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CITY OF FAIRFIELD

Founded 1856

Incorporated December 12, 1903

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SUPERIOR COURT, DEPT. 16
SCOTT KAYS

September 24, 2003

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Harry T. Price
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- Jack Batson
- John English
- Marilyn Farley
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- City Manager
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- Finance
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- Fire
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- Human Resources
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- Police
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Honorable Scott Kays
Presiding Judge, Solano County Superior Court
c/o Superior Court Executive Officer/Clerk of the Court
600 Union Avenue
Fairfield, CA 94533

RE: Solano County 2002/2003 Grand Jury Report
Fairfield Police Department Holding Facilities and Sally Port

Dear Judge Kays:

I have reviewed the Grant Jury Report pertaining to the Fairfield Police Department Detention/Holding Cell area. Attached is our response to *Findings and Recommendations #1 - #4* listed on page 33 of the report. As always, it is a pleasure to work with the members of the Solano County Grand Jury to insure the best services we can provide to our constituents. If you have any questions in regards to my response, please feel free to contact me directly at 428-7366.

Respectfully,

WILLIAM R. GRESHAM
Chief of Police
Fairfield Police Department

FAIRFIELD POLICE DEPARTMENT
WILLIAM R. GRESHAM
CHIEF OF POLICE



c: Nancy Huston, CMO

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"Caring, Communication, Courage"

WILLIAM R. GRESHAM
Chief of Police



Fairfield Police Department
Telephone: 428-7366

MEMORANDUM

TO: Kevin O'Rourke, City Manager
FROM: Bill Gresham, Chief of Police
DATE: September 23, 2003
SUBJECT: Response to 2002/2003 Solano County Grand Jury Report

Attached is a memo from Captain Brent Baird with detailed responses to the Grand Jury Report on Detention / Holding Facilities. Those responses are summarized below:

Finding #1 – *The Captain did not know he combination of the holding cell area. This would be a problem in an emergency.*

We agree with this finding.

Recommendation #1 – *All personnel authorized to enter the holding cell area be required to know the combination.*

Recommendation has been implemented. New procedure has been added to Procedure Manual regarding access to the holding cell area.

Finding #2 – *There are two holding cells. One was not being used because of repairs. The other cell was not currently occupied and had a piece of wood dangerously protruding from the ceiling vent.*

We agree with this finding.

Recommendation #2 – *Repairs be made to eliminate any dangerous conditions and performed in a timely manner.*

Recommendation has been implemented. The defective condition was repaired shortly after the Grand Jury inspection.

Finding #3 – Fluid was noted on the floor of the empty holding cell.

We agree with this finding.

Recommendation #3 – The holding cells be cleaned and inspected after each use.

Recommendation has been implemented. Officers are required to clean the holding cells or notify janitorial staff after each use. A new supply of biohazard towels has been added to the holding area for use by officers. Janitorial staff cleans the holding area daily.

Finding #4 – The Sally Port, in addition to its intended use, is used for storage and auto repair.

We agree with this finding. Storage and auto repair are also part of the Sally Port's intended use.

Recommendation #4 – To ensure safety to the staff and prisoners, the Sally Port area must be cleaned and used only as intended.

Recommendation has been implemented. Additionally, future improvements will be noted when the vehicle repair and maintenance operations are moved to a new facility on Union Avenue within the next 6 months.

MEMORANDUM

August 22, 2003

TO: Chief Gresham
FROM: Captain Baird
SUBJECT: Grand Jury Report

The following are responses to the "Findings and Recommendations " of the Grand Jury Report, regarding the Fairfield Police Department (see page 33 of the report).

Finding #1- The Captain did not know the combination of the holding cell area. This would be a problem in an emergency.

Recommendation #1- All personnel authorized to the holding cell area be required to know the combination.

Response #1- There are and have been several combinations and numbers which are used for a variety of purposes at the police dept. Those combinations and numbers change periodically for security reasons. The role of captain requires the use of the holding cell area relatively rarely- it is not unreasonable that there could be a momentary lapse of memory regarding the combination to the door. We are very confident that those who use the cells with any regularity are very familiar with the combination. In addition, there is a push button at the door entrance that is connected to and monitored by the Dispatch Center, so it can be opened electronically. There is also a key that opens the exterior door, which is issued to all officers.

Finding #2- There are two holding cells. One was not being used because of repairs. The other cell was not currently occupied and had a piece of wood dangerously protruding from the ceiling vent.

Recommendation #2-Repairs be made to eliminate any dangerous conditions and be performed in a timely manner.

Response #2- The cover for the ceiling vent was missing. It is not known how this occurred or when. The opening of the vent was framed by 2"x 4" sections of lumber. A small piece of one of those boards protruded slightly from the framed area, extending a few inches. This was approximately 8' high from the floor. Whether that should be described as "dangerously protruding" is debatable; however, it was a defective condition which needed to be addressed and was repaired shortly after the inspection. We also agree that defective and /or dangerous conditions should be repaired in a timely manner.

Finding #3-Fluid was noted on the floor of the empty holding cell.

Recommendation #3-The holding cells should be cleaned and inspected after each use.

Response #3- There was a small amount of some type of fluid on the floor at the time of the inspection. It was probably from the previous prisoner's stay, as it is our policy to keep the room as clean and safe as possible. If officers notice such a spill upon inspection, they are required to clean it up or make immediate arrangements with janitorial staff to do so. There are paper towels available in that room for that purpose. All staff also have access to a mop if necessary. If a liquid is believed to be a biological fluid, arrangements would be made to clean and sterilize the immediate area as soon as possible (certainly before any other prisoner was detained there). It appears that the last officer to use the cell did not observe this fluid- or perhaps failed to arrange for immediate clean up if it was observed. Either way, we need to do careful inspections of the cell between each use and appropriately clean any foreign material or fluid. It is not believed that it is necessary to actually clean the cell after each use, unless there is some clear need. However, janitorial services clean the holding area daily.

Finding #4- The Sally port, in addition to its intended use, is used for storage and auto repair.

Recommendation #4- To ensure safety to the staff and prisoners, the sally port area be cleared and used only as intended.

Response #4- The sally port of this department has been a multi-use area for over 30 years. One of the primary purposes is a passage to transfer prisoners from the outside the police department into the holding cell area. However, our sally port is large enough to have other uses, including some storage (a row of found bicycles on the opposite end of the sally port from the holding cell entrance) and an auto repair shop. Although there are several prisoners escorted through the sally port in handcuffs each day, the sally port has ample room for other activities and was designed with that intention.

Over the years the vehicle repair function has expanded, which has also expanded the amount of room in the sally port necessary to do the job. Therefore, we are currently in the process of transferring the vehicle repair function to another site away from the police building (The City Fire Department Stations on Union Avenue will be used for that purpose as soon as the new Fire station is completed on Kentucky St.) That will improve the prisoner transfer function and allow easier and more convenient use for that purpose. Due to the large area of the sally port, there will continue to be more than one purpose, but we will be careful to assure that there is ample room to safely fulfill the prisoner transfer purpose.

The holding area is inspected by several organizations each year. Each organization has different concerns and interests. We will make every effort to comply with the requirements of each, as we have a desire to have a safe, clean, and well functioning holding area. We appreciate the observations and comments of the Grand Jury, which will assist us in our efforts.