Jail Personnel

• Collection of DNA Samples

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-07; COLLECTION OF DNA SAMPLES

PURPOSE

The purpose of this directive is to establish guidelines for the collection of DNA samples from individuals arrested at Norwalk Station. Sheriff's Department Policy outlined in Field Operations Directive 05-01 mandates the collection of DNA samples by station personnel pursuant to the DNA and Forensic Identification Database and Data Bank Act (Proposition 69). All procedures established by this Station Order and F.O.D. 05-01 will remain in effect until January 1, 2009, at which time this policy will be amended in accordance with the law.

DIRECTIVE

All matters concerning the Collection of DNA samples at Norwalk Station shall be the responsibility of the Jail Lieutenant. The Jail Sergeant will assist with the compliance of the F.O.D. 05-01 and this Station Order, ensuring that all the appropriate personnel are trained.

All sergeants and lieutenants will be given a copy of F.O.D. 05-01 and this Station Order to be read and understood.

All deputies will provide the Watch Sergeant a copy of an in custody suspect's rap sheet via WebCCHRS.

The Watch Sergeant shall review each and every arrest for eligible DNA collection. Both the Watch Sergeant and Watch Commander shall make inquiries into the probation and parole status on all individuals arrested at Norwalk Station. They shall monitor the Jailer's workload to ensure the Jailers are utilizing their time appropriately. In the event they are overwhelmed with several DNA collections, other trained personnel shall be utilized to offset the workload at the discretion of the Watch Commander. The Watch Commander shall audit all booking slips each shift to ensure compliance with F.O.D. 05-01.

Personnel shall take collection of DNA samples from all eligible candidates outlined in F.O.D. 05-01 and further enumerated in Penal Code sections 295-300 and in Government Code Section 76104.6. Before DNA samples can be taken, personnel shall have been properly trained as per policy. The following personnel shall be trained in the collection of DNA:

- All personnel regularly assigned to work as Jailer and those who work as relief Jailer.

- All personnel assigned to Detective Bureau.
- All personnel assigned as Training Officers at Norwalk Station.
- At least one person on every shift assigned as Complaint Desk.

Personnel **cannot** make the decision to **not** take a DNA sample from an eligible candidate. If that situation arises, the Watch Commander shall be immediately notified so that he or she can ensure the DNA is taken.

JAILER'S RESPONSIBILITY

Collect DNA samples as prescribed in F.O.D. 05-01. Additionally, the personnel assigned as Jailers at Norwalk Station will ensure the following:

- Determine if the booking charge qualifies as one of the felony offenses described in 296(a)(2) PC. Including "Attempts" of these specified charges.
- Check WebCCHRS if the arrested individual is on parole, formal or summary probation with a prior felony conviction, or any person required to register under 290 PC and 457.1 PC.
- If the answer to any of the above is yes, then check WebCCHRS Registration and the DNA Tracking Database (DOTS or NET/FYI) to see if the DNA collection is already on file.
- If the DNA collection is not on file, then collect it and enter it. Place a printed out copy of the completed "Specimen Information Card" in the station booking folder.
- If LIVESCAN identifies the arrested individual as an eligible candidate collect the DNA sample.
- The DNA Criteria (checklist) rubber stamp will be utilized on all booking slips at Norwalk Station. The stamp imprint will be in the "Jail Custody Record" box located on the upper right-hand side of the booking slip. The appropriate information will be filled out.
- Create a new column on the Jailer's gate book, next to the suspect's name, to clearly show each person's DNA status. The jailer will utilize three letters to indicate status: **T**, **N**, and **O**. If there is a "**T**" it indicates that DNA has been taken. If there is an "**N**" it indicates DNA was not required, because the person did not qualify. If there is a "**0**" it indicates that the person has their DNA on file.
- It is the responsibility of Norwalk Station Personnel to collect DNA from all persons booked at Norwalk Station who meet the criteria. Regardless of the fact that another unit (i.e., Homicide Bureau, Family Crimes Bureau etcetera) or another agency indicates that they have a court order for the purpose of DNA evidence collection. Also if the DNA Tracking Database (DOTS or NET/FYI) indicates no sample taken, we take it again.

Anytime there is any doubt, **the DNA should always be collected**.

• Livescan Quality Assurance

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: MANAGEMENT DIRECTIVE 05-05; LIVESCAN QUALITY ASSURANCE FOR FINGERPRINTS AND PHOTOGRAPHS

PURPOSE

The purpose of this Management Directive is to establish the protocol for reviewing and ensuring the quality of Livescan photographs and fingerprint cards. This directive applies to all personnel assigned to Norwalk Station who are assigned to work the jail or Watch Sergeant positions.

SCOPE

All personnel assigned to work as Jailer or Assistant Jailer, all Sergeants, and those who are assigned to the duties of Acting Watch Sergeant shall be familiar with this Management Directive.

DIRECTIVE

Jailers' Responsibilities

Personnel assigned as jailer or assistant jailer shall be responsible for utilizing the Livescan machine properly. They shall ensure fingerprints are taken properly, are legible and accepted by the machine. "Overrides" are not an acceptable manner in which to facilitate the booking process.

When fingerprint cards are produced by the Livescan machine, the jailer will take the print card to the Watch Sergeant for approval and quality assurance. If the Watch Sergeant does not approve the print card, the jailer will re-print the subject until an acceptable fingerprint card is obtained.

When taking the suspect's photograph, the jailer will ensure that the placement of the "H" crosshairs is consistent (for placement and size of the suspect's head), that there is no shadowing behind the suspect, and that the image is of good color quality (not too light or dark).

Jailers shall photograph and properly log scars, marks, and tattoos, making sure that the camera is focused on the item. Included in the documentation will be an entry of the body part containing the scar, mark or tattoo, and its description.

Watch Sergeant Responsibilities

The Watch Sergeant shall inspect all fingerprint cards. If a card is found to have defective prints, the Watch Sergeant shall direct the jailer to reprint the prisoner. Upon the Watch Sergeant's approval of the fingerprint card, a stamp or initials shall be marked on the reverse side of the card near the instructions.

The Watch Sergeant shall also periodically inspect the booking photographs throughout the shift for consistent placement of the suspects in the photograph, the focus, and ensure that if the arrestee has scars, marks, or tattoos, that those are properly photographed.

RJW:HMP:hmp

• Prisoner Transport Documentation

Date: February 25, 2019

FROM: JAMES D. TATREAU, CAPTAIN
NORWALK STATION

TO: ALL PERSONELL
NORWALK STATION

SUBJECT: NORWALK STATION UNIT ORDER 19-02

Purpose:

The purpose of this directive is to ensure transportation of prisoners out of Norwalk Station are properly documented.

SCOPE OF ORDER:

This directive applies to all Norwalk sworn and professional staff involved in the administration and transportation of Norwalk Station prisoners.

ORDER:

A prisoner transport form has been developed which can be obtained at the jailer's desk. Prior to having a prisoner transported out of the station the Custody Assistant or Deputy Sheriff working as the jailer must seek approval from the Watch Commander. If the Watch Commander is not available approval can be gained through the Watch Sergeant. The Watch Commander or Watch Sergeant will be responsible for determining if there is a valid reason for the prisoner to be transported out of Norwalk Station.

Once the form is approved, the Custody Assistant or Deputy Sheriff working the jail will contact the Watch Deputy to arrange transportation for the prisoner. Once the prisoner is transported out of the station the prisoner transport form will be stored with the station booking packet.

JDT:JFS:jfs

• Station Jail Cell Extractions

DATE: April 2, 2007

FROM: PATRICK E. MAXWELL, CAPTAIN
NORWALK STATION

TO: ALL PERSONNEL
NORWALK STATION

SUBJECT: NORWALK STATION MANAGEMENT DIRECTIVE 04-1; STATION JAIL CELL EXTRACTIONS

PURPOSE

The purpose of this policy is to institute standardized procedures and guidelines for dealing with station jail cell extractions of uncooperative station bookings.

Cell extractions are accomplished through directed force in situations where it becomes necessary to remove a station arrestee from a cell who refuses to exit when directed to do so. The goals of a cell extraction are to restore order, to maintain the security of the facility and to remove arrestees when necessary with minimal risk to all involved. When encountering an uncooperative arrestee, the Watch Sergeant shall be notified and immediately respond to the jail where the arrestee shall then be afforded the opportunity to comply and voluntarily exit the jail cell prior to implementing a cell extraction.

When simple instructions and requests fail to gain compliance, the Watch Commander shall be notified and respond to the jail area. The Watch Commander shall attempt to gain the cooperation of the arrestee and may authorize the execution of a cell extraction if necessary.

CELL EXTRACTION DEFINED

A cell extraction occurs when:

- Negotiations fail to gain the arrestee's cooperation
- Chemical agents fail to gain an arrestee's cooperation
- It is impractical to utilize chemical agents
- A more significant use of force is required involving physical force and/or less lethal weapons to remove the arrestee.

EMERGENCY EXTRACTIONS

The Watch Commander may authorize personnel to conduct an immediate extraction when the behavior of the arrestee constitutes an immediate and serious threat to their safety or the safety of others, (e.g.: assaults and suicide attempts).

Nothing in this policy precludes personnel from entering any confined area to affect the rescue of an arrestee in the event of exigent or life-threatening circumstances. Personnel must be able to clearly articulate the exigency or life-threatening circumstance.

CALCULATED EXTRACTIONS

Calculated extractions occur in situations where an arrestee is in an area that can be isolated or controlled. It does not normally involve an immediate threat to loss of life, substantial loss of property, or station security. Calculated extractions may only be authorized by the Watch Commander. Personnel may determine, at any point, that the situation can be resolved without the use of an extraction team and terminate the process. The Watch Commander shall be notified of all calculated extractions prior to commencing. This notification shall be documented in the Watch Commander’s Log.

Most cell extraction incidents are categorized as calculated. All cell extractions are considered directed force. Situations that do not involve a threat of immediate danger to others must be thoroughly evaluated.

AN EXTRACTION TEAM SHALL ONLY BE DEPLOYED AS A LAST RESORT.

STATION JAILER'S RESPONSIBILITY

When the station jailer, arresting deputy or any personnel determines that a cell extraction is necessary or an uncooperative arrestee is to be moved, the Watch Sergeant shall be notified prior to extracting or moving the arrestee from their cell.

WATCH SERGEANT'S RESPONSIBILITY

Once the Watch Sergeant is notified that a cell extraction is necessary or an uncooperative arrestee needs to be moved, the Watch Sergeant shall respond to the jail and determine if a cell extraction is necessary, and/or if the uncooperative arrestee needs to be moved. The Watch Sergeant will try to gain the compliance from the arrestee. If the Watch Sergeant is unable to get compliance from the arrestee, the Watch Sergeant shall evaluate the need for the cell extraction or the movement of the uncooperative arrestee. Prior to executing the cell extraction or moving the uncooperative arrestee, the Watch Sergeant shall notify and explain the necessity to the Watch Commander and obtain his/her approval.

If the Watch Commander approves the cell extraction and/or movement of the uncooperative arrestee, the Watch Sergeant shall formulate a tactical plan. The Watch Sergeant **shall** ensure the arrestee's refusal to exit his cell and the entire cell extraction is videotaped.

Prepare a Use of Force Package.

If the Watch Commander is not available, the Watch Sergeant will assume the responsibilities of the Watch Commander.

WATCH COMMANDER RESPONSIBILITY

Once it is determined that a cell extraction may be necessary, the Watch Commander shall respond to the jail and assume responsibility and control of the extraction team.

Ensure the criteria is met for a cell extraction.

Review and approve the extraction and tactics plan.

Review the Use of Force Package.

The Watch Commander shall ensure that proper reporting procedures are followed regarding use of force.

Considerations

The following should be considered before and after a cell extraction and/or the movement of a recalcitrant arrestee:

- Is the arrestee's behavior so egregious that a cell extraction and/or movement of the arrestee is necessary?
- Can the arrestee remain in the cell without disrupting the operation of the jail?
- Would the services of the Mental Evaluation Team be helpful and reduce the risk of injury to deputies and arrestee?
- Will the explanation of the effects of O.C. Spray or use of the M-26 Taser to the arrestee gain compliance?