

# SANTA ANA POLICE DEPARTMENT

DAVID VALENTIN · CHIEF OF POLICE

## TRAINING BULLETIN

*"Education promotes professional and responsive law enforcement"*

### Courtesy Bookings at SAPD Jail

#### Purpose

The purpose of this bulletin is to provide police personnel information as to the use of the Santa Ana Jail Facility as a location for in-custody witness/victim housing. It will serve as a guide for compliance with SAJ Order 1.18.

#### Introduction

Oftentimes, witnesses, and victims of criminal acts find themselves incarcerated for offenses directly or indirectly related to a specific case. A victim or witness may be incarcerated in a state or local institution, and it may become necessary for that individual to appear in court or provide information to investigators. The transfer of these inmates to a safe and accessible facility is necessary for successful prosecution. Recently, the Santa Ana Jail Facility has been used to house such inmates, and this bulletin will serve to streamline the process by which inmates can be housed at the Santa Ana Jail Facility on a temporary basis, or until the investigation has been completed.

#### I. Procedure

When an inmate is to be transferred to the S.A.J. Facility, the following procedure should be used:

1. Notify a Bureau Commander of a request to transfer an inmate to the Santa Ana Jail Facility
2. Notify the jail administrators (listed below) of the intent to transfer an inmate to the S.A. Jail Facility.
3. Obtain a court order for the particular inmate to be removed from their current facility and have them ordered to the S.A. Jail Facility.
4. Transport inmate from their current facility to the S.A. Jail Facility, and fill out prebooking form accompanied by a [Courtesy Booking Information Sheet](#).

The investigator who is lodging a transferred prisoner into our facility will fill out the form, and will attach it to the current pre-booking form. This form will stay in the inmate's file so anyone who moves, or transfers the inmate is aware of any restrictions that may apply to the inmate.

To complete the form, the handling investigator will write his/her case number at the top of the form followed by the inmate's name. Since most of these transfers are as a result of a court order, the investigator will list the origin of the inmate, and the facility that they were transferred from. The "origin" refers to the agency that is responsible for the inmate such as CDC, CYA, or OCJ, and "name of facility" refers to the location where the inmate was removed from, such as, Ironwood, Norwalk, or Theo Lacy. The court order will be attached if applicable, or any paperwork that would indicate the reason for transfer. Any gang affiliations will be listed, and then any transportation requirements will be specified. Any transportation of the inmate will be clearly noted to avoid any confusion to jail staff or risk of injury to the inmate. If the inmate is to be taken to court by the assigned investigator/officer, arrangements for transportation should be made by the investigator with our jail facility and the O.C. Sheriff's Office well in advance to avoid any problems.

Any housing issues or concerns will be noted in the "Housing Restrictions" and "Keep Separates" area of the form. The investigator will note whether the inmate is clear for general population, administrative segregation, or any other type of visiting or housing restrictions. Additionally, if the inmate is not to have any contact with one or more specific inmate(s), these also should be listed. If a medical condition is known it will be listed, along with any other documentation that may be needed. If possible an estimate of the inmate's stay in our facility should be noted. In a medical emergency the case investigator should be contacted. If the inmate needs to be admitted to the hospital, the investigator must amend the custody order.

Finally, the assigned investigator will leave the required information so the jail staff can make contact with him/her if necessary, and that same investigator will be responsible for the inmate during his incarceration at the S.A.J. Facility until the need for their stay no longer exists. Any paperwork, or removal orders, will remain as a part of the case file for the particular investigation the inmate is being housed. A new case number or any other additional reporting will not be necessary apart from the investigation.

To allow a smooth transfer, the assigned investigator should make telephone contact to obtain authorization with one of the S.A.J. Facility Administrative Supervisors prior to transporting the prisoner. In most cases, transfers are known a few days in advance, so phone contact should be made as soon as possible. In emergency situations, when these individuals cannot be reached, the investigator will notify the Jail Watch Commander of the situation, so the transfer runs smoothly, and has little impact on jail operations. In any case, the supervisor who has been notified of the transfer will be listed on the Courtesy Booking Form, along with the date and time.

If a mail cover or any phone call information is needed, contact should be made with the jail staff by the investigator. The assigned investigator will obtain any necessary court orders.

1. Santa Ana Jail Facility Administrative Supervisor Contacts:
  - a. Mel Saunders - Jail Records Supervisor x8122
  - b. Ann Thomas-Matulin - Jail Manager x8124
  - c. Ken Vargas - Jail Manager x8123
2. Mail Cover Contact:
  - a. Jaime Mendoza - Security Supervisor x8125

### 3. Phone Cover Contact:

#### a. Mary Castillo - Contracts Supervisor x8128

When a prisoner is going to be removed from the Orange County Jail the assigned investigator must make contact with the records division of the Sheriff's Office. It is easier to call them ahead of time and advise them of our intent to remove a prisoner. After you notify the records supervisor, you will be required to fax the court order to the Records Division, and wait until they process the inmate for release. Make sure you give the record's clerk the name of the facility where the inmate is housed to avoid any future delays. The Record's Division supervisor should be able to tell you what time the inmate will be ready for pick-up.

The removal process is similar when removing someone from the California Youth Authority or State Prison. Some state institutions require specific wording in the removal order so it is best to contact the institution prior to having the removal order prepared or signed by the Judge.

In the event that an inmate is required to stay at the S.A.J. Facility past their arraignment date, a court order will be necessary and the same procedure for a courtesy booking will be followed.

Attached you will find samples of removal orders used for various institutions. If you decide to use the removal order for the personal safety of the inmate when removing someone from the Orange County Jail consider the fact that they may not accept him back to their custody if the safety issue still exists. Any safety issues regarding a transferred inmate must be handled prior to releasing the inmate to the Orange County Jail, once completed, the court order can be amended, and the inmate can be ordered back to that facility.

## Summary

Our facility can be used as an effective tool for in-custody witness/victim housing, and has proven successful in a number of cases. The intent of this training bulletin is to ensure proper coordination with jail staff and investigative personnel so an acceptable prisoner transfer can be completed. This process will also make the jail staff aware of any special circumstances that may surround a transferred inmate.

**Acknowledgment:** This training bulletin was researched and prepared by Investigator Galen Diaz #2098. 02/01.

**Review by:** Cpl. G. Diaz

**Revision Date:** January 2006