

## **Volume 2 - Organizations and Functions**

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### **• 2-00/000.00 Custody Operations**

Custody Operations consists of three custody services divisions: General Population, Specialized Programs, and Administration Command. Each division has distinct areas of responsibility. These divisions are responsible for the operation of the Department's jail system and for the care, custody, security, and rehabilitation of all sentenced and pretrial inmates housed within the Los Angeles County Sheriff's Department's jail facilities.

#### **Custody Services Division - General Population includes:**

- Men's Central Jail
- North County Correctional Facility
- Pitchess Detention Center, East Facility
- Pitchess Detention Center, North Facility
- Pitchess Detention Center, South Facility
- Inmate Reception Center
- Population Management Bureau

#### **Custody Services Division - Specialized Programs includes:**

- Food Services Unit
- Inmate Services Bureau
  - Education Based Incarceration
  - Office of Religious and Volunteer Services
  - Fire Camps
  - Jail Enterprises Unit
  - Business Management Unit
- Twin Towers Correctional Facility
  - Correctional Treatment Center
- Century Regional Detention Facility
- Access to Care Bureau
  - LAC + USC Medical Center
- Custody Compliance and Sustainability Bureau
  - Jail Mental Evaluation Team

#### **Custody Services Division - Administration Command provides support to General Population and Specialized Programs, and includes:**

- Personnel & Budget
  - Custody Support Services
    - Correctional Innovative Technologies Unit
    - Custody Investigative Services Unit
  - Custody Training and Standards Bureau
  - Custody Force Review Committee
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- **2-00/010.00 Inmate Housing Locations**

- **Century Regional Detention Facility - CRDF**

11705 S. Alameda  
Lynwood, CA. 90262  
24 Hr. phone 323-357-5100

- **Men's Central Jail - MCJ**

441 Bauchet St.  
Los Angeles, CA. 90012  
24 Hr. phone 213-974-4916

- **Mira Loma Detention Facility**

45100 N. 60th St. West  
Lancaster, CA. 93536  
24 Hr. phone 661-949-3811

- **North County Correctional Facility - NCCF**

29340 The Old Road  
Castaic, CA. 91384  
24 Hr. phone 661-295-7810

- **Pitchess Detention Center (PDC) - East Facility**

29310 The Old Road  
Castaic, CA. 91384  
24 Hr. phone 661-295-8815

- **Pitchess Detention Center (PDC) - North Facility**

29320 The Old Road  
Castaic, CA. 91384  
24 Hr. phone 661-295-8840

## **Pitchess Detention Center (PDC) - South Facility**

29330 The Old Road  
Castaic, CA. 91384  
24 Hr. phone 661-295-8853

## **Twin Towers Correctional Facility - TTCF**

450 Bauchet St.  
Los Angeles, Ca. 90012  
24 Hr. phone 213-893-5100

## **Los Angeles County USC Medical Center Jail Ward - LAC+USC**

2051 Marengo St.  
Los Angeles, CA. 90033  
24 Hr. phone 323-409-4563

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### **• 2-00/020.00 Custody Investigative Units**

#### **CUSTODY K-9**

Custody K-9 personnel conduct continual random searches of all facility areas. The canines are certified to detect methamphetamine, heroin, opiates, marijuana, cocaine and jail-made alcoholic beverages (“Pruno”).

#### **JAIL INVESTIGATIONS UNIT**

The Jail Investigations Unit (JIU) investigates all crimes, other than crimes handled by Homicide Bureau, that are committed by inmates within any Department Custody Services Division facility, Court Services Division courtroom or lock-up area, and Court Services Transportation Bureau vehicle traveling within Los Angeles County.

#### **JAIL LIAISON UNIT**

Jail Liaison personnel are responsible for investigating all requests for inmate placement into or reclassification from Administrative Segregation, Protective Custody or Restrictive Housing involving the following classifications[REDACTED TEXT]. At the conclusion of their investigation, Jail Liaison personnel will determine if the request meets the classification criteria established by the Restrictive Housing Panel.

Jail Liaison personnel also monitor the facilities’ Behavior Based Reintegration Program and make recommendations to the facility captains for placement of inmates into the program.

#### **OPERATION SAFE JAILS**

The primary responsibility of Operation Safe Jails (OSJ) is to gather gang-related intelligence information that impacts the safety and security of Custody Services Division facilities. OSJ personnel focus on street gang members that are housed within Custody Services Division facilities, as well as acting as liaison with outside law enforcement agencies who have on-going criminal investigations involving inmates in our jails. OSJ conducts threat assessment investigations on individual inmates as well as groups to assist individual facility commanders with security issues.

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## • 2-00/030.00 Inmate Processing Services

### **INMATE RECEPTION CENTER**

The Inmate Reception Center's primary responsibility is the screening, classifying and assigning of inmates according to security and institutional needs to appropriate housing areas/facilities. The Inmate Reception Center is also responsible for the handling and storage of personal property, maintaining records for, and delivering mail to, every inmate housed in the Los Angeles County jail system. Additionally, it is responsible for establishing, training and equipping field booking teams consisting of sworn and civilian personnel. Mobilization and deployment of the field booking teams shall be in accordance with the Department Manual of Policy and Procedures, section 5-06/020.70, "Emergency Arrest, Booking, and Identification Procedures."

### **COMMUNITY BASED ALTERNATIVES TO CUSTODY - CBAC**

The Community Based Alternatives to Custody (CBAC) program, operated by the Probation Department and administered through the Inmate Reception Center, encompasses all programs that allow eligible inmates, who meet specific requirements, the opportunity to be released from custody and complete their sentence in one of the following programs:

- The Home Confinement Program (HCP): pursuant to Penal Code section 1203.16, "Home Detention Program," eligible inmates are allowed to remain at their residence during specified hours while being monitored by random phone checks
- The Electronic Monitoring Program: pursuant to Penal Code section 1203.16, "Home Detention Program," eligible inmates are allowed to perform public and community service and return to the jail for housing
- The Inmate Work Release Program: pursuant to Penal Code section 4024.2, "Work Release Program," eligible inmates are allowed to perform public and community service, then return to the jail for housing
- Amer-I-Can Program: part of the Work Release Program, allows eligible first-time offenders, between the ages of 18 and 25, to receive instruction and guidance in personal and life management skills
- The Work Furlough/Scapular House Program: allows eligible inmates, who are employed, to continue their employment while residing in a community lock-down facility
- The Weekender Program: allows offenders, who are employed and/or have family responsibilities, to continue their employment and/or maintain their family obligations while serving their time on weekends

### **Community Transition Unit - CTU**

The Community Transition Unit in partnership with public and private community based organizations and programs enhances inmate participation in educational, vocational and other life-skills training programs, to

assist with their successful reintegration into the community.

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- **2-00/040.00 Inmate Support Services**

### **INMATE SERVICES**

Inmate Services is responsible for the coordination and funding of inmate service programs in Custody Division. These programs include, but are not limited to, religious and chaplain services, education, rehabilitation, library, and commissary programs. Inmate Services is responsible for managing contracts for inmate telephones, commissary, vending, religious services, and inmate family assistance programs.

Inmate Services is also responsible for managing the Inmate Welfare Fund expenditures, pursuant to Penal Code section 4025, "Jail Store," and the Custody Division Manual section 3-05/010.00, "Inmate Welfare Commission" and section 3-05/020.00, "Inmate Welfare Fund." Unit Commanders shall designate a unit representative to supervise the inmate programs conducted at individual facilities. The unit representative shall act as a liaison between the facility and the Inmate Services Unit.

### **OFFICE OF RELIGIOUS AND VOLUNTEER SERVICES**

The Office of Religious and Volunteer Services, under the purview of the Inmate Services Unit, and in concert with representatives from various ministries, coordinates all chaplain and religious services for inmates within Custody Division.

### **FOOD SERVICES**

The Food Services Unit provides meals for inmates and staff, in accordance with government regulations and standards of proper food preparation and required daily nutritional needs. The Food Services Unit is responsible for meal and nutritional planning, food procurement, storage, preparation, service, and sanitation. The food service program for all custody facilities is under the direction and supervision of the Manager of Food Services. Site Food Service Managers, in conjunction with the Division Food Services Manager, oversee and manage food services at individual facilities.

### **LAUNDRY SERVICES**

Laundry Services is responsible for the coordination and management of all linen/clothing services for Sheriff's facilities throughout the County. They are responsible for the production, warehousing, and distribution of all inmate clothing and bedding items.

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- **2-00/050.00 Inmate Medical and Mental Health Services**

### **Correctional Health Services**

Correctional Health Services (CHS) provides medical and mental health care services for inmates housed within the Los Angeles County Sheriff's Department's jail facilities. Medical outpatient services are provided

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through the clinics at each jail facility. Inpatient services are provided in the Correctional Treatment Center within the Twin Towers Correctional Facility complex. CHS also provides dental, pharmacy, laboratory, radiology, and health information management services.

Through the reception centers at the Inmate Reception Center and Century Regional Detention Facility, CHS staff initially screens and evaluates all inmates for medical and mental health issues. CHS staff provide follow-up evaluations, treatment programs, and medications on a daily basis within the custody facilities.

The Access to Care Bureau unit commander liaisons with CHS directors and physicians to ensure there are no barriers to the jail population's access to medical and mental health care.

The Correctional Health Director is responsible for CHS operations.

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## • **2-00/060.00 Custody Services Division - Administration**

Custody Operations is comprised of units and bureaus providing support to the Custody Services Divisions, overseen by the Assistant Sheriff of Custody Operations.

### **Custody Support Services Bureau**

The Custody Support Services Bureau provides administrative support, in-depth research, independent auditing, critical incident review, and policy development for the Custody Services Divisions. The bureau is divided into the following seven teams:

- Incident Review Team works closely with all units within Custody Division to identify and mitigate liability issues. They analyze risk management issues, and monitor all risk mitigation efforts;
- Inspections Team conducts audits of risk management issues in the Custody Services Divisions for compliance with Division and Department policy, and state and federal mandates. They also conduct a significant portion of the Command Inspection process at all Custody Services Divisions' facilities;
- Data and Force Analysis Team collects data from various Department and outside sources to analyze and determine trends within Custody Operations. The data is reported to Department, state, and federal authorities. Data collected includes: Use of Force Tracking, Average Daily Inmate Population (ADIP), Average Length of Stay (ALOS), booking and release counts, Jail Profile Survey, Annual State Criminal Alien Assistance Program (SCAAP), and Sheriff's Critical Issues Forum (SCIF) Presentation;
- Research and Planning Team conducts research and makes proposals for long-term projects that will improve the efficiency and functionality of the Custody Services Divisions;
- Policy Review Team maintains the Custody Division Manual and the Station Jail Manual, reviews unit orders, and facilitates policy revisions;
- Operations and Records Request Team is responsible for unit administrative functions, responds to requests for records via the Public Records Act, Discovery documents, Pitchess Motions, etc., and coordinates American Civil Liberties Union (ACLU) complaints;
- Correctional Innovative Technologies Unit analyzes current and emerging technologies for their suitability in the custody environment. Once a technology is identified, the unit is responsible for the acquisition or in-house development, implementation, deployment, user training, and ensuring ongoing maintenance and support. The new implementations are consistent with the Custody Business Plan and

perpetuate a safe and secure inmate environment while providing effective, efficient, and fiscally prudent staff functionality.

## **Custody Investigative Services**

Custody Investigative Services is directed under the command of the Custody Support Services unit commander. Custody Investigative Services is responsible for investigating all crimes taking place within the Department's jail facilities, with the exception of crimes investigated by the Homicide Bureau. Refer to Custody Division Manual section 2-00/020.00, "Custody Investigative Units," for a detailed explanation of the duties and responsibilities of Custody Investigative Services.

## **Custody Training and Standards Bureau**

The Custody Training and Standards Bureau is responsible for providing Department and state mandated training for the Custody Services Divisions and station jail personnel, pursuant to the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1020, "Corrections Officer Core Course," section 1021, "Jail Supervisory Training," and section 1025, "Continuing Professional Training." Training instructors create, research, design, and present all curricula and classes.

Custody Training and Standards Bureau is also responsible for reviewing and evaluating significant incidents occurring within the Custody Services Divisions for training issues, evaluating new techniques and equipment, and producing Division training bulletins and videos.

## **Personnel and Budget**

The Custody Services Division - Administration Personnel Unit provides guidance and recommendations to Department unit commanders and Division chiefs for their approvals or decisions on all personnel-related matters. The unit coordinates the allocation and transfer of personnel throughout the Custody Services Divisions' units, and the review and approval of unit level requests and submissions for personnel transactions. The unit is also responsible for advising and recommending distribution of personnel based on staffing shortages, vacant positions, upcoming needs or retirements, contract or grant requirements, and established Department seniority and transfer preference.

The Custody Services Division - Administration Budget Unit is responsible for monitoring and approving all Division expenditures. This includes the efficient allocation of funds throughout the Custody Services Divisions' units, the processing of fiscal service requests, the approval of facility purchases and expenditures, the oversight of overtime distribution, and the maintenance of all historic budgetary files.

## **Custody Force Review Committee**

The Custody Force Review Committee is comprised of three commanders assigned to one of the Custody Services Divisions, one of whom is appointed as Chairperson. Additionally, a member of the Office of the Inspector General (OIG) participates as a monitor and provides input. The goals of the Custody Force Review Committee are to evaluate the force applied within custody facilities, the quality of Use of Force investigations, and the effectiveness of supervision in their units. Refer to CDM section 7-07/020.00, "Custody Force Review Committee."

## • **2-00/070.00 Custody Compliance and Sustainability Bureau**

The Custody Compliance and Sustainability Bureau (CCSB) is responsible to oversee, monitor, and assess the Department's jail suicide prevention program in coordination with Correctional Health Services (CHS). The CCSB captain or designee reports to the Assistant Sheriff for Custody Operations through the chain of command. The CCSB captain is responsible to ensure CCSB personnel:

- Conduct assessments at each facility to ensure compliance with the provisions of various court actions and adherence to policies and procedures
- Liaise with the Access to Care Lieutenant (ATC) at each facility
- Facilitate the timely and thorough administrative review of suicides and serious suicide attempts in custody facilities, court lockups, and Sheriff's station jails
- Complete reports as required by various court actions
- Oversee the Jail Mental Evaluation Teams (JMET)
- Monitor facilities' annual suicide hazard inspections

## **INMATE DEATH REVIEWS AND SERIOUS SELF-INJURIOUS BEHAVIOR/SUICIDAL INMATE REVIEWS**

Personnel from CCSB are responsible for reviewing and tracking all in-custody inmate deaths, including suicides. Personnel from CCSB will promptly notify the County Office of Inspector General (OIG) of all apparent or suspected suicides occurring at the jails. Refer to CDM sections 4-10/050.00, "Inmate Deaths - Reporting and Review Process," and 4-10/060.00, "Critical Incident Review Committee - Suicidal Inmates."

The CCSB shall attend meetings with the following committees:

- Suicide Prevention Advisory Committee - meets twice per year to analyze recent patterns, if any, of attempted suicides. This includes, but is not limited to: time of day, housing, methods, profile, and/or any significant characteristics
- Critical Incident Review Committee - Suicidal Inmates (CIRC-SI) - meets monthly to discuss and identify possible issues from each serious suicide attempt and serious self-injurious behavior incident
- Joint Quality Improvement Committee (JQIC) - meets monthly to review and further examine the possible issues identified during CIRC-SI meetings. Both CIRC-SI and JQIC meetings work to identify any causal factors or patterns in jail suicides. Refer to CDM section 4-10/060.00, "Critical Incident Review Committee - Suicidal Inmates"

Custody Support Services Bureau (CSSB) shall conduct an annual inspection of every Custody Services Division facility regarding suicide prevention. Refer to CDM section 5-01/050.00, "Handling of Suicidal Inmates."

## **QUALITY IMPROVEMENT AND CORRECTIVE ACTION**

Personnel from CCSB will conduct follow up assessments upon the completion of corrective action plans (CAPs) to verify that any identified deficiencies have been addressed. CCSB will participate in meetings with CHS to develop, implement, and track CAPs addressing recommendations of the quality improvement program.

The CCSB will be responsible to analyze staffing, prisoner classification, and mental health service delivery issues as they relate to suicides and serious suicide attempts to identify the need for corrective action where appropriate; and recommend remedial measures, to address the deficiencies and ensure implementation.

The CCSB will identify patterns and trends of suicides and serious suicide attempts, keeping centralized records and inputting data into a unit database for statistical analysis, trends, and corrective action, if necessary.

The CCSB will oversee corrective actions to mitigate suicide risks at both the location of occurrence and throughout the jails by providing, or obtaining where appropriate, technical assistance to other administrative units within custody operations when such assistance is needed to address suicide-risk issues.

Deficiencies identified as a result of an inspection or review of an incident will be documented and forwarded to the concerned facility or unit. The concerned facility or unit will be responsible to prepare and submit a CAP to CCSB within the time allotted by CCSB, depending upon the urgency or complexity of an issue. The concerned facility or unit will be responsible to identify the required corrective action(s), personnel tasked with addressing the deficiency, as well as a projected completion date(s) for addressing the deficiencies.

CAPs generated as a result of deficiencies identified during inspections, throughout the inmate death review process, and CAPs developed at CIRC meetings are maintained by CCSB.

If the deficiency has not sufficiently been addressed, either in whole or in part, CCSB will follow up with the concerned units through the completion of the corrective action. Upon being notified that a CAP item has been completed, CCSB will collect supporting documentation and update the CAP as complete.

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## • **2-01/000.00 Rank and Classification of Personnel**

- Assistant Sheriff - Custody Division
- Division Chief
- Area Commander
- Captain
- Director
- Lieutenant
- Sergeant
- Bonus /Supervising Line Deputy
- Deputy Sheriff
- Custody Assistant
- Reserve Deputy Sheriff
- Civilian personnel

- **2-01/005.00 Assistant Sheriff - Custody Operations**

The Assistant Sheriff of Custody Operations is a senior executive of the Department who commands and is responsible for the activities of Custody Operations. The duties and responsibilities of the Assistant Sheriff of Custody Operations are outlined in Manual of Policy and Procedures (MPP) section 2-02/030.00, "Assistant Sheriff(s)." In addition, the Assistant Sheriff of Custody Operations will maintain a visible presence within all of the jail facilities to help ensure proper adherence to policy and the application of the Department's Core Values.

The Assistant Sheriff of Custody Operations shall have no other areas of responsibility outside of Custody Operations.

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- **2-01/010.00 Division Chief**

The Division Chief commands, and is responsible for, the functions, activities, and operations of Custody Division, in accordance with the policies prescribed by the Sheriff. The Chief will maintain a visible presence within all of the jail facilities of Custody Division to help ensure proper adherence to policy and the application of the Department's Core Values. Refer to the Department Manual of Policy and Procedures, section 2-02/040.00, "Division Chiefs."

The position of Division Chief is equivalent to a "Facility/System Administrator" as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, Section 1006, "Definitions."

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- **2-01/020.00 Area Commanders**

Division Area Commanders assist the Division Chief by planning, coordinating, and managing the operations of assigned units within the Division. Commanders are responsible for ensuring that units under their command are meeting Department and Division standards of operation. Area Commanders will maintain a visible presence within their assigned jail facilities to help ensure proper adherence to policy and the application of the Department's Core Values. Commanders shall personally respond to specified incidents to provide direction and guidance to ensure that the interests of the Department, and its members, are protected. Refer to the Department Manual of Policy and Procedures, section 2-02/050.00, "Area Commanders."

Area Commanders are directly responsible to the Division Chief, and are equivalent to "Managerial Custodial Personnel" as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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- **2-01/030.00 Captains**

Captains are the commanding officers of facilities, bureaus or units. Captains are responsible for all functions and operations at their unit and will be held accountable for the use of force in their facility. Refer to the

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Department Manual of Policy and Procedures (MPP), section 2-02/060.00, "Captains."

Captains are directly responsible to a designated area commander, and are equivalent to a "Facility Manager" as described in Title 15 section 1006, "Definitions."

Captains are directly responsible for creating a service oriented environment in their facilities, with access to the best resources and programs available for those in our custody. Captains are also responsible for ensuring that inmates in their custody are provided a safe and secure environment, where they feel comfortable approaching and interacting with Department personnel at all times. Providing such an environment for those in our custody serves to create a more positive and secure environment for our personnel as well. Captains will maintain a visible presence within their jail facility to help ensure proper adherence to policy and the application of the Department's Core Values.

Custody Operations units with more than one captain shall create a unit order clearly delineating the responsibilities of each captain and duty statements for each captain's position, clearly outlining their respective responsibilities. Each captain in a multi-captain facility shall review and approve their respective duty statement upon assuming their position.

All references to the "unit commander" within the Custody Division Manual (CDM) shall refer to the appropriate captain as designated by the facility's unit order.

Captains shall develop a comprehensive training program for all deputies and staff regarding violence prevention practices. Our goal is to establish violence-free interactions with inmates. The program will include inmates as a resource to further establish respect-based communication practices. Refer to CDM section 7-01/010.00, "Force Prevention Principles."

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## • **2-01/040.00 Directors**

Directors are leaders of the management team at their units, and are responsible for the operations and functions of their units. Refer to the Department Manual of Policy and Procedures, section 2-02/140.00, "Directors."

Directors are equivalent to "Facility Manager," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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## • **2-01/060.00 Lieutenants**

Division Lieutenants manage the operations of a particular shift, watch, activity, bureau, or unit, or provide staff assistance to a superior officer. Refer to the Department Manual of Policy and Procedures, section 2-02/070.00, "Lieutenants."

Division Lieutenants are equivalent to "Supervisory Custodial Personnel," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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## • 2-01/060.10 Access to Care Lieutenant

The duties of the Access to Care Lieutenant shall include the following:

- Ensure adherence to current policies and procedures;
- Assist with the implementation of any new policies, pilot programs, tracking, and reports which must be completed by line staff;
- Brief personnel on policy and procedure updates;
- Regularly attend daily High Observation Housing (HOH) and weekly Moderate Observation Housing (MOH) meetings;
- Oversee and manage Disciplinary Review Boards (DRBs) for inmates with mental illness who are referred for discipline housing;
- Monitor the following:
  - environmental conditions; including cleanliness, and maintenance;
  - suicide hazards within housing areas;
  - proper documentation of daily activities and any noteworthy incidents occurring in mental health housing;
  - visibility and availability of line sergeants on their assigned floors throughout their shift;
  - accessibility and availability of inmate programming;
  - inmate safety checks to ensure checks are conducted appropriately (refer to Custody Division Manual [CDM] section 4-11/030.00, "Inmate Safety Checks");
  - Americans with Disabilities Act (ADA) compliance to ensure court mandates are met.
- Assume the role of ADA Coordinator at their respective facility;
- Regularly inspect housing areas and review the electronic Uniform Daily Activity Log (e-UDAL) for the documentation of the supervisors' daily cleanliness inspections;
- Mitigate and minimize risks to the Department and personnel through monitoring, evaluating, reporting, and remediating employees' performance in regard to the treatment of inmates with mental illness;
- Assist in identifying training issues, specifically at the supervisory level, regarding appropriate access to care and the treatment of inmates with mental illness.

The Access to Care Lieutenant shall act as a liaison with applicable entities to assist with access to appropriate care for inmates with medical or mental illnesses. The Access to Care Lieutenant shall:

- Collaborate with facility and Correctional Health Services (CHS) staff on a daily basis to identify and address operational concerns or needs;
- Liaise and collaborate with CHS regarding the housing of inmates with mental illnesses;
- Liaise with the Custody Compliance and Sustainability Bureau (CCSB) to address and remedy identified deficiencies, ensure compliance and proper documentation regarding access to care for all inmates, and ensure court mandates are met.

The Access to Care Lieutenant is responsible for preparing required reports. The Access to Care Lieutenant shall:

- Conduct an initial internal assessment and review required documentation to identify deficiencies and

implement corrective measures when applicable;

- Complete weekly reports for their assigned areas and submit them to CCSB for review and compilation as requested by the unit commander and CCSB;
- Complete required quarterly reports related to court mandates as requested by the unit commander and CCSB;
- Submit compliance reports and supporting documentation as directed by CCSB.

For additional lieutenant duties, refer to the Department Manual of Policy and Procedures (MPP) section 2-02/070.00, "Lieutenants."

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## • **2-01/070.00 Sergeants**

Division Sergeants are first line supervisors responsible for ensuring compliance with Department policy and procedures, and professional and ethical standards. They provide leadership and supervise specialized staff assignments. Refer to the Department Manual of Policy and Procedures, section [2-02/080.00](#), "Sergeants."

Division Sergeants are equivalent to "Supervisory Custodial Personnel," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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## • **2-01/080.00 Bonus I/Supervising Line Deputies**

Bonus I Deputies are specialized positions requiring certain skills and expertise. Supervising Line Deputies are responsible for the supervision of sworn and civilian personnel assigned to Custody Division. Refer to the Department Manual of Policy and Procedures, sections [2-02/090.05](#), "Bonus Deputy Positions," and [2-02/090.15](#), "Supervising Line Deputies."

Bonus I/ Line Deputies are equivalent to "Supervisory Custodial Personnel," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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## • **2-01/085.00 Custody Training Officers**

Custody Training Officers (CTOs) are responsible for training, supervising, guiding, and evaluating deputies and custody assistants newly-assigned to custody operations, in conjunction with each facility's Training Unit, and in accordance with the Custody Services Division Standardized Orientation and Training Program. Refer to CDM section [3-02/010.00](#), "Standardized Orientation and Training Program."

CTOs shall be selected from the coveted eligibility list promulgated by the Coveted Testing Unit.

CTOs are equivalent to "Supervisory Custodial Personnel," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

Unless authorized by the unit commander and necessitated by special circumstances, including unavailability of personnel, CTOs shall only be assigned to train newly-assigned personnel of their same classification (e.g.

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sworn CTOs assigned to sworn newly-assigned personnel). Facility training units shall maintain appropriate documentation of any instance in which CTOs are assigned to train staff members of a different classification from their own. In addition, unit commanders shall ensure the assignment of newly-assigned personnel to facility CTOs is determined in accordance with the needs of the facility and the equitable division of training responsibilities among available CTOs.

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- **2-01/090.00 Deputy Sheriffs**

Deputy Sheriffs assigned to Custody Division are responsible for the care, custody, and supervision of inmates housed within the County's jail system. Refer to the Department Manual of Policy and Procedures, sections 2-02/090.00 thru 2-02/100.00, "Deputy Sheriffs."

Division Deputy Sheriff's are equivalent to "Custodial Personnel," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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- **2-01/100.00 Custody Assistants**

Custody Assistants assist sworn personnel in the supervision of inmates within the County's jail system. Custody Assistants are equivalent to "Custodial Personnel," as described in the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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- **2-01/110.00 Reserved Deputy Sheriffs**

Custody Division's regular staffing complement may be supplemented by reserve personnel who volunteer their services on an as needed basis. Reserve personnel are subordinate to regular deputies, and in some instances shall work under the immediate direction of regular sworn personnel, as described in the Department Manual of Policy and Procedures, section 2-02/110.00, "Reserve Deputies."

Reserve deputies are equivalent to "Custodial Personnel," as described in the Minimum Standards For Adult Local Detention Facilities, Title 15, section 1006, "Definitions."

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- **2-01/120.00 Food Services Manager**

The Food Services Manager is responsible for coordinating and directing all Food Services operations and personnel within Custody Division. The Food Services Manager supervises the procurement, and manages cost control, of all food items. The Food Services Manager, in conjunction with on-site facility Food Services Managers, supervises the preparation of all food items, and maintains all food product inventories.

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- **2-01/130.00 Access to Care Bureau Unit Commander**

The Access to Care Bureau (ACB) unit commander is responsible for the operation and management of the

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jail ward located within the Los Angeles County + USC Medical Center (LCMC). The ACB unit commander ensures all inmates housed within the Los Angeles County Sheriff's Department's jail system have access to medical and mental health care. The ACB unit commander works directly with the Correctional Health director and serves as the liaison between Custody Operations and Correctional Health Services (CHS). The ACB unit commander initiates and/or monitors health care related pilot projects, and coordinates with CHS on the expansion of health care within Custody Operations.

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- **2-01/140.00 Laundry Services Manager**

The Laundry Services Manager is responsible for ordering and purchasing all materials and supplies necessary for the manufacture and cleaning of linen, bedding, and inmate clothing items. The Chief of Custody Division shall specify and authorize the clothing which shall be manufactured or purchased for wear by inmates. Additionally, the Laundry Services Manager is responsible for the procurement and placement of all sewing shop and laundry equipment.

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- **2-01/150.00 Civilian Personnel**

Civilian personnel are assigned to various work assignments within Custody Division. They may serve as managers, supervisors, administrative support, or line personnel. They provide diverse services including, but not limited to, administrative or secretarial duties, facilities maintenance, medical or mental health support staff, data processing, food and laundry management, records systems, religious programs support, and inmate educational programs.

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- **2-01/170.00 Inmate Services Unit**

Inmate Services is responsible for the coordination and continuity of all inmate service programs in Custody Division. These programs include religion, education, rehabilitation, library, commissary, and other programs deemed appropriate by the Sheriff.

Inmate Services is also responsible for managing the Inmate Welfare Fund expenditures, pursuant to Custody Division Manual section 3-05/010.00, "Inmate Welfare Commission," and section 3-05/020.00, "Inmate Welfare Fund."

Unit Commanders shall designate a unit representative to supervise the inmate programs conducted at individual facilities. The unit representative shall act as a liaison between the facility and Inmate Services.

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- **2-02/000.00 Radio Call Signs**

All Custody Operations radio call signs are established in the Department's Manual of Policy and Procedures under the following sections:

MPP 7-02/010.15, "OFFICE OF ASSISTANT SHERIFF - CUSTODY OPERATIONS"

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MPP 7-02/010.42, "CUSTODY SERVICES DIVISION - SPECIALIZED PROGRAMS"

MPP 7-02/010.45, "CUSTODY SERVICES DIVISION - GENERAL POPULATION"

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- **2-03/000.00 Organizational Structure**

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LOS ANGELES COUNTY SHERIFF'S DEPARTMENT  
CUSTODY OPERATIONS

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