

## **Volume 2 - Lockup**

- **Chapter 1 - General Provisions and Definitions**
  - • **2-01/010.00 - Purpose and Scope**
  - • **2-01/010.05 - Inmate Handling**
  - • **2-01/010.10 - Inmate Handling Policy and Procedures**
  - • **2-01/010.15 - Safety and Security**
  - • **2-01/010.20 - Personnel Responsibilities**
  - • **2-01/010.25 - Treatment of Inmates**
  - • **2-01/010.30 - Supervision of Inmate Movement**
  - • **2-01/015.00 - Training**
  - • **2-01/020.00 - Fraternalization**
  - • **2-01/020.05 - Prohibited Associations**
  - • **2-01/025.00 - Staffing**
  - • **2-01/030.00 - Organization**
  - • **2-01/035.00 - Reporting Procedures**
  - • **2-01/035.05 - Notification and Reporting of Significant Incidents**
  - • **2-01/035.10 - Judicial Notification Requirement of Escaped Inmates**
  - • **2-01/040.00 - Record Keeping**
  - • **2-01/040.05 - Uniform Daily Activity Log (UDAL/eUDAL) / Title 15 Log**
  - • **2-01/040.10 - Inspection Reports**
  - • **2-01/045.00 - Equipment**
- **Chapter 2 - Lockup Security**
  - • **2-02/010.00 - Admittance into Lockup**

- • **2-02/010.05 - Court Personnel Admittance Into Lockup**
- • **2-02/010.10 - Attorney Interviews in Lockup**
- • **2-02/010.15 - Bonds Person Admittance Into Lockup**
- • **2-02/010.20 - Investigating Officers Admittance Into Lockup**
- • **2-02/010.25 - Parties Subject to Search Upon Entering Lockup**
- • **2-02/015.00 - Holding Cells**
- • **2-02/020.00 - Gate/Door Controls**
- • **2-02/025.00 - Security Alarms**
- • **2-02/025.05 - Closed Circuit Television**
- • **2-02/025.10 - Radio Communications**
- **Chapter 3 - Emergency Procedures**
- • **2-03/000.05 - Emergency Equipment**
- • **2-03/010.00 - Fire Suppression Plans**
- • **2-03/010.05 Air Pack Testing and Maintenance**
- • **2-03/015.00 Natural Disasters**
- • **2-03/020.00 Evacuations/Building Closure**
- • **2-03/025.00 Disturbances**
- • **2-03/030.00 Hostages**
- • **2-03/030.05 Hostages Policy**
- • **2-03/030.10 Operational and Tactical Considerations**
- • **2-03/030.15 Branch Supervisor's Responsibilities in a Hostage Situation**
- • **2-03/035.00 Civil Disturbance**
- • **2-03/040/.00 Inmate Escape/Erroneous Release**

- • **2-03/040.10 Deputy's Responsibility**
- • **2-03/040.15 Supervisor's Responsibility**
- • **2-03/045.00 Emergency Suspension of Minimum Jail Standards**
- **Chapter 4 - Maintenance and Sanitation**
- • **2-04/010.00 Inspection/Testing**
- • **2-04/015.00 Sanitation**
- • **2-04/020.00 Vermin Control**
- • **2-04/035.00 Safety Hazards**
- **Chapter 5 - Medical Care/Screening**
- • **2-05/010.00 Exposure Control Plan/Communicable Diseases**
- • **2-05/010.05 Safety Equipment**
- • **2-05/010.10 Safety Equipment Usage for Risk Reduction**
- • **2-05/010.15 General Precautions to Reduce the Risk of Exposure to Communicable Diseases**
- • **2-05/010.20 Decontamination**
- • **2-05/010.25 Guidelines for Limiting the Transmission of Methicillin Resistant Staphylococcus Aureus (MRSA)**
- • **2-05/015.00 Medical Segregation/Isolation**
- • **2-05/020.00 Hazardous Waste Control**
- • **2-05/025.00 Employee Exposure Follow-Up**
- • **2-05/030.00 Medical Screening Form**
- • **2-05/035.00 Sick/Injured/Mentally Ill Inmate in a Court Lockup**
- • **2-05/035.05 Los Angeles Police Department (LAPD) Inmates that Become Ill**
- • **2-05/035.10 Other Police Agency Inmates that Become Ill**

- • **2-05/035.15 Court Remanded Inmates that Become Ill**
- • **2-05/035.20 Warrant Arrest by Outside Agencies that Become Ill**
- • **2-05/035.25 Consent/Refusal of Treatment**
- • **2-05/035.30 Juvenile Handling Procedures**
- • **2-05/040.00 Inmate Deaths**
- • **2-05/040.05 Securing the Scene After an Inmate Death**
- • **2-05/040.10 Follow-up Notification on an Inmate Death**
- • **2-05/040.15 Reporting and Review Process for an Inmate Death**
- • **2-05/045.00 Inmate Unable to Appear in Court Due to Medical or Mental Health Reasons ("No Go Med")**
- • **2-05/050.00 Transporting Sick/Injured Inmates**
- • **2-05/050.05 Hospital Security**
- • **2-05/055.00 Report Writing Procedures**
- • **2-05/060.00 Medication**
- • **2-05/060.05 Inmate Self-Medication Program**
- • **2-05/060.10 Handling of HIV/AIDS Positive Inmates Requiring Medication**
- **Chapter 6 - Supervision of Inmates**
- • **2-06/010.00 Searching**
- • • **2-06/010.01 Personal Care Items for Female Inmates**
- • **2-06/010.05 Search of County Inmates**
- • **2-06/010.10 Search of Station Booking**
- • **2-06/010.15 Search and Booking of New Remands from Court**
- • **2-06/010.20 Search of Outside Agency Inmates**

- • **2-06/010.25 Search of Juveniles Certified as Adults**
- • **2-06/010.30 Strip Searches**
- • **2-06/015.00 Inmate Count**
- • **2-06/020.00 Routine Safety Checks**
- • **2-06/020.05 Recording Inspections**
- • **2-06/020.10 Records Forms - Court Lockups**
- • **2-06/025.00 Suicide Prevention**
- • **2-06/025.05 Suicide Intervention Kit**
- • **2-06/030.00 Inmate Movement**
- • **2-06/030.05 Handcuffing**
- • **2-06/030.10 Four Person Chain**
- • **2-06/030.15 Leg and Waist Chain**
- • **2-06/030.20 Inmate Security Chains**
- • **2-06/030.25 Handling of Damaged Waist or Leg**
- • **2-06/030.30 Handling Inmates in Waist Chains and/or with the Handcuff Cover Restraint System Installed**
- • **2-06/030.35 Court Services Transportation Bureau (CST) Crews**
- • **2-06/030.40 Delineation Of Responsibilities Between Correctional CST Bureau and CSD Personnel**
- • **2-06/035.00 Court Ordered Extraction Procedure of a County Jail Inmate Located at a County Jail Facility**
- • **2-06/035.05 Court Lockup Cell Extraction**
- • **2-06/035.10 Court Services Inmate Controlled Removal Procedures for Restrained Inmates in a Confined Area**
- • **2-06/040.05 Inmate Incidents**

- • **2-06/045.00 Use Of Alternate Security Devices**
- • **2-06/045.05 Safety Chair**
- • **2-06/045.10 Court Restraint Device Record Form**
- • **2-06/050.00 Inmate Meals**
- • **2-06/050.05 Refrigerators**
- • **2-06/050.10 Handling Food**
- • **2-06/050.15 Insufficient Food**
- • **2-06/055.00 Communications With Inmates**
- • **2-06/060.00 Inmates Use Of Phones**
- • **2-06/060.05 Restraint Devices And Juvenile Offenders**
- **Chapter 7 - Inmate Classification/Handling**
- • **2-07/010.00 Wrist Bands**
- • **2-07/010.05 Issuing Wrist Bands**
- • **2-07/015.00 Special Handling**
- • **2-07/015.05 Requests for Special Handling Classification**
- • **2-07/015.10 Special Handling Codes**
- • **2-07/015.15 Pro-per Sataus of Inmates**
- • **2-07/020.00 State Prisoners**
- • **2-07/025.00 Federal Prisoners**
- • **2-07/030.00 Condemned/Death Sentence Inmates**
- • **2-07/035.00 Special Interest Inmates**
- • **2-07/040.00 Segregation of Inmates**
- • **2-07/040.05 Statutory Segregation**

- • **2-07/040.10 Administrative Segregation**
- • **2-07/045.00 Inmates with Mental Disorders**
- • **2-07/050.00 Inmates of Undetermined Age**
- **Chapter 8 - Inmate Interviews**
- • **2-08/010.00 Access to Courts and Counsel**
- • **2-08/015.00 Investigators**
- • **2-08/020.00 Interview Security**
- • **2-08/020.05 Audio Recording**
- • **2-08/020.10 Eavesdropping or Recording Conversations**
- • **2-08/020.15 Photographs**
- • **2-08/020.20 Lineups**
- • **2-08/025.00 Number of Interviews**
- • **2-08/030.00 Interview Time Limits**
- • **2-08/035.00 Bonds Persons Interview**
- • **2-08/040.00 News Media Interview**
- • **2-08/045.00 Visits by Diplomatic and Consular Officials**
- • **2-08/050.00 Special Interviews / Visits - Courts Ordered**
- **Chapter 9 - Acceptance of Inmates and Processing**
- • **2-09/000.05 Pre-Arraigned Inmates / 4030 PC**
- • **2-09/000.10 Court Lockup Inmate Verification**
- • **2-09/000.15 Acceptance of Courtline Inmates from Court Services Transportation**
- • **2-09/010.00 Booking Requirements**

- • **2-09/010.05 DIMMS (Defendant Inmate Movement Management System)**
- • **2-09/010.10 Misdemeanor Acceptance and Release Criteria for Court Lockups**
- • **2-09/015.00 Acceptance and Processing Inmates from City Police Departments (Except LAPD)**
- • **2-09/020.00 Misdemeanor Warrant Acceptance**
- • **2-09/025.00 Sheriff's Court Services Warrant Arrests**
- • **2-09/030.00 Warrants - Outside Los Angeles County**
- • **2-09/035.00 Out of State Warrants/Fugitives**
- • **2-09/040.00 Bonds Person Surrenders**
- • **2-09/045.00 Probation/Parole Violators**
- • **2-09/050.00 Intoxicated Non-Remands**
- • **2-09/050.05 Intoxicated Remands**
- • **2-09/055.00 Injured or Sick Inmates**
- • **2-09/060.00 Civil Warrants/Remands**
- • **2-09/065.00 Material Witnesses**
- **Chapter 10 - Release of Inmates**
- • **2-10/010.00 No Filings**
- • **2-10/015.00 New Remands from Court**
- • **2-10/020.00 Misdemeanor Cite-Out Policy**
- • **2-10.025.00 Transportation of Inmates from Court**
- • **2-10/030.00 Certification of Juveniles**
- • **2-10/030.05 Processing Court Certified Juveniles**
- **Chapter 11 - Release Procedures**

- • **2-11/000.05 VINE Notification Procedures**
- • **2-11/000.10 RL13 Process**
- • **2-11/000.15 Green Band Procedures**
- • **2-11/000.20 Release of Military Personnel**
- • **2-11/000.25 Waivers**
- • **2-11/010.00 Personnel Duties for the In-Court Release Process**
- • **2-11/015.00 In-Court Release Process for County Jail Inmates**
- • **2-11/020.00 Outside Agency and Station Booking Release Check-Off List**
- • **2-11/025.00 Station Bookings**
- • **2-11/030.00 LAPD Booking**
- • **2-11/035.00 Bail Posted**
- • **2-11/040.00 No Filing**
- • **2-11/045.00 District Attorney Reject/Charge Reduced**
- • **2-11/050.00 Erroneous Release**
- **Chapter 12 - Property Control**
- • **2-12/010.00 Money**
- • **2-12/015.00 Incapacitated Inmates**
- • **2-12/020.00 LAPD Bookings Property**
- • **2-12/025.00 City Police Department Bookings**
- • **2-12/030.00 Lockup Personnel's Responsibility To Safeguard Property**
- • **2-12/035.00 Branch Supervisor Responsibility To Safeguard Property**
- • **2-12/040.00 New Remand Property**
- • **2-12/045.00 County Inmate Contraband**

- • **2-12/050.00 Opening Sealed Property Bags**
- **Chapter 13 - Court Orders**
- • **2-13/010.00 Removal Orders (Penal Code, 4004)**
- • **2-13/015.00 In-Trial Inmates**
- • **2-13/020.00 Continued Cases For State Prisoners**
- • **2-13/025.00 Executed Court Orders For State Prisoners**
- • **2-13/030.00 Papers Only Holds**
- **Chapter 14 - Transmittals**
- • **2-14/010.00 Preperation Of Transmittals**
- • **2-14/015.00 Special Handle Inmate Transmittals**
- • **2-14/020.00 Distribution Of Transmittals**
- • **2-14/025.00 Records Keeping Requirements For Transmittals**
- • **2-14/030.00 Inmate Property Bag Accountability**
- • **2-14/035.00 Transmittals Expediting Court Appearances Of In-Trial Inmates**
- **Chapter 15 - Court Lists**
- • **2-15/010.00 Master Appearance List**
- • **2-15/015.00 Court Rooms/Bailiff's List**
- • **2-15/020.00 District Attorney's List**
- • **2-15/025.00 Clercks Office List**
- **Chapter 16 - Closing the Court Lockups**
- • **2-16/010.00 Facility Closing Security Checks**
- • **2-16/015.00 Security Keys / Equipment**