

640 – Policy on Investigating and Reporting Crimes in the Santa Ana Jail

Santa Ana Police Department

Departmental Order #640 – Policy on Investigating and Reporting Crimes in the Santa Ana Jail

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Purpose

The purpose of this Order is to establish departmental policy regarding the investigation of in-custody deaths and crimes committed by inmates and visitors within the Santa Ana City Jail.

Background

The Santa Ana City Jail has a high volume of both inmates and visitors. As with any jail facility, criminal activity by both inmates and visitors may occur.

An unbiased investigation and accurate documentation immediately following an in-custody death or criminal activity will insure that criminal conduct is properly prosecuted and help protect the Department and our personnel from undue liability and litigation.

Policy

All crimes committed in the Santa Ana Jail by inmates or visitors will be investigated by personnel of the Field Operations Bureau and/or Investigation Bureau. Correctional Supervisors shall report crimes to the Watch Commander of the Field Operations Bureau who will assign personnel to respond, investigate and report. Correctional Officers and Supervisors will assist in these criminal investigations. The Investigation Bureau will assign investigators to follow-up or respond to all crimes reported in the Jail.

Incidents of violation of Santa Ana Jail rules shall be handled and documented by Correctional staff in accordance with Jail Policy and Procedures.

A. Notification Procedures

1. In all cases of death, or serious injuries likely to result in death occurring within the Santa Ana Jail, the Homicide/Assault Detail Sergeant will be notified by the Watch Commander.
2. In cases of in-custody deaths, the Santa Ana Police Department will conduct a joint investigation with the Orange County District Attorney's Office. The Internal Affairs Commander will also be contacted to determine what level of response is required, based upon the circumstances. This is to investigate any possible criminal wrongdoing by Santa Ana Police Department personnel or another inmate.

B. In-Custody Deaths

1. The District Attorney's Office will conduct a joint investigation with Santa Ana Police Department Homicide/Assault Detail investigators and investigators from the Internal Affairs Unit. Santa Ana Police Department and Orange County District Attorney's Office investigators will jointly interview police officers, correctional officers, witnesses, and inmates regarding the death.
2. Correctional staff shall insure the crime scene is undisturbed. They shall secure the area to prevent contamination making sure not to disturb or remove the body.
3. Correctional staff shall attempt to locate and identify suspect(s) and witnesses, and isolate them from other inmates. (Do not allow suspects to wash, clean themselves or change clothing.)

4. Correctional staff shall assist the Orange County District Attorney and Santa Ana Police Department investigators as needed.

C. Serious Assaults or Felonies

1. The Correctional Supervisor shall notify the Watch Commander of all serious assaults or felonies occurring within the Santa Ana Jail. The Watch Commander will then determine if either the Jail Investigation Team or patrol officers will respond to handle the incident.
2. Correctional staff shall insure emergency medical aid has been rendered, if necessary.
3. Correctional staff shall secure the affected area to prevent contamination until the investigation is completed.
4. CSI personnel will respond to photograph and collect evidence. The suspect(s) shall not be allowed to clean, wash, or change their clothes prior to CSI being completed.
5. Correctional staff shall attempt to locate and identify suspect(s) and witnesses and isolate them from other inmates.
6. Correctional staff shall assist the Jail Investigation Team or the assigned handling officer as needed.
7. When it is necessary to transport an inmate to a hospital for medical treatment, a patrol officer or jail transport officer shall escort and maintain control of the inmate until he can be booked into a hospital jail ward or brought back into a jail facility.

D. Misdemeanor Assaults/Miscellaneous Crimes

1. If the involved parties are desirous of prosecution, the Correctional Supervisor shall contact the Watch Commander, who will assign a patrol officer to complete a crime/ arrest report.
2. If it is determined that no crime/arrest report is to be completed, the incident shall be documented by Correctional Staff in a Jail Incident report in accordance with Jail policy and procedures.
3. All crime and supplemental reports shall be forwarded to the Jail Investigation Team within 24 hours for follow-up investigation and court filing.