

Volume 1 - Introduction

- **1-00/000.00 The Custody Division Mission Statement**

It is the mission of the Custody Division to serve the best interest of Los Angeles County by providing a secure, safe, and constitutionally managed jail environment for both staff and inmates. This mission shall be accomplished through a commitment to excellence by embodying the Department's Core Values, Code of Ethics and Service Oriented Policing Philosophy.

- **1-01/000.00 Custody Division Manual**

The official manual of the Custody Division of the Los Angeles County Sheriff's Department is hereby established and is titled "Custody Division Manual of Policy and Procedures." The short title shall be "Custody Division Manual," abbreviated as "CDM." Within this manual, the term "Custody Division" includes Custody Operations Division and/or Correctional Services Division.

The Division Manual sets a minimum standard of performance for personnel assigned to the Custody Division. Individual units within Custody Division may establish their own policies and procedures which address unit-level practices and standards. However, unit-level policies shall not be less restrictive nor shall they lower the standard of performance required by Division policy.

The Custody Division Manual shall be prepared, revised and issued by the Custody Support Services Unit, Headquarters Custody Division. It is available to all Department members through the Sheriff's Intranet. It is accessed via the LASD Home Page, Library, Policy/Procedures, Custody Division Reference Library. For consistency in Division publications, and to prevent conflicts with existing Divisional or Departmental Policy and Procedures, the originator of any unit policies and procedures shall submit the proposed material to the Custody Support Services Unit for review and executive approval prior to publication.

- **1-02/000.00 Scope of Manual**

The Custody Division Manual supersedes all existing orders and manuals which are Divisional in scope. It constitutes Departmental policy and contains those procedures which affect all facilities within this Division.

Unless specified, each facility, unit, bureau and employee assigned to Custody Division shall be governed by the policies and procedures set forth in this Manual. These policies and procedures shall be considered

extensions of the Departmental Manual of Policy and Procedures.

• **1-03/000.00 Purpose of the Manual**

The Custody Division Manual has been prepared to meet five specific goals:

- Standardization of policies, rules and procedures within the Custody Division,
 - Provide a comprehensive reference of rules, policies and procedures governing Division operations,
 - Provide a written reference of Division operations, enabling Departmental management personnel to ascertain the Division's compliance/non-compliance with mandated statutory and judicial directives,
 - Maintain compliance with the California Board of Corrections Minimum Standards for Local Detention Facilities (Title 15 of the California Code of Regulations),
 - Form the basis for Division administrative sanctions.
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• **1-04/000.00 Validity of Manual Content**

Any section or statement in this Manual found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining content.

Situations that arise wherein guidelines have not been established will require judgments predicated upon the circumstances, and commensurate with authority and responsibility. Omissions are not to be construed as either permissive or prohibitive. In the event that any section or statement in this Manual conflicts with the Department Manual of Policy and Procedures, the Department Manual shall supersede the Custody Division Manual.

Titles in this Manual shall not govern, limit, modify or affect the scope, meaning or intent of any chapter, section or subsection of the Manual.

• **1-05/000.00 Manual Revisions, Additions, and Deletions**

Proposed manual revisions, additions, and deletions are edited, processed, and published by the Custody Support Services Bureau (CSSB). Manual revisions shall be based upon draft copies received from the requestor or submitted by CSSB. Suggestions for any manual revisions shall be submitted on a SH-AD-32A from the CSSB unit commander to the Assistant Sheriff of Custody Operations. When proposing an addition and/or revision, the reason shall be clearly stated.

Upon notification that a manual revision is required, CSSB shall assign a project identification number to the proposed revision. CSSB shall formally route the proposed revision to all affected Custody Services Division units and other entities, as appropriate, for review and comment to ensure accuracy and clarity. The proposed revision shall be returned to CSSB within 15 days unless an extension is granted. A second routing shall be conducted if substantive changes were requested during the first routing.

The proposed manual revision shall then be routed formally through County Counsel, the Custody Services

Division area commanders, the division chiefs, and the Assistant Sheriff for approval. Upon their concurrence and approval, the proposed manual revision shall be established and published as Division policy.

Electronic Publishing of Manual Revisions, Additions, and Deletions

All manual revisions shall be published by CSSB in the Policy Archival and Retrieval System (PARS) and disseminated to personnel via the Scheduling Management System (SMS) division briefing section. Additionally, CSSB shall send a copy of the approved revised policy to facility unit commanders, operations lieutenants, and operations sergeants via Departmental electronic mail and request its briefing to all concerned personnel.

If requested by any division chief, Custody Services Division units may be required to brief their personnel, complete training rosters, and retain the rosters at their respective facilities for a minimum of two (2) years.

Responsibility of Employees

Pursuant to the Manual of Policy and Procedures section 3-07/210.10, "System Use," it is the responsibility of all employees to access and read their electronic mail on a daily basis. Additionally, it is the responsibility of personnel to understand policies that are distributed via electronic mail. Employees failing to understand the policy shall immediately contact their supervisor for clarification of the policy.

• 1-06/000.00 Grammatical Construction

The content of this Manual shall be interpreted in accordance with the grammatical rules outlined as follows:

- The present tense shall also include the past and future,
 - The masculine gender also includes the feminine,
 - Inmate Reception Center (IRC) shall be inclusive to male intake centers and female intake centers.
 - The singular also includes the plural,
 - "Shall" is mandatory, "may" is permissive,
 - References to "employees," "members," and "personnel," include all personnel of this Department, both sworn and civilian,
 - Any reference to unit commanders shall also include directors, where applicable.
 - "Signature" shall refer to both written and electronic signature.
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• 1-07/000.00 Organization of the Manual

The organization of the Custody Division Manual is described in the subsections which follow.

• 1-07/010.00 Subdivision

This Manual is divided as follows:

- Volumes,
 - Chapters,
 - Sections,
 - Subsections.
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- **1-07/020.00 Numbering System**

The eight-digit numbering system represents the following subdivisions:

- Volume is indicated by the first digit, followed by a dash,
- Chapter by the second and third digits, followed by a slash,
- Section by the fourth, fifth, and sixth digits, followed by a period,
- Subsection by the seventh and eighth digits.

Example: 1-02/070.05

Volume..... 1-

Chapter..... 02/

Section..... 070.

Subsection.. 05

- **1-07/030.00 Manual Archive**

Current and past revisions of the Custody Division Manual are stored electronically in the Department's Policy Archival and Retrieval System (PARS).

As existing manual sections are revised, each revision and replacement shall be appropriately dated and archived in PARS.

Previous copies of the Custody Division Manual or any section contained in the Manual Archive may be obtained from the PARS database.

- **1-07/040.00 Manual Table of Contents**

A "table of contents" is included with the Manual. This is a complete listing of manual sections, in numerical order. The table of contents will be electronically updated as policy revisions occur.

• 1-08/000.00 Manual Definitions

The following definitions shall apply:

"Inmate" shall be used to describe any person incarcerated in any Custody Division facility or any person remanded by a court to the custody of the Sheriff of Los Angeles County.

"Pre-sentenced inmate" is any incarcerated person awaiting arraignment, hearing, trial, or sentencing. For statistical purposes, pre-sentenced inmates are designated "Sentence Status One."

"Sentenced Inmate" is any incarcerated person who has been sentenced by a court to any jail, detention camp, or correctional institution. For statistical purposes, fully sentenced inmates are designated as "Sentence Status Three."

"Partially Sentenced Inmate" is any incarcerated person with multiple cases, but not sentenced on all cases. For statistical purposes, partially sentenced inmates are designated as "Sentence Status Two."

"Inmate Worker" is any inmate currently assigned to a work detail or performing a specific job. This may include both sentenced and pre-sentenced inmates.

"Pro Per" (Propria Persona) is a legal term used to describe an inmate who, as ordered by the court, exercises his constitutional right to act as his own legal counsel in a civil or criminal matter before a recognized court.

"Module" describes a type of inmate housing area commonly referred to as a "cellblock" or "Pod."

"Cell" refers to an individual room within a module, cellblock or pod.

"Dormitory" describes a type of inmate housing area which provides sleeping and living accommodations for inmates without the use of bars or other restrictive construction to separate each individual bed unit.

"Barracks" describes separate buildings which provide sleeping and living accommodations for inmates without the use of bars or other restrictive construction to separate each individual bed.

"Minimum Jail Standards" refers to the Minimum Standards For Local Detention Facilities, Title 15 of the California Code of Regulations, which describes the minimum standards of care, custody, and control to be provided to inmates within the County's jail system.

• 1-09/000.00 Unit Manuals, Orders, and Duty Statements

Unit commanders are responsible for the development, implementation, and maintenance of unit orders, unit manuals, and duty statements describing procedures unique to individual facilities. Unit manuals, orders, and duty statements shall supplement the Custody Division Manual (CDM) and the Department Manual of Policy and Procedures (MPP). Unit orders, in some cases, may be more restrictive than Division or Department Policy, but may not require a lower standard of performance. Unit manuals and/or unit orders shall be accessible to personnel via the Department's Intranet.

Duty statements for each assignment shall be immediately accessible to all personnel at their given work area. Each duty statement will provide detailed information regarding the tasks and responsibilities for the given position. Duty statements shall be guided by the Department's Mission Statement and Core Values, and be compliant with all policies, laws, and Title 15 Regulations.

In addition to the specific job functions and tasks of an assigned post, each duty statement shall also include the following responsibilities of every Department member:

All personnel are expected to assist inmates seeking available programs offered throughout the Los Angeles County Sheriff's Department (LASD) jail system, including Education Based Incarceration (EBI). All inmates are issued a copy of jail rules and regulations and subject to discipline for violating those rules. It is extremely important the actions of all Department members are predicated on upholding respect and professionalism, even in situations where authoritative action or force is required.

Unit commanders or their designee shall periodically review and revise their unit manuals, unit orders, and duty statements in accordance with changes in our Legal, Division, and Departmental requirements and procedures. Updates and changes shall be recorded to assure validity of information. Each unit shall forward copies of any new or revised unit orders to Custody Support Services (CSS) for review, prior to implementation.
