclusion of the administrative investigation, a copy of the report shall be provided to the Chief of Airport Police.

The Police Commission Office of the Inspector General will prepare an independent analysis of the administrative report and submit the report to the Board of Airport Commissioners for their consideration as part of the review process.
 8. Board of Airport Commissioners (BOAC) Review
 - a. All deaths, while an arrestee or detainee is in the custodial care of the LAWA Police, will be reviewed by the BOAC following the regular internal review process.
 - b. All in-custody deaths to be reviewed by the BOAC will be forwarded to the Chief of Airport Police following the internal review and evaluation.
 - c. Review Process
 - (1) The involved employee(s) Division Commander shall provide a preliminary report and briefing of each in-custody death incident presented to the BOAC for review.
 - (2) Additional briefings shall be provided to the BOAC upon conclusion of the Coroner's Office Inquest and any other investigations conducted pertaining to the death in custody.
 - (3) The BOAC will review the in-custody death and all documentation and either concur with the Police Division findings or disagree with all or part of the findings.

When the BOAC disagrees with an in-custody death finding, it may request the Chief of Airport Police to direct the Police Division Operational Review Team to reconvene and review those specific areas of BOAC concern. The Chief of Airport Police or his/her designee will re-brief the BOAC on any returned investigation.
 9. Reporting Requirements

The Airport Police Division shall, within 10 days after the death, report in writing to the Attorney General all facts in possession of the Division, pursuant to Government Code 12525.
- ### 11/4.3 Detention of Juveniles in LAWA Police Holding Facility
- California Code of Regulations, Title 15, Division 4, Chapter 2, Subchapter 7.5 deals with the temporary custody of minors in law enforcement facilities. Under Section 207.1 of the California Welfare and Institution Code (W.I.C.), the LAWA Police holding facility is designated as a "Lockup."
- Any minor taken into temporary custody by a peace officer under W.I.C. Section 602 may be held in secure detention or non-secure custody within a lockup facility for a maximum of six hours (15 C.C.R. § 1150).
- ### DEFINITIONS
- A. **W.I.C. Section 601**

Minors under the age of 18 years who are deemed wards of the court. This includes truancy, incorrigible, and runaways.
 - B. **W.I.C. Section 602**

Minors under the age of 18 years who violate any law other than an ordinance establishing a curfew based solely on age.
 - C. **Lockup**

Any locked room or secured enclosure primarily used for the temporary confinement of adults upon arrest.

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- D. **Secure Detention**
- A minor being held in temporary custody is locked in a room or enclosure and/or physically secured to a cuffing rail or other stationary object (15 C.C.R. § 4551 (b)).
- E. **Non-secure Custody**
- A minor's freedom of movement is controlled by the facility staff; and:
1. The minor is under constant personal visual observation and supervision by staff or officers;
 2. The minor is not locked in a room or enclosure;
 3. The minor is not physically secured to a cuffing rail or other stationary object (15 C.C.R. § 4551 (c)).
- 11/4.4 Juvenile Detention Procedures**
- A. Guidelines
- The Watch Commander shall determine whether the juvenile shall be held in secure detention or non-secure custody within the following guidelines:
1. Minors, who come under the provisions of W.I.C. § 601, may only be held in non-secure custody. Officers shall make arrangements to transfer the minor to a sheltered-care facility or crisis resolution home as soon as possible (W.I.C. § 207(a)).
 2. A minor who is taken into temporary custody by a peace officer on the basis that he or she is a person described by W.I.C. § 602 may be held in secure detention in a law enforcement facility that contains a lockup for adults if the minor is 14 years of age or older and if, in the reasonable belief of the peace officer, the minor presents a serious security risk of harm to self or others, as long as all other conditions of secure detention set forth in these standards are met. Any detained minor who is less than 14 years of age, or who does not in the reasonable belief of the detaining officer presents a serious security risk of harm to himself/herself or others, shall not be placed in secured detention, but may be kept in non-secure custody. (W.I.C. § 207 1(d); 15 C.C.R. § 1145.)

In making a determination whether the minor presents a serious risk of harm to self or others, the officers may take into account the following factors:
 - a. Age, maturity, and delinquent history of the minor;
 - b. The severity of the offense(s) for which the minor was taken into custody;
 - c. The minor's behavior, including the degree to which the minor appears to be cooperative or non-cooperative;
 - d. The availability of officers to provide adequate supervision or protection of the minor;
 - e. The age, type, and number of other individuals who are detained in the holding facility.
- B. Secure Detention
1. Officers shall inform the minor of the purpose for the detention, the expected detention time, and of the maximum six hour time limit (W.I.C. Section 207.1(d) (3)).
2. If the minor is placed in a locked room:
 - a. The minor shall be permitted to wear his personal clothing, unless the clothing is inadequate, presents a health problem, or is evidence of a crime. The minor will be provided blankets and clothing, as necessary, to provide for the comfort of the minor (15 C.C.R. § 1143);
 - b. Officers shall remain in a location where the minor can be heard (15 C.C.R. § 1147);
 - c. Officers shall make unscheduled personal visual inspections of the minor every 30 minutes (15 C.C.R. § 1147) and log this visit on the Holding Cell Log;
 - d. The locked room shall have a seat or bench (15 C.C.R. § 1146);
 - e. Male and female minors shall not be placed in the same locked room unless they are under constant direct visual observation by an officer.
 3. If a minor is held outside of a locked enclosure, the minor may be secured to a stationary object for a maximum of 30 minutes under the supervision of an officer.

The Watch Commander shall approve a minor being secured to a stationary object for longer than 30 minutes, and every 30 minutes thereafter. The reasons for continued secure detention shall be documented. Minors secured to a stationary object shall be moved to a locked enclosure as soon as one is available (15 C.C.R. § 1148).
 4. Reporting Requirements for Minors Placed in Secure Detention (W.I.C. § 207.1 (d)(6))
 - a. Employee's Report

Officers shall complete an Employee's Report for each minor held in secure detention which shall include the following information:
 - (1) The offense which is the basis for the secure detention;
 - (2) The reasons and circumstances forming the basis for the decision to place the minor in secure detention (i.e. - Observable behavior exhibited by the juvenile that led the officer to believe the juvenile could cause harm to himself or others, etc);
 - (3) The time secure detention began; and,
 - (4) The time secure detention ended.
 - b. Secure Detention of Juveniles Log

This form shall be used to record the daily secure detention of specified juveniles, detained under authority of W.I.C. § 602, in a LAWA Police Holding Facility. The Secure Detention of Juveniles Logbook shall be located in the Watch Commander's Office.
 - (1) Procedures for Use of Secure Detention of Juveniles Log
 - (a) Officers shall enter information for each juvenile placed in secure detention, regardless of the length of time.
 - (b) The following **Reason for Detention Codes**, number 1 to 4, shall be used for the heading "Reason Detained":

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1. Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.
 2. *Accused of other felony crime not listed in No. 1.*
 3. *Accused of a misdemeanor crime.*
 4. *Detained for other reasons.*
- (c) The following **Type of Release Codes**, number 1 to 3, shall be used for the heading "Type of Release":
1. *Juvenile released to parents/own recognizance.*
 2. *Transfer to detention facility.*
 3. *Other type of release.*
- (d) Officers shall complete the log entry and ensure that a supervisor signs the log entry prior to releasing or transporting the juvenile. The supervisor shall ensure that each juvenile is counted only once.
- c. On the last day of the month, the PM Watch Commander shall collect all the Secure Detention of Juveniles Logs for that month and forward them to the Commanding Officer, Patrol Services Section, for final approval and signature.
- d. The Commanding Officer, Patrol Services Section, shall forward the signed logs to Records Unit, who shall be responsible for maintaining the logs (See Section 11/4.5 - Juvenile Detention Reporting Requirements).
- C. Non-Secure Custody
- Minors held in temporary custody who do not meet the criteria for secure detention as specified in W.I.C. § 207.1(d), may be held in non-secure custody if a brief period of time is needed to investigate the case, facilitate release of the minor to a parent or guardian, or arrange transfer of the minor to an appropriate juvenile facility.
- All minors in non-secure custody shall be under constant personal observation by an officer. Monitoring a minor using audio, video, or other electronic devices shall never replace personal visual supervision (15 C.C.R. § 1150).
1. Reporting Requirements for Non-Secure Custody
- a. Non-secure Detention of Juveniles Log
- This form shall be used to record the daily non-secure detention of juveniles, detained under authority of W.I.C. §§ 300, 601, and 602, in a LAWA Police Holding Facility. The Non-secure Detention of Juveniles Logbook shall be located in the Watch Commander's Office.
- (1) Procedures for Use of Non-secure Detention of Juveniles Log
- (a) Officers shall enter information for each juvenile placed in non-secure detention, regardless of the length of time.
- (b) The following **Reason for Detention Codes**, number 1 to 4, shall be used for the heading "Reason Detained":
1. *Accused of a felony crime against persons, including homicide, forcible rape, mayhem, kidnapping, aggravated assault, robbery, or extortion.*
 2. *Accused of other felony crime not listed in No. 1.*
 3. *Accused of a misdemeanor crime.*
 4. *Detained for other reasons.*
- (c) The following **Type of Release Codes**, number 1 to 3, shall be used for the heading "Type of Release":
1. *Juvenile released to parents/own recognizance.*
 2. *Transfer to detention facility.*
 3. *Other type of release.*
- (d) Officers shall complete the log entry and ensure that a supervisor signs the log entry prior to releasing or transporting the juvenile. The supervisor shall ensure that each juvenile is counted only once.
- b. On the last day of the month, the PM Watch Commander shall collect all the Non-secure Detention of Juveniles Logs for that month and forward them to the Commanding Officer, Patrol Services Section, for final approval and signature.
- c. The Commanding Officer, Patrol Services Section, shall forward the signed logs to Records Unit, who shall be responsible for maintaining the logs (See Section 11/4.5 - Juvenile Detention Reporting Requirements).
- D. General
1. Officers shall ensure that minors held in secure detention and non-secure custody (15 C.C.R. § 1143) are provided:
 - a. Reasonable access to toilets and washing facilities;
 - b. A snack if the minor has not eaten within four (4) hours;
Note - See Section 11/4.4.D.8 for snack purchasing procedures.
 - c. Reasonable access to drinking water;
 - d. Privacy during visits with family, guardian and/or lawyer; and,
 - e. Reasonable access to a telephone (W.I.C. § 627 (b)).
 2. Discipline
- The LAWA/LAX Police holding facility is a temporary holding facility under 15 CCR § 1010 (c), and does not administer discipline to juvenile detainees in the facility (15 C.C.R. § 1142 (d))

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3. **Suicide Risk and Prevention**

If the detaining officer has reasonable cause to believe that a juvenile detainee is suicidal or contemplating suicide, the juvenile shall not be left alone. The officer shall immediately advise the Watch Commander, who shall assign an officer to constantly visually monitor the juvenile until transported to a juvenile holding facility. The juvenile shall be segregated from other juveniles (15 C.C.R. § 1542 (a)).

Officers should be aware that the high suicide risk period falls within the first 3 hours of detention. Juvenile detainees fall within a suicide victim's profile as the juvenile may be a first-time offender and is being held in a temporary holding facility.
4. **Use of Restraining Devices**

Officers shall not hold a juvenile in the holding facility with any restraining devices on the juvenile (i.e. - handcuffs, cord-cuff leg restrainers). If officers determine the juvenile is extremely violent and requires restraint, the detainee shall be held in secure detention until transported to a juvenile holding facility (15 C.C.R. § 1542 (b)).
5. **Medical Assistance and Services**

Officers shall follow the Medical Screening and Emergency Medical Procedures outlined in Section 11/4.2, Part III, Section B, when dealing with detained juveniles (15 C.C.R. § 1542 (c)).
6. **Notification to Parent(s) or Legal Guardian**

Officers shall notify or attempt to notify the juvenile's parent(s) or legal guardian within 2 hours of entering the holding facility.

 - a. If contact is not made with the juvenile's parent(s) or guardian, and the juvenile is eligible for release to a parent or guardian, officers shall contact the appropriate County Probation Department for W.I.C. § 601/602 cases, and the appropriate Department of Children Services for W.I.C. 300 sections, and for all other circumstances.
 - b. If the juvenile is to be booked and determined to be eligible for release to a parent or guardian, officers shall have the parent(s) or guardian respond to the appropriate booking facility.
 - c. If the juvenile is to be released to his parent(s) or guardian at a LAWA Police facility, officers shall:
 - Ensure the juvenile's personal property is returned. Personal property shall be inventoried by the juvenile prior to release.
 - Escort the juvenile detainee to the lobby area of the station and release the juvenile to the custody of the parent(s) or legal guardian(s).
 - Complete an Employee's Report which shall include the following information:
 - Name, address, and phone number of the juvenile;
 - Physical description of the juvenile, noting any observable sign of injury;
7. **Contact With Adult Detainees**

Contact with adult detainees and minors who are either in secure detention or non-secure custody in a law enforcement facility shall be restricted as follows (15 C.C.R. §§ 1544 and 1546):

 - a. No verbal, non-verbal, or visual communication between the minor and the adult detainee shall be allowed;
 - b. If an adult detainee is present with the minor in the same room or area, officers shall maintain a constant side-by-side presence with either the minor or adult detainee to assure there is no communication between the minor and the adult detainee. Situations in which a minor and an adult detainee may be in the same room or corridor shall be limited to the following:
 - Booking;
 - Medical screening;
 - Movement of person in custody within the law enforcement facility.
8. **Snack Purchase and Reimbursement Procedures**

Pursuant to California Code of Regulations Section 1543 requiring that a minor being detained who has not eaten within four (4) hours be provided with a snack, a Juvenile Fund has been created for snack purchases.

 - a. **Snack Purchase Procedures**

When an officer detaining a minor discovers that the minor has not eaten within four (4) hours, the officer shall immediately advise the watch commander, who shall assign an officer to purchase a snack for the minor from either a market, restaurant, or vending machine. The snack shall consist of a beverage and a snack food. The assigned officer shall:

 - Be allocated five (5) dollars per juvenile to be provided a snack from the Juvenile Fund and sign for the allocated funds via the Juvenile Fund Cash Memo. The on-duty Watch Commander shall sign and approve the allocation;
 - Request and retain the receipt of the purchase. If the snack is purchased from a vending machine, the officer shall note the item's brand name; item description and item price;
 - Complete the JUVENILE FUND CASH MEMO, showing the amount of purchase, and the amount of money returned to the Fund;
 - Attach the original receipt (if any) to the completed JUVENILE FUND CASH MEMO and give the report to the on-duty Watch Commander.

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The Watch Commander shall review the completed JUVENILE FUND CASH MEMO, note the amount of the purchase, the amount returned to the Juvenile Fund on the JUVENILE FUND CASH MEMO, and sign the bottom of the form as indicated. The MEMO, and all relevant paperwork, shall be placed in the Juvenile Fund Log Book.

Note - Officers shall make note of any snack purchase made for detained juveniles on related Employee Reports and/or Arrest Reports using the same event number.

- b. Audit and Control
 - The Juvenile Fund box shall be secured in the Watch Commander's Office.
 - At the beginning of each watch, the Watch Commander shall count the money in the Juvenile Fund and enter the amount on the Juvenile Fund Audit Sheet which shall be located in the Juvenile Fund Log Book.
 - At the end of each watch, the Juvenile Fund shall again be counted and any purchases noted in the appropriate box on the Juvenile Fund Audit Sheet.
- c. Funding
 - At the end of each month, a copy of the Juvenile Fund Audit Sheet and all paperwork reflecting purchases from the Juvenile Fund shall be forwarded to the Fiscal Support Unit for reconciliation and reimbursement by Accounting.
 - Fiscal Support Unit shall request funding from Accounting to ensure that the Juvenile Fund contains one hundred (100) dollars at the beginning of each month.
 - If the Juvenile Fund amount drops below \$50.00 prior to the end of the month, the concerned Watch Commander shall begin the reimbursement process according to item (1) above.
- 9. Intoxicated and Substance Abusing Minors

Whenever an officer detains a juvenile under W.I.C. Section 602, and determines that the juvenile is intoxicated or is a current illegal substance abuser, the officer shall:

 - a. Transport the juvenile to a contract medical facility and obtain a medical clearance for booking prior to transporting the juvenile to the holding facility (15 C.C.R. § 1151).
 - b. Attempt to contact the juvenile's parent(s) or legal guardian within 2 hours of entering the holding facility.
 - c. If it is determined that the juvenile will not be booked, or the juvenile shows no signs of overt intoxication, and is eligible to be released to his/her parent(s) or legal guardian, the officer shall inform the parent(s) or legal guardian prior to releasing the juvenile that the juvenile is intoxicated or a substance abuser and was medically examined and/or treated by a physician.
 - d. If contact is not made with the juvenile's parent(s) or legal guardian, officers shall contact the County Probation Department for advice on placement of the juvenile.

- e. If the juvenile is to be booked, the juvenile shall be transported to a juvenile booking facility.

11/4.5 Juvenile Detention Reporting Requirements

- A. California Corrections Standards Authority Reporting Requirements

At the end of each month, the Secure Detention of Juveniles Logs and the Non-secure Detention of Juveniles Logs shall be forwarded to Records Unit, which shall maintain the logs. Records Unit shall record all entries of secure detention or non-secure custody entered on both the Secure Detention of Juveniles Log and Non-secure Detention of Juveniles Logs on the Monthly Log for the Confinement of Juveniles. Records Unit shall also record all entries of secure detention and non-secure detention upon the Monthly Report on the Detention of Minors in Buildings that Contain Lockups/Jails.

Said report shall be forwarded to the Chief of Airport Police, who shall review, sign, and forward the report to the California Corrections Standards Authority (W.I.C. Section 207(e)).

- B. Annual Certification: Temporary Custody of Minors in Law Enforcement Facilities

W.I.C. Section 210.2(b) requires that every person in charge of a law enforcement facility which contains a lockup for adults and which is used in any calendar year for the secure detention of any minor shall certify annually that the facility is in conformity with the regulations adopted by the California Corrections Standards Authority. This certification shall be signed by the Chief of Airport Police and forwarded to the California Corrections Standards Authority.

- C. Death of a Minor While Detained Reporting Requirements

For reporting requirements concerning death of a minor while detained in the LAWA/LAX Police holding facility, refer to Section 11/4.2.O.5.b

11/5 In-Custodial Transportation

11/5.1 Procedures

The following procedures shall be followed by all officers in transporting persons in custody:

- A. General.

Upon taking anyone into custody, the arresting officers shall be responsible for the safe transportation of that person to a LAWA Police holding facility prior to transfer to the appropriate booking/ detention facility, or other location (Refer to Section 11/3.1 and Section 11/4.1 for types of detainees who shall not be transported nor detained in a LAWA Police Holding Facility, and Section 11/5.3 for transportation procedures).

Note: Officers assigned to LAWA Police facilities with no holding facilities shall, upon the approval of a supervisor, transport the person in custody to the appropriate booking facility.

- B. Transportation Vehicles.

All persons in custody shall be transported in a marked black and white patrol vehicle with the following modifications:

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1. All rear window cranks shall be removed from the interior.
 2. All rear door interior handles are removed or disabled.
 3. All rear doors are modified so doors must be opened and unlocked from the outside by the officers transporting.
Exception: Officers assigned to specialized units that utilize unmarked vehicles for plainclothes assignments may, with permission of the on-duty Watch Commander when no marked black and white patrol vehicles are available, transport a person in custody in a vehicle other than a marked black and white.
- C. Officers Transporting.
- All persons in custody shall be transported by two officers, one officer driving, and the other officer seated in back of the driver with the person(s) in custody. The officer seated with the person(s) in custody shall be responsible for controlling them for prevention of escape or injury to the officers or person(s) in custody. The person(s) in custody shall be secured by vehicle safety belts.
- The following guidelines shall be adhered when transporting:
1. Persons in custody will normally be transported with at least one officer of the same sex. However, when this is not possible, officers shall contact Communications and give the following information:
 - a. Location of departure
 - b. Odometer reading
 - c. Communications shall respond with the Time of Departure.
 2. Upon arrival at the destination, officers shall again contact Communications either by radio or telephone, and give the following information:
 - a. Location of arrival
 - b. Odometer readingCommunications shall respond with the Time of Arrival.
 3. At the officer's or supervisor's discretion, one officer may transport in a car equipped with a cage, if:
 - a. The officer has only one person in custody;
 - b. The person does not require medical attention;
 - c. The person is not violent.
- D. Engaging in Law Enforcement Activities While Transporting.
- When transporting a person(s) in custody, officers shall not engage in law enforcement activity except when a clear and present danger exists to innocent lives or other law enforcement personnel, and prisoner escape is minimal. Incidents of a law enforcement nature observed by officers transporting shall be relayed to Communications for dispatch purposes in all other instances.

- E. Questioning of Persons in Custody.
- In cases where an officer other than the arresting officer transports a person(s) in custody, the officer shall not attempt to question the person(s), nor assist in the investigation unless specifically requested by the arresting officer.
- ### 11/5.2 Searches
- A. Transportation Vehicle.
- Prior to placing the person(s) in custody into the vehicle to be used, officers shall search any area to be used for transportation for weapons and contraband, specifically under the rear seat, on the rear floor, and under the front seat. Upon completion of any in-custody transportation, these areas shall be searched again for weapons, contraband, and evidence by the officers transporting.
- B. Person(s) In Custody.
- All persons in custody shall be given a cursory search for weapons prior to transportation. This may be done by an officer of the opposite sex of the person being searched if no officer of the same sex is available. The officer of the opposite sex conducting the search shall exercise discretion to minimize the intrusion of the search while ensuring the safety of the officer.
- Upon arrival at a LAWA Police holding facility, all persons in custody shall be thoroughly searched for weapons and contraband by the officers transporting. This search will be conducted by an officer of the same sex as the person(s) in custody, except in specific circumstances where there is a reasonable cause to believe that:
1. The person in custody is armed with a weapon.
 2. Any delay in searching may result in destruction or loss of evidence.
- An Employee's Report shall be submitted to the on-duty Watch Commander whenever an exceptional search occurs outlining the circumstances of the search.
- Under no circumstances shall the transporting officers assume that any person in custody has previously been searched by the arresting officer(s). Persons in custody shall be searched each and every time transportation occurs, whether or not they were previously searched.
- ### 11/5.3 Special Transportation
- A. Violent Persons In Custody
- Note: Under no circumstances shall this type of person in custody be transported to and detained in a LAWA Police Holding Facility.**
1. Persons In Total Appendage Restraint
- In cases where the person in custody is extremely violent and requires total appendage restraint, a private ambulance service shall be used for transportation, with one officer in the ambulance to accompany the person in custody, and the partner officer following in a patrol vehicle.

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The only exception to the above procedure is when paramedics transport a person in total appendage restraint to a medical facility for further medical treatment. However, upon arrival to the medical facility, any further transportation of the person in total appendage restraint shall be done by private ambulance.

a. If the person is determined to fall under the criteria of W.I.C. Section 5150, the person shall be transported to Harbor-UCLA Medical Center or the appropriate medical facility with emergency psychiatric services.

b. If the person is to be booked, officers shall:

- Obtain medical clearance to book from a contract medical facility;
- Contact the appropriate County Jail Inmate Receiving Center Watch Commander and request permission to book the person. Upon approval, the person shall be transported by private ambulance to the County Jail Inmate Receiving Center for booking.

If the County Jail Inmate Receiving Center Watch Commander recommends booking at a different facility, officers shall follow the advisement given.

Note: If, at any time, it is determined to de-escalate and hobble the person, the person may be transported to the appropriate booking facility.

2. Hobbled Persons

Officers may transport a hobbled person in custody in a patrol vehicle to the appropriate booking facility. They shall be seated in the right rear seat and secured by a seat belt. The long lead of the Ripp Hobble will be placed outside of the rear door. The rear door shall be closed and the long lead will then be placed in the adjacent front door of the patrol vehicle, leaving the lead's clip end on the front floorboard. The front door can then be closed, thus preventing the long lead from becoming entangled in the rear tire of the patrol vehicle.

B. Juveniles.

Officers detaining juveniles shall advise the juvenile of his constitutional rights and charges prior to transportation. The juvenile shall not be transported with an adult suspect unless both the juvenile and the adult are being detained for the same crime.

1. For the purpose of this section, only those juveniles fourteen (14) years or older and under Section 602 of the Welfare and Institution Code are affected.

2. Females between the ages of five (5) to eighteen (18) years old shall be transported, if possible, by a female officer. If none is available, two (2) male officers will be utilized and shall follow time and mileage procedures previously outlined in Section 11/5.1 C.1.

C. Handicapped Persons In Custody.

Depending upon the disability, handicapped persons in custody will be transported by either patrol vehicle or ambulance. If an ambulance is requested, a supervisor shall respond to the location to evaluate the validity of the request. Officers shall ensure that wheelchairs, crutches or prosthetic devices are transported along with the person in custody.

D. Under Doctor's Care.

When an officer(s) learns that a person in custody is under a doctor's care and is taking prescribed medication, prior to booking, the arresting officers shall transport the person in custody to the nearest booking facility with a physician on duty or to a contract medical facility for pre-booking examination. It shall be the officer's responsibility to ensure that any medication needed is transported with the person. (See Section 11/3.4 - Pre-Booking Policies and Procedures).

However, when an officer(s) learns that a person in custody is taking life sustaining medication or has a life sustaining appliance (i.e. a pacemaker), the person shall be immediately transported to a contract hospital or booking facility with a physician on duty. It shall be the officer's responsibility to ensure that any medication needed is transported with the person, and obtain a medical booking approval prior to booking (See Section 11/3.4 - Pre-Booking Policies and Procedures).

E. Physically Ill Persons In Custody.

1. When it comes to the attention of the arresting officer that the person in custody is seriously ill (unconscious, incoherent, experiencing convulsions), or is in need of immediate medical attention, paramedics shall be notified and, depending on the severity of the injury, the person may be transported to a hospital.

2. If the illness is not severe or an immediate threat, the arresting officers shall transport the person in custody to the nearest booking facility with a physician on duty or to a contract medical facility for pre-booking examination. (See Section 11/3.4 - Pre-Booking Policies and Procedures).

F. Injured Persons In Custody.

When, incidental to an arrest, a person in custody is injured, paramedics shall be notified depending on the severity of the injuries. If transported to a hospital by ambulance, one officer shall ride in back with the person in custody while the partner officer follows in a patrol vehicle. While at the hospital, one officer shall remain with the person in custody at all times to prevent escape. Officers shall obtain a medical booking approval prior to booking (See Section 11/3.4 - Pre-Booking Policies and Procedures).

G. Infectious Diseases.

When arresting officers learn that the person in custody has a highly contagious or life-threatening disease, the officers shall transport the person in custody directly to the appropriate County Jail Facility, and have the person in custody medically examined there. (See Section 11/4.2.B - Use of Holding Facility).

Note - For transportation of persons in custody with tuberculosis, see Section 11/6.14 - Airborne Pathogen - Tuberculosis

The officers transporting the person shall submit an Employee's Report outlining the circumstances of the custody, type of disease the person claimed to have, and any other relevant information to the on-duty Watch Commander. This report shall be forwarded to the Records Unit, who will enter it into the officer's package.

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- H. Pregnant Women
- Women in their final trimester (seventh, eighth or ninth month) of pregnancy shall be transported to the nearest booking facility with a physician on duty or to a contract medical facility for pre-booking examination. (See Section 11/4.2, Subsection B, paragraph e - Use of Holding Facility). Officers shall contact the appropriate booking facility for advice on where to book the detainee.
- I. Persons Suspected of Swallowing Objects
- When arresting officers suspect the person in custody swallowed an object before, during or after being placed in custody, the person in custody shall be immediately transported to the nearest contract medical facility for examination (See Section 11/3.4 - Pre-Booking Policies and Procedures).
- Note: If the person in custody starts to choke or symptoms of possible drug overdose are present, officers shall treat the person in custody as a medical emergency and request paramedics respond to the scene.**
- J. Persons Under the Influence of Alcohol In Violation of C.P.C. Section 647F
- When officers detain a person under the influence of alcohol who cannot care for himself/herself, and no other criminal activity is present, the person may be placed in a detoxification center provided they meet placement criteria and space is available.
1. Criteria for Placement in Detoxification Center
- Whenever an officer detains an individual under the influence of alcohol, the officer shall determine if the individual meets the following criteria for placement in a detoxification center:
- The individual is under the influence of alcohol. Those under the influence of narcotics will not be accepted;
 - The placement is voluntary on the part of the individual;
 - The individual is able to walk without assistance;
 - The individual is not combative or aggressive;
 - The individual does not require medical treatment, does not have any medical problems, nor is under a doctor's care.
2. Procedures for Placement
- Officer's Responsibility
- If the individual meets the above criteria, the officer shall:
- Inquire if the individual would agree to being detained in a detoxification center;
 - Request Communications call the detoxification center(s) and inquire if the center can accept the individual; and,
 - Obtain supervisory approval for transportation of the individual from the field to the available detoxification center.
- b. Communication's Responsibility
- Communications shall contact the detoxification centers for space availability and approval for transportation of the individual to the center.
 - Upon acceptance of the individual, Communications shall inform the officer the name and address of the center to be used. If no room is available, the officer shall be notified.
3. If no placement is available for the individual, or if he/she is not qualified for placement in a detoxification center, the individual shall be transported to the nearest booking facility with a physician on duty for pre-booking examination and medical booking approval and booked for C.P.C. Section 647F.
4. Under no circumstances shall an individual in custody for C.P.C. Section 647F be placed in a LAWA Police holding facility cell for any length of time.
- K. Persons In Custody Who Meet Criteria of Section 5150
- All subjects detained for psychiatric evaluation shall be transported to Harbor-UCLA Medical Center, Emergency Psychiatric Ward or the appropriate medical facility with emergency psychiatric services. The transporting officer shall be required to complete the "Request for 72 hour Psychiatric Hold."
- Prior to transporting the person, officers shall have a supervisor respond to their location. The supervisor shall view the detainee, obtain information pertaining to the circumstances surrounding the detention, and, if appropriate, approve transportation.
- ### 11/5.4 Escapes
- If a person in custody escapes during transportation, the officers transporting shall immediately:
- Notify the jurisdictional law enforcement agency affected giving the escapee's name, physical description, last known direction of travel, descriptions of weapons used, accomplices seen and any vehicles used.
 - Notify the on-duty Watch Commander of the escape. The Watch Commander shall dispatch a supervisor to the escape location.
 - Liaison and assist local law enforcement officers in the search for the escapee.
 - Regardless of the escapee's capture, both transportation officers shall submit an Employee's Report to the on-duty Watch Commander outlining the circumstances of the escape, notifications made, and disposition of the escapee. Copies of these reports shall be forwarded to the Chief of Airport Police, all Sectional Commanders and all Watch Commanders.

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11/6 Communicable Disease Policy

11/6.1 Policy

The LAWA Police are entrusted with the responsibility of protecting patrons of the Los Angeles World Airports and ensuring that all persons at LAWA receive the highest level of professional police service. To fulfill this responsibility, it is necessary to train officers on all aspects of AIDS and other communicable diseases that affect their assignments and to implement procedures to protect officers from undue exposure to disease to allow them to effectively function in their law enforcement role. Adherence to these procedures will enhance the officer's ability to perform their law enforcement function in a safe and effective manner for themselves and the public.

11/6.2 Search Procedures and Suspect Contact

The searching of suspects is a procedure which officers must conduct in a safe and systematic manner.

A. Sharp Items Concealed on Suspects

Any sharp item that is concealed on a suspect is a potential hazard for officers conducting a search. They can puncture a rubber glove or the officer's skin, which is a natural barrier to infection or contamination.

1. Officers should not probe and search with their hands in areas that cannot be visually scanned first. Searching blindly is very dangerous and should be avoided whenever possible.
2. Needles and syringes concealed upon the persons of drug abusers are a very real threat to law enforcement personnel. Do not take needless risks. Always assume such objects are present.

B. Safe Search Procedure

To prevent injury during the search of a suspect, it is recommended that officers utilize the following search procedure:

1. Ask the suspect being searched if he/she has any needles or other sharp items concealed on their person or in their clothing.

If you receive an affirmative response, you may wish to address those areas first.
 - a. Make a visual inspection of the person being searched to locate obvious problems areas.
 - b. Before searching interior areas, inspect the exterior areas by lightly feeling the outside of the clothing to identify potential hazards.
2. When an item is located, instruct the suspect to remove the item from their pocket, unless you believe the item is a weapon or dangerous instrument that could be used against you, and have them turn pockets inside out for visual inspection.
3. Officers should remove larger items of clothing such as jackets or coats, and examine them separately.
4. Arrestees or detainees, who are combative or refuse to comply with these search procedures, shall be physically restrained, as necessary, during the search procedure to prevent injury to officers through needle sticks or cuts.

C. Saliva, Urine and Feces

In a holding, booking, or juvenile detention facility, officers may become involved with a combative detainee, who may spit on the officer, or who may throw urine or feces. Transmission of the AIDS virus through these mediums is unlikely; however, other diseases may be transmitted and contracted. Officers should wash affected areas with soap and hot water as soon as possible.

D. Bite Wounds

Bite wounds caused by combative detainees or suspects are of particular concern for officers. Anytime the skin is pierced, the protective barrier it provides is compromised and infection is possible.

The AIDS virus and other diseases can be transmitted through bite wounds if the suspect has blood in his/her mouth at the time of the bite and his/her blood mixes with that of the injured officer. Concentrations of the AIDS virus are very low in saliva, and consequently transmission through that medium is unlikely. Whether or not the detainee or suspect is a person known to be infected with the AIDS virus or another disease, if an officer is bitten, the officer shall:

1. Immediately squeeze the wound, allowing it to bleed freely so that all viral contaminants may be flushed out with the blood;
2. Thoroughly wash the wound with hot water and soap; and,
3. Contact a supervisor. The supervisor shall immediately contact the appropriate contract medical facility for advice and arrange transportation for the officer to a contract hospital for medical attention.

E. Airborne Exchanges

1. The incidence of tuberculosis in the custody environment, within some immigrant populations and among the homeless is significantly higher than we find in the general population. Consequently, care should be exercised when you encounter a situation where face to face encounters can result in the exchange of airborne pathogens, especially with high-risk groups.
2. Avoid face to face encounters with persons who are coughing unless you have proper protection from a mask.
3. If notified that a person has tuberculosis or is suspected of having tuberculosis, wear a protective mask when dealing with them.

11/6.3 Handling of Evidence and Crime Scene Conduct

Evidence containing, or contaminated with, blood or body fluids (either in a fluid or dry state) pose a significant threat of infection to officers. To avoid unnecessary exposure to communicable diseases, officers shall follow the following procedures.

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- A. Protective Clothing and Equipment
- Protective clothing and equipment is necessary to protect officers from transmission of disease from contaminated evidence. Officers anticipating situations requiring varying degrees of protection shall wear those items of equipment that will afford the level of protection needed. The type of evidence and the location where it is being handled will play a significant part in this decision. Protective clothing and equipment may include:
1. Disposable rubber/latex gloves
- Rubber/latex gloves shall be worn while handling evidence contaminated with blood or body fluids. Two sets of gloves may be worn, one over the other, if the possibility of breakage is likely.
- NOTE - Leather gloves are porous, moisture absorbent and should never be utilized as a substitute for rubber/latex gloves. However, combining leather and rubber/latex gloves for search purposes is recommended. Kevlar gloves, which are puncture-resistant, are recommended for duty use.**
2. Sleeve protectors
- Sleeve protection should be worn when contaminated material may splash on an officer's arms. Long sleeve shirts or jackets also provide sleeve protection.
3. Eye and face protectors
- Eye and face protection should be worn when it is possible contaminated material may splash into an officer's eyes or upon the face.
4. Protective suits and/or aprons
- Protective suits and/or aprons should be worn when it is possible contaminated material may splash on an officer's clothing.
5. Protective footwear coverings
- Protective footwear covering should be worn when necessary to protect the foot area from contamination. Footwear covering should be removed when leaving a contaminated area to reduce the spread of disease to non-contaminated areas.
6. Breathing masks
- Breathing masks shall be used whenever officers initiate CPR to an injured person (Refer to Section 11/6.5).
- B. Packaging of Bio-hazardous Evidence
1. All items of evidence contaminated with blood or other body fluids (either in a fluid or dry state) shall be placed into a container bearing the international biological hazard symbol.
 2. All human and/or animal biological matter shall be treated as if it is contaminated.
 3. Items of evidence contaminated with blood or body fluids shall be air dried prior to packaging.
 4. Evidence found during the search of a prisoner's body cavity shall be packaged and labeled in the same manner as any other bio-hazardous material. Labeling shall specify where the evidence was located within the prisoner's body.
5. To prevent injury to officers, all sharp items of evidence such as needles and knives shall be stored in puncture-proof containers. Packaging in this manner will allow the item of evidence to be handled safely until it is presented in court.
 6. Officers shall not package any item of evidence with staples. Staples are sharp and may puncture protective gloves or skin, and thus risk exposure to disease. Evidence tape, heat sealers, and twist ties may be used to package evidence.
 7. Booking Syringes
- Officers shall place syringes to be booked as evidence in approved syringe containers.
- C. Blood and Body Fluid Spills
- If evidence samples of blood or body fluids are spilled, officers shall attempt to recover enough blood or body fluids for analysis. The remaining spilled material shall be immediately cleaned up using the procedures described in Section 11/7.6.
- Note - Proper evidence gathering techniques for blood or body fluids shall be used in conjunction with protective clothing.**
- D. Death and Accident Scenes
- Death and accident scenes present special contamination problems for law enforcement personnel. Scenes such as these often have body tissues and fluids located throughout the site.
- It is recommended that officers wear rubber gloves, and other protective clothing and equipment when needed to protect against contamination at these scenes.
- Sometimes it becomes necessary for officers to reach or enter into confined or hidden areas during the processing of death or accident scenes. Proper lighting and viewing equipment should be utilized to explore areas hidden from view prior to placing hands or other parts of the body into these areas.

11/6.4 Providing Emergency Medical Assistance

Often officers encounter those who are injured or sick. Unwarranted fear must not prevent officers from taking appropriate action in these types of situations. Proper training in the use of protective equipment allows officers to perform their jobs with the assurance that they will be reasonably protected against the AIDS virus and other communicable diseases.

- A. Officers encountering a situation requiring cardiopulmonary resuscitation (CPR) shall use breathing masks or airways, which allow officers to perform emergency breathing techniques without risk of exposure to disease. Mouth-to-mouth breathing represents a low risk situation in terms of AIDS virus exposure; however, caution is the rule. Use a breathing apparatus whenever possible.
- B. Open wounds represent another potential contamination problem for officers who encounter emergency medical situations. Many diseases, AIDS in particular, are blood borne viruses. Whenever encountering persons with open wounds, officers shall use rubber / latex gloved hands while applying dressings or bandages.

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- C. Officers shall wash their hands thoroughly with soap and hot water after any contact at an accident scene, even when rubber/latex gloves have been used. The use of alcohol wipes or similar cleansing items by officers to disinfect their hands prior to washing thoroughly is also recommended.

11/6.5 Decontamination Procedures

To minimize the spread of infectious disease, and protect the health of all other LAWA Police employees, the following decontamination and disposal procedures shall be followed by all officers.

- A. Contamination by blood or other body fluids shall be cleaned up immediately. It is the responsibility of any officer discovering a contamination of equipment, or a work area, to immediately report the contamination to a supervisor. The supervisor shall see that it is decontaminated.
- B. Officers are reminded that the best defense against the spread of AIDS or other communicable diseases is to wash their hands with hot water and soap.
- C. Uniforms or clothing that have been soiled with blood or other body fluids shall be removed as soon as possible from the officer's person and decontaminated by the following process:
1. Uniforms or clothing that are washable shall be washed in a bleach solution;
 2. Uniforms or clothing that require dry cleaning shall first be rinsed in cold water and sealed in a plastic bag. The clothing should be delivered as soon as possible to the dry cleaner in that same container. Officers shall advise dry cleaning staff of the presence of bodily fluids on uniforms to be cleaned.
 3. Leather gloves should be either air dried in the sun or washed in a bleach solution and air dried.
- D. Contamination by blood or other body fluids can occur on any number of surfaces or items. Areas where contamination is likely to occur would be air breathing masks, evidence collection equipment, police vehicle interiors, batons, handcuffs or other restraint devices, prisoner cells, and evidence packaging areas.
- E. If a human or animal biological spill is discovered, it can be cleaned up with a number of products. The type of cleaner used depends largely on the surface to be decontaminated and the size of the spill. Decontamination can be accomplished using any one of the following items:
1. Any commercially manufactured disinfectant;
 2. Rubbing alcohol;
 3. Hydrogen peroxide;
 4. For large areas of contamination, a mixture of one part chlorine bleach to ten parts water should be used. Never use undiluted bleach on any biological spill. The mixture can produce unsafe levels of toxic gas.
- F. Handcuffs exposed to bodily fluids or used on an arrestee suspected of having transmissible diseases or when deemed necessary by the officer, will be disinfected as soon as feasible, in the following manner.
1. Use disposable gloves, eye protection and a disposable respirator mask;

2. Place handcuffs in bathroom sink located in holding cell area;
3. Clean gross debris, if any, from handcuffs;
4. Spray OXIVIR Cleaner Disinfectant and allow for the solution to remain on handcuffs for five to ten minutes and allow to air dry;
5. Dry any residual moisture with paper towels, as rinsing is not necessary;
6. Remove handcuffs and spray sink, leaving it to air dry; and
7. Remove disposable gloves, place in trash can and wash hands thoroughly with soap and water.

Note: Refer to section 11/6.6 of the LAWAPD Policy and Procedure Manual for disposal of bio-hazardous waste.

11/6.6 Bio-hazardous Waste Disposal Procedures

To minimize infection, disposal of contaminated items shall be accomplished in the following manner:

- A. Protective Clothing and Equipment
- All contaminated protective clothing and equipment to be disposed of shall be placed in an OSHA approved biohazard disposal bag (red colored, bearing the International symbol for bio-hazardous material and labeled "Biohazard"), and sealed.
- The below listed protective clothing and equipment shall be the only contaminated items authorized to be placed in the bio-hazard disposal bag:
1. Breathing masks;
 2. Disposable rubber/latex gloves;
 3. Eye and face protectors;
 4. Sleeve protectors;
 5. Protective suits and/or aprons; and,
 6. Protective footwear coverings.
- B. Officers shall transport sealed bio-hazard disposal bags to Reliance Medical Center or the appropriate medical facility and deposit the bags in Bio-hazardous Waste Disposal receptacles displaying the International Biological Hazard symbol.
- C. Reliance Medical Center or the appropriate medical facility shall be responsible for final disposal.

11/6.7 General Safety Guidelines

- A. Officers should always use extreme caution when searching persons, locations or items, and never place hands or any part of the body in blind areas where a visual inspection cannot first be made.
- B. Officers shall wear protective rubber/latex gloves when it is anticipated that they will come in contact with blood or other body fluids. Gloves should be used once and disposed of properly.
- C. Always wash hands with soap and hot water after coming in contact with blood or other fluids, even if protective gloves were used.
- D. Always clean areas and equipment contaminated with blood or body fluids with hot water and bleach or other

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suggested cleaners. When cleaning contaminated areas, always wear rubber/latex gloves.

- E. Use extreme care when handling hypodermic syringes, needles, or any sharp object.
- F. Always use a protective mask or airway when performing cardiopulmonary resuscitation.
- G. Avoid activities such as eating, smoking, drinking, or any other type of hand-to-mouth or face contact when working with potentially contaminated materials.
- H. Officers with cuts or open wounds on their hands or other exposed areas should protect themselves from contamination by always covering them with a bandage. If, during the course of a work shift the bandage becomes wet, it should be replaced, as soon as possible, as a wet bandage allows contaminants to penetrate the bandage and infect an open wound.
- I. Officers taking medication that suppresses the body's immune system should not come into areas where body fluids are present.

11/6.8 Administrative Procedures

A. Reporting An Exposure

An exposure is defined as any incident where the blood or body fluids of a person have commingled with the blood or body fluids of an officer.

- 1. Any officer, acting in the course of his/her duties, who is exposed to the blood or body fluids of another, and suspects transmission of AIDS or any other communicable disease shall:
 - a. Conduct proper disinfection procedures; and,
 - b. Contact a supervisor immediately.
 - 2. The supervisor shall:
 - a. Gather pertinent identifying information on the individual suspected of causing the exposure, including what led the officer to believe the individual has an infectious disease;
 - b. Determine whether a possible exposure has occurred;
 - c. Contact Reliance First Aid or the appropriate medical facility, give the circumstances of the possible exposure, and act on the advice given. If Reliance First Aid or the appropriate medical facility cannot treat an officer, the officer shall be treated at the LAWA Police contract medical facility.
 - d. Complete the appropriate employee injury forms.
 - 3. If the suspected exposure occurs from contact with bodily fluids of a detainee, whether charged with a crime or not, or a detainee on probation or parole, the officer must submit an Employee's Report as soon as possible, and in no event later than two days after the incident, which shall include the names of witnesses to the incident, and if possible, any written statement from these parties. If written statements are not practical, oral statements may be included in the report.
 - 4. Each exposure shall be treated as a separate incident by both officers and supervisors.
- B. Officers Testing for the AIDS Virus

If an AIDS virus exposure is suspected to have occurred to an on-duty officer, it is recommended that the officer be tested to determine the presence of the AIDS virus, as soon as possible, after the incident, with additional tests to be conducted at three, six and nine month intervals.

NOTE - Testing shall be performed at a City approved contract medical facility.

- 1. Testing for the AIDS virus is voluntary. However, it is recommended that the test be completed for the following reasons:
 - a. Proper medical attention for the officer can only be achieved if the doctor is aware of the officer's physical condition.
 - b. Subsequent claims by the officer for disability or worker's compensation requires that the test be done.
- 2. Counseling

Confidential AIDS test counseling to officers prior to and after each AIDS test shall be provided by the City of Los Angeles Personnel Department's Employee Assistance Program.
- 3. Confidentiality
 - a. The result of AIDS virus testing is confidential. Release of an individual's status without written consent is prohibited.

Confidentiality of AIDS test must be waived if the officer intends to file a claim for disability or workers' compensation benefits.
 - c. Inappropriate disclosure of an officer's AIDS virus status can result in far reaching consequences that may negatively affect the offending party.
 - d. Improper disclosure of an officer's AIDS virus status can result in legal sanctions against the offending party.
 - e. Disclosure of an officer's AIDS virus status shall be limited to only those staff members of the LAWA Police who have a legal right and need to know.
- C. Officers with AIDS

The AIDS virus cannot be transmitted by casual contact in the work place. It is essential for the welfare of all LAWA Police officers that an officer infected with the AIDS virus be treated in the same manner as any other member of LAWA Police .

No member of the LAWA Police, infected with the AIDS virus, shall be discriminated against or restricted from using any of the LAWA Police facilities.

Officers infected with the AIDS virus shall be allowed to work until their medical condition no longer allows them to perform their assigned duties.
- D. AIDS Testing of Detainees/Arrestees
 - 1. Section 1524.1 of the California Penal Code provides for AIDS blood testing of those charged with a crime.
 - a. The process of obtaining a search warrant for this purpose is accomplished through an affidavit in support of a search warrant that demonstrates:
 - The defendant has been charged with the commission of a crime, and there is probable cause to believe the defendant committed the crime; and,

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- There is probable cause to believe that the blood, semen, or other body fluids of the defendant were transferred from the accused to the victim officer.
 - b. AIDS tests conducted pursuant to this search warrant are confidential and can only be revealed to the victim officer and the defendant.
 - c. A search warrant is needed only if the defendant does not voluntarily submit to a test.
 - d. Arrestees in custody will be tested by the county sheriff's department with jurisdictional authority of the jail facility where the arrestee is being held. Procedures for AIDS testing at the jail facility shall be adhered to.
 - e. Arrestees not in custody shall be tested by the county health department with jurisdictional authority where the incident occurred. Procedures for AIDS testing by the county health department shall be adhered to.
 - f. Juvenile Detainees will be tested by the appropriate juvenile court health service with jurisdictional authority where the incident occurred. Procedures for AIDS testing by the appropriate juvenile court health service shall be adhered to.
 - g. If the AIDS test results are negative, the defendant can be ordered to take another test in six months. Testing at six months has a 98% detection rate. The search warrant procedure must be instituted to obtain additional tests.
2. C.P.C. Section 7510 provides an alternate method for requesting AIDS testing of inmates, persons who have been arrested whether or not they have been charged with a crime, and persons on probation or parole. Should you suspect exposure from one of these persons, you may request AIDS testing of the person in conjunction with the report required in Section 11/6.9.A.3 above. Officers should be aware that willful false reporting in conjunction with a request under this section carries criminal penalties.
3. Health and Safety Code Section 121060 provides an alternate method by which to request AIDS testing of a defendant. This section only applies to defendants charged in a criminal complaint where it is alleged that the defendant interfered with the official duties of the officer by biting, scratching, spitting or transferring blood or other bodily fluids on the skin of the officer. Officers may petition a court to order a test of the defendant.
4. In requesting testing of a defendant under any of these sections, officers should not focus simply on the type of incident, but rather on the possibility that an exposure to bodily fluids occurred. Testing of a defendant should only be requested if exposure is suspected. You should also note that the results of testing are confidential, and adverse legal consequences can result from improper revelation of these results.

11/6.9 Medical Treatment and Follow-up

All initial evaluation and medical treatment of an officer who has been exposed to a communicable disease shall be performed at a contract medical facility specified by the City of Los Angeles.

Follow-up treatment and/or counseling shall be performed at any facility authorized by the City of Los Angeles pursuant to the direction of the Compensation Insurance Administrators.

11/6.10 Medical Records and Availability

Notwithstanding issues of physician/patient confidentiality, medical records shall be kept for each officer with occupational exposure for the duration of their employment plus 30 years.

Medical records must be made available to the officer, anyone with the written consent of that officer, and OSHA and NIOSH.

11/6.11 Immunization Program

The Occupational Safety and Health Administration (OSHA) standards mandate that Hepatitis B vaccinations be made available, free of charge, to all employees who have occupational exposure to blood.

- A. The LAWA Police has determined that all sworn officers, due to the fact that they may be called upon in an emergency to serve at disaster scenes, are eligible for Hepatitis B vaccinations.
- B. Any officer who declines to participate in the immunization program must sign a form indicating that they do not wish to participate in the program. Any officer who declines to participate may later opt to receive the vaccine at no cost to them. Arrangements for participation shall be made through the LAWA Police Training Unit.
- C. LAWA Police members participating in the Hepatitis vaccine program shall obtain immunization shots from the contract medical service specified by the City of Los Angeles.

11/6.12 Training

It shall be the responsibility of the Training Unit to provide comprehensive training in the area of communicable disease control. This training shall include four hours of OSHA mandated instruction in "Blood borne Pathogens - HIV, AIDS, and Communicable Diseases," presented by qualified trainers, who will discuss with officers situations that pose a threat to their safety. It is the goal of LAWA Police that through this training unwarranted fears, myths, and misinformation may be dispelled.

11/6.13 Airborne Pathogen - Tuberculosis

- A. Background

The Los Angeles County Health Officer, responsible for the control of communicable disease, has recommended implementation of transportation procedures contact reporting and follow-up treatment for officers exposed to individuals who admit, or show symptoms of, the airborne pathogen tuberculosis.

1. Transmission

Transmission of tuberculosis occurs by way of inhalation of airborne pathogens or by entry of the airborne pathogens into an open wound.

It is important for officers to note that there is a difference between "TB Infection" and "TB Disease." The infection is when tubercle bacilli enter the lungs, and the bacteria multiply for a short time in the lungs before the immune system controls their growth. However, the tubercle bacilli remain dormant in the body and can become active and cause clinical disease later in life.

A person who has TB infection without disease:

- a. Cannot spread infection to others;
- b. Is not considered a case of TB;

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c. Usually has a negative chest x-ray and no symptoms of TB, but,

d. Does have a TB bacterium in his/her body that remains capable of causing disease later in life.

2. Symptoms of Tuberculosis

a. TB Disease general symptoms may include:

- Lethargy;
- Weakness;
- Weight loss;
- Loss of appetite;
- Fever; and/or
- Night sweats

b. The most common site of TB disease is in one or both lungs. The symptoms of disease at this site, called pulmonary TB, may include chronic cough, chest pain and coughing up blood. TB can also occur at any other site in the body, including the kidneys, brain or spine. Symptoms vary depending on the site affected.

B. Procedures for the Transportation of Detainees with Tuberculosis

Prior to transporting a detainee(s) to a LAWA Police holding facility, officers shall ask the detainee if he/she has a communicable disease.

If the detainee states that he/she has tuberculosis, or if the officer(s) observes possible symptoms of tuberculosis, the officers shall:

1. Request a supervisor respond with facemasks for both the transporting officers and the detainee;
2. Obtain permission to transport the detainee directly to the appropriate County Jail Facility in accordance with Section 11/4.2, Subsection B - Medical Screening Procedures (See Section 11/6.3, Subsection G - In-Custodial Transportation).
3. While transporting the detainee, the transporting officers and the detainee shall wear the facemasks provided. The driver's and passenger's side windows shall remain open during transportation to provide ventilation and prevent prolonged exposure in a confined area to the infected detainee.

C. Exposure/Testing

1. Officers exposed to a detainee with tuberculosis shall follow the exposure reporting procedures outlined in Section 11/6.9, Subsection A - Reporting An Exposure.
2. The Watch Commander, upon receiving a report from an officer of a possible exposure to a detainee with tuberculosis shall send the officer to Reliance Hospital Clinic (LAX) **or the appropriate contract medical facility** for a TB skin test and, if negative, a repeat skin test 3 months later following the exposure.
3. If the skin test is positive - a chest x-ray shall be performed. If the chest x-ray is negative, the officer should receive a yearly chest x-ray.
4. Officers who are newly converted to a positive skin test, have a negative chest x-ray, and who have never

received medication for their positive TB exposure, should be placed on medication by a physician.

Note - This medication plan is voluntary on the part of the employee.

5. Officers who have been adequately treated for a positive skin test need not repeat the treatment regimen. Those over 40 years of age who have a positive TB skin test or a history of having had a positive TB skin test for a number of years, who are in good health and feel that their exposure to tuberculosis was not recent, may elect not to take the prophylactic treatment. Prophylactic medication taken as a preventative precaution is optional to the individual.

Note - The above recommendation is for prophylactic treatment of persons who have been exposed but do not show active chest disease following a chest x-ray. Persons who newly convert, and/or show positive active tuberculosis on chest x-ray are treated individually as a diagnosed case.

11/6.14 Policy and Procedures – Personal Protection Kit

A. Information

Law enforcement officers responding to traffic collisions or other emergencies frequently render aid to those involved in the incident. In addition, officers collect evidence that may contain blood or bodily fluids. A Personal Protection Kit, located in the trunk of all LAWA Police vehicles, will prevent contamination from blood borne pathogens. These kits, which are sealed in a clear plastic bag, contain the following items:

- Two (2) pairs of 14 ml. latex gloves;
- One (1) 4 oz. plastic container of Septi-Clean hand sanitizer;
- One (1) mask with visor;
- One (1) Poly Coat Isolation Gown;
- One (1) bio-hazardous disposable bag.

Note: Officers shall follow procedures for providing emergency medical assistance and handling of evidence and crime scene conduct as outlined in Sections 11/6.4 and 11/6.5.

B. Procedures

1. Personnel Protection Kit

Operations and Materials Unit shall be responsible for placing a Personal Protection Kit in each marked black and white LAWA Police vehicle and stocking replacement Kits in the Kit Room. A Personal Protection Kit Log, also located in the Kit Room, shall be used by supervisors whenever a kit is found to be missing items or if the kit is used by the officer and needs to be replaced. Partially used kits shall be returned to Operations and Materials Unit.

2. Vehicle Inspection

Employees assigned a LAWA Police vehicle shall conduct a vehicle inspection to ensure a Personal Protection Kit is in the vehicle trunk and that none of the required items are missing.

- a. If the kit is intact, the employee shall note this on his/her

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DFAR.

- b. If the kit is found to be missing items, the employee shall request a replacement kit from his/her immediate supervisor. This shall be noted on his/her DFAR, including the supervisor's name.

Supervisors shall conduct periodic vehicle inspections to ensure compliance with these procedures. If a partially used kit is found and has not been replaced, or if the kit is open and items are found to be missing from the kit, the kit shall be considered contaminated and shall be replaced. The supervisor shall attempt to determine the last driver of the vehicle and if the kit was inspected.

3. Use of Personal Protection Kit

Whenever an officer responds to the scene of an incident involving injured individuals, or is involved in collecting evidence contaminated with blood or bodily fluids, the officer shall:

- a. Follow procedures for providing emergency medical assistance and handling of evidence and crime scene conduct as outlined in Sections 11/6.4 and 11/6.5;
- b. Use whatever items the officer feels is necessary for protection against blood borne pathogens;
- c. Upon clearing the incident, place all used items in the Bio-Hazard Bag, and dispose of the bag as outlined in Section 11/6.7;
- d. Follow decontamination procedures as outlined in Section 11/6.6.
- e. Replace the kit as soon as possible after clearing the call.

Note: It is the responsibility of the officer who utilized the kit to replace the kit.

4. Use of Personal Protection Kit Log

This Log shall be used whenever a Personal Protection Kit is found to be missing items or when the kit is used during an incident. The reporting officer or supervisor shall:

- a. Indicate the shop number of the vehicle the kit was issued to;
- c. Indicate whether the kit was used or if items were found missing from the kit;

Note: If the kit was used during an incident, the Event Number shall be entered in the appropriate box.

11/6.15 Procedures For Use Of The Trauma Shooting Kit

The Trauma Shooting Kit is specifically designed to treat gunshot wounds and reduce the risk of hypovolemic and/or psychogenic shock. Emergency medical experts regard the kit to be a major step toward saving the life of a peace officer shot in the line of duty by:

- Providing immediate first-aid care from either a fellow officer or self-administered by the wounded officer himself/herself;
- Providing both a physiological and psychological advantage to both the wounded and assisting officers.

A. Contents

The Trauma Shooting Kit contains the following items:

- One (1) Twist Lock
- One (1) pair of Scissors
- One (1) pair of latex gloves
- One (1) 12"x30" multi-trauma dressing
- One (1) roll of adhering tape
- Two (2) Petrolatum Gauze Non-Adhering Dressing
- Two (2) 4"x4" guaze pads
- Three (3) rolls 3"x4.1 yds. conforming stretch gauze
- Three (3) 5"x9: combine ABD pads

B. Issuance

All sworn employees shall be issued a Trauma Shooting Kit upon graduation from the academy.

C. Training

All sworn employees shall be issued Training Bulletin #10-01 - The Trauma Shooting Kit: Immediate Response to a Medical Emergency.

D. Use of Trauma Shooting Kit

Although this kit is primarily designed to be used to treat gunshot wounds of officers shot or stabbed in the line of duty, it may also be used to treat other types of injury involving mass trauma.

E. Deployment

Officers assigned to patrol detail shall carry their Trauma Shooting Kits while on duty. Two additional kits shall be placed in each marked patrol vehicle and in all unmarked units used primarily by sworn officers. Kits are also deployed in the Mobile Command Post and the Firearms Range.

F. Replacement of Kit

1. Whenever a Kit is used, the sworn employee who used the kit shall take the kit to Logistics Unit for replacement.
2. Logistics Unit shall be responsible for replenishment of components within the Trauma Shooting Kit as needed.
3. Additional kits shall be stored in the Logistics Unit office.