

## **2-09/020.00 - General Responsibility for Facility Operation**

Custody Division is responsible for:

- providing for security and safety of all inmates housed within the custodial facilities of this Department's jurisdiction, including LAC/USC Medical Jail Wards;
  - assigning inmates to specific locations in the system;
  - providing clean, sanitary housing and clothing for inmates;
  - purchasing and preparing foodstuffs necessary for inmate meals;
  - arranging to have inmates ready for court appearances as required;
  - operating a jail store for inmates' convenience;
  - supervising inmate-attorney and personal visits;
  - issuing passes to those having business which requires entry into custody facilities;
  - providing plan checks of proposed detention facilities;
  - maintaining booking and commitment records for all inmates in the system;
  - operating the inmate law library;
  - maintaining the Inmate Trust Account;
  - inspecting incoming inmate mail;
  - providing the opportunity for inmates to participate in recreational or rehabilitative projects;
  - providing the facilities for inmates to worship; and
  - providing supplies for indigent inmates.
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