Volume 2 - Lockup

(Title page only, No content)

• Chapter 1 - General Provisions and Definitions

Definitions:

1. **California Code of Regulations, Title 15 (CCR, Title 15)**
Minimum Standards for Local Detention Facilities

2. **Court Holding Facility (CCR 1006 [f])**
A local detention facility constructed within a court building used for the confinement of persons solely for the purpose of a court appearance, for a period not to exceed 12 hours.

3. **Inmate/Prisoner/Custody**
Any person housed in a court facility is referred to as a prisoner, inmate or custody. These terms may be used interchangeably, however for purposes of this manual, an "inmate" or "custody" shall be used to describe any person incarcerated in any Court Services Division facility or any person remanded by a court to the custody of the Sheriff of Los Angeles County. The word "prisoner" will be used to describe any person incarcerated in the State or Federal Prison System.

4. **Immediate Supervisor/Watch Commander**
Within Court Services the immediate supervisor may be a Bonus Deputy or Sergeant. For the purposes of force reporting, "immediate supervisor" refers to the Branch Sergeant. The term "watch commander" refers to the Area Lieutenant. In the event that a Bonus Deputy is the only supervisor at a Branch, any reporting of force shall be referred to the Area Lieutenant. If the Area Lieutenant is not available, Bureau Headquarters shall be notified for the assignment of a Sergeant to complete the force report.

5. **Manual of Policy and Procedures (MPP) 5-03/000.00 et sec. Prisoners**
"This chapter outlines the procedures to be followed by this Department between the time a person is arrested and released. During this period of detention or incarceration, the custodian of an inmate or custody shall be accountable and duty-bound for the safety and protection of that custody. Reasonable and ordinary care for the custody's life and health shall be constantly exercised."

6. **First Aid**
First aid is the immediate and temporary care given to an individual of a sudden illness or injury until the services of advanced life support arrive. It includes, but is not limited to, the administration of CPR, controlling bleeding, prevention of further injury, etc.

7. **Secured / Semi-Secured / Public Areas**
Secured Area - is an area that public or court staff is not permitted. It is controlled by Sheriff personnel from a control panel or by a key in order to obtain entry. No weapons are allowed in a secured area, (i.e...Lockup areas).

Semi-Secured Area - is an area that court staff has access too, but the public does not, (i.e... Court

hallways behind the courtrooms and usually where the judge's chambers are located).

Public Areas - are areas where the public has free access too.

• • 2-01/010.00 - Purpose and Scope

The purpose of this manual is to provide policies and establish procedures for the operation of Branch Court holding areas used for the temporary confinement of inmates scheduled for court appearances. Inmates may not be booked by outside agencies at a Branch Court Holding Facility, except in exigent circumstances set forth in the Department Manual of Policy and Procedures (MPP) and the Emergency Operations Bureau Procedures.

This manual, in part, sets forth the standards required by the Corrections and Standards Authority for Court Holding Facilities. It encompasses the applicability of those standards in of Title 15, 1010(b), California Code of Regulations. The emergency suspension of the standards or requirements may be accomplished only at the direction of the Facility Administrator, Court Services Division. Any emergency suspension of standards lasting longer than 3 days will be reported in writing to the Corrections and Standards Authority. If a suspension of standards lasts more than 15 days, the chairperson of the Corrections and Standards Authority must approve (CCR Title 15, 1012).

• • 2-01/010.05 - Inmate Handling

Inmate control and movement is one of the most frequent and hazardous functions Deputies perform. Safely maintaining control of inmates is accomplished through

awareness, consistent safety practices, and adherence to established policies and procedures.

The purpose of the lockup volume is to provide procedures on how to safely restrain, search and transport inmates.

• • 2-01/010.10 - Inmate Handling Policy and Procedures

The following policy and procedures are established for Court Services Division. Additional procedures are contained in the Department Manual of Policy and Procedures.

- Harsh or unusual treatment of inmates will not be tolerated.

- When an inmate needs immediate medical care, appropriate first aid will be administered and prompt action will be taken to summon emergency medical care personnel.

- Extreme care will be taken to prevent escapes and to keep weapons inaccessible to inmates at all times.

• • 2-01/010.15 - Safety and Security

Each Branch Supervisor shall develop and maintain Branch specific custody procedures for the custody and control of inmates within their court facility. These procedures are to supplement and not replace any other Department policies or Court Services Directives. Branch Supervisors shall ensure that these procedures are in place and are updated annually. The procedures shall address inmate handling specific to that Branch, which includes inmate tracking.

At no time shall any Deputy routinely enter any lockup or holding tank while armed. This requirement applies to all law enforcement personnel. Taking weapons into a lockup may only be ordered by a supervisor when armed intervention is necessary. All weapons shall be secured in an appropriate weapon's locker prior to entering any lockup or holding tank. Weapons are defined as any firearm, batons (except the Handler-12, if the Deputy is qualified), knife or instrument that can be used as a cutting or stabbing device, with the exception of a folding pocket knife with a blade of 2" or less which shall be carried out of sight. Deputies shall be qualified in the use of O.C. spray (pepper spray) and shall carry it into a lockup facility. Attorneys shall not take O.C. spray into any court or lockup facility.

Deputies shall be responsible for the movement of inmates from the main lockup to courtroom holding areas. While en route, they shall be responsible for securing any entry or stairwell door in the lockup area and along the route inmates will be transported. If it is necessary to move inmates through public halls, increased security is essential. The public shall not be allowed to interfere with the movement of inmates.

A Deputy charged with the movement of inmates shall maintain control of the inmates until they are placed in a court holding tank and the bailiff, lockup personnel or other Deputy has taken charge of the inmate.

The bailiff shall be responsible for the safety and security of inmates in the courtroom until they are transferred to the custody of another Deputy. When returning inmates to the main lockup, lockup personnel or bailiff shall ensure that lockup personnel is aware of the inmates who have been returned to the lockup.

• • 2-01/010.20 - Personnel Responsibilities

Supervisors will be responsible for the development, training and implementation of all Branch specific procedures relating to the safety, movement and security of all persons held in custody. This plan will include, but not be limited to, the receiving of inmates from Court Services Transportation Bureau (CST) and other agencies, the movement of inmates, special precautions for the handling of high profile inmates and the physical security of the facility detention areas.

All lockup and Court Services personnel shall be responsible for carrying out the security plan and abiding by its provisions, except in cases of an emergency. No deviation from the security plan shall be permitted without approval from a supervisor.

Division and Bureau management personnel will conduct unannounced security inspections to ensure that the Branch Security Plans are being followed. These security inspections will be documented and filed at the Bureau level. Any noted deficiencies shall be corrected when possible.

• • 2-01/010.25 - Treatment of Inmates

Personnel are responsible for the safety and security of the persons in their custody. We are to treat them in accordance with the Department's Core Values. The use of inappropriate language, slang words, that are not in keeping with our Core Values are prohibited. This applies to all circumstances, including cases in reference to a person's identity or segregation. Inappropriate slang terms and phrases are identified as those which tend to demean or belittle a particular individual or group. These terms are offensive and shall not be used either verbally or in writing within the confines of any Court Services Division office or work assignment.

As members of a professional law enforcement agency, it is our duty and commitment to treat all persons with the same degree of respect and dignity. Their status as custody shall not be a cause to afford them disrespect or to place them in harm's way.

Any member of the Department who violates this policy will be subject to discipline as outlined in the Department's Manual of Policy and Procedures.

• • 2-01/010.30 - Supervision of Inmate Movement

The Branch Supervisor has the responsibility to ensure that adequate personnel are present to provide for the safe and secure loading and unloading of inmates from the bus.

During the loading and unloading of inmates and during the movement processing, CST personnel will be under the supervision of the Branch Supervisor.

This responsibility will continue until the bus leaves the Branch.

• • 2-01/015.00 - Training

Custodial personnel who are responsible for supervising inmates in a court holding or temporary holding facility shall complete eight (8) hours of specialized training. Such training shall include, but not be limited:

- Applicable minimum jail standards
- Jail operations liability
- Inmate segregation
- Emergency procedures and planning
- Suicide prevention

Such training shall be completed when practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of these regulations (CCR Title 15, 1024).

Completion of the Jail Operations or Jail Supervisory Training course will fulfill the above requirement.

All Sheriff personnel assigned to the lockup shall complete "hot fire" training every two years.

• • 2-01/020.00 - Fraternization

Members shall be familiar with the following section of the Department's Manual of Policy and Procedures:

Except as permitted by written authority of a member's Unit Commander, a member shall not fraternize with, engage the services of, accept services from, or

do favors for any person in the custody of the Department or who is known by the member to have been released from the custody of the Department within a period of 30 days.

Any member contacted by, or on behalf of an inmate who has been released from the custody of the Department within 30 days, shall immediately report such contact in a memorandum to the member's Unit Commander.

• • 2-01/020.05 - Prohibited Associations

Members shall not knowingly associate socially with the spouse, immediate family member, or romantic companion of any person in the custody of the Department unless express written permission is received from the member's Unit Commander. Members shall not knowingly maintain a personal association with persons who are under criminal investigations or indictment, and/or who has an open notorious reputation in the community for criminal activity, where such association would be detrimental to the image of the Department.

• • 2-01/025.00 - Staffing

At least one Deputy shall be on duty, which is immediately available and accessible to inmates, whenever there is an inmate in the facility. There must be at least one female Deputy available and accessible when there is a female in custody and there must be at least one Deputy on duty at all times who has had fire and life safety training. These Deputies will not have any other duties which would conflict with the supervision and care of inmates in case of an emergency (CCR Title 15, 1027). In lockup facilities that have a control booth, there shall be a minimum of one Deputy or CA in the booth at all times. Access to the control booth shall be secured whenever the movement of inmates takes place.

In courts that have dedicated satellite lockup areas in separate areas, or floors separate from the main lockup, the Branch Supervisor shall ensure that lockup personnel are assigned to and stationed in the satellite lockup areas while inmates are housed there.

> Note: The definition of "dedicated satellite lockup" references holding areas utilized as an extension of main lockup.

Those floors that have both courtrooms and holding areas should be monitored by both lockup deputies assigned to do safety checks and the bailiff's using the holding areas to hold the inmates attending their courts. If during the lunch hour or anytime the court is in recess, and there are still inmates on the floor, the

Branch Supervisor shall ensure that deputy personnel are in each of the satellite lockups holding inmates.

• • 2-01/030.00 - Organization

The Branch Supervisor shall be responsible for the overall operation of the lockup.

• • 2-01/035.00 - Reporting Procedures

All reports of inmate incidents shall be made by the handling Deputy in a timely manner and approved by the appropriate supervisor.

• • 2-01/035.05 - Notification and Reporting of Significant Incidents

See Court Services Division Manual, Administrative Section 1-05/050.00 Notification and Reporting of Significant Incidents.

• • 2-01/035.10 - Judicial Notification Requirement of Escaped Inmates

A notification to the appropriate Superior Court Judge is required under the following circumstances:

- When an inmate escapes from Sheriff's custody
- When there is an erroneous release
- When an inmate walks away from any custody work detail (work release)

Additionally, notifications are required upon their arrest and return to custody.

When a Branch Supervisor receives information that an inmate has escaped or was erroneously released from their lockup, they shall immediately notify the Site Supervising Judge of that Branch, the last judge handling the case, Court Services Division Headquarters, the Fugitive Detail, and the Security Operations Unit.

During normal business hours, when the Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) receives information that an inmate has escaped, was erroneously released, or walked away from a custody work detail (this does not include electronic monitoring) they shall as soon as possible, notify the Security Operations Unit at (213) 893-2031. The Security Operations Unit will make the determination as to the last court and Trial Judge handling the case. Personnel will then make the proper notifications to the Trial Judge. If that judge cannot be contacted, the Site Supervising Judge will be notified, followed up by a memo to the Trial Judge.

After business hours, IRC/CRDF shall, as soon as possible, notify Sheriff's Headquarters Bureau (SHB) at

(323) 267-4800. SHB shall then notify the on-call Security Operations Unit, who will make the proper notifications to the court.

If the Security Operations Unit cannot determine the last Trial Judge, they will then notify the Chairman of the Court Security Committee and/or the Director of Court Security.

When an escaped inmate has been captured and is back in custody, the Fugitive Detail shall immediately notify the Security Operations Unit of the arrest. Security Operations Unit will then notify the concerned judge that the inmate is back in custody.

Irrespective of this procedure, all other Departmental notification procedures are still in effect.

• • 2-01/040.00 - Record Keeping

Branch Supervisors shall be responsible for ensuring that the following records are maintained at the Branch for the indicated amount of time, after which they may be destroyed:

Retention Period	Records
30 Days	Citations (release citations) (copy...keep with new booking packet
1 Year	Inmate Sick/Injury Reports (Originals to Bureau Headquarters)
2 Years	Inmate Property Releases Inmate Packet (i.e...court list, transmittals, green court lists) Strip Search Authorization From and required Physical Body Cavity Search Warrants
3 Years	Inspection Reports • Institutional Inspection Committee • Grand Jury • Fire Department • Health Department
5 Years	• Facility Logs (i.e., incidents, URN #s, Title 15 (blue) log book, Red Book, etc.) • Maintenance Records see title 15 log book • Statistical Reports, See Title 15 Log Book • Inmate Incident Reports (SHAD 49): Major (5 years), Minor until released, (All originals go Bureau Headquarters) • Inmate Complaints (Originals to Bureau Headquarters)

• • 2-01/040.05 - Uniform Daily Activity Log (UDAL/eUDAL) / Title 15 Log

Note: The following policy regarding the Uniform Daily Activity Log refers to the preprinted Uniform Daily Activity (UDAL) books and the electronic Uniform Daily Activity Log (e-UDAL). In the event that there is a problem with the e-UDAL system, each court lockup shall maintain a sufficient supply of UDAL books.

The Uniform Daily Activity Log (UDAL) is an official housing location record of daily inmate activities, incidents, and special concerns. The log provides a means to document and evaluate compliance with Minimum Standards for Local Detention Facilities, Title 15 of the California Code of Regulations, and with Division and Unit Orders. It also provides a means to identify patterns of inmate conduct, and maintain accountability for on-site safety equipment.

The Uniform Daily Activity Log is also utilized to verify facility compliance during inspections, audits, or in legal proceedings. The importance of accurate and consistent documentation cannot be overemphasized.

Completing the Uniform Daily Activity Log (UDAL)
Housing, movement, prowler, supervisory, and other officers, having oversight for the housing area and for the inmates contained therein, are responsible for making complete and legible entries in the UDAL throughout the shift as follows:

Field Name	Description
Facility	The name of the court to which the log is assigned.
Housting Location	The lockup to which the UDAL is assigned (main, floor, etc.)
Date	The numerical Month/Day/Year in 00/00/0000 format.
Day	The day of the week.
Capacity	The mandated capacity of the housing area to which the log is assigned.
Required Count	Log inmate movement in/out of the court lockup as needed (CST, medical runs, etc.)
Equipment	Record the condition of the equipment in the housing area.
Housing Conditions	Record the conditions of the housing areas.
Inmate Money	Remands, surrenders, etc. who have in excess of $400.00 in cash shall be noted in the UDAL. Notations shall include the inmate’s name and booking number, the amount, and the supervisor who counted the money.
Medical and Psychological Events	Record any medical and/or psychological events, including a brief description about the inmate and the incident.
Reviewed By	Supervising line deputies and branch supervisors shall visit each lockup under their supervision to review and audit the UDAL twice per day.
Inmate Complaint Forms	Signed by the supervisor who received the complaint forms. This is to include the number of forms that were retrieved.

Reviewed by Watch Commander	Each area lieutenant should review and sign the UDAL in each court lockup under their supervision when they are in that courthouse.

Supervisors' Responsibility - Supervising Line Deputy
Each Supervising Line Deputy (Senior) shall visit each lockup area under their supervision not less than twice per shift, to review and audit the UDAL, checking for accuracy and completeness. The senior shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. The senior shall note the time of the visit in the UDAL, and sign the log with his first and last name, and employee number.

Branch Supervisor (Sergeant)
Each branch supervisor responsible for lockup shall visit each lockup under their supervision not less than twice per shift to review the UDAL, checking for accuracy, completeness of security checks, and other required officer activities. The sergeant shall note any items in the UDAL that need corrective action, and what corrective action has been taken to resolve the problem. The sergeant will note the time of the visit in the UDAL, and sign the log with his first and last name, and employee number. It is the responsibility of each branch supervisor to ensure a print-out of the e-UDAL daily entrees are kept in a binder for future inspection.

Branch Supervisors shall ensure all personnel are aware of this order and trained in the completion of the Uniform Daily Activity Log (UDAL) /Title 15 Log. Branch Supervisors will maintain at least a (3) month supply of logs. Additional logs can be ordered through Bureau Headquarters.

Area Lieutenant
Each area lieutenant shall, on a random basis, review the UDAL in each lockup under their command at least one time per week. The watch commander shall document this review by noting the time and signing the log with his first and last name, and employee number. All supervisors/managers shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL.

Retention of the Daily Activity Log (UDAL)
All Uniform Daily Activity Log (UDAL) books shall be maintained at the facility for a period of five years.

• • 2-01/040.10 - Inspection Reports

A daily security inspection of all detention areas shall be made by the Branch Supervisor. This inspection is to mitigate any possible breeches in security procedures, physical security of the detention area or the need for maintenance. All security inspections shall be documented in the Uniform Daily Activity (UDAL)/Title 15 Log. Full lockup inspections shall be conducted by the Branch Supervisor monthly. The full lockup inspection will be documented on the Lockup Inspection Report and maintained at the Branch for review by the Corrections and Standards Authority or other custodial inspection agency. All deficiencies noted by any inspection will be documented and corrected when possible. Should a deficiency not be readily correctable, a memo will be submitted by the Branch Supervisor to the Unit Commander outlining why the deficiency cannot be corrected.

• • 2-01/045.00 - Equipment

The Branch Supervisor shall ensure that the following equipment will be maintained in all court lockups:

- Approved and stocked first aid kit (CCR Title 15, 1220)
- Biological hazard protection kits
- Approved CPR masks
- Working flashlights with extra batteries
- Secure chain lockers
- Secure property storage method
- Four person chains
- Facility radio
- Fire extinguishers (current charge)
- Self-contained breathing apparatus
- Suicide Prevention Kit
- Orange Box containing:
  - Trauma Shooting Kit
  - Ambu Bags

Note: The Orange Box shall have a sticker affixed to it describing the contents of the Trauma Shooting Kit.

• Chapter 2 - Lockup Security

The Branch Supervisor shall be responsible for developing a Branch specific custody procedure plan for security operations. This plan shall take into consideration such variables as structure, location of the court lockup within the facility, the number and type of inmates, and the number and type of cases.

• • 2-02/010.00 - Admittance into Lockup

Only authorized personnel will be admitted to court lockups. In those courts, which do not have security sally ports at entrances, use caution when opening the door. Sheriff personnel shall not open a lockup exit when inmates are out of cells or when a cell door is open, unless moving a chain of inmates to court.

• • 2-02/010.05 - Court Personnel Admittance Into Lockup

Only court personnel having business with the lockup staff will be allowed into the lockup. Those personnel will immediately leave the area when their business is concluded or at the request of lockup personnel.

• • 2-02/010.10 - Attorney Interviews in Lockup

Only attorneys with a current bar card and pictured identification may be permitted into a lockup to interview their client. In facilities without secure interview areas, access must be restricted so that officer safety and

inmate security will not be compromised.

An attorney may request that additional person(s) be permitted to participate in an interview with an inmate. The Deputy receiving such a request will immediately notify the Branch Supervisor or Lockup Supervisor. Under no circumstances will a codefendant or relative be allowed into a court interview area, unless directed by a judge and/or approved by the Branch Supervisor. An exception to this is in the Dependency Courts. The attorney may only bring those items into an interview that is necessary to conduct the interview. Only legal papers and one approved pen may be passed between the attorney and the inmate. No pencils or pens will be left with the inmate after the interview.

• • 2-02/010.15 - Bonds Person Admittance Into Lockup

Bonds persons may be allowed into court lockup interview areas for the purposes of obtaining information regarding the release of an inmate on bail under certain circumstances.

• • 2-02/010.20 - Investigating Officers Admittance Into Lockup

Law enforcement officers not assigned to Custody or Correctional Services Divisions, as well as any deputy district attorney, district attorney investigator, federal or state law enforcement officer; wishing to interview an inmate within a court lockup, who is already at court on a court matter, the court lockup supervisor shall advise the Area Lieutenant.

The Area Lieutenant will decide either to allow the interview to occur within the court lockup or deny the interview.

If granted the requesting officer must fill out the “Law Enforcement Request for Inmate Interview” form located in CSDNet “Forms”. Collectively these forms shall be held for one month then sent to CISU/Jail Liaison Unit - Twin Towers Attention: Inmate Interviews.

If the interview is denied the investigator will be referred to the Jail Liaison Unit to make arrangements and the CISU Unit Commander will be notified via email to CIS-JailLiasonUnit@lasd.org with the inmate name, booking number, the name of the agency and the officers name that requested the interview

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• • 2-02/010.25 - Parties Subject to Search Upon Entering Lockup

All parties entering a court lockup are subject to search. Anyone refusing to submit to a search will not be admitted to the lockup area.

• • 2-02/015.00 - Holding Cells

Holding cells in court facilities vary in construction, from a converted room to hardened reinforced concrete.

Those cells that were not specifically designed and built for detention purposes should not be considered as hard detention areas. The supervision and observation of inmates housed in these temporary type facilities shall be such that the likelihood of an escape is reduced. A thorough daily inspection of temporary detention areas is mandatory.

Attention should be given to air-conditioning vents, screws, lighting fixtures, lavatory fixtures, etc. Should anything out of the ordinary be observed, the Branch Supervisor shall be notified immediately.

• • 2-02/020.00 - Gate/Door Controls

Mechanically and electrically operated gates restricting vehicle entrance and exits at all facilities will be operated only under one of the following conditions:

- The gate operator has direct visual control of the gate by means of a TV monitor or by placing himself in a position to see that the gate has no obstructions when being opened or closed.
- The gate operator is being directed by a member of the vehicle crew by means of voice communication or visual signal.

If there is doubt, do not operate the gate until it is determined that the gate can safely be opened or closed.

• • 2-02/025.00 - Security Alarms

All security alarms and panic alarms in lockup areas shall be tested daily by the assigned personnel. Any malfunctions will be noted in the Uniform Daily Activity (UDAL)/Title 15 Log and the Branch Supervisor will be notified.

• • 2-02/025.05 - Closed Circuit Television

The Sheriff's Department utilizes video cameras in the Court Services Division to enhance personnel safety and effectiveness in the performance of their duties and to provide a reviewable electronic record of incidents.

Regardless of the method of recording, the use of video equipment in the Superior Court by Sheriff personnel shall be restricted to law enforcement functions and are subject to all applicable laws, policies, and procedures.

FIXED VIDEO SURVEILLANCE (CCTV)

Fixed video surveillance involves permanently or temporarily mounted cameras in designated locations that continuously record all activities in the cameras' view in lock-up/custody holding areas, public areas, and courtrooms. The CCTV shall not be used routinely or randomly viewed solely for the purpose of searching for policy violations where no independent allegation or evidence of a policy violation exists.

The Sheriff Department's primary objectives with fixed video surveillance are to:

Record/document events as they occur; Provide real-time intelligence for Department personnel; Provide video evidence of actions by inmates, staff, and courthouse patrons; Produce a deterrent effect against inmate violence; Provide for post-incident analysis.

RETENTION OF RECORDINGS

Supervisors shall review all available video recordings as soon as reasonably possible following any use of force or facility incident, except for incidents involving inmate deaths. An incident refers to events or situations that require documentation or action by department personnel. Supervisors are prohibited from conducting routine or random viewing of CCTV footage solely for the purpose of policy violation searches where no independent allegation or evidence of a policy violation exists.

Unit Commanders or above shall be the only personnel authorized to review video recordings involving inmate deaths. Personnel shall not review video recordings involving inmate deaths without direct authorization from their unit commander.

If a supervisor determines a recording(s) may have evidentiary value or should be preserved by the Department for official use, the recording(s) shall be saved on the server and to a video medium (e.g., a compact disc [CD], digital video disc [DVD], a secured digital [SD] card). A copy of the video(s) shall be retained in accordance with applicable laws and Department policies and procedures regarding handling of video and/or evidence.

Under no circumstances shall personnel forward any image, video, or audio captured as a result of their employment to entities outside of the Department without unit commander approval. Refer to Manual of Policy and Procedures (MPP) sections 3-01/100.46, “Use of Communication Devices,” 3-01/040.95, “Confidential Information,” and 3-01/030.78, “Prohibition on Profiteering.”

Recordings copied to CD, DVD, SD card, or other memory storage device should be appropriately labeled with the following:

· Inmate’s name and booking number (If applicable, Court location);

· Uniform Report Number (URN), Reference Number, and/or Administrative Case Number.

ENTERING RECORDINGS INTO EVIDENCE

Supervisors shall ensure all video recordings and photographic evidence associated with an Incident Report (SH-R-49) is entered into the Department’s Property, Evidence, and Laboratory Information Management System (PRELIMS). When a case is submitted for prosecution, the handling investigative bureau shall include all video and photographic evidence provided by the originating facility with their filing package unless privileged or otherwise precluded by law. This includes:

· Photographs or video recordings of suspect(s) injuries or areas of alleged injury; Photographs or video recordings of any personnel injuries;

· Audio or video recordings of the Area Lieutenant and sergeant’s suspect and witness interviews;

· All audio and/or video recordings and/or radio transmissions (including all viewpoints of Closed-Circuit Television [CCTV] or portable camera) of the incident.

If no evidence is booked into PRELIMS, the investigator shall contact the operations staff at the originating facility and request that all evidence be booked into PRELIMS.

AREA LIEUTENANT RESPONSIBILITIES

Area Lieutenants shall designate a Branch Supervisor at each courthouse to be the video manager, responsible for ensuring video equipment is properly stored and maintained, and shall test equipment. The video manager shall also ensure these tests are completed, and proper video evidence retention procedures are in place.

GENERAL VIDEO EQUIPMENT INSPECTION

The Branch Supervisor or his/her designee shall ensure all video recording equipment is inspected once per shift. This requires the Branch supervisor to ensure personnel who use video equipment inspect their devices at the beginning of each shift to confirm the following:

· Account for all video recording equipment;

· All equipment is working properly;

· Any necessary repairs are documented appropriately.

Fixed Video Equipment Inspection

Inspection of fixed video equipment shall include the following:

· The Branch supervisor shall confirm that all surveillance cameras are properly functioning and recording by logging into the system at the beginning of each shift.

· At the beginning of each shift, the Branch supervisor shall ensure real-time footage accurately reflects the correct date and time of day.

· The Branch Supervisor shall initiate a service request by utilizing the “CCTV / AIPHONE Repair in Courts” tab, found under the “Desktop Services” heading within the LASD Help Desk Portal. This portal can be accessed via the “My Help Desk” desktop icon or through the following link: http://myservicedesk/CherwellPortal/IT. The Supervisor is also responsible for documenting all actions taken in the EUDAL concerning malfunctions.

· The Branch supervisor shall ensure all high-definition cameras are recording at no less than ten (10) frames per second, with picture resolution no less than 720p, unless otherwise directed in writing by the respective Court Services Division Chief.

· The fixed video equipment inspection shall be documented daily in the facility E-UDAL.

NOTE: The Office of Public Safety is responsible for establishing protocols governing the security and remote monitoring of server rooms at each courthouse. The rooms shall remain locked and shall not be accessed by unit personnel except in emergencies or at the direction of The Office of Public Safety.

It should be noted that cameras in public areas and courthouse courtrooms are managed and governed by the Office of Public Safety. Cameras located in the Sheriff's areas of the courthouse, including holding areas, are managed by the Sheriff/DSB and maintained by MCM Integrated.

• • 2-02/025.10 - Radio Communications

All lockup areas will be in radio communication with the Branch Office and all sworn personnel.

• Chapter 3 - Emergency Procedures

Branch Supervisors are required to develop and maintain a building emergency plan. Branch specific custody procedures should be an integral part of the Building Emergency Coordinator's (BEC) plan for all courthouses. The BEC shall be reviewed and updated annually. The Branch Supervisor is responsible for the development, training and implementation of all emergency procedures.

• • 2-03/000.05 - Emergency Equipment

All lockup emergency equipment will be maintained in an operable manner. Inspections of equipment shall be completed daily and recorded in the Uniform Daily Activity (UDAL)/Title 15 Log. All emergency equipment will be stored in a secure cabinet or within the control booth. No weapons shall be stored within a lockup area. If authorized chemical weapons are maintained in a lockup area, they shall be secured in a weapon's locker.

• • 2-03/010.00 - Fire Suppression Plans

Each Branch Supervisor shall develop, prepare and implement, in conjunction with local fire officials, a fire suppression plan in the BEC Manual that includes provisions for regular inspections of lockup areas, an evacuation plan and a plan for the emergency housing of inmates in case of fire. The plan will include, but not be limited to:

- Means of exiting the facility.
- The installation and maintenance of fire extinguishing and fire alarm systems as required by local fire ordinance.
- The storage and handling of combustible or explosive materials and substances.
- The installation and maintenance of safe appliances, equipment, decorations and furnishings that preclude chances of a fire explosion or panic hazard.
- During periods of remodeling or construction, each Branch Court will notify the responsible fire department if exits are blocked or restricted. Emergency plans will be developed to avoid these areas.
- A system for reporting fires to the fire department will be developed which will include the telephone

number of responding fire units.

- Frequent inspection of lockup keys and lock mechanisms to assure they will function properly during emergencies.
- Regular fire prevention inspections by the Branch Supervisor.
- Regular fire prevention inspections by the fire department having jurisdiction.
- Records will be maintained of all such inspections.
- A plan for the emergency relocation and/or evacuation of inmates, in case of fire.

At least one Deputy, who is trained in fire and life safety procedures, shall be on duty at all times when inmates are present in a court detention area.

• • 2-03/010.05 Air Pack Testing and Maintenance

Lockup facilities within the Court Services Division are required to have available for immediate use, a self-contained breathing apparatus (air pack) with turnout gear. Air pack cleaning, testing and the maintenance of proper working order are the responsibility of the Branch Supervisor.

Branch Supervisors shall ensure that each air pack is hydrostatically tested a minimum of at least once every five years for high-pressure (steel) tanks and at least once every three years for low-pressure (fiberglass) tanks. Branches should contact Court Services Division Budget Unit regarding procedures for having the tanks hydrostatically tested.

Branch Supervisors shall ensure that appropriate personnel are trained in the use of the self-contained breathing apparatus. All training shall be scheduled by contacting the Court Services Division Training section.

Branch Supervisors shall ensure that a daily inspection of the air pack is noted with the actual pressure written in the Uniform Daily Activity (UDAL)/Title 15 Log. A file shall be kept in the Branch Office, for the maintenance records and inspection results. Branch Supervisors should be able to produce the record and results for inspection purposes.

• • 2-03/015.00 Natural Disasters

Natural disasters create a unique situation for the safety and security of those persons in custody. Occurrences such as earthquakes, floods, etc. can make detention areas unusable. In case of natural disaster, the Building Emergency Operations Plan will be activated. Inmates will be immediately evaluated for injuries, and if necessary, moved to an alternate secure location within the court facility. If there is no safe alternate, an attempt to contact the local law enforcement agency will be made to request assistance with security. The Branch Supervisor will contact Court Services Transportation Bureau (CST) to remove the inmates from the facility. At no time shall any inmates be released without prior approval of the Custody Division. If the disaster is such that the Court Services EOC is activated, all communications will be made through the EOC.

• • 2-03/020.00 Evacuations/Building Closure

The evacuation order for a court facility will be made by the Presiding Judge of the Superior Court of Los Angeles, absent exigent. In all cases, the Area Lieutenant and Unit Commander shall be notified as soon as possible when the need to evacuate has been determined. In most situations, if the evacuation is due to a threat against the facility or occupants, inmates will not be evacuated. All inmates will be locked down in a secure location. If the situation has escalated and inmates have to be evacuated immediately, the Branch Supervisor will contact the local law enforcement agency for immediate assistance in moving and securing inmates. All inmates will be handcuffed or chained prior to movement. An immediate notification to Court Services Transportation (CST) will be made to request sufficient buses to house or relocate inmates.

If it is the Sheriff's Department that determines that the building should be closed due to damage, danger to occupants, or if the building systems are inoperable, all remanded inmates will be returned to Custody Division, when possible. All pre-arraigned inmates shall be returned to the arresting agency.

• • 2-03/025.00 Disturbances

In the event of a disturbance in a court detention or lockup area, Deputies will activate the Court Security Alarm System or Sheriff's Department handheld radio, describe the disturbance in plain English and lock down as many inmates as possible. In response to fights, sick inmates or other incidents, order those inmates who are not involved away from the incident and be sure they are under observation while a Deputy enters the cell. Use the view window to ascertain that no inmate is hiding by the door before it is opened. In lockup areas with automatic locking doors, the key override is to be locked and not bypassed, except in emergencies.

The Branch Supervisor or Lockup Supervisor will respond to the location of the disturbance and dispatch sufficient court personnel to control the situation and request paramedics if needed. Once the situation is under control, the Branch Supervisor shall interview all participants and ascertain the cause of the disturbance. Immediate notification to the Area Lieutenant and Bureau Headquarters is required. If administrative segregation is indicated, it will be carried out in a just manner. An entry into the Inmate Report Tracking System (IRTS) shall be made and forwarded to the appropriate inmate housing authority for disciplinary action.

If the disturbance cannot be handled by local resources, notify the Area Lieutenant and Bureau Headquarters. A request for additional resources may be made in accordance with Emergency Operations Bureau procedures. If the court is located in a Sheriff's patrol region, request patrol units to respond for assistance.

• • 2-03/030.00 Hostages

A hostage is any person seized or kidnaped by another, where the perpetrator threatens the life of or threatens great bodily injury to the person held, with the intent to evade arrest, escape, obtain the release of persons in custody, obtain monies or property, or attain any other objectives.

• • 2-03/030.05 Hostages Policy

In hostage situations, the Department will make every effort to affect the safe release of the hostage and to arrest the suspect. This will be done while safeguarding the lives of all persons to the maximum extent possible.

In general, the suspect shall not be allowed to escape, with or without the hostage. Immunity shall not be granted, nor shall ransom be paid to neutralize a hostage situation.

No consideration shall be given to allow an inmate holding a Department employee hostage to escape under any circumstances from a custody facility, detention area, or inmate transportation vehicle. Any exception to this policy must be personally approved by the Sheriff or Undersheriff.

• • 2-03/030.10 Operational and Tactical Considerations

An armed suspect, rescue attempt or hostage situation can be one of the most operationally sensitive situations faced by members of this Department. A strong command position, as well as strict discipline on the part of all Deputies, is absolutely essential.

Although the presence of a hostage is a complicating factor in these sensitive situations, the initial procedures and tactical considerations are similar.

The basic concepts of the seven **“C”s -- COMMAND, CONTAIN, CONTROL, COMMUNICATE, COORDINATE, CONTINGENCY AND CRITIQUE** -- are applicable, and will serve as a guide for the Branch Supervisor/Incident Commander.

The Supervisor/Incident Commander must be aware that it is critical to share relevant information with leaders of other groups deployed at the scene of a tactical operation. This assists in making the best decision and avoids surprising or endangering personnel with a sudden, unannounced action.

• • 2-03/030.15 Branch Supervisor's Responsibilities in a Hostage Situation

The following are general procedures, although exigent circumstances may dictate immediate action to preserve the lives of the hostage and/or others:

- Immediately activate the Branch specific custody procedure and notify the local law enforcement agency. Request that the local agency respond to provide secondary area containment. Command and control of the situation within a courthouse will remain with the Sheriff’s Department. The Branch Supervisor may request, within reason, any of the Department’s resources which may be necessary to resolve the situation. Examples of these resources include, but are not limited to, additional field personnel, a helicopter, a K-9 Unit, Special Weapons Team and a Hostage Negotiator. All Divisions and Units have

the responsibility to furnish the resources requested if not in violation of any standing orders.

- Dispatch a supervisor or senior Deputy to the scene and sufficient Deputies to contain the affected area. The Branch Supervisor shall assume the position as the Incident Commander, unless relieved by a higher authority.
- The Incident Commander will be responsible for the following:
    - Overall operations- all personnel will report to the Incident Commander and respond to his/her directions
    - Primary containment
    - Secondary containment
    - Necessary notifications, including the Hostage Negotiator
    - Establishment of a command post
    - Requesting required resources
    - Managing/coordinating resources
    - Activating elements of the Incident Command System
    - Establishing a communications network (tactical frequencies)
    - Managing incident operation, i.e., traffic control
    - Deployment of chemical agents
    - Press liaison
    - Follow-up investigation
    - Incident Log
- The Branch Supervisor shall evaluate the situation and adjust the primary and secondary containment area to isolate the incident to the smallest possible area.
- Evacuate all nonessential personnel away from the containment area.
- The Branch Supervisor will make the following notifications as soon as operationally possible:
    - Area Lieutenant, who will respond to the location as soon as possible
    - Bureau Captain or Bureau Operations Lieutenant, who may respond if necessary
    - Division Chief
    - Presiding/Supervising Judge
    - Court Administrator
    - All court tenants
    - Sheriffs' Headquarters Bureau, who may dispatch a representative for press liaison
    - The Sheriff and major executives of the Department must be personally notified for decisions involving extraordinary incidents, e.g., public figures, political/revolutionary/terrorist groups, those involving numerous suspects and hostages, and/or the safety of large numbers of citizens or employees.
    - Emergency Operations Bureau, in the event of a sustained operation
    - Aero Bureau, in the event that temporary airspace flight restriction becomes necessary.

• • 2-03/035.00 Civil Disturbance

A civil disturbance in or around a court facility can occur at any time and may be related to a specific case or individual in custody. If the disturbance or demonstration creates a threat to the security of the court, the Branch Supervisor shall activate the Branch's Security Contingency Plan. Inmates will be moved to the appropriate lockup in the event the demonstration is in the facility. If the demonstration is outside the facility and there are no participants in the courthouse, inmates may remain in court.

The Branch Supervisor shall immediately notify the Area Lieutenant of the situation and request additional resources, if necessary.

• • 2-03/040/.00 Inmate Escape/Erroneous Release

In the event of an inmate's escape from a court facility or the erroneous release of an inmate from a custody facility, Deputies shall follow the Branch's Security Contingency Plan for response for reporting.

• • 2-03/040.10 Deputy's Responsibility

Immediately initiate a crime broadcast by radio or the Court Security Alarm System informing the Branch Office of the situation. A description of the escapee, the charge the inmate was being held on and a direction of travel shall be the primary broadcast by the Deputy. The Deputy shall then secure any remaining inmates and proceed to pursue the escapee(s). During a pursuit, the pursuing Deputies shall continually broadcast the last known location or any sighting of the individual.

Lockup Deputies shall immediately return all custodies to the main lockup and secure them. If the escape is from the lockup, the Deputy shall immediately initiate a crime broadcast an alarm by radio relaying the same information that a bailiff would. An unarmed Deputy who chooses to pursue an escapee shall use extreme caution.

Lockup Deputies will immediately secure all remaining custodies and then broadcast an alarm by radio relaying the same information that a bailiff would. Deputies present in the lockup shall not leave the lockup unattended to pursue an escapee. They will remain in charge of the lockup. The Branch Supervisor shall initiate the Branch Security Contingency Plan. Escapes of county inmates will be investigated by the Jail Investigations Unit. Notification regarding the escape will be made to the Watch Sergeant at IRC or CRDF.

• • 2-03/040.15 Supervisor's Responsibility

- Take immediate command of the situation by initiating the Branch Security Contingency Plan.
- Secure the building using available Deputies and other law enforcement personnel in the building at appropriate locations.
- Establish a containment area with responding units.

- Notify the local law enforcement agency and initiate an emergency broadcast through the Sheriff's Communications Center. Request the nearest Sheriff's station to broadcast an emergency JDIC message.
- Coordinate the response of all responding units.
- Maintain control of the situation until the individual is returned to custody or the search is terminated.
- Notify Major Crimes Bureau, Sheriff's Headquarters Bureau and the IRC/CRDF Watch Sergeant by telephone.
- Verbally notify the Area Lieutenant and the Bureau Commander of the situation.
- Initiate a preliminary inquiry into the circumstances of the escape.
- Complete the necessary reports required.

• • 2-03/045.00 Emergency Suspension of Minimum Jail Standards

The Chief of Court Services Division may suspend the standards or requirements for court detention areas as required by Title 15, California Code of Regulations, in the event of any emergency that threatens the safety of a local detention facility, its inmates or staff, or the public. Only such regulations directly affected by the emergency may be suspended. The Chief of Court Services Division shall notify the Corrections and Standards Authority in writing, in the event that such a suspension lasts longer than three days. In no event shall a suspension continue for more than 15 days without the approval of the Chairperson of the Corrections and Standards Authority for a time specified by him or her (CCR, Title 15, 1012 - Emergency Suspensions of Standards or Requirements).

• Chapter 4 - Maintenance and Sanitation

Lockup areas will be maintained in accordance with the local health department requirements. Each Branch Supervisor will prepare a plan that provides for a regular schedule of housekeeping and maintenance tasks that provide for the inspection to identify and correct unsanitary or unsafe conditions or work practices which may be found.

• • 2-04/010.00 Inspection/Testing

Lockup area personnel will inspect all cells daily for security, cleanliness and functionality. All electronic cell doors will be tested by actual operation. All cell door overrides will be tested weekly. A complete record of all inspections and testing will be noted in the Uniform Daily Activity (UDAL)/Title 15 Log.

A Branch Supervisor will conduct a complete inspection of all detention areas daily. Any deficiencies or inoperable equipment will be noted in the Uniform Daily Activity (UDAL)/Title 15 Log signed by the supervisor, and corrected as soon as possible. The Branch Supervisor shall report the problem to Sheriff's Facilities for immediate repair. Emergency repairs should be requested when the security envelope of the lockup area is compromised. Any cells with inoperable doors or controls shall not be used until repaired. The Uniform Daily Activity (UDAL)/Title 15 Log will be made available to any institutional inspection authority on request. The

inspection will include, but not be limited to: cleanliness, maintenance, medical, records, operations, fire safety and emergency procedures, equipment, and outside agency inspections.

• • 2-04/015.00 Sanitation

The cleanliness of a lockup area is the responsibility of lockup personnel. Various county and/or contract maintenance personnel may be used to clean a facility. It is essential that each Branch develop local cleaning and maintenance schedules. These schedules will include, but not be limited to a daily, weekly and monthly cleaning procedure. The following are minimum cleaning requirements:

Daily

- Pick up all trash and debris and dispose of it in an appropriate container
- Sweep all cells, work areas and offices
- Spot wash cell walls with an approved disinfectant cleaning solution
- Wash lavatory and drinking fountains, including area around the base and wall
- Wash toilet with an approved disinfectant cleaning solution
- Wet mop all cell and work area floors with an approved disinfectant cleaning solution
- Stock toilet paper in all cells
- Clean inmate refrigerator

Weekly

- Dust vents
- Dust rails and bars

Monthly

- Wash all rails, walls and bars with an approved disinfectant cleaning solution
- Machine scrub all floors

• • 2-04/020.00 Vermin Control

Any vermin, such as lice, that is noted on an inmate’s clothes or in his/her hair will be recorded in the detention area log. The inmate will be isolated in a one person cell. Medical Services will be contacted immediately, and they will make a determination of the presence of vermin and advise on the action to be taken.

If rodents, roaches, etc. are found in a lockup area, an immediate notification to the appropriate maintenance facilities will be made to correct the problem by extermination.

The Branch Supervisor will determine why such vermin are present and correct the problem if it pertains to cleanliness, sanitation or a lack of proper maintenance.

• • 2-04/035.00 Safety Hazards

Safety hazards in detention areas are to be corrected as soon as possible. All hazards will be recorded in the lockup area log. If the safety hazard is a failure of a mechanical device or light, it will be brought to the Branch Supervisor's attention.

• Chapter 5 - Medical Care/Screening

Medical care and screening of all County Jail inmates is the responsibility of the Director of Medical Services, Custody Division.

• • 2-05/010.00 Exposure Control Plan/Communicable Diseases

Pursuant to 199.95 through 199.99, Health and Safety Code, the Chief Physician of Medical Services shall prepare a list of all inmates who have been diagnosed with a communicable disease and forward the list to Custody Medical Liaison. They shall in turn distribute the list to all Court Services Divisions twice weekly. This list is confidential and shall be posted in a secured area for viewing by deputy personnel only. Old lists should be shredded and disposed of.

Any employee who comes in contact with a communicable disease in the line of duty will be responsible for:

- Notifying the Watch Commander/Branch Supervisor of the contact.
- Preparing and forwarding, by County messenger, to the Health and Safety Unit a copy of the Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426). The Branch Supervisor shall contact the Health & Safety Unit when exposed Deputies have concerns regarding their exposure.

• • 2-05/010.05 Safety Equipment

All Court Services lockup areas and Branch offices will maintain an adequate supply of resuscitation masks, disposable gloves, disposable towels, disposable face masks, disinfectant spray and plastic storage/disposable bags.

• • 2-05/010.10 Safety Equipment Usage for Risk Reduction

The Branch Supervisor shall ensure that:

- Resuscitation masks should be used during the resuscitation of any person who has stopped breathing.
- Disposable gloves should be worn routinely when any contact with blood or other bodily fluids is anticipated; or when coming in contact with clothing or materials that may have been contaminated with blood or other fluids.

- Disposable face masks should be utilized by employees when in contact with large amounts of possible contaminated fluids.
- Disinfectant spray should be used on any surface contaminated by blood or other bodily fluids.
- Disposable towels should be used in conjunction with a disinfectant solution to clean up contaminated sites.
- Plastic storage/disposal bags should be used to transport and store any clothing, etc. or to transport soiled gloves, towels or cleaning materials which have been contaminated by blood or other bodily fluids. Contaminated materials that are to be held as evidence will be dried, then packaged in paper evidence envelopes/bags and distinctively marked “contaminated with blood/bodily fluid.”

• • 2-05/010.15 General Precautions to Reduce the Risk of Exposure to Communicable Diseases

Extreme caution should be exercised when conducting searches and dealing with any sharp object that may be contaminated. Sharp objects, such as needles, may be contaminated and must be disposed of or held as evidence. The sharp object should be placed in a puncture-resistant container and appropriately labeled.

An employee that is bleeding or has any open wound or a skin lesion should avoid direct contact with another person’s blood or other bodily fluids. If the employee’s broken skin is on the hands, disposable gloves should be used when handling another person’s blood or other bodily fluids.

Any equipment or clothing that comes in contact with possible contaminated substances or persons should be disposed of, or properly decontaminated as soon as practical

Employees who come in frequent physical contact with inmates should wear disposable gloves routinely during such procedures.

Locations which have been severely contaminated by blood or other bodily fluids should be secured or contained until the arrival of appropriately equipped personnel.

• • 2-05/010.20 Decontamination

Any person that becomes contaminated should, as soon as practical, wash exposed areas thoroughly with soap and water.

Contaminated surfaces and personal equipment may be decontaminated with the departmentally issued disinfectant spray, or any commercial disinfectant, or a solution of one part bleach to ten parts water (¼ cup bleach to 1 gallon water).

CAUTION: Do Not mix bleach with other substances, such as powder cleanser or liquid cleaning materials.

Clothing and uniforms may be decontaminated by washing with laundry soap or dry cleaning.

Disposable gloves, towels and other items used to clean up contaminated areas should be placed in plastic

storage bags and disposed of at the nearest appropriate disposal site, as approved by Medical Services.

• • 2-05/010.25 Guidelines for Limiting the Trasmission of Methicillin Resistant Staphylcoccus Aureus (MRSA)

Methicillin Resistant Staphylococcus Aureus (MRSA) is a bacterium that can be spread within institutional facilities, such as the Los Angeles County Jails. Since MRSA can be spread rapidly via direct person to person contact and/or sharing of personal items (such as towels, sheets, razors, etc.) it is important for personnel to understand its communicable nature. The following guidelines will assist personnel in preventing and reducing the transmission of MRSA to employees, family members, and inmates.

Personnel should understand that frequent hand-washing with soap and water and the use of hand sanitizers are essential infection control components. Personnel should wash their hands with soap and warm water:

- After using the rest room
- After working out at the gym
- After contact with inmates
- After searching inmate housing areas (even if gloves were used)
- Prior to starting a break
- Prior to eating
- Prior to leaving the facility

Personnel shall ensure that soap is available for use by inmates.

Personnel should always cover open sores or cuts with a suitable bandage to protect against the collection or release of bacteria.

If an inmate reports any skin-related symptoms suggestive of infection with MRSA (“boil”, pain, redness, swelling or warmth on the skin), or if personnel suspects that the inmate has any of these symptoms, the inmate will be referred to the nearest clinic in the inmate’s housing area.

Per the Manual of Policy and Procedures personnel who believe they have become infected with MRSA shall report the circumstances to his/her supervisor as soon as possible. All other procedures regarding the injury/illness shall be followed in compliance with Department and Divisional policies and procedure.

Decontamination of an area that has come into contact with MRSA must be thoroughly cleaned. Personnel shall ensure that the cell is thoroughly cleaned with an EPA approved antimicrobial cleaner. Personnel shall exercise caution when handling caustic chemicals. The areas cleaned shall include the sinks, toilets, walls, floors, handcuffs and four-man chains, as MRSA can live on metal for 24 hours.

Other supporting information can be found in the Custody Division Manual and by viewing a training video at:

(Copy and Paste to browser) http://intranet.lasd.sheriff.sdn/intranet/announcements/training/MRSA.html

• • 2-05/015.00 Medical Segregation/Isolation

If during the completion of the Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422), an inmate or court remand reveals he/she has or has had a communicable disease, including, but not limited to: tuberculosis, hepatitis, venereal disease, HIV/AIDS or other special medical problem identified in Title 17, 2500, he/she shall be segregated and housed in a separate holding area. If there is any question about whether or not an inmate has a communicable disease, the inmate shall be treated as if they have the disease. Lockup personnel shall immediately advise the Branch Supervisor, who shall contact Medical Services, Custody Division.

• • 2-05/020.00 Hazardous Waste Control

All hazardous waste/contaminated material will be collected and placed in plastic storage bags marked “hazardous material”. Disposal will be in accordance with the direction of Medical Services. Non-medical hazardous waste will be disposed of by contacting the County Fire Department Hazardous Materials Unit. The Branch Supervisor shall be responsible for ensuring that this section is adhered to.

• • 2-05/025.00 Employee Exposure Follow-Up

When an employee believes that he/she has had contact with the bodily fluids of a person in custody, he/she shall report this to the Branch Supervisor using the “Report of Request and Decision for HIV Testing (DHS 8459).” The report will be submitted by the end of the employee’s shift but no later than two days after the incident. The Branch Supervisor will have the report sent, U.S. mail or hand carried to the Department of Health Services and the Health and Safety Unit within 48 hours.

The report will include the following:

- Names of persons involved in the incident
- Names of witnesses to the incident
- All written statements from these parties
- Narrative of the incident
- Any request by the employee that the County Health Officer order HIV or communicable disease testing of the inmate

In circumstances where a person who is charged with a crime and who has bitten, scratched, spat upon or transferred blood or other bodily fluids on, upon, or through the skin or mucous membranes of a peace officer, the peace officer may request that the court order the inmate to provide two specimens of blood for testing for AIDS, an AIDS related condition, or other communicable diseases.

• • 2-05/030.00 Medical Screening Form

The yellow “Los Angeles County Unified Medical Screening Form” SH-R-422 (REV. 3- 29-11) shall be completed for any person who is in the custody of the Sheriff.

A yellow “Medical Screening Form” shall be transported to the Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) with each new inmate booking. Court Services Transportation Bureau (CST) will not transport any new bookings without this form in their possession. Ensure that all boxes on the form are checked individually. Marking one box and drawing a line through the rest is unacceptable. If the form has a “YES” answer to any question there must be a Watch Sergeant’s signature, employee number, date and time at the bottom of the second page. Additionally, all “YES” answers on the “Medical Screening Form” shall be examined to ensure full compliance with the form’s instructions for “YES” answers.

New Bookings from Outside Agencies

In all cases, a yellow “Medical Screening Form” shall be received for each new booking accepted. CST Deputies transporting new bookings and Court Services lockup Deputies receiving the new bookings shall follow these guidelines:

- When an outside agency uses our form as their standard medical screening form or books at IRC/CRDF or Sheriff Station jails:
  - The “Arresting Deputy’s/Officer’s Observations” section is completed.
  - The “Jailer’s Assessment” section is completed.
  - The “Outside Agency Medical Declaration” section is not required.
- When an outside agency does not use our medical screening form:
  - The “Outside Agency Medical Declaration” section shall be filled out by the agency.
  - If there is a “NO” answer on the declaration, attach their medical screening form to the booking packet.
  - If there is a “YES” answer on the declaration:
    - If the agency uses their own form, attach a copy of their form to our form.
    - If the agency does not have a medical screening form, they must complete the “Arresting Deputy’s/Officer’s Observations” section on the Sheriff’s form and the receiving Deputy must complete the “Jailer’s Assessment” section.

New Bookings from Sheriff’s Stations

In all cases, a yellow “Medical Screening Form” shall be received for each new booking accepted. The declaration section does not apply. CST or Court Services lockup Deputies who accept the new bookings shall ensure the following:

- The “Arresting Deputy’s/Officer’s Observations” section is completed.
- The “Jailer’s Assessment” section is completed.

Court Remands

When persons are remanded into our custodyat any court facility, the bailiff shall complete the “Medical Screening Form” and provide it to lockup personnel. The “Outside Agency Medical Declaration” section does not apply.

Handling and Disposition of the Form

The original “Medical Screening Form” shall be removed from all other paperwork for inmates remanded to the Sheriff’s Department. The forms shall be attached to a separate transmittal. The number of new bookings and the number of forms must be the same.

When the new bookings have reached their destination, the transmittal of original “Medical Screening Forms” shall be delivered along with the new bookings to the receiving Deputy at the location. The receiving Deputy shall sign the transmittal in the “Received by” box. The transporting Deputy shall retain a copy of the signed transmittal, and at the end of the day, turn in all Medical Screening Form transmittals to the CST Watch Sergeant.

Any change in an inmate’s medical condition from the time the form was completed until the inmate boards the bus, must be reflected in additional paperwork, along with any medical treatment forms.

Handling of Inmates That Require Medication

When inmates require HIV/AIDS medication, the handling Deputy shall follow the procedures outlined in the Court Services Division Manual, 2-05/060.10 - Handling of HIV/Aids Positive Inmates Requiring Medication. Any medication in their possession or property shall be sent with their property to IRC/CRDF at the time the inmate is transported.

Intoxication Assessment Form

Inmates identified as chronic alcoholics with Post Alcohol Syndrome are considered to have medical problems. Receiving Deputies shall ensure that a copy of any applicable “Intoxication Assessment Sheets” (Sundance Procedures) is attached to the “Medical Screening Form.”

Inmate Releases

The handling Deputy shall attach the “Medical Screening Form” to the booking packet when releasing inmates.

Branch Supervisors shall ensure that all personnel are aware of this order and trained in the procedures for completing and processing the new “Medical Screening Form.”

• • 2-05/035.00 Sick/Injured/Mentally Ill Inmate in a Court Lockup

When a Deputy observes that an inmate is sick, injured, or appears to be mentally ill, the Deputy shall immediately contact the branch supervisor. If the inmate requires immediate medical attention, call the paramedics. If the inmate is in an occupied cell, do not attempt to move him or her without adequate backup. With adequate assistance, and if additional holding areas are available, move any other inmates to another cell. Do not move a severely injured inmate. If sufficient cells are not available to move other inmates, additional security will be required when treating a sick, injured, or mentally ill inmate. A supervisor shall respond to the lockup to provide control of the situation.

Deputies should continually look for any sign of sickness, injury, or mental illness, especially during the initial intake and classification of inmates. Refer to CSDM, 2-09/000.15 - Acceptance of Courtline Inmates from Court Services Transportation (CST), If an inmate is suspected of being mentally ill, complete a special handling card and a “Behavioral Observation and Mental Health Referral Form.” If an inmate is sick or injured, complete the required “Inmate Injury/Illness Report Form.”

Behavioral Observation and Mental Health Referral Form (BOMHR)

Sheriff’s Court Services personnel will complete a Behavioral Observation and Mental Health Referral Form (BOMHR) and forward to the jail’s mental health, medical staff under the following conditions:

- Court Services personnel obtains information that indicates an inmate has displayed obvious suicidal ideation.
- The inmate exhibits unusual behavior that clearly manifests self-injurious behavior.
- Personnel observes clear indication of mental health crisis.

An email shall also be sent to the following expedite groups: “IRC Inmate Expedites” for male inmates and “CRDF’s IRC (Female) Expedite” for inmates. The email notifications shall include an attachment of the Behavioral Observation Mental Health Report Form (SH-L-407).

Pending transport, such inmate will be under unobstructed visual observation or subject to fifteen (15) minute safety checks.

Note: Refer to CSDNet “Forms” for the Behavioral Observation and Mental Health Referral Form and for an updated version of the Inmate Injury/Illness Report Form (SHJ-212).

If an inmate with an injury was involved in a use of force with Department personnel, regardless of whether the injury was a result of that use of force, the Use of Force – Medical Report Form (SH-J-212F) shall be completed and submitted with the Supervisor’s Use of Force package (SH-R-438-P).

Note: Refer to CSDNet “Forms” for the Use of Force – Medical Report Form (SH-J212F).

Note: An email notification to ACBUCTracking@lasd.org, shall be made for every inmate who requires paramedics while in our courthouse, whether or not they are taken to the hospital. This email notification shall be made by the end of the shift and shall contain the following information:

- Inmate’s name
- Booking number
- Fire agency and station number responding
- Name of the hospital, if taken
- Reason for the emergency response

Inmate Detention at Hospitals

If an illness or injury occurs in a court lockup facility, Court Services Division personnel shall escort the inmate to the nearest County or contract hospital and provide security until relieved.

If the inmate is admitted to the contract hospital, Court Services' personnel shall maintain responsibility for the inmate until arrangements have been made with the appropriate custody facility to assume responsibility for the inmate's security.

If an extended stay in the emergency room is anticipated (more than four hours), or the inmate is admitted to an open ward, Court Services shall maintain responsibility for the inmate until arrangements have been made with the appropriate custody facility to assume responsibility for the inmate's security. The North County Correctional Facility (NCCF) shall assume responsibility and security for inmates remanded into the Sheriff's custody from Court Services Division's Valley Area Courts, including: Antelope Valley/Lancaster, North Valley, San Fernando, Newhall/Valencia, and Van Nuys Superior Courts. The Twin Towers Correctional Facility (TTCF) shall assume responsibility and security for inmates remanded from all other courts.

If the inmate has a permanent housing location within Custody Division and/or is booked into a Custody Division facility, personnel from the responsible Custody Division unit shall respond to the location and provide security. If the inmate is a station booking or other agency booking, that station or agency shall provide security.

Inmate Detention at Hospital, Not Booked

If the inmate has been remanded to the Sheriff's custody but has not yet been booked, Court Services Division personnel shall escort the inmate to the nearest county or contract hospital and provide security until relieved.

If the inmate is approved for transport during court hours, the inmate should be transported back to the court lockup. If the inmate is approved for transport after court hours, Court Services Division shall get approval for booking at IRC/CRDF.

If the inmate is admitted into the Los Angeles County Medical Center (LCMC) Jail Ward, Court Services personnel shall be relieved by LCMC personnel.

Case Management of Hospitalized Sheriff's Inmates and Arrestees

Note: This procedure applies only to inmates who are officially booked into the Sheriff's custody or already remanded to the Sheriff by a court. It does not apply to Sheriff's inmates who are not booked, nor does it apply to another agency's inmates, while in court and still technically in the custody of that agency.

When inmates that are seriously ill or injured, while in the custody of the Sheriff, require emergency hospitalization at a local hospital, Medical Services staff can assist Custody, Court Services, and Field Operations in monitoring the medical status and arranging the transfer of those inmates from the private hospital to the LCMC Jail Ward or the TTCF Medical Services Building, as soon as it is medically feasible.

The concerned Unit's Watch Commander or designee should telephone Medical Services Administration at (213) 893-5446. They will then facilitate the medical communications and secure available bed space at the appropriate receiving hospital. Prior to the transfer, which cannot take place until the sending and receiving physicians mutually concur, the Watch Commander or designated contact person at the handling unit will be advised when and how the transportation will take place and the destination. The handling unit will retain full responsibility for the inmate until he or she is relieved or formally received by custody and medical personnel at the receiving hospital.

During non-business hours, the Watch Commander or designee should leave a detailed voicemail message, including the inmate's name, booking number, hospital name, and phone number; the caller's name, unit, and phone number. The facilitation process will begin on the next business day.

• • 2-05/035.05 Los Angeles Police Department (LAPD) Inmates that Become Ill

The responsibility for the medical treatment of sick or injured LAPD inmates remain with LAPD until these inmates are accepted by the CST crew and secured aboard the transporting vehicle. Once the inmate is delivered to a court lockup, LAPD resumes the responsibility for the medical care and security. Deputies will assume emergency medical treatment and security until relieved by LAPD sworn personnel.

The CST crew accepting inmates shall check the condition of each inmate that appears sick or injured. If there is no medical treatment slip attached to the inmate's papers, the inmate may be refused until a medical treatment slip is obtained. Each inmate received shall have a Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422). This form shall stay with the inmate until they are delivered to IRC/CRDF.

LAPD has the option of transporting the inmate to court after medical treatment or leaving the inmate for the next CST pickup. In either case, LAPD is required to complete the Sheriff's Department medical screening form.

If the inmate becomes sick en route to court, the responsibility for obtaining medical treatment rests with the CST. Should an inmate who has been accepted from CST become sick, responsibility for obtaining medical treatment for that inmate rests with Branch personnel. In all cases, a Deputy Sheriff will accompany the inmate for medical treatment.

• • 2-05/035.10 Other Police Agency Inmates that Become Ill

When an inmate, has been accepted into a court lockup facility from an outside police agency (not LAPD), becomes sick or is injured prior to being remanded to the custody of the Sheriff, it is the outside police agency's responsibility to provide medical treatment and security for the inmate. If there are no officers from the agency working in the lockup, it is the Sheriff's responsibility to immediately activate the emergency medical system through the Branch Supervisor. Lockup personnel shall contact the agency and advise them of the medical emergency. The agency is responsible for providing an escort to the hospital and for any follow-up. The Sheriff will not accept the inmate for court processing without a doctor's clearance. The agency may desire to transport the inmate directly to the Inmate Reception Center (IRC).

• • 2-05/035.15 Court Remanded Inmates that Become Ill

An inmate who was remanded by the court and then becomes sick or is injured is the responsibility of the Sheriff's Department. The inmate shall be treated as if they had been booked into the County Jail system.

• • 2-05/035.20 Warrant Arrest by Outside Agencies that Become Ill

The agency making the arrest is responsible for the medical treatment of any inmate who becomes sick or injured. The arresting agency must also transport the inmate to an appropriate jail facility, LAC/U.S.C. Medical Center Jail Ward. CST may refuse to accept any inmate that is unable to ride in a vehicle without a medical release to book.

• • 2-05/035.25 Consent/Refusal of Treatment

An injured inmate who is conscious shall be asked if they can be helped by a Deputy. This inmate may refuse treatment; however, if the inmate is in the Sheriff's custody and the paramedics recommend hospital treatment, the inmate shall be transported to the nearest contract hospital. If the inmate refuses medical treatment at the hospital, the medical staff will usually have the person sign a release and refusal of treatment. The escorting Deputy shall obtain a copy of this signed document and place in the inmate's booking package. If the inmate is unconscious, consent to treat is implied and immediate first aid action shall take place.

If the inmate consents to the Deputy assisting them, first aid should be administered only to the level of training the treating Deputy has obtained.

• • 2-05/035.30 Juvenile Handling Procedures

Notification to parents of injured juveniles in custody and court

Pursuant to Section 223 (a)(1) of the California Welfare and Institutions Code, a Deputy having custody or control of any juvenile inmate that is the victim of a serious offense or injury shall notify the on-duty watch commander of the incident, after the inmate has received the appropriate medical care.

NOTE: The law defines a "serious offense" as any offense that is chargeable as a felony and involves violence against another person. A "serious injury" is defined as any injury or illness that requires hospitalization, is potentially life-threatening, or may permanently impair the use of a major body organ, appendage, or limb.

The watch commander shall then contact the Probation Department at (323) 226-8509 (24-hour number), with the juvenile's name and date of birth. The Probation Department shall locate and provide the name and contact information of the juvenile's parents or guardians from their records.

The watch commander shall then make a reasonable effort to contact the parents and inform them of the juvenile's status, unless the juvenile requests that his/her parents not be notified or the Chief Probation Officer/Director of the Youth Authority determines such notification would not be in the best interest of the minor, 223 (a) (1) WIC. A notation shall be made in the Uniform Daily Activity (UDAL)/Title 15 Log that the notification was made, or the reasons why it was not.

• • 2-05/040.00 Inmate Deaths

In the event of an inmate/prisoner death, the watch commander of the unit, at the time of the inmate death, shall

be responsible for making all telephonic notifications of the death and all pertinent information, within 30 minutes of the inmate being pronounced dead, to the following units/personnel:

- Division Chief, when death occurs at the hands of another inmate or a staff member(s)
- Area Commander
- Unit Commander
- Homicide Bureau
- Custody Compliance and Sustainability Bureau or Sheriff's Information Bureau, if after business hours
- Internal Affairs Bureau on-call Lieutenant (via Sheriff's Information Bureau, Media Section after hours), in cases of death following contact with a Department member, and other circumstances as detailed in the Department's Manual of Policy and Procedures.
- Inmate Reception Center - Custody Division Log
- Sheriff's Information Bureau Media Section - Department Operations Log
- Sheriff's Medical Services 24-hour Nursing Desk, Medical Services Building, Risk Management Bureau, Civil Litigation Unit.

• • 2-05/040.05 Securing the Scene After an Inamte Death

- Remove other inmates from the scene as soon as possible
- Isolate, individually if possible, all inmates who were in or around the area of the decedent
- Preserve the area as a possible crime scene
- Restrict access to the area
- Detain all possible witnesses for an interview by the investigating agency

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• • 2-05/040.10 Follow-up Notification on an Inmate Death

- Presiding/Supervising Judge
- Court Administrator

The Branch Supervisor will ensure that a SH-AD-49, complaint report is prepared.

• • 2-05/040.15 Reporting and Review Process for an Inmate Death

This reporting and review policy applies to all inmate deaths, both adult and juvenile, that occur in any court facility under the direct control of Court Services Division.

The Branch Supervisor or Area Lieutenant Responsibilities:

- **Immediate Telephonic Notifications Required:**
  - Division Chief
  - Area and/or Duty Commander

- Bureau Captain
- Internal Affairs Bureau on-call Lieutenant (via SHB after hours) in deaths following contact with Department member. Refer to Department Manual of Policy and Procedures
- Inmate Reception Center
- Sheriff's Headquarters Bureau – Operation Log entry
- Sheriff's Medical Services 24 hr. Nursing Desk, Medical Services Building
- Risk Management Bureau – Civil Litigation Unit
- Custody Compliance and Sustainability Bureau or the on-call supervisor / manager (after hours).

- **Information Needed for All Notifications:**
  - Inmate name (full name)
  - Booking number
  - DOB
  - Arresting charges
  - Preliminary cause of death (if known)
  - Any unusual circumstances
  - Who pronounced death
  - Name of the court the inmate was appearing in
  - Name of handling judge
  - Names of any Department members involved.

Provide a synopsis of the circumstances of the death and what notifications have been made. Additionally, the Area Lieutenant shall prepare a memo to the Chief from the Bureau Commander summarizing the circumstances of the death and all notifications made.

NOTE: Within 48 hours following an inmate death, the Custody Compliance and Sustainability Bureau will send a fax of a Custody Support Services In-Custody Death Reporting Form to the Custody and Court Services Division Chief, BSCC, and other concerned agencies pursuant to 12525 GC and thos listed in CDM 4-10/050.00, including:

- U.S. Department of Justice
- American Civil Liberties Union
- County Counsel
- Risk Management Bureau

All in-custody inmate death records shall be maintained for a period of seven years. After seven years, all in-custody inmate death records will be forwarded to the Sheriff's Records and Identification Bureau for archive.

Notifications required when a juvenile dies in custody:

The Watch Commander shall then contact the Probation Department at (323) 226-8509 (24-hour number), with the juvenile's name and date of birth. The Probation Department shall locate and provide the name and contact information of the juvenile's parents or guardians from their records.

When a juvenile dies while in custody, we are required to submit a written report of death to the California

Attorney General, Department of Justice, and BSCC. A copy of this report shall be forwarded to:

California Corrections and Standards Authority

600 Bercut Drive

Sacramento, CA 95814

This written notification shall be made within ten calendar days from the date of death. “Death in Custody” reports can be obtained by calling the California Department of Justice at (916) 227-3720.

• • 2-05/045.00 Inmate Unable to Appear in Court Due to Medical or Mental Health Reasons ("No Go Med")

IRC/CRDF personnel will facsimile the required “Inmate Medical Fitness and Court Transportation Declaration” to the Sheriff’s Office at the court, when an inmate is unable to appear in court due to medical or mental health reasons. This form is commonly referred to as a “No Go Med Form.” The declaration addresses the inmate’s medical/mental health condition and the need for him/her to be assessed prior to attending court, or that the inmate is unfit to attend court due to a medical/mental condition. The declaration also indicates an estimated date when the inmate may be medically/mentally fit to attend court. If the inmate is still unable to attend court following that estimated date, IRC/CRDF shall send another document titled “Supplemental Report - Inmate Medical Fitness and Court Transportation Declaration.” You may also receive a “Jail Mental Health Court Line Evaluation Form” for Mental Observation inmates.

Lockup Supervisors are responsible for ensuring that the following procedures are carried out:

- The Lockup Supervisor shall assign an employee to check for and remove the above-referenced document(s) from the fax machine in a timely manner.
- The original and photocopy shall be taken to the courtroom where the inmate was supposed to have appeared. The court clerk shall retain the original and sign the photocopy. The assigned employee shall note on the photocopy the date and time that the clerk received the form.

A “No Go Med Folder” shall be set up with the “No Go Med Log.” They will be maintained in the Sheriff’s Office. The court clerk is provided the original “Inmate Medical Fitness and Court Transportation Declaration.” The photocopy shall be placed in the “No Go Med Folder” and the “No Go Med Log” shall be completed. These declarations shall be kept on file at the court for a period of one year.

• • 2-05/050.00 Transporting Sick/Injured Inmates

If paramedics determine that an inmate needs to be transported to a medical facility for additional treatment by a physician, an armed Deputy shall accompany the inmate in the ambulance. The paramedics will call the necessary ambulance company that has contracted with the County. The use of an ambulance shall be only for transporting sick and/or injured in-custody patients requiring emergency medical care. The Branch Supervisor shall determine who will be the escorting Deputy. If the inmate is a female, it is preferable that a female Deputy be assigned. The Deputy shall ride in the back of the ambulance with the inmate, if conditions allow. In most

cases, the inmate should be handcuffed to the ambulance stretcher. A record of the time of departure from the court facility shall be noted.

When paramedics do not feel that an emergency exists or that an ambulance is necessary, but recommend that the individual be taken to a hospital or doctor, the Branch Supervisor shall make arrangements to provide necessary transportation by department vehicle.

If a second Deputy is assigned to follow the ambulance in a radio car, all Code-3 procedures should be adhered to. Refer to Manual of Policy and Procedures.

• • 2-05/050.05 Hospital Security

On arrival at the hospital, the escorting Deputy shall record the time of arrival. The escorting Deputy shall not leave the inmate unattended while in a hospital emergency room. If the inmate must be moved to another location, the Deputy shall escort the inmate. It is advisable, if the injury permits, to handcuff the inmate to the hospital bed rail. Deputies must be alert to the possibility that the inmate may be able to obtain numerous items of contraband and potential weapons while in an emergency room environment.

The escorting Deputy should obtain and note the time the inmate was first examined by the doctor and a brief description of the medical problem for all necessary reports. Any additional information regarding the inmate's condition should be obtained and transmitted to Medical Services along with the reports.

If staffing allows, a second Deputy should be dispatched with a unit to the hospital. This will expedite the return of the inmate, if released by the attending physician to return to jail. When an inmate is released to return to jail after normal court business hours and the transportation bus has cleared the court lockup, contact the watch commander at IRC/CRDF for instructions on the transporting of the inmate. Court Services personnel may be required to transport the inmate to the appropriate jail facility.

If the inmate is not going to be released, the escorting Deputy shall immediately contact the watch commander at IRC/CRDF for relief. If the inmate is a station booking, it is the station's responsibility to take custody and control of the inmate at the hospital.

Inmates from outside agencies are the agencies responsibility and they must relieve the Deputy at the hospital. If there is a problem with an outside agency refusing to take charge of their inmate after hours, contact the Branch Supervisor or call the Court Services duty officer through Department Headquarters Bureau.

• • 2-05/055.00 Report Writing Procedures

The escorting Deputy should have sufficient information regarding the inmate to complete the necessary reports. Any remanding or Court Commitment Orders should be sent with the escorting Deputy with a properly completed transmittal.

• • 2-05/060.00 Medication

Medication to be dispensed while at court must be prescribed by the Jail Medical Staff and must accompany the inmate to court. No other medication shall be dispensed. Under current policy, inmates receive prescribed medication prior to arriving at a court facility. The photocopy shall be maintained with the inmate transmittals, and the medication envelope shall be returned to the jail dispensary.

In the event that an inmate is brought to the court by an outside agency with prescribed medication, it is not to be given without the approval of the Medical Services Division.

The agency bringing in an inmate with a medical condition will bring a medical release for booking from a hospital or doctor.

Any medication dispensed by fire department paramedics to sick or injured inmates shall be in accordance with approved County medical protocols. Lockup personnel shall obtain the names and station number of any paramedics who administer medication.

• • 2-05/060.05 Inmate Self-Medication Program

The Inmate Self-Medication Program was established by Medical Services to enable certain inmates to receive up to a one week allotment of medication. The inmates are counseled by the Medical Services Staff on the proper dosage to be taken each day. The inmates are visually screened and monitored by the Medical Services nursing staff on a weekly basis.

The medication is packaged in a small, clear plastic bag labeled with the following information:

- Inmate's name and booking number
- Name and dosage of medication
- Number of pills dispensed
- The time of day to be taken
- The number of pills to be taken each time
- Date of prescription

Inmates shall be allowed to keep the medication when it is packaged in the above described manner. The medication shall not be confiscated or destroyed as it could have adverse effects to the inmate's health.

Note: Expired medication and/or medication found not with its owner, shall be confiscated. An Inmate Incident Report shall be completed and the medication shall be returned to the Medical Services Unit, Pharmacy Services.

The procedure and information needed to return expired or confiscated medication is as follows:

- Place the medication and copy of the Inmate Incident Report in a box or manila envelope.
- The box or manila envelope should be clearly marked with:
  - **“Expired/Confiscated Medication”**
  - Addressed to:

Twin Towers Correctional Facility

Medical Services Building

Pharmacy Services

Room #M4137

Los Angeles, CA 90012

- The Court facility's name where the medication was found or confiscated.
- The medication will be delivered through the "Black Box" to IRC or by hand delivering it. The medication shall not be sent via county mail.

• • 2-05/060.10 Handling of HIV/AIDS Positive Inmates Requiring Medication

HIV/AIDS medication is generally prescribed to be taken at specific times throughout the day by the patient. Should the patient fail to take their medication at the specified time, it could be detrimental to the effectiveness of the treatment.

In the past, inmates taking prescribed medications have been transported to IRC/CRDF instead of being housed at a court lockup facility. Additionally, there were no provisions that would allow the inmate to take prescribed medications at the court lockup prior to transportation or release. This practice can cause a delay in the inmate being medicated. In the case of HIV/AIDS medication, this delay is unacceptable.

Lockup Personnel's Responsibilities

When persons are remanded into our custody at any court facility, lockup personnel shall complete the "Arrestee Receiving Medical Screening Questionnaire." Any affirmative answer to question # 2, (Does the inmate have any medical problems or take any medication requiring immediate attention?), or if the medical problem is HIV/AIDS and the inmate takes HIV/AIDS medication, these conditions shall be construed as requiring "immediate attention". The Branch Supervisor shall be notified of the situation and personnel shall process the inmate as quickly as possible.

When an inmate advises they take HIV/AIDS medication, lockup personnel shall ask the inmate:

- When are they supposed to have their next dose?
- If the inmate has any of the required medication in their possession.
- If not, what is the possibility of having the medication brought to court.

Personnel shall then brief the Branch Supervisor on the status of the inmate and the need for medication.

Once the inmate's HIV/AIDS condition is identified, any medication (and accompanying prescription bottles/containers) that they may possess and claim is prescribed for HIV/AIDS shall be placed into their property and not processed as "bulk" property. The medication shall accompany the inmate to IRC/CRDF if/when they are transported.

Branch Supervisors' Responsibilities

Upon being briefed on the status of the inmate and their medication, the Branch Supervisor shall determine the proper course of action. In determining this course of action, it is imperative to ensure that the inmate receives the required medication at the specified time. Whether the inmate is going to be released (cited, bailed, or bonded out) or transported to IRC/CRDF, the process should be attended to as expeditiously as possible, especially if the inmate is due to take another dose of the medication. In determining the proper course of action, the Branch Supervisor shall consult the Supervising Clinic Nurse at IRC, (213) 893-5468/5470, who will assist the Branch Supervisor and, if necessary, be responsible for ensuring the timely delivery of the inmate to the clinic area upon arrival at IRC/CRDF. If the course of action is to transport the inmate to IRC/CRDF, the Branch Supervisor shall contact CST and ask for immediate transportation.

HIV/AIDS positive inmates will fall under one of the following categories when arrested:

- They will have their medication with them in a properly labeled (standard prescription label) container(s).
- They will have their medication with them in an unlabeled container (jar, baggy, pocket, etc.).
- They will have no medication with them.

If the inmate claims that they are scheduled to have the next dose of medication before it is possible to release or transport them to IRC/CRDF, and are in possession of the medication they shall be allowed to self-medicate. If the inmate is not in possession of the medication, they shall be allowed sufficient telephone access to arrange to have the medication brought to the court so they can self-medicate, provided the medication would arrive before the inmate is taken to IRC/CRDF. If the inmate is transported before the medication arrives, the medication shall not be accepted. Lockup personnel shall not tell the person who brought the medication to take it to IRC/CRDF unless personnel has been instructed to give such information by the IRC/CRDF Medical Staff.

NOTE: The self-medication option is to be used only in those instances in which an inmate is scheduled to have a dose of medication before they can be taken to IRC/CRDF. It shall not be used as a means to delay transporting an inmate under nonemergent circumstances.

Verification of Medication

Regardless of packaging/labeling, all medications must be verified prior to allowing an inmate to self-medicate. In order to ensure proper identification, the following criteria should be met:

- The inmate should be positively identified by reliable picture verification (driver's license, California ID card, etc.) or through fingerprints.
- The medication must be identified as a known HIV/AIDS medication listed on the prescription by comparing the inmate's medication to a photo of the known medication as pictured on the identification chart provided by Medical Services ("Daily Dosing of Available Anti-retro-viral Agents") or the Physician's Desk Reference (PDR).
- Since there are no "generic" versions of HIV/AIDS medication, any medication claimed as such by an inmate shall be pictured on the chart and if not, the medication will not be accepted or given to the inmate.

Lockup Personnel's Responsibilities Regarding Self-Medication

If the determination is made to allow an inmate to self-medicate and the inmate has chosen to do so, lockup personnel shall have the inmate sign the “Self-Medication Waiver” (copy attached) prior to allowing the inmate to self-medicate. Once the waiver is signed, lockup personnel shall allow the inmate access to their medication.

Note: Because it is unlawful for unlicensed persons to “administer” medications, lockup personnel shall not give medication to the inmate. Instead, they should allow the inmate to retrieve the proper dose out of their supply of medication.

After lockup personnel have given the inmate a cup of water, the inmate shall take the medication in lockup personnel’s presence. Lockup personnel shall visually examine the inside of the inmate’s mouth to verify the inmate actually swallowed the medication.

Lockup personnel shall then complete the portion of the “Self-Medication Waiver” by entering the time the medication was taken, total number of capsules/tablets taken, a description of the capsules/tablets taken, lockup personnel’s name (printed, no initials), and employee number in the designated space(s) labeled “Jailer”.

In some instances, it is required that the medication be taken with food. If this is the case, lockup personnel shall provide the inmate with a snack (sandwich, etc.) as necessary.

Once processing is completed and the inmate is not going to be released from custody forthwith, they shall be immediately transported to IRC/CRDF. A Custody Division order specifies that the IRC/CRDF Watch Commander shall not refuse to accept an HIV/AIDS positive inmate, regardless of the charge(s).

• Chapter 6 - Supervision of Inmates

Inmate supervision in court lockups is essential to prevent escapes and assaults on lockup personnel and inmates. The responsibility to provide this protection lies with all personnel working within the court. Branch Supervisors or Lockup Supervisors shall ensure that all personnel and Custody Assistants (CA) are aware of the policies and procedures regarding inmate supervision.

• • 2-06/010.00 Searching

All inmates or individuals being placed into custody or arriving at any court lockup shall be physically searched using departmentally approved searching methods by Sheriff’s personnel, regardless of their status. Officer safety is paramount in these situations and adequate personnel should be available when searching large numbers of inmates.

Branch Supervisors and/or lockup supervisor should make efforts to assist and observe the searching of inmates. The use of hand-held metal detectors, if available, may be used to supplement the “hand search” of all inmates. The search shall be thorough and should concentrate on areas where inmates are known to hide contraband or weapons.

A pat down search of a line of male inmates in a station, jail, or courthouse may be conducted by female and

male Deputies or Custody Assistants working simultaneously refer to Manual Policy and Procedures

Female personnel shall search female inmates for propriety reasons.

Pat Down /Cursory Search

A Pat Down/Cursory Search is a search which requires the physical “patting” of a person over their clothing. This search shall be conducted on all new bookings before accepting them from any arresting agency. This search may be conducted at any time, on any inmate, by any custodial personnel in order to discover and retrieve concealed weapons and/or contraband which may be hidden under an inmate’s clothing.

However, the wall prop position for searches shall not be used on Special Handle inmates classified as “**A**” (Hand-Cuff Cover System); “**E**” (Escape Risk); “**H**” (Highly Dangerous) “**K-1**" (Keep away); “**Z**” (Condemned Prisoner), etc. due to their known past behaviors. Additional care and control of these inmates is necessary for the safety of Deputy and Court personnel.

Note: Juvenile inmate(s) entering a court lockup facility, regardless of their custody status, i.e. probation juvenile, “unfit”, CYA or any other title, will be searched, by Sheriff Personnel. Probation officer(s) can assist in the searching of the juvenile inmates. Refer to CSDM, 2-06/010.20 - Search of Outside Agency Inmates.

• • • 2-06/010.01 Personal Care Items for Female Inmates

2-06/010.01 Personal Care Items for Female Inmates

The following shall be made available to all female inmates held in the temporary custody of court facilities:

- All female inmates shall be allowed reasonable access to toilets, washing facilities, and drinking water.
- All female inmates shall be provided with sanitary napkins, panty liners, or tampons upon request.
- All female inmates shall be allowed reasonable privacy during moments of personal care.
- All female inmates shall be provided access to disability areas and services as necessary.
- All female inmates shall be provided a snack lunch if they haven’t eaten in the past four hours.
- All female inmates shall be provided professional medical treatment for any complaint of injury or illness. The Branch Supervisor shall authorize paramedics or appropriate transport to a designated medical facility.

All female inmates attending court proceedings shall be allowed to bring personal hygiene items that were issued upon their initial custody placement and housing. All female inmates, upon housing, received an “Admissions Kit,” which includes the below-listed items:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Shaving implements
- Deodorant

- Shampoo

These items are to remain with inmates during judicial proceedings unless it has been reasonably decided to confiscate or remove any personal care items. The Branch Sergeant or Area Lieutenant shall be responsible for the control, storage, and inventory of all inmate care items. A sufficient supply of care items shall always be available, and staff shall be prepared to meet unforeseen demands. All other standards of personal care (clothing, bedding, showering) shall be the responsibility of the inmate's housing facility.

The Branch Sergeant or Area Lieutenant shall conduct weekly checks to ensure adequate inventory of menstrual products are available. The weekly checks shall be documented in the electronic Uniform Daily Activity Log (e-UDAL). If additional supplies are needed the Branch Sergeant or Area Lieutenant shall make a request to the appropriate bureau personnel.

9/11/2024

• • 2-06/010.05 Search of County Inmates

Inmates from county jails shall be thoroughly searched as soon as practical on arrival at the court facility. Nonessential items which are brought from jail facilities may be taken from the inmate and returned to the inmate prior to boarding the transportation bus. Any contraband, weapons, or unauthorized items shall be confiscated and a Complaint Report (SH-R-49) relating to the circumstances shall be prepared by the searching personnel, if appropriate.

Contraband shall include, but not be limited to: tobacco products, liquor, pocket knives, lighters, ball point pens, metal combs, hair spray, paper clips, keys, belt buckles, necklaces, and all edibles, including chewing gum. Inmates shall not be in possession of paper clips, combs, razor blades, pencils, pens or any form of a marking device while in court holding facilities.

County inmates on "proper" status may be in possession of legal materials necessary for their case. The amount of material is limited to what they can carry. All proper materials shall be searched, but not read, in the presence of the inmate, and then returned to the inmate.

• • 2-06/010.10 Search of Station Booking

All new bookings from Sheriff's Patrol Stations shall be thoroughly searched. An emphasis on property still in the possession of the individual should be paramount in conducting the search. Items such as belts, shoes, etc. should be examined thoroughly. Any contraband or unauthorized items found on a station booking shall either be confiscated or placed in the inmate's property and the Watch Commander of the concerned Station shall be notified, as soon as possible.

• • 2-06/010.15 Search and Booking of New Remands from Court

When a judge remands a defendant to the custody of the Sheriff, the bailiff shall immediately remove the individual from the courtroom. If the individual desires to give any property to a relative in the audience, they may do so. However, the bailiff must maintain full control of the situation. Prior to or immediately after entering the court holding area, the bailiff or the transporting Deputy shall conduct a pat-down search for weapons, prior to escorting the remand to the main lockup. Immediately upon entering lockup but prior to un-cuffing the remand, a hand-held metal detector shall be used as a secondary search. The bailiff shall complete the "Medical Screening Form." (The "Outside Agency Medical Declaration" section does not apply). The bailiff shall ensure that the court commitment paper follows the new remand to the main lockup as soon as possible. Under no circumstances shall a newly committed person be placed in a cell with other inmates without having been searched, both physically and with a hand-held metal detector, for weapons or contraband.

On arrival in the main lockup, the inmate shall be physically searched in a thorough manner and the property shall be inventoried and processed in accordance with Department procedures, refer to Manual Policy and Procedures.

Court Services Division, lockup personnel, shall LiveScan and fully complete an Electronic Booking and Property Record and include all booking photographs, prior to being transported to IRC/CRDF. Exception to this policy requires approval from the IRC/CRDF Watch Commander. If the Electronic LiveScan Booking Process is off-line or unavailable, a SH-AD-J 294, Booking and Property Record (manual "nine line") shall be fully completed.

During the booking process, all persons remanded shall be asked, "Are you okay to be housed in General Population?" The inmate's booking slip shall be stamped with "OK for General Population" with check boxes for yes or no, and the name of the lockup personnel obtaining the response. If the response is yes, the inmate will be placed in a general population cell and so indicated in the "Yes" check box. If the response is "No", the check box will be checked "No" and the inmate will be interviewed further, and the current Special Handle Request policy, CSDM, 2-07/015.05 - Requests for Special Handling Classification will be followed.

Area Lieutenants/Branch Supervisors shall be responsible for compliance with this policy.

Supervisors identifying training needs should e-mail the Data Systems Bureau Liaison Deputy at Court Services Division Headquarters. LiveScan equipment repair needs (including LiveScan printers) should be e-mailed to the LACRIS Help Desk.

• • 2-06/010.20 Search of Outside Agency Inmates

When any outside agency brings an inmate to court for arraignment or any proceedings, for officer safety, the inmate will be searched by Sheriff's personnel. Outside agency arrestees may be housed in a separate holding area until they have been remanded to the custody of the Sheriff. If sufficient facilities do not exist, search outside agency inmates while a representative of the agency is present, so if any problem exists, the agency can take the inmates or remain until the arraignment is completed. Should the agency request a strip search.

refer to CSDM, 2-06/010.30 - Strip Searches.

• • 2-06/010.25 Search of Juveniles Certified as Adults

The Probation Department is usually responsible for juveniles and normally has custody and control of juvenile inmates. There are situations where a juvenile is transported to court where they are to be handled as an adult. In these circumstances, they are to be searched as if they were brought from the County Jail. Any problems or contraband found on a juvenile shall be handled by contacting the Probation Department, Intake Detention Control, and Central Juvenile Hall.

Juveniles are to be segregated from all adults. If a juvenile is to be moved into a courtroom, they shall not be moved at the same time an adult is being moved.

Refer to CCR, TITLE 15, ARTICLE 15, 1561

• • 2-06/010.30 Strip Searches

Definitions:

- **Pat Down/Cursory Search:** A search which requires the physical “patting” of a person over their clothing.
- **Strip Search:** This is a search which requires a person to remove or re-arrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks or genitalia.
- **Visual Body Cavity Search:** This type of search is the visual inspection of a person's body cavities (i.e., skin folds, rectal and vaginal cavities).
- **Physical Body Cavity Search:** This search is the intrusion into a person's body cavity for the purpose of discovering and/or retrieving any object concealed within the cavity, (this type of search can only be done by medical personnel after a search warrant has been issued).
- **Felony or Arraigned Inmates:** The following sub-sections regarding search procedures do not apply to inmates with felony charges or arraigned inmates.
- **New Booking and Pre-Arraigned Inmates:** Strip searches, visual body cavity searches, and physical body cavity searches of misdemeanor or infraction new bookings, are limited by Penal Code Section 4030, which restricts the searching of:
    - Pre-arraigned detainees when the detention is for a misdemeanor or infraction offense not involving weapons, controlled substances, or violence.
    - Minors detained prior to a detention hearing when the offense does not involve weapons, controlled substances, or violence.

Exception: When there is reasonable suspicion, based on specific and articulable facts, to believe that the person is concealing a weapon or contraband and a strip or visual body cavity search will result in the discovery of the weapon or contraband.

A person who knowingly and willfully authorizes or conducts a strip, visual, or physical body cavity search in violation of 4030 PC, is guilty of a misdemeanor.

Strip Search Authorization

When there is a need for a strip and/or visual body cavity search of a non-arraigned person arrested for a misdemeanor/infraction, the requesting Deputy, Custody Assistant or police officer shall complete a Strip Search Authorization Form and present it to the Area Lieutenant for review and approval. After the search has taken place, the completed form shall be forwarded to the Bureau Captain for review.

Retention of Forms

Strip Search Authorization Forms and required physical body cavity search warrants shall be retained for two years in a separate file at the originating unit. Upon request, copies shall be provided to the person searched or their designated representative.

Location of Searches and Authorized Personnel

All strip and visual body cavity searches shall be conducted in an area of privacy and be conducted by Deputies, Custody Assistants, or Matrons of the same sex as the suspect. There shall be a minimum of two authorized persons present during any approved strip search.

Physical Body Cavity Search

Should the visual examination and/or information lead searching personnel to believe a suspect may have contraband secreted within a body cavity, personnel shall keep the suspect under constant observation and advise the Area Lieutenant, who shall determine if circumstances warrant a physical body cavity search. The Area Lieutenant shall make arrangements for the inmate to be transported back to the Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) to ensure that a proper search warrant is obtained, authorizing the physical intrusion into a body cavity for the purpose of discovering a concealed object, prior to having the physical body cavity search conducted.

The search into any body cavity must be conducted by a physician or other authorized licensed medical personnel at the direction of a physician and only pursuant to a search warrant. The search should be conducted at the appropriate jail hospital under sterile clinical conditions.

Female Inmates

Occasionally, a complete strip or visual body cavity search of a recalcitrant female may not be accomplished at a court lockup. In such instances, the following procedures shall apply:

- **Adult female:** Transport and book directly into CRDF. Advise the booking unit of the circumstances, and keep under constant observation during detention at court.
- **Juvenile female:** Arrange for immediate transfer to Central Juvenile Hall. Advise admittance unit of the circumstances, and keep under constant observation during detention at court.

Searches of General Population Inmates

In order to prevent the introduction of weapons, narcotics, or other contraband, lockup personnel may conduct a strip search or visual body cavity search of any inmate that has been housed in the custody population, as long as there is a valid reason for the search. A verbal approval is required by the Lockup Supervisor. The inmate’s name, booking number, the time and reason for the search, shall be listed in the Uniform Daily Activity (UDAL)/Title 15 Log.

• • 2-06/015.00 Inmate Count

Lockup personnel shall conduct an inmate count when inmates are first delivered to the court facility. The count shall be kept updated throughout the day by lockup personnel. The total inmate count shall be recorded in the facility lockup log and on the original court list. A total count should be known by the lockup at all times. Inmates being moved from a main lockup to courtroom holding areas should be logged as to their location. When an inmate is returned to the main lockup by lockup personnel or bailiff, the Deputy shall notify the lockup of the inmate's return and status. A Daily Custody Log (form can be found in CSDNet "Forms" shall be maintained on a monthly basis. It shall be turned in to the Branch Supervisor each month.

• • 2-06/020.00 Routine Safety Checks

Safety checks shall be made and documented at least every thirty (30) minutes. A safety check shall be made every fifteen (15) minutes when a cell contains other than general population inmates, such as minors, mentally ill inmates, or high risk inmates. These safety checks shall not be made at exact intervals. Random checks prevent the development of predictable patterns of behavior on the part of deputy personnel.

Personnel shall conduct these checks by looking into rooms/cells and shall look at the inmate(s) for obvious signs of distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.). There should not be any doubt regarding an inmate's condition; personnel shall attempt to illicit a response from the inmate. If unable to illicit a response from the inmate, call for backup, as proper officer safety practices shall be observed at all times. A supervisor shall be contacted, as well as, medical staff, if needed.

Maximum visual supervision of inmates by personnel is required. The viewports are to remain uncovered at all times with the exception when there is a need for separation to preserve the identity of an inmate or during tactical deputy operational issues. If it is necessary to close or cover a view port, there must a written approval from the Branch Supervisor, Sergeant, or above.

Juvenile safety checks shall be made and logged every fifteen (15) minutes.

Refer to CCR Title 15, 1006 - Definitions

• • 2-06/020.05 Recording Inspections

Cell/Inmate Inspection Record (this form can be found in CSDNet "Forms") shall be posted on each cell door and shall be completed daily. Information on each form shall be in ink and include the name of the court lockup being inspected, date, names of personnel assigned, time each safety check is made, and the initials of the inspecting Deputy. The actual time the safety check is made shall be the time entered on the form. Do not write inspections in advance or pre-print forms with set times and then initial them every 30 minutes. Branch Supervisors shall make random checks of cell inspection forms daily.

In the event that interview rooms are used to temporarily house inmates, a Cell/Inmate Inspection Record shall be posted on the door, whether the room is empty or not.

• • 2-06/020.10 Records Forms - Court Lockups

Lockup personnel are responsible for maintaining the attached forms on a daily basis (except the Emergency Equipment Test Record). The Emergency Equipment Test Record will be maintained to reflect the last time an item listed was inspected or reported as deficient. It is important to log the precise time (not rounded off to the nearest 5 or 10 minute interval) when completing these forms. This is especially critical on the Cell/Inmate Inspection Record. Upon completion of any form, retention will be made in chronological order and filed appropriately.

Branch Supervisors shall be responsible to ensure the proper completion and two year retention of these forms. All forms can be found in the section “Forms” on CSDNet intranet.

• • 2-06/025.00 Suicide Prevention

Inmates with known suicidal tendencies are usually identified by a blue wristband and the special handling code of “**S**.” New bookings, LAPD inmates, and station bookings with suicidal tendencies shall be identified through written and verbal communications from jailers or court personnel. Inmates with known suicidal tendencies should not be placed in a holding cell alone, unless absolutely necessary. Inmates should be housed where they can be readily observed. If it is necessary to house them alone, they should be visually observed as often as possible and checked at least once every fifteen (15) minutes. When housed alone, inmate’s shoes and belt shall be removed and left outside the cell.

If the lockup facility has a secure, single-person interview area that has unobstructed observation from the control booth, the suicidal inmate can be housed in that area for short periods.

If personnel suspects that an inmate may have suicidal tendencies and is remanded by a court, personnel shall notify the branch supervisor and complete a Behavioral Observation and Mental Health Referral Form (BOMHR), (SH-L-407), sections 1 through 6, including the circumstances narrative section on the reverse side. The original BOMHR shall have a Court Services Division reference number and shall be attached to the inmate’s transmittal. A copy of the original form shall be retained at the originating court. An email shall also be sent to the following expedite groups: “IRC Inmate Expedites” for male inmates and “CRDF (Female) Expedite” for inmates. The email notifications shall include an attachment of the BOMHR (SH-L-407). In cases of inmate’s who are suicidal or who attempt of suicide, court personnel shall complete a Special Handling Request Form (SH-J-181), that shall accompany the inmate. A blue wristband with code “S” (Suicidal) shall be placed on the inmate. Court personnel shall conduct safety cell checks every fifteen (15) minutes or more frequently by using the Title 15 suicide cell inspection record. Cells that are being used as a temporary holding cell (attorney interview cells), regardless of having a constant visual of any inmate, shall have a cell check form posted and completed when occupied.

The branch supervisor shall ensure that the “**S**” Suicide Notification Form (CSDNet – Forms - “**S**” Suicide Notification) is signed and all telephonic notifications to the Inmate Reception Center (IRC) Watch Commander or Century Regional Detention Facility (CRDF) for females are made. Court personnel shall inform the appropriate watch commander of the inmate’s mental state and immediate need for care by the Department of Mental Health (DMH). Secondly, Court Services Transportation (CST) Watch Commander shall be notified to inform them of the inmate’s mental state, while in transport to IRC or CRDF as well as a telephonic notification to the inmate’s housing facility watch commander to inform them of the inmate’s transfer

for treatment and observation to IRC/CRDF. Keep original copy of "**S**" Suicide Notification Form and attach a copy to the transmittal.

Refer to CCR, Title 15, 1219 - Suicide Prevention Program

• • 2-06/025.05 Suicide Intervention Kit

All Court Services Division lockups will have a Suicide Intervention Kit accessible to personnel when needed. The Kits shall be stored in a secure area at each facility and only be removed to assist in suicide intervention or during suicide intervention drills. The Kit is a standard military issued ammunition container which is air-tight and water resistant, painted white with red stenciling stamped on the sides labeled, "**Suicide Intervention Kit**." Each Kit contains a cut-down tool, a rescue breathing mask, and two towels.

Security and Inspection of the Kit

CSD personnel responsible for each lockup area shall inspect the Kit at the beginning of the shift to ensure that all contents are present. This inspection shall be documented in the Electronic Uniform Daily Activity Log (e-UDAL)/Title 15 Log. If the Kit's contents are missing or have been tampered with, an inventory of the Kit shall be made and a supervisor shall be notified immediately.

Deployment of the Kit

The cut-down tool has been tested and proven to be effective against the most commonly used materials used by inmates to hang themselves. These materials include bed-sheets, plastic bags, towels, and inmate uniforms. The cut-down tool is a cutting shear type tool with a razor edge. The tool should be used in the same manner as you would a pair of scissors. The tool is both not effective and should not be used against metal materials, such as coat hangers and metal cables. Caution should be used when the Kit is deployed as the cut down tool can be a security hazard and should be accounted for at all times.

Every effort should be made to support the inmate's weight while he or she is being cut down, in order to minimize further injury to the inmate.

- **Note:** Every effort should be made not to destroy the knot. Destruction of the knot could impede the criminal investigation.

The rescue breathing mask is designed to provide protection for the first aid responder against communicable diseases during rescue breathing. As a general review, the mask is placed over both the mouth and nose of the victim, the responder than delivers air to the victim by blowing into the tube portion of the mask. The Kit also contains two cotton towels which can be used as pressure bandages against self-inflicted or accidental wounds.

Replacement Procedures

Each Bureau will have a supply of Kits available for replacement for their courts. New or replacement Kits are to be issued by Court Services Division Training Unit.

• • 2-06/030.00 Inmate Movement

The movement of inmates in a courthouse is the weakest link in the security of inmates. It is necessary for all deputies to be aware of their surroundings and the public when moving inmates. In many courts, there are no secure routes to a courtroom from the lockup. Inmates must be moved through public areas, sometimes moving outside the building; therefore, such movements make bailiffs and lockup deputies vulnerable to attack and potential escape attempts. Sufficient deputies shall be used to protect the public and prevent the escape of inmates. Custody Assistants (CA) shall only move inmates in secured areas of court facilities.

Each Branch supervisor shall include, in their security contingency plans, procedures for the movement of inmates. The following guidelines are provided for the guidance of Branch supervisors, deputies and custody assistants:

- Deputies transporting inmates shall not wear firearms in the lockup or other secure areas.
- Inmates transported to courtrooms or holding areas through secured areas should be handcuffed even if sufficient backup is available. Sufficient backup is defined as visual contact or within ‘earshot.’
- All inmates that must be transported to or from court through unsecured or public areas shall be handcuffed.
- When transporting three or more inmates through unsecured or public areas, the inmates shall be chained together.
- At least two deputies shall be used to transport four or more inmates through unsecured or public areas and up or down areas accessed by stairways.
- When transporting a female inmate a female deputy/CA shall escort the inmate to/from court. If a female deputy/CA is not available, no less than two male deputies/CA shall be utilized.
- Inmates being moved by secure elevator shall be escorted by a deputy/CA, unless it is the branch’s individual policy to monitor inmate movement by video camera. All inmates should face the rear of the elevator and shall be handcuffed.
- A single deputy may transport a maximum of four inmates on a chain through semi-secure hallways, not accessed by the public, when backup has been requested and is not available.
- Handcuffed inmates should not be taken into court when a jury is present. Where security conditions permit, the handcuffs should be removed outside the presence of the jury. If a strong security risk exists, the deputy shall inform the judge prior to bringing a handcuffed custody into court.

Custody Assistants may move, transport, and otherwise handle any inmate (**except the below specified type of inmates) within the confines of the secured lockup areas of a court facility.

**Deputies shall be used exclusively for supervision, escort, and control of the following inmates (as defined in the Manual of Policy and Procedures):

1. Noteworthy
2. Condemned prisoners
3. Highly dangerous
4. High escape risk
5. K1: Keep away from all except other K-1's

6. K-9: Informants - keep away from all except other K-9's
7. K-10: Keep away from all 611DLW
8. Any inmates requiring handcuffs and waist chains
9. Romero hearings

Branch supervisors will make every attempt to ensure that appropriate staffing levels are maintained at their branches to meet the requirements of this section.

Here is the link for everything court services, ALL bailiff, lock-up policies and training bulletins. (Left hand side in the green column)

http://intranet.lasd.sheriff.sdn/intranet/csdnet/index.html?/intranet/csdnet/civilprocedures/directivestoc.html&civilp

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• • 2-06/030.05 Handcuffing

Handcuffs are one of the most important and frequently used tools by personnel in court. They are the most common restraint used for short trips to court and to the lockup. Handcuffs are only as secure as personnel make them. They are a restraining device to give personnel greater control of an inmate. They do not immobilize inmates, they merely limit their activities and act as a reminder that they are in custody. Every person taken into custody must be considered dangerous until placed in a cell, and generally all persons shall be handcuffed regardless of age, size, or sex.

Handcuffing inmates is a "routine" exercise, but improper procedures could lead to serious injury to the bailiff or another person. To assure safety, it is an advantage to handcuff and search an inmate as soon as possible.

Procedures and precautions for handcuffing:

- After placing handcuffs on an inmate's wrist, personnel should inspect the ratchets to make sure they are secure. Always double-lock handcuffs.
- Handcuffs should never be carried double-locked. They will be useless if needed in an urgent situation.
- Particular care should be taken when searching inmates for objects that may be used to disengage handcuffs. Never assume that the inmate's arms are secured by the handcuffs. Be alert for such items as a secreted handcuff key, paper clip, thin piece of metal, etc. All of these items can be used to disengage the ratchet on handcuffs.
- Handcuff all single inmates behind their back, unless otherwise dictated by classification of the inmate or physical limitations.
    - Pursuant to California Penal Code section 3407, the following policies and procedures shall be adhered to:
        - All pregnant inmates shall only be handcuffed with their hands in front of their body; no waist chains shall be used. In addition, leg irons or any other leg restraint device such as the “Ripp Hobble”, shall not be used on pregnant inmates at any time;
        - A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the waist, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public;

- Restraints shall be removed when a medical professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary;
- This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy;
- Upon confirmation of an inmate's pregnancy by medical staff, the inmate shall be advised, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited to: the provisions of this section, P.C. 3407, the relevant regulations, and the correctional facility policies;
- For the purposes of this section, P.C. 3407, "inmate" means an adult or juvenile who is incarcerated in a state or local correctional facility.

- Never leave a handcuffed inmate unattended, without the proper safety checks.
- A lone Deputy or CA shall use the available safety options to handcuff an inmate housed in a cell prior to opening the door.
  - Refer to CSDM, 1-04/060.00 – Handcuffing Port Use and Tactical Employment of All Safety Equipment.
- Two inmates may be handcuffed with one set of handcuffs.

• • 2-06/030.10 Four Person Chain

Four person chains are a length of chain with a pair of handcuffs welded to each end. They are intended to be used to move four (4) inmates at a time or while inmates are on a transportation bus. Four person chains and their attached handcuffs are utilized routinely on a daily basis. Because of the constant use, they are subject to extensive wear and should not be relied upon unless they are thoroughly inspected prior to being used to secure inmates for movement.

If less than four inmates are secured on a chain, the free handcuff shall be attached to the chain in a manner that secures it to the chain so it cannot be used as a weapon.

Chains that are brought to court by CST Deputies shall be returned to transportation at the end of the day. CST Deputies shall be responsible for entering the number of chains loaned to and the number of chains returned from the Branch in the Uniform Daily Activity (UDAL)/Title 15 Log.

• • 2-06/030.15 Leg and Waist Chain

Leg chains are a length of chain with a padlock on each end. When placed on the inmate, they only allow him/her to take a step of approximately 12 inches. They can walk slowly but cannot run. These are also a psychological restraint and constant reminder to the inmate that they are in custody and escape is unlikely. The proper method of applying leg chains is to have the inmate stand in an off-balance position, or on their knees, facing away from the Deputy. The Deputy wraps an end of the chain around each leg and padlocks them snugly into place.

Waist chains are restraints made from a length of chain that encircles the waist. Handcuffs are attached to this

chain by short lengths of chain in such a manner that the inmate's hands are held closely at their sides. The waist chain is locked snugly around the waist with a handcuff. This type of restraint is used when the possibility of escape is greatest or on long trips.

Inmates brought to a court facility in leg and waist restraints should remain in those restraints while in the lockup. One hand may be un-cuffed to allow the inmate to permit unassisted use of toilet facilities. If the inmate demonstrates a propensity to abuse this privilege, they shall be fitted with a garment that will provide for the safe and hygienic bodily functions without removing a handcuff. Lockup personnel shall permit the use of toilet facilities on request of the inmate if such a garment is not available.

• • 2-06/030.20 Inmate Security Chains

When an inmate is transferred from a Custody Division facility to another facility, court, or transportation unit, while wearing a four-man security chain, the receiving unit shall provide the delivering unit a set of replacement four-man security chains. The exchange of chains shall be made on a one-for-one basis. If there is an insufficient supply of chains at the receiving unit to supply the delivering unit with the appropriate amount of chains, an immediate notification to the receiving Unit’s Branch Supervisor shall be made.

It shall be the responsibility of the receiving Branch’s Supervisor to ensure that any discrepancies are handled quickly and efficiently. In the event that the receiving Branch does not have sufficient chains to ensure a one-for-one trade, notification shall be made to the delivering Unit’s Watch Commander and the Branch’s Area Lieutenant.

The delivering unit shall not be delayed in surrendering custody of an inmate as a result of a lack of sufficient chains. In the event that the receiving unit does not provide a replacement chain, the inmate(s) shall be delivered to the receiving unit and the chain shall be recovered from the inmate, once secured. Recalcitrant, combative or hostile inmates shall not be unchained without the presence and approval of a Branch Supervisor. Notification to the Branch’s Area Lieutenant is required.

Personnel retrieving inmates from another facility (e.g., inmates from another Branch Court) shall ensure that they bring sufficient chains when responding to the facility.

Any issues arising regarding the exchange of chains, which is not addressed in this section, shall be brought to the immediate attention of the Branch Supervisor for quick resolution.

• • 2-06/030.25 Handling of Damaged Waist or Leg

Effective immediately, whenever waist or leg chains are cut, a Damaged Chain Report shall be filled out, signed by a supervisor, and returned to CST along with all of the parts of the damaged chain and handcuffs. A copy of the completed form shall be provided to the Branch Supervisor and Area Lieutenant. Except in extreme emergencies, lockup personnel shall notify the Branch Supervisor prior to the cutting of Branch or CST chains.

Branch Supervisors shall ensure that all personnel are aware of this order and trained in the completion of the Damaged CST Chain Report.

• • 2-06/030.30 Handling Inmates in Waist Chains and/or with the Handcuff Cover Restraint System Installed

The handcuff cover consists of a pair of standard handcuffs (stamped "Custody Div"), a "Master" brand padlock, a length of chain, and a black plastic handcuff cover. These units are numbered and assigned to specific inmates. The handcuff cover components are to stay intact at all times, and when not in use, the device shall be locked together as one unit.

Single-man Waist Chains

Certain inmates require a heightened level of security during movement in order to provide for the safety and security of the concerned inmate, other inmates, and custodial personnel. In cases where additional control measures are required, inmates may have a handcuff cover installed over the handcuffs to prevent tampering.

When using the restraint units, the following shall apply:

- Personnel shall not apply handcuff cover restraints unless they have received the appropriate training.
- An inmate being transported to court wearing a handcuff cover restraint shall be classified as an ***A*** Special Handling Code and have this Special Handling Code visible on the wristband prior to arriving at IRC/CRDF court line.
- Court Services Transportation Bureau (CST) personnel shall be responsible for applying the leg chains on each inmate classified as an ***A*** Special Handling Code prior to transporting the inmate. All ***A*** Special Handling Code inmates shall be transported with leg chains. Any exception from this section shall be approved by the CST Watch Sergeant or Watch Commander and documented on the transmittal, Special Handling Loading Instructions.
- CST Deputies shall be responsible for removing the leg chain at IRC/CRDF when the inmate returns from his/her court appearance.
- CST special handling Deputy shall ensure the special handling transportation code is updated in the computer to include leg chains for all ***A*** special handling code inmates.
- An ***A*** special handling code is not required for internal movement or other facilities.
- The use of a handcuff cover restraint shall be based upon articulable facts justifying the need for additional security. Court Services personnel can submit an Inmate Special Handling Request (SH-J-181) form and if approved, the handcuff cover can be obtained from IRC/CRDF for the inmate's movement from a court facility.
- Inmates brought to a court facility in a handcuff cover restraint should remain in those restraints while in the lockup, if possible. Inmates who remain in the handcuff cover restraint should also remain in the leg chains while in the lockup.
- One hand may be un-cuffed to allow the inmate the use of toilet facilities. If the inmate demonstrates a propensity to abuse this privilege, both hands will be cuffed.
- The use of a handcuff cover restraint does not eliminate Title 15 requirements. Inmates must be given reasonable opportunities to use toilet facilities, access to drinking fountains, and provisions must be made for the consumption of meals.
- Use of a handcuff cover restraint does not fall under the category of a restraint device as listed in

CSDM 3-14/020.15 - Court Restraint Device Record Form. Use of a waist chain in a jury attended courtroom, however, still falls under CSDM 3-14/020.15 for reporting purposes.

Documentation is required in the facility lockup control log of any inmates held in waist chains or arriving with a handcuff cover installed.

- Inmate's name, booking number, handcuff cover serial number, cell location and court location will be posted in the Facility Lockup Control Log along with:

  - Deputy's name and employee number

  - Copy of inmate classification card attached to transmittal

  - The time inmate comes into and out of the facility

  - Any medical problems

- Lockup personnel are responsible for making the 15 minute cell checks and a supervisor is to initial inspection report twice per shift, refer to CSDM, 2-06/020.00 - Routine Safety Checks and 2-06/020.05 - Recording Inspection.
- Branch Supervisors shall be notified of the inmate's status upon arrival at the court facility.
- A supervisor is required to be present any time a ‘special handle’ ‘Sergeant escort’ inmate is either cuffed or un-cuffed, unless handcuff removal is necessary to administer emergent medical treatment. (Exception: A supervisor does not have to be present for the leg chains to be removed or applied.)

Additionally, these devices shall be counted on a daily basis and entered into the Uniform Daily Activity (UDAL)/Title 15 Log Book. If a device is missing, notification must be made to the Branch Supervisor and there must be written documentation (memorandum) listing any information that might account for the loss of the device.

Segregation of Chained Inmates and Security Cell Checks

Under no circumstances shall a handcuffed inmate be placed in a cell with un-cuffed inmates. The handcuff cover restraint shall not be used as a disciplinary device under any circumstances.

Door placards must be placed on the cell door identifying the inmate as being chained and identified as having a handcuff cover installed. This is critical because the handcuff cover is locked with a padlock that may be of a different type lock, requiring a special key.

Interview cells housing inmates, not in the interview cell for a visit, require a Cell Inspection Log to be posted on the door and completed as required.

Removal and/or Damage to the Restraint Units

Occasionally, it may be necessary to remove the waist chains and handcuff cover; when this occurs, a Branch Supervisor shall be notified and be present. The component's integrity must be maintained and all parts kept together. If inmates are to be re-cuffed at a later time, the components must be identified as belonging to a specific inmate so they receive the same cuffs they arrived in.

When inmates are released in court, all components shall be sent to IRC/CRDF via CST. The handcuff case number shall be noted on the release papers or transmittals.

Should it be necessary to forcibly remove one of the devices without the use of the padlock key by means likely to cause damage (such as bolt cutters, etc.), the Branch Supervisor shall be notified and be present during the process. A written account of the incident will be needed as listed in CSDM, 2-06/030.25, Handling of Damaged Waist and Leg Chains.

• • 2-06/030.35 Court Services Transportation Bureau (CST) Crews

The foremost obligation of the Court Services Transportation Bureau (CST) is to preserve inmate security, officer safety, and maintain timely delivery of inmates to the court system. This section will establish and clarify the responsibilities of specifically designated crews to assist court personnel, in a team effort, to process court inmates.

Although these crews will spend a limited amount of time at the Courts, they will be required (in accordance with Bureau policy) to complete the process of unchaining the inmates, and as time permits, they will assist court personnel in the searching of inmates. When this process is completed, all chains are to be returned to the CST. The last crew delivering inmates to court will ensure that no chains are left at the court. Direct functional supervision will be provided by the Branch Supervisor.

Some variations of this procedure are expected to accommodate circumstances. For example, if the CST vehicle is parked in a secured area, both crew Deputies shall assist the court lockup personnel in processing the inmates. If the vehicle is in an unsecured area, the driver shall remain in the vehicle and the security Deputy will assist the court lockup personnel in processing the inmates.

The crews will be available for approximately thirty minutes. This time period may fluctuate depending on the physical location of the vehicle and/or the bus route schedule of each crew. The bus route schedule may be revised, occasionally which may change some elements of this section. If revisions are unacceptable, the Branch Supervisor may contact the CST Operations Deputy at (213) 974-4571.

• • 2-06/030.40 Delineation Of Responsibilities Between Correctional CST Bureau and CSD Personnel

Inmates are the responsibility of Court Services Transportation Bureau (CST) until they have been accepted by the Court’s Branch Supervisor. When a CST bus enters the Court's bus bay, the Branch Supervisor assumes functional supervision of the CST personnel. Documentation for incidents occurring inside the bus, up to the threshold of the bus doorway, shall be the responsibility of CST. If the incident involves the use of force and a Sergeant is on duty at the court, the Court’s Sergeant will assist CST by accepting verbal notification of the use of force and perform those duties required under "Immediate Supervisor's Responsibilities." The Sergeant's completed reports shall be forwarded to the CST Watch Commander. If there is no Sergeant on duty at the court, the Bonus Deputy will assist the responding CST Sergeant, if requested to do so, by conducting initial interviews on tape and presenting them to the CST Sergeant when he/she arrives at the court.

Specific areas of responsibility are outlined and delineated below. However, the personnel most closely involved in an emergency situation shall immediately handle the situation regardless of which Bureau is ultimately charged with administrative responsibility. The eventual assignment of an incident to either Bureau does not relieve personnel of their obligation, including the primary duty to safeguard inmates in their care. The safety and security of inmates and personnel shall be the primary focus of all deputy personnel during these operations.

Inmate Movement and Force Incidents

When a CST bus arrives at a Court Branch, the custody and control of the inmates will be the responsibility of the Court's Supervisor. The Branch Supervisor will ensure adequate personnel are present for the safe and secure loading and unloading of the bus. The Branch Supervisor's responsibilities will continue until the CST bus exits the bus bay.

CST Deputies are involved in a force incident while enroute to a court, or while inside the bus bay at a court, the force reporting is the responsibility of CST. However, if the force occurs while inside the bus bay at the court, and there is a Branch Sergeant on duty, the Court will assist CST by having a Branch Sergeant accept verbal notification of the use of force and perform those duties required under "Immediate Supervisor's Responsibilities." The Branch Sergeant's completed reports shall be forwarded to the CST Watch Commander. If a Branch Sergeant is not on-duty, CST is responsible for immediately dispatching a supervisor to the Branch Court and preparing a "force package."

The Court's Bonus Deputy shall assume responsibility for conducting taped interviews. A copy of the interview(s) will be provided to the responding CST Supervisor

Disagreements as to responsibilities should be resolved by the Court's Sergeant or Area Lieutenant and the CST Watch Commander.

Escapes

When a CST bus arrives at a courthouse, responsibility for the security of the inmates shall transfer to the Court's Supervisor. Should there be an escape or attempted escape, the Court's Supervisor shall assume command of the incident. The Branch Supervisor is responsible for all escapes and attempted escapes that occur prior to the CST bus exiting the bus sally port. The documentation of escapes or attempted escapes after the bus leaves the sally port reverts back to CST.

Injured or Sick Inmates

Inmates are the responsibility of CST until responsibility is accepted by the Court's Branch Supervisor. Prior to acceptance, if an inmate appears to require medical attention, a supervisor shall be summoned immediately. The Court's Supervisor shall respond and personally evaluate the inmate's medical condition. If the supervisor concurs with the assessment that the inmate requires medical attention, the supervisor shall not accept custody of the inmate. This includes, but is not limited to, inmates needing medication before the end of a court day, intoxicated inmates, inmates with minor injuries that can be treated at a jail clinic, etc. The supervisor shall advise the transporting Deputies of their responsibility for ensuring the inmate receives medical attention in a timely manner.

If an inmate requires immediate medical care, paramedics shall be called. If the inmate subsequently needs

transportation to a medical facility, the responsibility for transportation remains with the CST. If required, the Court's Supervisor shall assign Court personnel to assist in transporting the inmate to a medical facility and arrange for CST personnel to relieve them in a timely manner.

Responsibility for relieving CST Deputies and providing security for inmates while at a hospital shall be governed by Custody Division Manual. This policy provides for the following guidelines:

Inmates Assigned to a Housing Unit: Personnel from the originating custody facility shall respond and assume responsibility for the inmate's security.

Inmates Remanded at Court: The North County Correctional Facility (NCCF) shall assume responsibility and security for inmates remanded into Sheriff's custody from Court Services Division's Valley Area Courts, including Antelope Valley/Lancaster, North Valley/San Fernando, Newhall/Valencia, and Van Nuys Courts. The Twin Towers Correctional Facility (TTCF) shall assume responsibility for inmates remanded from all other courts.

Inmates Not Remanded, Station or Other Agency Booking: That station or police agency shall provide security.

Inmates that become injured or ill while in the custody of Court Services Division shall not be accepted by CST until the prisoner receives appropriate medical treatment from paramedics who determine there is no need to transport the prisoner to a hospital. Additionally, one of the following conditions must be met:

• A completed and approved Inmate Injury Report (SH-AD-212) is provided to CST personnel in cases involving an injury not associated with a crime, or;

• A completed and approved Inmate Injury Report (SH-AD-212) and Complaint Report (SH-AD-49) is provided to CST personnel in cases involving an injury associated with a crime, or;

• A completed and approved Complaint Report (SH-AD-49) is provided to CST personnel in cases where a prisoner becomes ill.

The documentation of incidents involving inmates becoming injured, ill, or the victims of a crime occurring inside the bus, up to the threshold of the bus doorway, shall be the responsibility of CST.

• • 2-06/035.00 Court Ordered Extraction Procedure of a County Jail Inmate Located at a County Jail Facility

Court Services Division (CSD) personnel will follow the extraction procedure for a county jail inmate listed below when an inmate is being summoned to court by a judge due to a court removal order and the inmate is refusing to cooperate.

- CSD personnel shall send a facsimile of the extraction order to the Inmate Reception Center (IRC) Records Section at (213) 217-4973.
- CSD personnel shall telephone the IRC Watch Commander at (213) 893-5303 and document the notification via a log maintained by CSD. The log shall note that the IRC Watch Commander was notified

of the pending extraction order, the time and date of the notification, and the name and booking number of the inmate involved in the extraction order.

Court Removal Orders and Subpoenas for an Inmate to Appear in Court

In the event that the extraction is based upon a court removal order or subpoena, the Branch Supervisor shall contact the judge of the concerned court. The judge shall be advised that force may be necessary to extract the inmate from a cell to ensure court appearance.

The judge will be offered an opportunity to enforce, rescind, or delay the removal order. If the judge demands the inmate to appear in court, the inmate shall be extracted based on the verbal order of the court.

Authorization for the removal from the judge may be relayed and accepted via the court clerk or bailiff. Following the verbal order, the judge will provide a minute order requiring the inmate's appearance in court to the branch supervisor of the concerned facility. A record of all contacts between CSD personnel and court personnel, and a copy of the minute order shall be included in the required Use of Force Report package.

• • 2-06/035.05 Court Lockup Cell Extraction

Due to a high level of proficiency through training and consistency of cell extractions must be completed by the Custody Division's Inmate Extraction Teams, except immediate extractions required due to life threatening or exigent circumstances.

Immediate Extractions:

In life threatening circumstances, staff shall not wait for a supervisor unless they lack the staff or experience to conduct the extraction. The Branch Supervisor may authorize staff to conduct an immediate extraction when there is a life threatening or exigent circumstance such as: the behavior of an inmate constitutes an immediate and serious threat to the safety of that inmate, staff, or other inmates (e.g. inciting behavior, assaults, and suicide attempts), or to the institution (e.g. controlling disturbances, including the massive destruction of property or jeopardizing institutional security).

Nothing in this policy precludes personnel from entering any confined area to execute the rescue of an inmate in the event of exigent or life-threatening circumstances. However, any such actions by staff must be clearly articulable and the branch supervisor or staff must document the life-threatening or exigent circumstance. Additionally, staff must ensure radio communication of the emergency and that sufficient personnel are present to safely execute the removal.

Inmate extractions are accomplished through directed force in situations where it becomes necessary to remove an inmate who refuses to exit a confined area, including vehicles. A confined area is defined as any cell or area that can be isolated or controlled. The goals of an inmate extraction are to restore order, maintain the security of the facility and safely remove inmates, when necessary, using only the force necessary and reasonable to accomplish the objective. Most extractions are completed through controlled extractions. Immediate extractions shall be videotaped and the video shall be included in the force package.

Controlled Extractions:

Controlled extractions occur in situations where an inmate is in an area that can be isolated or controlled. It does not normally involve an immediate threat to loss of life, substantial loss of property, or institutional security. Controlled extractions may only be authorized by the Area Lieutenant.

The Unit Commander shall be notified of all controlled extractions prior to the commencement of the extraction. This notification shall be documented in the Watch Commander's Incident Analysis/Overview by the extraction team's supervision. In the event the Unit Commander is not available, the inmate extraction may proceed at the Area Lieutenant's discretion and the attempt to notify the Unit Commander shall be documented as noted above.

When simple instructions and requests fail to cause an inmate to exit the confined area, a supervisor, at the rank of sergeant or above, shall be notified. If the sergeant is unsuccessful in gaining the inmate's cooperation the area lieutenant will be notified. If the area lieutenant is also unsuccessful in gaining the inmate's cooperation, then mental health and clergy intervention shall be called in, and the court's lockup shall start the Watch Commander's Extraction Check List on CSDNet.

Mental Health /Clergy Intervention:

An extraction shall not be accomplished without the physical presence of medical personnel (the local paramedics to the facility calling for the extraction) in all but life threatening or exigent circumstances. In addition, in all but emergency situations, a mental health professional and a member of the clergy shall be summoned to the scene. The Mental Health Evaluation Team (MET) shall be requested by contacting (626) 258-3002, to request response to a court. If no one is at the number listed, a member of the Mental Evaluation Team (MET) can also be requested through Sheriff Communication Center (SCC). The clergy can be requested by contacting the Inmate Reception Center (IRC) Watch Commander or Sheriff's Headquarters Bureau (SHB). The mental health professional and the clergy shall make a reasonable attempt, absent dangerous or life threatening circumstances, to gain voluntary cooperation prior to extracting the inmate. If attempts by mental health professionals and clergy fail to elicit cooperation from the inmate, the Area Lieutenant may order negotiations to cease and initiate a tactical response to conclude the incident.

If a local paramedics or mental health staff member requests that an extraction be conducted for medical or psychiatric purposes and the clinician determines that the inmate's medical/mental health needs preclude any waiting or cool-down period, that individual shall personally direct the request to the area lieutenant, who shall be onscene. Requests shall include information regarding the inmate's clinical history and condition and shall be completely documented.

Once it has been determined that a controlled extraction is necessary because all other measures have been exhausted, the IRC Watch Commander will be notified and an extraction team will be dispatched to the court. In keeping with the principles of the Department's force prevention policy, the inmate shall be afforded the opportunity to comply with instructions and exit voluntarily prior to implementing such measures. If the inmate exits the confined area as the result of verbal commands only, it is not considered an inmate extraction. In no case shall any of these measures be used to punish an inmate for refusing to comply. However, if the inmate does not comply the extraction will take place.

• • 2-06/035.10 Court Services Inmate Controlled Removal Procedures for Restrained Inmates in a Confined Area

Unrestrained Inmate Extraction Procedure:

When an inmate is not restrained by handcuffs, leg shackles, waist chain or a hobble restraint and is verbally or physically refusing to exit any area, including, but not limited to: holding cells, lockup cells, attorney rooms, sally ports or courtroom temporary holding cells, which may be considered to be confined areas, so long as the inmate can be safely contained there long enough for staff to summon a supervisor to the site and safely plan a response to the situation, the policy to be adhered to shall be the CDM, 7-01/050.05 Inmate Extraction Procedure.

Restrained Inmate Controlled-Removal Procedure:

For the purposes of these procedures, any inmate who is restrained by handcuffs, leg shackles, waist chain, or a hobble restraint shall for the purposes of this section be considered restrained.

For the purposes of these procedures any area, including but not limited to: holding cells, lockup cells, attorney rooms, sally ports or courtroom temporary holding cells, may be considered as confined areas, providing the inmate can be safely contained at the location in order for staff to summon a supervisor to the site and safely plan a response to the situation. This policy (nor any other extraction policy) does not apply to inmates who refuse to exit from a vehicle.

Controlled removals occur when there is no immediate concern for institutional security and no immediate danger of physical injury to deputies or others. Any attempt to remove a non-compliant restrained inmate from a confined area shall be considered a controlled removal. The fact the inmate is already restrained, in some fashion, qualifies these incidents as such. A controlled removal of a restrained inmate may only be authorized by the unit commander or their designee, and are prompted by circumstances that create safety, security or operational concerns. The offensive posture of the inmate and a threat assessment by the supervising sergeant and the area lieutenant shall be made prior to any controlled removal.

The inmate’s criminal history and mental stability, along with observed behavior shall be part of the assessment criteria. Controlled removals are performed by a minimum of four Court Services deputies, a Bonus One Deputy (SLD) and a team leader (sergeant). Controlled removals should result in only minimal force (primarily the use of control holds/control techniques). This is made possible primarily due to the number of trained and well-equipped Department personnel and the inmate being partially restrained and thus unlikely to violently resist. Absent qualified personnel from Court Services Division to conduct a controlled removal, the policy to be adhered to shall be the CSDM, 2-06/035.05 - Court Lockup Cell Extraction. (Note: This policy is adheres to the Custody Division Manual’s Extraction Procedures dictating that Custody Division personnel shall be responsible for the controlled removal).

Removal Assessment:

When addressing a restrained inmate in a confined area, the team leader (sergeant) must determine the most effective means of gaining the inmate’s compliance. Chemical agents are not appropriate as a first measure to gain compliance of a subject who is not actively/physically resisting. In most cases, the force applied is to gain control of the inmate’s appendages, using control holds. Once the inmate is controlled, the safety chair should be considered as an immediate follow up action, which would potentially prevent additional uses of force and would also prevent injury to the inmate and staff in the event the inmate becomes or continues to be physically resistive or uncooperative.

The unit commander shall be notified of all controlled removals of restrained inmates prior to the commencement of the removal. In the event the unit commander is not available to respond, the inmate removal of a restrained inmate may proceed at the area lieutenant's discretion.

Once it has been determined that a restrained inmate in a confined area must leave the location (i.e. CST Bus Transport to the inmate's housing location at the close of the court day) and the restrained inmate refuses to exit the confined area, the on-duty supervisor (sergeant) must be notified immediately, respond to the location and attempt to intervene by gaining compliance from the restrained inmate through verbal requests/instructions.

If at any time prior to initiating the controlled removal process, the inmate indicates a willingness to comply, the supervisor (sergeant) shall reassess the situation and tactically utilize means necessary to allow the inmate to comply with instructions. If the inmate exits the confined area as the result of negotiations, or verbal commands only, the incident shall be deemed resolved.

When simple instructions or requests by the supervisor (sergeant) fail to gain compliance from an inmate to exit a confined area, the area lieutenant shall be notified and respond to the location. The area lieutenant shall go to the confined area, and whenever possible, ask other staff to stand back far enough to provide a level of privacy for the conversation between the area lieutenant and the inmate and attempt to reason with the inmate to comply with the orders.

Once the area lieutenant has determined the restrained inmate still refuses to voluntarily exit the confined area, the lieutenant will notify the unit commander and discuss the options to address the situation. If the discussion results in the belief the restrained inmate can be removed from the confined area through a minimal use of force (primarily control holds/control techniques) and with the probability of little to no injury to the inmate and deputy personnel, the restrained inmate may be removed from the confined area through the use of directed force by the supervisor/team leader and selected/trained Court Services Division deputy personnel.

However, if the restrained inmate becomes physically assaultive or hostile **prior** to being removed from the confined area to the degree it creates a likelihood that significant injury may occur to the inmate or deputy personnel, the removal by Court Services personnel shall be immediately terminated, upon which time Custody Division's extraction policy shall be followed.

Deputies who have been in conflict with the confined restrained inmate leading to the need for supervisor intervention, should not be part of the controlled removal team. If it is necessary to include involved deputies in a controlled removal to remove the inmate from the confined area, the decision must be approved by the area lieutenant who must include a written explanation/justification in their report. In addition, the entire process, including but not limited to; all negotiations, the removal process, placement into the safety chair, etc., are to be video recorded.

In the event a controlled removal of a restrained inmate in a confined area occurs, Department force reporting procedures as outlined in the Manual Policy and Procedures shall also apply.

Area Lieutenant's Responsibilities:

Once it has been determined that a controlled removal of a restrained inmate may be necessary, the area lieutenant shall:

- Respond to the location and assume the role of incident commander
- Confer with the team leader to ensure the criteria is met for the intervention of restrained inmates and possible removal
- Ensure a scribe has been assigned to document the course of events
- Direct other inmates to exit the confined area to prevent their involvement
- Video record the entire intervention/controlled removal process, including all contact with the inmate, all negotiations, the removal and any subsequent interviews with the inmate
- Notify the unit commander
- Plan the removal and tactics to be used with the team leader
- Determine the appropriateness of using chemical weapons based on an existing medical/and or mental conditions and possible contamination of the facility (HVAC)
- Approve the plan, briefing, deployment, and completion of the removal
- Ensure the inmate is placed in a safety chair, whenever possible, to avoid further confrontations and safety of transportation
- Visual documentation (video) will be taken of the inmate's entire person to either document all injuries or document there are no visible injuries
- Specifically identify in the Supervisors Report of Force (SH-R-438) the inmates who were injured and the nature and extent of those injuries
- Document the decision factors that led to the controlled removal involving a restrained inmate, the removal team's tactics and tactical equipment deployed
- Visual documentation (photos/video) should be taken of any visible injuries, no matter how slight, to deputies as well as any damage to uniforms and equipment.

• • 2-06/040.05 Inmate Incidents

All incidents involving an inmate shall be classified according to the following definitions. This information shall, when required, be reported to Sheriff's Headquarters Bureau through appropriate Bureau Headquarters. These classifications have been defined by the Custody Division for all facilities where inmates are handled. Deputies shall not impose discipline on inmates in court holding facilities. If an inmate creates a disturbance while in the court holding facility, complete an Inmate Incident Report (Refer to IRTS). Forward a copy to the watch commander where the inmate is housed for disposition. Make a notation in the Uniform Daily Activity (UDAL)/Title 15 Log.

Inmate Incident Defined: An inmate incident is an event that may disrupt normal operations involving one or more inmates. It may require direct deputy intervention and the application of force to restore order. An inmate incident may result in injuries or require an Emergency Response Team (ERT) deployment, or be very minor in scope, wherein restoring order is accomplished with verbal commands only.

Minor Inmate Disturbance: A minor inmate disturbance normally involves a group of inmates (three or more). It may disrupt normal operations and requires direct officer intervention. Normal operations are resumed quickly. A minor disturbance may result in minor injuries to inmates or no injuries to inmates, and minor damage, or no damage to the facility. Minor inmate disturbances do not require a Department or Division Operations Log entry.

Major Inmate Disturbance: A major inmate disturbance generally involves the majority of inmates in the affected area and disrupts normal operations. There may be serious injuries to inmates and/or substantial damage to the facility. Significant direct officer intervention, which may include resources from other facilities, is required to resume normal operations.

Inmate Riot: An inmate riot is a violent disruption involving significant time and loss of control of portions of the inmate population. The safety of facility personnel and inmates is in serious jeopardy; the integrity of facility security is compromised. Additional Division and/or Department resources are required to resolve the situation and resume normal operations.

Modified Lock Down: A modified lock-down is a temporary security status that requires securing a specific area, or the entire facility, so inmate movement and/or facility access are limited. However, normal operations for those areas unaffected may be continued.

Lock down: A facility lock-down is a temporary security status that maximizes control of a facility by isolating/limiting inmate movement. Normal operations are suspended and routine activities are halted. A lock-down may affect a specific area or an entire facility. The purpose of a lock-down is to immediately secure inmates and to control the affected area of the facility. The primary concern of a lock-down is the preservation of life/property and the prevention of an escape. Lock-downs may be ordered in any situation necessary to maintain the safety and security of the facility, staff or inmates, including, but not limited to:

- Inmate disturbances
- Riots
- Escapes
- Natural disasters
- Fires
- Any lost items which might pose a security risk

All non-essential persons should be removed from the area that is affected. Depending on the circumstances, custodial personnel along with other resources (i.e. fire equipment, ordinance, etc.) should be re-deployed.

• • 2-06/045.00 Use Of Alternate Security Devices

Alternate security devices, are devices which may be used on an inmate in a courtroom depending on several factors, including the type of hearing or trial, whether the custody is dressed in jail or civilian attire and the policies of the individual judge. Each situation must be individually evaluated and procedures implemented accordingly. The bailiffs should always be aware of the judge's policies. It is the bailiff's responsibility to inform the judge of the Department's policies regarding alternate security devices.

It may be difficult to use these devices on some inmates due to casts, crutches, slings, etc. The bailiff will have to determine the extent of the restriction of movement of the inmate and use discretion in determining whether the security devices can or should be used.

Flex cuffs: are sturdy nylon straps with a metal clip on one end. This device is not as secure as handcuffs and should only be used when handcuffs are unavailable. Flex cuffs are a temporary measure to be used for the immediate and short-term on an inmate that will be in constant view of a bailiff. The cuff is applied snugly to a

custody's wrists, behind the back. Care should be taken to avoid applying it too tightly, as it cannot be loosened and should only be removed with heavy duty cutters. The device is not reusable.

Leg irons: are a set of handcuffs designed for the ankle. When applied to an inmate they only allow them to take a small step, thus they cannot run. The application of leg irons is the same as leg chains. Bailiffs should keep in mind the inmates can conceivably free themselves from any type of equipment.

Leg braces: are medical devices that fit over an inmate's leg and knee. It is normally worn under clothing so it can be used discreetly on an inmate during a jury trial and cannot be viewed by jurors.

The use of any other type of restraint device, at the request of the judge, (i.e., gags, medical restraints, etc.) shall only be used with approval of the Branch Supervisor. Branch Supervisors may contact the Custody Division Watch Commander for advice on the use of any other types of restraints.

• • 2-06/045.05 Safety Chair

The use of the Safety Chair is intended for short term security and control of inmates identified as violent, self-destructive, a danger to themselves or others, or a high security risk. The Safety Chair shall not be used as punishment or harassment. This is not a medically ordered restraint device; but rather, a security restraint device as noted in Title 15, Section 1058 - Use of Restraint Devices.

Only the "Emergency Restraint Chair, Inc." brand Safety Chair shall be used unless, the Unit Commander receives the prior approval from the Chief of Court Services Division. The Safety Chair shall not be modified from the original specifications, unless done so by the manufacturer.

Only those personnel who have been trained in the use of the Safety Chair shall be authorized to perform, assist, or supervise the placement or removal of an inmate in the Safety Chair. Court Services Division Training Unit shall maintain a record of Court Services Division personnel trained in the use of the Safety Chair.

Use of the Safety Chair:

The Safety Chair shall only be used when other less restrictive alternatives have failed, or it is apparent that they will be ineffective in controlling the inmate. Prior approval shall be obtained from a supervisor at the permanent rank of Sergeant or above, and a Sergeant shall be present during the inmate's placement in the chair, except in exigent circumstances. It is the responsibility of the supervisor to ensure that the entire procedure is videotaped. Without exception, all inmates placed in the Safety Chair shall be expedited to their final destination.

If an inmate complains of pain, the inmate shall be medically evaluated immediately after placement in the Safety Chair. This medical evaluation as to whether the inmate shall remain in the Safety Chair shall take precedence over the custodial evaluation. All Department policies regarding injuries sustained by inmates and use of force procedures shall remain in effect. Pregnant inmates shall not be placed in the Safety Chair. Personnel should ensure that all of the inmate's personal property, excluding jail clothing, has been removed (e.g. jewelry, glasses, shoes, boots, socks, etc.). Whenever possible, the cooperation of the inmate shall be sought in order to seat them in the Safety Chair on their own.

Monitoring Inmates Secured in the Safety Chair:

The following criteria shall apply in each incident when an inmate is secured in the Safety Chair:

The inmate shall remain in continual, direct visual contact at all times by designated personnel.

Twice every 30 minutes (at least 15 minutes apart), designated personnel shall check the inmate and document any comments regarding the health and physical condition of the inmate. All components shall be physically checked to ensure they are properly secured and presents no obvious physical signs of circulatory restrictions to the inmate's extremities.

The maximum time an inmate shall be secured in the Safety Chair is two hours, unless exigent circumstances require the need to keep the inmate secured in the Safety Chair. The Area Lieutenant, or higher, shall approve any extension past one hour and the reason for the extension noted on the "Record of Inmate Checks, Safety Chair Log."

All observations and actions taken shall be documented in the "Record of Inmate Checks, Safety Chair Log" and the Uniform Daily Activity (UDAL)/Title 15 Log.

If observations indicate that the inmate is and has been calm for a minimum of 30 minutes, a supervisor, at the permanent rank of Sergeant or above shall be summoned to observe the inmate and determine if the inmate should be removed from the Safety Chair (exception: judge approved the Safety Chair to secure an inmate for court hearing purposes and the court proceedings are still in session).

Note: Prior to deploying any "Court Restraint Device" during a court session, including the Safety Chair, Department personnel shall obtain a written Court Order from the Bench Officer. The original Court Order shall be placed in the court files and a copy will be attached to the "Court Restraining Device Record" per CSDM, 3-14/020.15 - Court Restraint Device Form.

If an inmate is held in the Safety Chair for a two hour period, it is required that the inmate be removed from the Safety Chair for a minimum of thirty (30) minutes prior to any subsequent application (unless exigent circumstances as noted above, or the inmate is in trial as noted above). Inmates secured in the Safety Chair shall not be denied food, water or beverages, prescribed medications or access to a bathroom, unless there is substantial cause to do so. If there is compelling and substantial justification for denying an inmate secured in the Safety Chair any of the above listed items or services, the Area Lieutenant or above, shall be notified and concur with such denial.

A medical opinion on placement and retention shall be conducted by medical personnel within one hour of the inmate being placed in the Safety Chair.

Medical Evaluation Released from the Safety Chair:

The handling sergeant will ensure a notification to the Watch Commander at the inmate's housing unit is made, and request a log entry to document the inmate was placed in the Safety Chair while in the custody of Court Services personnel. Ask the Watch Commander to notify a medical staff supervisor assigned to the inmate's housing unit.

Inmates that complain of pain or have any visual signs of injury shall be medically evaluated immediately upon release from the Safety Chair.

An inmate shall receive a medical assessment within four hours of being placed in a Safety Chair. A medical assessment shall be conducted by a medical professional, and the evaluation documents shall be attached to the Safety Chair log.

If an inmate has been in a Safety Chair for eight hours, the inmate shall be taken to a medical facility for evaluation.

Reporting Use of Force:

The un-resisted placement of an inmate into the Safety Chair for secure movement through the facility does not constitute a use of reportable force. However, if in the course of applying restraints, the inmate struggles or resists in any way, it constitutes a use of force and shall be reported pursuant to the Manual of Policy and Procedures

Tracking the Use of the Safety Chair:

In all instances that the Safety Chair is utilized, a “Safety Chair - Inmate Security Check Log” shall be completed. A data entry shall also be completed in the Courthouse Activity Log (CAL). The original “Safety Chair - Inmate Security Check Log” and videotape shall be maintained at the concerned Branch for four (4) years. A copy of the “Safety Chair - Inmate Security Check Log” shall be forwarded to the Court Services Division Training Unit.

If the inmate is injured as a result of utilizing the Safety Chair, or there is an incident regarding the use of force, the original of the “Safety Chair - Inmate Security Check Log” and the video shall be supplied with the Use of Force Package, and a copy of the “Safety Chair - Inmate Security Check Log” shall be maintained at the concerned Branches noted above.

• • 2-06/045.10 Court Restraint Device Record Form

A “Court Security Restraint Device” is any device that is used to prevent or restrict the inmate/defendant’s ability to verbally or physically disrupt the trial proceedings inside the courtroom.

The use of any control restraint device (i.e., waist or leg chains, handcuffs or other devices) outside the courtroom or in the courtroom during non-trial procedures does not need to be reported in this manner.

The simple deployment of any “Court Restraint Device” is not considered force. However, if force is used during the installation or removal of any device, the force shall be reported as required per Department policy.

A restrained inmate must always be under the direct supervision of Department personnel and at no time is the inmate to be left unattended while wearing any “restraint device.”

Court Approval:

Prior to deploying any “Court Restraint Device” during a court session, Department personnel shall obtain a written court order from the bench officer. The original court order shall be placed in the court files and a copy will be attached to the “Court Restraint Device Record.”

Note: Only one court order needs to be issued for the defendant(s) and it will remain in effect for as long as the defendant(s) appears in front of the bench officer who issued the order

Refer to CSDM, 3-14/020.15 - Court Restraint Device Form for further detailed court information.

Supervisor Notification and Approval:

When the court order (original or copy) is presented to the bailiff, notification and approval of the Branch Supervisor is needed each time prior to the device being used. The notification process will be recorded on the “Court Restraint Device” form by printing the supervisor’s name in the appropriate box.

Procedures for Using the Form:

Each time a “restraining device” is deployed in the courtroom, it shall be documented by using the Court Services Division “Court Restraint Device Record” which provides the following information: Defendant’s name, booking number, the court, bench officer’s name Branch Supervisor’s name, reason for using the device and the name of the Deputy who installed and removed the device.

Each Branch will retain the original “Court Restraint Device” form (along with a copy of the signed court order) filed by defendant’s last name, in a notebook designated specifically for that purpose. Reports can be purged from the notebook after three years from the last date listed on the form.

Supervisor Responsibility:

Branch Supervisors shall be accountable for routinely ensuring that the use of any device in a courtroom session is properly documented. The recorded information will be subject to Annual Command Inspection to verify compliance.

• • 2-06/050.00 Inmate Meals

Inmate lunches shall be served as close to the midday as possible. Lockup personnel shall ensure that every inmate receives a lunch. Any inmate that is scheduled to be transported back to County Jail on a noon bus shall be fed prior to departure. Lunches are for consumption at the court lockup. They shall not be given to inmates to consume on the buses nor allowed to be brought back to Custody Division. All uneaten food shall be disposed of at the lockup at the end of each day.

Refer to Title 15, 1246 - Food Serving and Supervision

• • 2-06/050.05 Refrigerators

All court lockups have been supplied with suitable refrigerators for the storage of inmate lunches. Health

Department Regulations mandate how food is to be handled. As soon as practical after arrival at court, all food shall be placed in the refrigerator. The temperature within the refrigerator shall be maintained between 32º and 40º Fahrenheit. A reliable thermometer shall be kept in the refrigerator. Lunches shall be maintained in a sanitary and healthful condition. The daily inspection of the refrigerator shall be documented in the Uniform Daily Activity (UDAL)/Title 15 Log.

• • 2-06/050.10 Handling Food

When feeding inmates, all food should be distributed to each inmate. Food that falls on the floor shall be immediately disposed of and shall not be consumed by anyone. Personnel handling food shall wash their hands prior to passing out food, regardless of the fact that it may be contained in plastic bags. It is advisable that personnel wear rubber or vinyl gloves when handling any food. Retrieve all plastic bags for disposal in appropriate containers.

• • 2-06/050.15 Insufficient Food

It is the responsibility of each bus crew to make sure that there are enough lunches for all inmates transported to a court in the morning plus enough lunches for anticipated new bookings received at a court.

If lockup personnel find there are insufficient lunches, the CST Watch Deputy shall be notified immediately and a request for additional lunches shall be sent with the noon transportation bus.

• • 2-06/055.00 Communications With Inmates

Section 4570 P.C. provides in part: "Every person who, without the permission of the, officer in charge of, any jail, who communicates with any inmate or person detained therein, is guilty of a misdemeanor."

Inmates shall be allowed to communicate with the attorney representing them, a bonds person or diplomatic and consular officials. If the court so orders, permission shall be granted to attorneys to confer in private with their clients if facilities are available which provide inmate security. No other person shall be allowed to visit an inmate in a court facility except on direct orders of the judge.

No property shall pass between any person and an inmate. Persons wishing to give money or property to an inmate shall be referred to the County Jail facility in which the inmate will be held. An attorney, bonds person or consular official may give one business card to their client.

• • 2-06/060.00 Inmates Use Of Phones

Inmates should be allowed reasonable access to the use of telephones in cells beyond those that are required by 851.5 PC. The Lockup Supervisor shall make an entry in the Uniform Daily Activity (UDAL)/Title 15 Log regarding the denial, or suspension of telephone privileges.

Pursuant to 851.5 PC and 627 WIC, individuals who have been remanded to custody directly from a court

shall be allowed to make three phone calls in compliance with Department policy, refer to the Manual Policy and Procedures. By court decision, these sections shall be “construed broadly and permissively.” Except where physically impossible, the calls shall be completed within the time constraints.

It is the responsibility of lockup personnel to permit the inmate to make the required telephone calls. An entry in the Uniform Daily Activity (UDAL)/Title 15 Log shall be made regarding the number and times when the required calls are made.

• • 2-06/060.05 Restraint Devices And Juvenile Offenders

Juveniles shall be accepted into a court lockup facility in accordance with established policies and procedures for court processing. They shall also be searched for contraband before the removal of restraint devices, such as waist chains. Juveniles shall be secured in appropriate cells in accordance with their individual classification or keep-away status.

Juveniles shall not be restrained with handcuffs, waist chains, or other CSD approved restraint devices after placement in a holding cell unless articulable facts exist to support the specific need for such restraint. Immediate notification shall be made to a Branch Supervisor of the rank of Sergeant or above in cases where the necessity exists for the continued restraint of a juvenile in a court lockup. The specific justification for the use of restraints and the time the restraints were added and removed shall be documented in the Uniform Daily Activity (UDAL)/Title 15 Log.

Juveniles should be secured with handcuffs or waist chains prior to removing them from holding cells. Restraint devices can be removed, as reasonably necessary, once a juvenile appears in court.

Juveniles shall be secured with waist chains prior to transport from a court lockup to juvenile hall.

• Chapter 7 - Inmate Classification/Handling

The Inmate Reception Center (IRC) is responsible for developing and implementing a written classification plan designed to properly assign inmates to housing and activities, according to the categories of sex, age, criminal sophistication, seriousness of crime, assaultive/non-assaultive, and other such criteria, as will provide for the safety of inmates and staff.

Refer to: Title 15, 1050 - Classification Plan

• • 2-07/010.00 Wrist Bands

The Station or Facility that first receives an in-custody shall apply a “clincher security ID bracelet” (wristband) to the custody’s left wrist at the time a booking number is issued.

• • 2-07/010.05 Issuing Wrist Bands

All inmates remanded to the custody of the Sheriff shall have an LASD wristband. Remands from agencies, not a part of the consolidated booking system, shall be re-wristbanded.

If the need arises, within a lockup facility to replace a wristband that is missing, destroyed or damaged the below procedures shall be followed:

- Obtain inmate photo via LACRIS by accessing the LA Photo Id System for identification.
  - If needed, LIVE SCAN the inmate to positively identify.
- If unable to ID inmate by one of the above, call IRC/CRDF and request them to fax booking slip with fingerprints and photo.
- Check the A.J.I.S. to determine if there is any special handling conditions related to the inmate. If A.J.I.S. is not available verification can be obtained by contacting I.R.C.

• • 2-07/015.00 Special Handling

Approximately 10 percent of the court line each morning is designated for some type of special handling. Special handling may be initiated by any peace officer, or as a result of a Court Order. Personnel should follow the procedures in CSDM, 2- 07/015.05 - Requests for Special Handling Classification. It utilized the Electronic Special Handling Program. The only time an Inmate Special Handling Request Card (SH-J-181) should be completed, indicating the reason for the special handling and duration of the request, is if the Electronic Special handling Program is down. If a Court Order is involved, a copy will be attached to each request on file at IRC/CRDF or Court Services Transportation Bureau (CST).

Personnel must keep in mind that communication between Bureaus is of paramount importance, to maintain the security of the inmates and the safety of personnel. Therefore, prior to the transfer of an inmate requiring special handling, lockup personnel will ensure that all personnel in charge of or taking charge of the concerned inmate(s) are aware of the inmate's status. Special handling instructions shall be communicated verbally, and a copy of the Inmate Special Handling Request shall be attached to the appropriate transmittal. All actions taken involving an inmate named on a newly initiated and approved Electronic Special Handling Program should be consistent with the purpose for the special handling.

• • 2-07/015.05 Requests for Special Handling Classification

Requests to have prisoners placed on "Special Handling" status shall be submitted using the Electronic Special Handling Program to the Inmate Reception Center (IRC), Classification Unit (male inmates) and Century Regional Detention Facility (CRDF) (female inmates) via the intranet.

Branch Courts lockups are to maintain a sufficient supply of special handle wristbands (Red, Blue, Yellow) for their use.

Procedures to enter an Electronic Special Handling Request:

Electronic Special Handling Program: Inmate must be Live scanned prior to Special Handling Request.

- **From the LASD Intranet:** General Information - Custody Information Portal, click Special Handling under Classification Unit. Enter your NT logon and password.
- **Special Handling Welcome screen:** From the opening welcome screen, enter the inmates booking number in the designated box and click the “GET” button.
- **Special Handling Request:** Review and verify the inmate’s name, charge, physical description, DOB etc. for correct information.
    - **Note:** CII is linked to Los Angeles County Jail prior bookings history.
- **Reason for Special Handle (IC12 Comments Displayed):** Enter a detailed narrative of the need for special handling.
- **Keep Away from Inmates:** If keep away status is needed, enter booking number of inmate(s) to be kept away from the inmate for whom the request is being completed for.
    - **Note:** Each keep away inmate shall have their own special handling request.
- **Requesting Officers:** In the “Person Submitting” field, ensure your name is in the “User ID (Windows)” field and the name of the requestor in the “Name / Person Requesting” field. Select the Unit of Assignment and telephone number of the person requesting the inmate special handling.
    - **Note:** After submission to unit supervisor, open “Approved Wristband Report” and monitor report for approved special handling request.
- **Wrist banded:** In the Wrist banded field, ensure your name is the User ID (Windows) field and the name and employee number of the person who placed the wristband in the Name / Person Requesting filed.
    - **Note:** Edit Function: If a special handling request is in need of correction during the processing stage, the person who last submitted the request can retrieve and correct the request.

Supervisor’s Responsibilities:

- **Unit of Assignment Supervisor:** Supervisor at submitting unit will review Special Handling Request and document approval with their NT logon name.

Procedures to add Additional or Updated Information:

- **Electronic Special Handling Program:** From the LASD Intranet - General Intranet - Custody Information Portal: Enter your NT logon and password.
- **Special Handling Welcome screen:** From the opening welcome screen, enter the inmates booking number in the designated box and click the “GET” button.
- **Existing Special Handling Request:** Review and verify the correct special handling request for the concerned inmate. Use the “Add New Comment” button to access the update form.
    - **Note:** If the existing special handling request has not been approved at the Classification Supervisor’s level, the update button will not function. In this case, notification to the classification unit is needed to have the request approved.
- **Additional Comment Page**: Review and verify the inmate’s name and booking number are correct.
- **Add New Comments:** Enter a detailed narrative of the additional / updated information of an existing special handling. If keep away status is needed, enter the name and booking number of the inmate(s) to be kept away from the inmate for whom the additional / updated information is being completed for. Each keep away inmate without an existing special handling request shall have their own special handling request submitted.

- **Note:** The name and booking number of keep away(s) will be added to the “Add New Comments” narrative field.

- Contact Info (Name/UOA/Phone): In the “Contact Info” field, enter your name, unit of assignment and telephone number.
  - **Note:** After submission, open “Approved Wristband Report” and monitor report for approved special handling request. If a wristband change is required, follow directions as outlined above in Wristbanded.

What to do in the event the Electronic Special Handling Request program isn’t available:

From Microsoft Outlook: Open “Public Folder” > “All Public Folders” > “All Forms” > “Miscellaneous” > “Inmate Special Handling Request SH-J-181". Open the Special Handling Request, print a blank copy of the request form, and fully complete the request, after completed, have the request reviewed and approved by a Unit Supervisor. Have the inmate transferred to IRC/CRDF along with the completed request for processing by the Classification Unit.

Urgent Special Handling Status Needed:

In those cases when an urgent special handling status needed, contact the IRC Classification Unit at (213) 893-5365 and CRDF Classification Unit at (323) 568-4500.

Declassification:

Any declassification refer to IRC Classification Unit (213)893-5365 for male inmates and CRDF, (323)568-4500 for female inmates.

> **Note:** For K-10 inmates contact Jail Liaison Unit (213)974-5003

> **Note:** The following applies to all “Special Handling” codes excluding the *A* code. See Custody Division Manual for policy and procedures concerning the *A* code.

Inmates classified as a K-b, *E* *H* *P* ~ or K-6 ~ *E* *F* *G* *L* *P* *T* *\/* and K-1, must be escorted at all times. Also, depending on their keep away classification, they require segregation during transportation and at the court lockup. Inmates so classified, particularly K-l 0, may, at the discretion of the IRC Watch Commander, be transported to court by the arresting/investigating unit or agency. If space is not available to segregate an inmate in a court lockup, the escorting officers may be required to remain with the prisoner until he is returned to the Inmate Reception Center. If an inmate is classified with a reserve code, appropriate security should be provided regarding housing and transporting this individual.

• • 2-07/015.10 Special Handling Codes

Special handling status involves specific classification of an inmate based on distinct factors. These factors include, but are not limited to: an inmate’s past criminal history, present criminal charges, current and past mental history, and tendency to manifest violent behavior. Special handling status may also be given to any

inmate that is determined, by the jail liaison, a potential cause of a breach in jail security, if the inmate were housed in general population.

All inmates that require special handling, will be identified or classified by a colored identification band with the inmate's full name, booking number, and a special handling sub-classification symbol, represented by an alpha/numeric coding system used to identify those inmates who require special handling.

CLASSIFICATIONS:

Red Wristbands: Red wristbands shall be utilized for inmates who are confirmed to be violent and highly dangerous. Additionally, red wristbands shall be utilized for inmates that, if housed in general population, their presence would severely compromise jail security. Red wristband inmates shall be housed in single man cells and kept away from all other inmates. At all times, red wristband inmates shall be escorted by deputy personnel and be waist-chained while being transported.

Sub-classifications of Red Wristbands:

K-10 (High Jail Security Risk): This classification shall be utilized for inmates who, based on confirmed information, require administrative segregation from the general population at all times. K-10 inmates shall be housed in single man cells and be waistchained while being transported.

E (Escape Risk): This sub-classification shall be utilized for inmates who have attempted to escape or have escaped from a jail facility, have the known potential to escape from a secured facility, are "walkaways" from a halfway house, or escaped while on inmate worker status. This sub-classification may be associated with BLUE, RED or YELLOW wristbands.

H (Highly Dangerous): This sub-classification shall be utilized for RED wristband inmates only. This sub-classification shall be utilized when there is confirmed information that the inmate is, or has the potential to become, highly dangerous. This may include, but not be limited to inmates who have violently assaulted officers or other inmates. An inmate, based on current or past criminal history, may be issued this subclassification.

K (Keep-Away): This sub-classification shall be utilized solely for K-10 or K-6 inmates with additional considerations that shall be accommodated to promote the security of all inmates. This sub-classification notifies personnel that it is necessary to review information pertaining to the inmate's keep-away status or other special conditions in the Automated Justice Information System (AJIS). This sub-classification shall be associated with RED or YELLOW wristbands.

P (Prison Gang Association): This sub-classification shall be utilized for inmates who have confirmed gang affiliation in State Prison. For CST purposes, inmates with this sub-classification shall be leg and waist chained while being transported. This subclassification may be associated with a YELLOW or RED wristband.

N (No Telephone): This sub-classification shall be utilized for inmates who have a Court Order restricting telephone usage. This sub-classification may be associated with a YELLOW or RED wristband.

W (Wheelchair): This sub-classification shall be utilized for inmates who, medical services have confirmed, require a wheelchair for mobility. This sub-classification shall be associated with ANY color wristband.

Z (Condemned Prisoner): This sub-classification shall be utilized for inmates who have been sentenced to death or have returned from death row. For CST purposes, inmates with this sub-classification shall be leg and waist chained while being transported. This sub-classification shall be associated with a RED wristband.

****Note**: Classification and declassification of all red wristband inmates shall be approved through the Classification Lieutenant or his designee. If an inmate has multiple classifications that include a red wristband and any other colored wristband, the inmate's wristband shall remain red with all sub-classifications noted on the wristband.

Yellow Wristbands: Yellow wristbands shall be utilized for inmates that are not considered to be a high risk to jail security; however, based on special circumstances, must be administratively segregated from the general population. Yellow wristband inmates shall only be housed and escorted with other inmates of identical yellow sub-classification, when practical. Yellow wristband inmates with identical sub-classifications may be housed together or separately in single man cells. The Central Housing Unit (CHU) shall be responsible for determining appropriate housing areas for yellow wristband inmates. Yellow wristband inmates housed in single-man cells shall be approved by the Classification Lieutenant or his designee.

Sub-classifications of Yellow Wristbands:

K-1 (Law Enforcement): This classification shall be utilized solely for inmates who are current or past law enforcement officials or inmates who are immediate family members of sworn law enforcement employees.

K-6 (Administrative Segregation): This classification shall be utilized for inmates who are not considered to be a high risk to jail security; however, based on special circumstances, must be administratively segregated from the general population.

NOTE: J, O, Q, U (Reserved) - This sub-classification shall be utilized, at the discretion of the Classification Lieutenant or his designee, for specific inmates who, based on special circumstances, require administrative segregation from the general population to promote optimum jail security. This sub-classification shall be associated with a YELLOW wristband.

- **B (Threats)** - This sub-classification shall be utilized for inmates who have been confirmed by Operation Safe Jail as having a green light. This sub-classification shall be associated with a YELLOW wristband.
- **C (Protective Custody)** - This sub-classification shall be utilized for inmates who shall be held in protective custody to ensure their personal safety. Protective custody status shall be granted by the court or at the discretion of the Classification Lieutenant or his designee. This sub-classification shall be associated with a YELLOW wristband.
- **E (Escape Risk)** - This sub-classification shall be utilized for inmates who have attempted to escape or have escaped from a jail facility, have the known

potential to escape from a secured facility, are “walkaways” from a halfway house, or escaped while on inmate worker status. This sub-classification may be associated with BLUE, RED or YELLOW wristbands.

- **F (Fragile)** - This sub-classification shall be utilized, at the discretion of the Classification Lieutenant or his designee, for inmates who are deemed highly susceptible to being victimized or abused by inmates in general population. Factors that may be used to determine if an inmate meets this sub-classification may include, but are not limited to: age, physical appearance and demeanor. This sub-classification shall be associated with a YELLOW wristband.
- **G (Homosexual)** - This sub-classification shall be utilized for confirmed homosexuals. This sub-classification shall be associated with a YELLOW wristband.
- **I (Informant)** - This sub-classification shall be utilized for non-violent inmates who are confirmed law enforcement informants. This sub-classification shall be associated with a YELLOW wristband.
- **K (Keep-away)** - This sub-classification shall be utilized solely for K-10 or K-6 inmates with additional considerations that shall be accommodated to promote the security of all inmates. This sub-classification notifies personnel that it is necessary to review
- **N (No Telephone)** - This sub-classification shall be utilized for inmates who have a Court Order restricting telephone usage. This sub-classification may be associated with a YELLOW or RED wristband.
- **P (Prison Gang Association)** - This sub-classification shall be utilized for inmates who have confirmed gang affiliation in State prison. For CST purposes, inmates with this sub-classification shall be leg and waist chained while being transported. This sub-classification may be associated with a YELLOW or RED wristband.
- **R (CST Priority)** - This sub-classification shall be utilized for inmates needing priority court transportation based on their high control mental condition. Inmates with this sub-classification shall be waist chained while being transported. This sub-classification may be associated with YELLOW or BLUE wristbands.
- **T (Contempt of Court)** - This sub-classification shall be utilized for inmates booked with the sole charge of Contempt of Court (Section 1209 of the California Code of Civil Procedure or Sections 166.1-4 of the California Penal Code). This sub-classification shall be associated with a YELLOW wristband.
- **V (Noteworthy Inmates)** - This sub-classification shall be utilized for inmates who receive an inordinate amount of publicity. This determination shall be made on a case-by-case basis. This sub-classification shall be associated with a YELLOW wristband.
- **W (Wheelchair)** - This sub-classification shall be utilized for inmates who, medical services have confirmed, require a wheelchair for mobility. This subclassification shall be associated with ANY color wristband.
- **X (Sexually Violent Predator-SVP)** - This sub-classification shall be utilized for inmates who have been convicted of a serious sexual offense and have served time in State Prison. Such inmates are ordered back by the Los Angeles Superior Court (Department 95) for evaluation, to determine if they represent a

danger to the community and should be sent to a treatment facility or released from custody. This sub-classification shall be associated with a YELLOW wristband.

- **Y (Inmate arrested for 288 P.C. Charge)** - This sub-classification shall be utilized for inmates who have been arrested for committing sex crimes against a child. This sub-classification shall be associated with a YELLOW wristband.

Blue Wristbands This sub-classification is utilized for inmates who have been given a lengthy prison sentence. Aggravating or mitigating factors such as criminal history, institutional behavior, potential for violence, age, known associations, etc. will be taken into consideration. The final authority to issue the Blue H Classification rests with the Classification Sergeant. This sub-classification shall be associated with a BLUE wristband.

Sub-classification of Blue Wristbands: K-2 through K-5 (Keep-Away from another Inmate): These classifications shall be utilized for inmates who are kept away from each other. Inmates who must be kept away from each other shall be given different keep-away numbers. Inmates with identical keep-away numbers may be housed and transported together. Inmates with K-2 through K-5 status may be housed with other general population inmates, provided they have no other special handling classifications.

A (Hand-Cuff Cover System) - This sub-classification shall be utilized for an inmate who must be transported wearing the high security hand-cuff cover system in compliance with Custody Division Manual section 5- 05/120.00, “Waist-Chain Procedures.” This sub-classification shall be associated with a BLUE wristband.

E (Escape Risk) - This sub-classification shall be utilized for inmates who have attempted to escape or have escaped from a jail facility, have the known potential to escape from a secured facility, are “walkaways” from a halfway house, or escaped while on inmate worker status. This subclassification may be associated with BLUE, RED or YELLOW wristbands.

H (Sentenced to Prison) -This sub-classification is utilized for inmates who have been given a lengthy prison sentence. Aggravating or mitigating factors such as criminal history, institutional behavior, potential for violence, age, known associations, etc. will be taken into consideration. The final authority to issue the Blue H Classification rests with the Classification Sergeant. This sub-classification shall be associated with a BLUE wristband.

M (Mental) - This sub-classification shall be utilized for inmates who have been diagnosed or are allegedly suffering from a mental disorder and may have the potential to be assaultive. This sub-classification shall be associated with BLUE wristbands.

R (CST Priority) - This sub-classification shall be utilized for inmates needing priority court transportation based on their high control mental condition. Inmates with this sub-classification shall be waist chained while being transported. This sub-classification may be associated with YELLOW or BLUE wristbands.

S (Suicidal) - This sub-classification shall be utilized for inmates who have made suicide attempts, claim to be suicidal, or who personnel believe may become suicidal. Personnel shall complete a Special Handling Request and give a detailed explanation of the inmate’s behavior.

Special Handling Request cards, with this sub-classification, shall stay with the inmate until Department of Mental Health personnel have completed the initial evaluation of the inmate. This sub-classification shall be associated with BLUE wristbands.

W (Wheelchair) - This sub-classification shall be utilized for inmates who, medical services have confirmed, require a wheelchair for mobility. This sub-classification shall be associated with ANY color wristband.

Green Wristbands Green wristbands shall be utilized for inmates who are developmentally disabled, or have medical or sensory impairments that may require administrative segregation from the general population. Housing assignments will be determined on a case-by-case basis. CHU, working in conjunction with Medical Services personnel, shall be responsible for determining the appropriate housing areas for green wristband inmates.

Orange Wristbands Orange wristbands shall be utilized for inmates who are confirmed juveniles. All confirmed juveniles shall be administratively segregated from the general population. CHU shall be responsible for determining the appropriate housing area for all confirmed juveniles.

White Wristbands White wristbands shall be utilized for all general population inmates.

Special Wristband Configurations:

Green Loop (Accelerated Release) A green loop attached to an inmate's wristband signifies an inmate as having an order for release by a judge. This loop is normally placed on an inmate at court who has recently seen a judge and been issued an order for release. The loop is used to ensure the inmate is released as soon as possible.

Yellow Loop (Pre-arraigned Inmate) A yellow loop attached to an inmate's wristband signifies an inmate as being prearraigned. This loop is assigned to inmates who have not been to Arraignment Court. This usually means the inmate was recently arrested within the last 72 hours. Inmates in this category cannot be routinely strip searched unless you have probable cause.

Red Loop (Drug Court Inmate) A red loop attached to an inmate's wristband signifies an inmate as being entered in a drug rehabilitation program. This loop is normally affixed to the inmate at court as they have qualified and entered in a first time drug rehabilitation program.

Purple Loop (In-trial Inmate) A purple loop attached to an inmate's wristband signifies an inmate as being currently in-trial. This band helps identify the inmate as being an in-trial inmate and will aid in ensuring their expedient transportation to court.

Sub-Classification:

No sub-classification code, except M (Mental), S (Suicidal) or R (TST Priority), shall be added to a wristband unless a special handling card has been completed and approved by the Classification Unit.

****Note:** K-1 and K-6 classifications shall be assigned yellow wristbands K-2 through K-5

classifications shall be assigned blue wristbands K-10 classifications shall be assigned red wristbands

Note: L (Leg Chain) - For Court Services Transportation (CST) code only. This subclassification shall be utilized for inmates who will be leg and waist chained while being transported. Leg chains can go on any color wrist band.

Note: Inmates who are developmentally disabled, or have medical or sensory impairments, such as being deaf or blind, will be clothed in orange shirts and dark blue pants. They will also be wearing a green wristband. An inmate who is deaf will have the letter “D” on the wristband and an inmate who is blind, will have the letter “B” on the wristband.

• • 2-07/015.15 Pro-per Sataus of Inmates

The policies and procedures implemented for the inmates on pro-per status shall be in accordance with the Los Angeles County Pro-Per Policy Memorandum, approved and adopted, May 10, 1979. Special privileges, granted by Court Order to inmates, shall be limited to the following areas:

- Law library
- Telephone usage
- Subpoenas
- Legal runners
- Witnesses
- Equipment and supplies
- Investigators

An inmate may obtain legal assistance from another inmate, within existing jail guidelines, regarding inmate movement, visitation, hours of jail operation, maintenance of institutional security, and administrative manageability.

The Sheriff is authorized to suspend any and all privileges for cause.

All inmates in Custody Division facilities shall be permitted to maintain exclusive possession of personal legal documents at all times (e.g., mealtimes, enroot to court, recreation, and discipline, etc.) unless possession poses a distinct hazard to jail security. Possession of legal documents, however, will be limited to the amount of material that can be carried within one legal folder or container. While away from their normal housing quarters, these inmates are restricted to possession of only that quantity of legal material that which can be carried within the prior described folder or container.

Inmates in Court Services Division shall be permitted to keep exclusive possession of all personal legal documents while in a court lockup. On arrival at a court facility, the material shall be physically searched for contraband in the presence of the inmate. At no time shall searching personnel read any of the inmate’s legal papers. If contraband is located, immediately contact the branch supervisor. The inmate shall be isolated from other inmates and be kept under constant visual observation until the branch supervisor arrives. The branch

supervisor shall conduct an investigation and notify Jail Investigations for follow-up.

When a court issues an order that an inmate is to be placed on pro-per status, the concerned bailiff shall contact the Central Jail Legal Unit and advise them of the following:

- The inmate's name
- Booking number
- Date the order was issued
- The Judicial Area/Superior Court issuing the order, along with the judge's name and Division/Department number
- The case number under which the inmate is to have pro-per status

After completing this, the bailiff shall deliver the pro-per status order to lockup personnel for transmittal to IRC/CRDF. Lockup personnel shall confirm that the Central Jail Legal Unit has been contacted and make an appropriate entry into Uniform Daily Activity (UDAL) /Title 15 Log.

Since the issue of pro-per status involves a technical aspect of custody that can result in significant legal consequences if mishandled, the centralized receiving of pro-per documentation should be routed through the Central Jail Legal Unit.

No legal documentation, CDs, DVDs, or video tapes will be accepted at a court facility for pro-per inmates. All legal documentation and other legal aids must be submitted through the Central Jail Legal Unit. In order to remain in compliance with pro-per property restrictions, Court Services personnel will advise all legal runners and investigators for a pro-per inmate, that all legal documents and/or legal aids must be routed through the Central Jail Legal Unit. If a judge requests that we take the paperwork at a court, a supervisor will discuss the policy and reasons we would prefer the investigator go through the proper channels. If the judge remains insistent in his decision to allow the property to be given at the court, we shall obtain a court order and accept the legal paperwork. We must be diligent in inspecting all documents for inappropriate material not applicable to their legal case and for contraband.

For questions regarding pro-per information or procedures, contact the Central Jail Legal Unit (213) 973-0103.

• • 2-07/020.00 State Prisoners

Requests to remove State prisoners from the State Prison System to assist with an investigation, causes a significant risk of liability for the Department. Should a State prisoner be removed from the State Prison System and returned to County Jail for investigations purposes only, no removal orders will be accepted to move a State prisoner to a court facility solely for the purposes of an interview or interrogation.

Should a State prisoner be removed for the purposes of being a witness on a particular case, the prisoner shall be transported using special transportation. Extreme caution must be taken when handling those who have been committed to State prison terms. All State prisoners shall be handled as a potential escape risk. If they are to be used as a witness for the defense in a jury trial, a Court Order will be needed to supply them with civilian clothes.

• • 2-07/025.00 Federal Prisoners

Federal prisoners housed in the system are under the control of the U.S. Marshal's Office and may not be transported to a State Court facility without the consent of the U.S. Marshal. All Federal prisoners are to be handled in the same manner as County inmates.

• • 2-07/030.00 Condemned/Death Sentence Inmates

Upon receiving information that a death sentence is going to be formally imposed, the bailiff shall notify the Sergeant responsible for the lockup, of the impending sentence. The Sergeant shall ensure that lockup personnel notify the Statewide Transportation Detail Sergeant. The movement Deputies will verify that the advance notification has been made prior to leaving the lockup.

Upon receiving information that the death sentence is going to be imposed, the Sergeant shall ensure the following notifications are made:

- Telephonically notify the IRC State Prison Desk Supervisor
- Telephonically notify IRC Classification (If it is a male inmate) or CRDF Classification (If it is a female inmate).

Once the formal death sentence has been rendered the court will issue a commitment to San Quentin State Prison, this is also known as a "Death Warrant" or "Condemned Order." The bailiff of record shall notify the lockup Sergeant that the Condemned Order has been issued. The Sergeant shall ensure that lockup personnel notify the Statewide Transportation Detail Sergeant and IRC Classification, that the formal death sentence has been rendered. Once the inmate's Condemned Order has been delivered to lockup, personnel shall place the Order on a special transmittal marked "Condemned Inmate."

Upon notification that the formal death sentence was rendered, the Sergeant shall ensure the following notifications are made:

- Telephonically notify the IRC State Prison Desk Supervisor
- Telephonically notify IRC Classification (If it is a male inmate) or CRDF Classification (If it is a female inmate)

After lockup personnel have spoken with Classification, make an entry into the Electronic Special Handling Program updating the inmate's status to "Condemned."

Under no circumstance is this process to be circumvented. The State Prison Desk must complete all paperwork, processing, and transportation to San Quentin State Prison within ten (10) calendar days.

• • 2-07/035.00 Special Interest Inmates

Well-known individuals or incidents that have had high media coverage may require additional personnel for security and/or custody movement. For example, politicians, sports figures, film and TV personalities, police officers, religious leaders, doctors, etc. have a potential for large followings. If the individual is in custody, it

creates additional security concerns, not only for the inmate, but for the personnel working in the lockup. When such individuals come to the attention of lockup personnel, the Branch Supervisor shall be notified and may provide for additional security.

Gang members and high risk defendants have become a daily occurrence in court. Sheriff's personnel must be alert for any type of retaliation, intimidation of witnesses, or an attempt to influence or threaten the court. Inmates who have done previous prison or jail time feel the weakest link in the prisoner security and control is when they are in court. All personnel shall be professional and alert to the potential for violence and escape by these individuals.

• • 2-07/040.00 Segregation of Inmates

Segregation of certain inmates may be either required by law or necessary for the protection of inmates and staff. Segregation includes physical, audio, and visual separation from other inmates. Segregation orders shall be complied with to the fullest extent possible with consideration being given to the individual holding facilities available.

It is the responsibility of lockup personnel to ascertain which inmates require special handling and supply the affected bailiff with that information, along with a copy of the Special Handling Card.

• • 2-07/040.05 Statutory Segregation

Persons held as material witnesses or under an order imposing punishment for contempt shall be kept separate from persons charged with a crime. Persons in custody for civil warrants shall be segregated from persons charged with a crime. Males and females shall be confined separately from each other. Juveniles shall not be confined with adults. Juveniles are considered to be those persons under the age of 18 years.

Refer to: Penal Code 4001, 4002, 4021; Welfare & Institutions Code Section 508

• • 2-07/040.10 Administrative Segregation

Each Court Service facility shall provide for the administrative segregation of inmates who are determined to be prone to escape, prone to assault staff or other inmates, or likely to need protection from other inmates, if such administrative segregation is determined necessary for the welfare of the inmates and/or staff.

Administrative segregation at court holding facilities shall consist of separate and secure housing but shall not involve any other deprivation of privileges, other than is necessary to obtain the objective of protecting inmates and staff. Any administrative segregation of an inmate at a court holding facility shall be noted in the Uniform Daily Activity (UDAL)/Title 15 Log.

Refer to: Title 15, 1053 - Administrative Segregation

• • 2-07/045.00 Inmates with Mental Disorders

When a prisoner is to be evaluated under Penal Code §4011.6, all paperwork is generated by the court. The bailiff shall transmit a commitment and confidential report, in a sealed envelope, to lockup personnel. On receipt of information that a prisoner is going to be evaluated, lockup personnel shall place the individual in a separate cell, a separate transmittal marked “4011.6 Commitment” shall be prepared, as well as, a Behavioral Observation and Mental Health Referral (BOMHR) form and the appropriate court documents attached. The sealed envelope containing the confidential report shall be sent via Court Services Transportation to the Statewide Detail.

• • 2-07/050.00 Inmates of Undetermined Age

When an inmate is booked as an adult and transported to court, then alleges to be a juvenile, they shall be referred to as an inmate of undetermined age and shall be segregated from other inmates.

When a Court Services Branch Supervisor learns they have an individual who was arrested, booked and arraigned in an adult court, but now claims to be a juvenile, the Branch Supervisor shall notify the Area Lieutenant and either the Watch Commander of IRC (male inmates) or CRDF (female inmates).

The Branch Supervisor shall ensure that the inmate is transported to the appropriate facility (male to IRC, female to CRDF) by Court Services Transportation Bureau (CST) and all necessary paperwork shall accompany the inmate, including a copy of their booking paperwork and Live Scan return.

It is the responsibility of the IRC/CRDF Watch Commander to request an investigation into the allegation. If the Watch Commander’s investigation is unable to verify the inmate of undetermined age’s newly claimed birth date, the IRC/CRDF Watch Commander shall ensure the inmate is transported to the court of jurisdiction on the next court day for the judge of that court to decide the inmate of undetermined age’s true birth date.

When CST Deputies arrive at court with the inmate of undetermined age, they shall provide lockup personnel with a copy of the Undetermined Age Report and supporting documents. If the judge determines the inmate is a juvenile, the Branch Supervisor shall ensure the subject’s transportation to IRC/CRDF or the facility the subject is currently housed on the next CST bus.

If an inmate of undetermined age has been determined by an investigation to be a juvenile, but probation has refused to accept the subject and the judge has refused to issue a Court Order for probation to accept the subject, transportation Deputies shall transport the inmate on the next court day to Court Services lockup in the court of jurisdiction. They shall provide Court Services personnel with a copy of the inmate of Undetermined Age Report and supporting documents. A member of the Custody Investigative Services Unit will appear in court in an attempt to obtain a Court Order remanding the subject to the Los Angeles County Probation Department.

When the judge issues a Court Order, Court Services personnel shall arrange for the subject’s transportation to IRC/CRDF or the facility the subject is currently housed at, on the next CST bus. The Custody Investigative Services Unit will immediately contact the IRC/CRDF Watch Commander with a copy of the Court Order.

For additional information regarding this policy, please refer to Correctional Services Division Directive 08-005 (Formal), “Inmates of Undetermined Age.”

• Chapter 8 - Inmate Interviews

Interviews with inmates shall be in accordance with the provisions of the Manual of Policy and Procedures.

"It is the policy of the Department to provide the most expedient method of communications between persons in custody of the Department and their attorneys or other persons attempting to secure their release."

"Such communications are privileged and shall be subject to only the minimal restrictions required to maintain adequate security."

Legal requirements shall be met when an attorney or bonds person requests an interview; however, officer safety and inmate security shall not be compromised. Inmates are transported to court lockups for court appearances only. Any Removal Order for interview purposes by attorneys will not be accepted. All such interviews shall be done at the custodial facility, where the inmate is housed.

An inmate who is no longer needed in court shall be prepared for immediate transportation. Absent a Court Order, inmates shall not be kept in a court lockup, solely for the convenience of an attorney to conduct an interview.

• • 2-08/010.00 Access to Courts and Counsel

“Inmates have a constitutional right to unimpeded access to attorneys and legal representation.” Within Court Services access is a routine daily occurrence; however, in those courts without secure interview areas, cooperation between attorneys and Deputies in expediting interviews is essential. Interviews may be conducted, subject to the general following restrictions. Branch Supervisors shall prepare specific interview procedures for their courts.

- An accredited attorney may interview an inmate any time during a court session.
- The interview shall allow as much privacy as space limitations and security requirements permit.
- No time limit can be imposed on the length of the interview; however, it shall be permissible to request cooperation of the attorney in conducting his/her business as soon as possible.
- Attorneys are permitted to give their client one business card.
- Contraband should not be given to the inmate for their personal use. Any papers that are to be read by the inmate shall be handed to them by the bailiff or lockup personnel.

An inmate has the right to accept or refuse an interview at any time, even after requesting the service himself. When an inmate refuses an interview, the attorney involved shall be notified. Such refusal involves no obligation to the attorney, either on the part of the inmate or the Department.

Refer to: Title 15, 1068 - Access to the Courts and Counsel.

• • 2-08/015.00 Investigators

Full-time compensated investigators employed by Armed Forces Investigators any State, City, County or

Federal agency or may interview an inmate in a court lockup facility. All policies and procedures regarding weapons in lockup facilities shall be adhered to. The investigator shall not request an inmate to be brought to court solely for the purposes of doing an interview. All such interviews shall be done at the custodial facility, where the inmate is housed.

• • 2-08/020.00 Interview Security

The individual Branch shall determine the proper level of security needed based on the physical layout of the lockup, the inmate to be interviewed, and the work requirements at the time of the interview. If necessary, delay the interview until sufficient backup can be secured. An attorney may request that additional person(s) be permitted to participate in an interview with an inmate. Personnel receiving this request shall immediately notify the Branch Supervisor.

• • 2-08/020.05 Audio Recording

Audio recordings of inmates in secured areas designated and marked as attorney rooms are prohibited except by court order or emergent circumstances (e.g., cell extraction of uncooperative inmate, medical emergency, etc.).

Audio recordings in satellite lockup areas of attorney/client communications are prohibited absent a court order.

All requests for investigative recording operations within a secured area of a court facility must be approved by the Bureau Unit Commander prior to any recording taking place.

Contemplated changes to this policy shall include consultation with County Counsel.

• • 2-08/020.10 Eavesdropping or Recording Conversations

“Every person who, without permission from all parties to the conversation, eavesdrops on or records, by means of an electronic device, a conversation, or any portion thereof, between a person who is in the physical custody of a law enforcement officer or other public officer, or who is on the property of a law enforcement agency or other public agency, and that person’s attorney, religious advisor, or licensed physician, is guilty of a felony.”

Refer to: Penal Code Section 636(a)

• • 2-08/020.15 Photographs

No photographs shall be taken in attorney interview areas without the permission of the Branch Supervisor. Investigators requesting to take photographs shall be referred to the Branch Supervisor. When a high risk inmate is the subject of the request for photographs, the Branch Supervisor shall assess the threat level and determine the safest manner to facilitate the photographs to be taken. It is highly recommended that the

Branch Supervisor advise the court ordering the photographs, that due to the extreme security risk of this particular inmate, the photographs should be taken at the inmate's jail facility under the direction of the Sheriff's Department Jail Investigation Unit.

If the decision is made to take the photographs in the court holding area, the photographs will be taken by a Court Services Deputy and sufficient backup will be secured prior to the photographs being taken. Only a limited number of law enforcement personnel shall be allowed into the lockup area where the photographs will be taken. Unless ordered by the court, Deputy District Attorneys, Public Defenders, Alternate Public Defenders and private counsel shall be excluded from the lockup area while the photographs are taken.

Photographs shall be taken of inmates involved in force incidents by the Branch Supervisor. The use of video cameras by court personnel for security purposes is permitted.

• • 2-08/020.20 Lineups

All lineups conducted by the Department or in Department facilities shall be conducted by members of the Central Jail Lineup Detail. Investigators desiring a lineup should notify the Central Jail Lineup Detail, as far in advance as possible, and be prepared to furnish a complete description of the suspect.

No lineup shall be conducted in court holding areas. If a judge makes an order at the request of defense counsel to conduct a lineup in a court holding area, lockup personnel should immediately contact the Branch Supervisor. The Branch Supervisor shall contact the Central Jail Lineup Detail for instructions.

• • 2-08/025.00 Number of Interviews

The number of interviews by attorneys and diplomatic/consular officials shall not be limited.

• • 2-08/030.00 Interview Time Limits

While no time limits should be placed on attorney interviews with inmates, circumstances such as interview space, security concerns, and the numbers of inmates to be interviewed should be taken into consideration. Cooperation with the courts and counsel is important to expedite court calendars.

Attorney interviews may be delayed during the movement of inmates to court or during the noon hour, when inmates are being served meals.

• • 2-08/035.00 Bonds Persons Interview

A bonds person may interview an inmate any time after bail has been set or after a change in the disposition of the charge results in a change of bail. The interview shall allow as much privacy as space limitations and security requirements permit. The bonds person or their representatives requesting an interview shall present proper credentials and satisfactory identification before being allowed to interview an inmate. Bonds persons with proper credentials shall not be denied access to any Court Services lockup interview area.

At lockups without secure interview rooms, where the interview involves a highly dangerous inmate and there is advance knowledge that bail will be set, have the bonds person interview the inmate after his return to the Custody Division.

Bonds persons may not give anything, including a business card to an inmate. They may request that an additional person be permitted to participate in an interview with the inmate. Personnel receiving this request shall immediately notify the Branch Supervisor.

• • 2-08/040.00 News Media Interview

News media personnel requesting to interview an inmate must be authorized representatives of a bona fide news gathering agency and possess valid identification. Sheriff's Headquarters Bureau shall be notified whenever a news media interview takes place in any Department custody facility, station, or court lockup. News media interviews shall not be granted for:

- Inmates who have not been arraigned. This applies to all inmates confined at a Department custody facility, station or court lockup. Any exception to this policy will require a Court Order.
- Inmates suffering from mental disorders or undergoing court ordered psychiatric evaluations.
- Federal prisoners, including media information and/or photographs, which are prohibited without the written approval of the U.S. Marshal.
- Inmates at a court lockup without the approval of the Chief of Court Services Division or his designated Area Commander.

• • 2-08/045.00 Visits by Diplomatic and Consular Officials

Diplomatic and Consular officials shall be entitled to unlimited access to inmates when a foreign national that they represent is in the custody of the Sheriff.

• • 2-08/050.00 Special Interviews / Visits - Courts Ordered

The following persons, possessing suitable identification, may interview an inmate at any Court Services facility:

- A physician and/or surgeon, including any psychiatrist, psychologist, or registered social worker who is licensed to practice in this state, is employed by the inmate or his attorney to assist in the preparation of the defense, or by virtue of a Court Order is to interview the inmate on behalf of the court.
- A notary public, when requested by an inmate, for purpose of notarizing legal documents.
- A probation or parole officer needing to interview the inmate for a related matter.

Visits by family members, witnesses, co-defendants, legal runners, etc. are not permitted in court lockup facilities. An exception to this is contained in CSDM, 3-12/020.00 - Child Visitation with In-Custody Parents.

An attorney or bonds person may bring in two additional individuals to assist him/her in the preparation of

legal materials or releases. However, the individual shall not be a family member or a co-defendant. Persons specifically excluded from any contact with an inmate in a lockup are:

- Ex-felons (must have a letter from the Chief of Court Services Division allowing the ex-felon to enter the property, per the Penal Code).
- Persons under 18 yrs. of age.
- Former inmates released from the Los Angeles County Jail system within the past 30 days.

If lockup personnel receives a court order directing a personal visit at a court lockup for anyone other than those individuals that are authorized, the Branch Supervisor shall be immediately advised. It is the responsibility of the Branch Supervisor to contact the issuing judge and explain the security and safety implications of personal visits with inmates. If the judge refuses to rescind the visitation order, it shall be carried out in an expeditious manner, in a security area with additional security precautions. The inmate shall be searched after any personal visit. A contact visit shall not be allowed within a Court Services facility. Any attempt by an attorney, to have an inmate or family members visit in a courtroom shall not be permitted, unless ordered by the court.

• Chapter 9 - Acceptance of Inmates and Processing

It is the policy of this Division to accept inmates at a court lockup, only for the purpose of a court appearance. Exceptions to this are enumerated in the following sections. Inmates shall not be accepted without the appropriate documents accompanying the inmate.

• • 2-09/000.05 Pre-Arraigned Inmates / 4030 PC

This policy is to ensure that the appropriate arrestee processing and booking procedures are followed and to prevent over-detentions. Court Services Division lockup personnel will only accept inmates from outside agencies and Sheriff's Stations on the arraignment date listed in the Automated Jail Information System (AJIS) and/or Live Scan booking and property printout.

If the arraignment date is later than the transportation date, it is the responsibility of the Station or outside agency to update the Live Scan booking report or AJIS program, prior to lockup personnel accepting the arrestee into court lockup.

Court Services Division lockup personnel will continue to review all booking packets from outside agencies and Stations, in accordance with Department policy and procedures.

This section does not apply to inmates with medical restrictions.

Court Responsibilities: All pre-arraigned inmates who arrive at court from a Sheriff's Station or outside agency for arraignment and do not get arraigned, shall have a yellow wristband looped around and affixed to the standard County issued wristband, before the inmate is sent to IRC/CRDF. The yellow loop will indicate to IRC/CRDF that the inmate is pre-arraigned. The inmate shall be placed on a separate transmittal indicating that the inmate is "PREARRAIGNED." The inmate will be separated from the general population upon arrival to IRC/CRDF, and not subject to a "strip search" pursuant to 4030 PC.

All County Jail inmates who arrive to court from a County Jail facility (with a yellow wristband looped and affixed to the standard county issued wristband), shall be determined to be pre-arraigned. After the inmate has been arraigned, the court bailiff or lockup personnel shall remove the yellow wristband and write, in ink, the number three (3) on the wristband of the inmate to indicate the change in housing status. In the event that the inmate is not arraigned, the yellow wristband shall remain on the inmate. The inmate shall be placed on a separate transmittal, indicating that the inmate is “PREARRAIGNED” and sent to IRC/CRDF

A pre-arraigned inmate who is seen by the judge and allowed to postpone their arraignment, shall continue to be indicated as a pre-arraigned inmate (via the notation on the transmittal and yellow loop around their wristband) until he/she is arraigned.

Transportation Responsibilities: Upon arrival at IRC/CRDF, it is the responsibility of Court Services Transportation Bureau (CST) to separate the pre-arraigned inmates, who have yellow wristband loops, from the arraigned inmates. CST personnel can combine general population inmates and pre-arraigned inmates only when transporting inmates to or from court. Any discrepancies with the transmittal and yellow wristband loop shall be brought to the attention of Court Services personnel.

• • 2-09/000.10 Court Lockup Inmate Verification

This section is to establish the processing and verification of inmates arriving or leaving court lockup facilities on any Court Services Transportation Bureau (CST) Vehicle (bus, van, radio car, etc.).

Personnel assigned to the lockup shall be responsible for maintaining the Uniform Daily Activity (UDAL) /Title 15 Log book. All entries on the log shall be done in blue or black indelible ink. Liquid paper, White-Out, correction tape, etc. shall not be used on this log. If corrections are necessary, draw a line through the area that requires correction and make a new entry (i.e., proper correction).

Inmates Arriving At Court Facility From Court Services Transportation Bureau When CST Deputies arrive at the court with inmates, lockup personnel shall meet them at the Sally Port door and ask how many inmates, and what type, i.e. special handling, males/females, etc., are being delivered to the court. This entry shall be made in the Uniform Daily Activity (UDAL) /Title 15 Log. As the inmates are off loaded, a court lockup personnel shall scan, refer to CSDM, 2-09/010.05 - DIMMS (Defendant Inmate Movement Management System), each inmate into the facility. When all inmates have been off loaded, the personnel who scanned the inmates shall verify the receiving count. If the count matches what was verbally reported, the CST Deputy shall sign the Uniform Daily Activity (UDAL) /Title 15 Log to verify the count. If the counts do not match, all movement shall stop until the counts can be corrected and verified. CST Deputies shall not be allowed to leave until the counts have been verified and the Uniform Daily Activity (UDAL)/Title 15 Log has been signed.

Inmates Leaving A Court Facility Via Court Services Transportation Bureau: When an inmate has completed their court appearance, and is to be transported to the IRC/CRDF or Custody facility, the court lockup personnel shall inform the CST Deputy of the total inmate count and type of inmates to be transported, (i.e. special handles, males/females, remands, etc.). Court lockup personnel shall scan, DIMMS (Defendant Inmate Movement Management System) each inmate as they are handcuffed/chained by the CST Deputy. When all inmates have been handcuffed/chained, the personnel who scanned the inmates shall verify the outgoing count. If the count matches what was verbally reported, the CST Deputy shall sign the Uniform Daily Activity (UDAL)/Title 15 Log to verify the count. If the counts do not match, all movement shall stop until the counts can be corrected and verified. CST Deputies shall not be allowed to leave until the counts have been

verified and the Uniform Daily Activity (UDAL) /Title 15 Log has been signed.

• • 2-09/000.15 Acceptance of Courtline Inmates from Court Services Transportation

Inmates ordered by the court who are listed on the Court's Daily Custody List (Master Appearance List) and all supplemental lists, shall be accepted by the court lockup. If the court lockup has housing issues or the inmate is showing signs of being physically or mentally ill and may soon be in need of medical attention, the inmate will not be accepted

When court lockup personnel cannot accept the inmate due to one of the above reasons, the branch supervisor (sergeant or above) shall be called to make the determination if the inmate will stay or be returned to the Court Services Transportation (CST) crew bringing the inmate.

Only the branch supervisor and area lieutenant shall make the decision to accept the inmate at the court or to decline the inmate. The supervisor shall take into account the concerns by lockup personnel and give consideration to the CST crew's scheduled run and lack of facilities on buses. Each case shall be evaluated on an individual basis.

On the rare occasion that both sides have equal concerns, the supervisor shall contact the CST Watch Commander and work toward a solution.

• • 2-09/010.00 Booking Requirements

Court Services lockups are not designated booking locations, except during mass arrest situations or when designated by the Sheriff. All booked inmates delivered to court must have the following:

- Original and one copy of a Sheriff's booking slip.
- A completed medical evaluation questionnaire.
- A copy of a Warrant Check from CWS, NCIC stating "No Hits" or a statement by the Station jailer or agency jailer that a warrant check was made and "No Hits" were indicated.
- A wrist band shall be attached to all inmates received by Court Services. LAPD and Long Beach P.D. inmates will have those agencies, wristbands on. Court Services does not have to re-band them because that will be done at Inmate Reception Center (IRC) / Century Regional Detention facility (CRDF). The name and booking number on the wrist band must match. If they do not match, DO NOT accept the inmate. If the band is not legible and properly secured, request the agency to re-band the individual.
- All property listed on the booking slip must accompany the inmate or be accounted for.
- All property must be heat sealed in a plastic bag. DO NOT accept property that is not properly packaged. Bulk property will not be accepted from any agency. If it cannot be contained in the standard property bag, the agency must store the property.
- Deposited money must be sealed separately from any other property.

• • 2-09/010.05 DIMMS (Defendant Inmate Movement Management System)

Court Services personnel are mandated to scan all inmates utilizing DIMMS and will be responsible for tracking, assigning and maintaining the equipment within their facility.

Maintenance of Equipment (Scanners):

- Malfunctioning or broken scanners shall be reported immediately via email message to the DIMMS Help-Desk to arrange for repair or replacement.
- A written request for repair explaining the malfunction shall accompany the scanner when sent for repair.
- It shall be each facility's responsibility to arrange for transport of the malfunctioning scanners.
- A SH-49 shall be written for scanners that are damaged or missing.
- The court lockups shall note any malfunctioning scanners in the Uniform Daily Activity (UDAL) /Title 15 Log and list the reporting person and who was notified.

Responsibility for Scanning Inmate Movement:

Court Services Transportation Bureau: CST personnel will scan all inmates entering a transportation vehicle (i.e. IRC/CRDF court line, station, jail, LCMC or other jail facility).

Court Lockup: Lockup personnel will scan all inmates received into, or sent out of the court lockup including:

- Remands
- New bookings
- Inmates brought into lockup via CST
- Inmates sent out of lockup via CST
- Releases
- Medical runs to any hospital (noting the name of the hospital and names of the transporting Deputies)
- Releases to outside agency (include agency and officer's name)

Lockup Supervisor: It is the Lockup Supervisor's responsibility to ensure that all inmates have been scanned out of their facility at the end of the day by checking the DIMMS System to ensure the Branch count indicates 0 (zero). This should be done in conjunction with a physical security check.

Branch Supervisor: The Branch Supervisor will conduct a random weekly audit to ensure compliance with this section and note such check in the Uniform Daily Activity (UDAL)/Title 15 Log.

Malfunction or Questions Regarding Dimms System: Should there be a problem with the DIMMS System or a question regarding its use, the lockup or CST Supervisor shall send an e-mail message to the "DIMMS Help Desk."

• • 2-09/010.10 Misdemeanor Acceptance and Release Criteria for Court Lockups

Remanded Inmates: See CSDM, 2-10/015.00 - New Remands from Court.

Open Charges, Misdemeanor Violations: Misdemeanor arrestees brought to a court lockup by any police agency on open charges to be heard at that court, will be accepted, and regardless of the offense charged. Notwithstanding the aforementioned, lockup personnel shall only accept inmates on the arraignment date listed in the Automated Jail Information System (AJIS) and/or Live Scan booking and property printout, refer to CSDM, 2-09/000.05 - Pre-Arraigned Inmates / 4030 PC. If the AJIS arraignment date is different, it is the responsibility of the outside agency to update the Live Scan booking report or AJIS, prior to lockup personnel accepting the arrestee.

Sheriff's Department Misdemeanor Warrants Persons arrested for a Sheriff's Department misdemeanor warrant will be accepted, regardless of the arresting agency.

1. If the accepting court issued the Sheriff's warrant, the inmate will be arraigned (if the inmate has additional warrants, see below.)
2. If the warrant was issued by another Los Angeles County Court:
    - Determine whether the inmate meets the current IRC/CRDF acceptance policy (see IRC JDIC sent each Monday titled "IRC Policies on Bail Acceptance and Misdemeanor Arrests").
    - If the inmate meets the IRC/CRDF Acceptance Policy, they shall be accepted and transported to IRC/CRDF.
    - If the inmate does not meet the IRC/CRDF Acceptance Policy, they shall be cited and released. If the inmate was issued a warrant for violation of a fare evasion statute and does not otherwise meet the IRC/CRDF Acceptance Policy, they shall be cited and released. Citations for fare evasion are commonly issued by Transit Services Bureau personnel on trains crossing several judicial areas. The charging violation is Penal Code 640(b) (1-11); however, the citation may instead indicate a failure to appear violation under Penal Code 853.7.

Sentencing & Case Disposition

Inmates having dispositions on all charges that would release the inmate, and the only charge holding the inmate is a Sheriff's Department misdemeanor warrant(s), shall be cited out if they do not meet the IRC/CRDF Acceptance Policy.

If the misdemeanor warrant is held by a local outside agency, the agency holding the warrant shall be contacted and given the opportunity to respond to the court and accept custody of the inmate. If the inmate will not be picked up by the agency, for whatever reason, the inmate shall be cited out if they do not meet the IRC/CRDF Acceptance Policy.

Any person sentenced to jail for three (3) days or less, or with the remaining time to be served of three (3) days or less, regardless of the offense charged, shall be placed on the potential release list e-mailed to IRC/CRDF. Court Services personnel will then follow the directions given by IRC/CRDF, as to releasing at court or transporting to IRC/CRDF.

NOTE: All judicial remands for Contempt of Court shall be returned to IRC/CRDF for processing.

• • 2-09/015.00 Acceptance and Processing Inmates from City Police Departments (Except LAPD)

City Police Departments are responsible for the transportation (except LAPD) to court. Lockup personnel, as a courtesy, may accept inmates at a court lockup. The responsibility for the pre-arraigned inmate, however, remains with the police department concerned.

In the event that there is a problem with a city inmate, such as a medical, mental illness, or special security problem, the arresting agency shall provide an officer to supervise the agency's inmates. Lockup personnel shall immediately notify the Branch Supervisor, in the event of any disagreement with the arresting agency.

Should the number of inmates from such agencies exceed the Department's ability to provide adequate security, sworn lockup personnel may require such agencies to provide a jailer.

If the city police department has booked the inmate through a Sheriff's Station or custody facility, they shall be considered the Sheriff's responsibility.

• • 2-09/020.00 Misdemeanor Warrant Acceptance

Inmates arrested on any Sheriff's misdemeanor warrant by the Sheriff's Department or any other police agency will be accepted at court lockups. Inmates (with Sheriff's warrants issued by a court) at the lockup accepting the inmate, will be arraigned and either cited out or transported to IRC/CRDF, depending on whether they meet the current release criterion. Inmates with warrants issued by L.A. County Courts other than those at the accepting lockup shall be cited out by lockup personnel if they meet the current release criteria. Those who do not meet the release criteria shall be transported to IRC/CRDF.

Misdemeanor warrant arrestees brought to court by any police agency will be accepted at the lockup, regardless of the offense charged. If the agency is part of the Consolidated Booking System and the inmate is remanded to the custody of the Sheriff by the court, lockup personnel shall cite the individual, unless they meet the current criteria for being transported to IRC/CRDF. Inmates received from police agencies, which are not part of the Consolidated Booking System, and who are remanded to the custody of the Sheriff by the court, regardless of the offense charged, shall be transported to IRC/CRDF for completion of the booking process and either cited out or remain in custody.

Misdemeanor release criteria do not apply to persons sentenced, by the court, to terms in County jail. Any person sentenced to the County jail, regardless of the offense, shall be transported to IRC/CRDF. For possible release exceptions refer to CSDM, 2-09/010.10 - Misdemeanor Acceptance and Release Criteria for Court Lockups.

Any person who is remanded on a charge of 40508 V.C. or 853.7 P.C. or whose court document indicates "FTA Arrest," shall not be released on a citation, unless otherwise directed by IRC/CRDF.

• • 2-09/025.00 Sheriff's Court Services Warrant Arrests

Persons arrested on misdemeanor warrants by Sheriff's personnel and transported directly to court lockups for arraignment shall be accepted by lockup personnel. These warrant arrests must be accepted, regardless of the charge or the amount of bail. Once they are remanded to the custody of the Sheriff, they shall either be cited out by lockup personnel or be transported to IRC/CRDF, based on the current cite out policy.

• • 2-09/030.00 Warrants - Outside Los Angeles County

The Sheriff's Department shall notify the agency holding the warrant on an out-of-county warrant of the following:

- Non-availability, when local holds are discovered,
- Availability, when local holds have been discharged

The out-of-county agency has five court days (per 821 and 822 PC) in which to take custody of the prisoner after the expiration of local charges.

However, it is Court Service's policy to follow the IRC/CRDF policies on Bail Acceptance and Misdemeanor Arrest.

IRC/CRDF will not accept inmates being held solely on an out of county warrant, unless the inmate is transferred to IRC/CRDF within 24 hours from the time of arrest.

Refer to the 'IRC Policies on Bail Acceptance and Misdemeanor Arrests' regarding out of county warrants, to obtain the most current policy information.

• • 2-09/035.00 Out of State Warrants/Fugitives

Whenever an inquiry is received from another police agency within Los Angeles County, requesting the transportation of an inmate arrested on a warrant or warrant abstract originating outside the State of California, the requesting agency will be instructed to contact Sheriff's Fugitive-Warrant Detail, who will make the transportation request via JDIC

If an inmate is delivered to a court lockup from another police agency, and there is information that the inmate is an out-of-state fugitive, the following guidelines should be followed:

- Accept the inmate, provided that you receive either a teletype warrant or a copy of the warrant abstract from the demanding state authorizing the arresting agency to hold the inmate. A local arrest warrant or remand orders is not necessary as an authorization to take custody of the inmate.
- When a fugitive inmate is accepted from any other police agency other than our own, notify the Sheriff's Fugitive-Warrant Detail or Headquarters Detective Division and advise them of the situation. The Fugitive-Warrant Division handles fugitive warrants for all Police Departments in Los Angeles County.

• • 2-09/040.00 Bonds Person Surrenders

Civilian enforcement agents for bonds persons may not surrender individuals who have skipped on a bond to any Court Services facility. All surrenders shall be booked only through IRC/CRDF. Under no circumstances, shall civilian enforcement agents be referred to Sheriff's Stations for booking. Should they demand that they leave their surrender under 142 PC (officer refusing to receive or arrest a person charged with an offense), they should be referred to the Branch Supervisor. The Branch Supervisor shall inform the individual that court

holding areas are not designated as a booking location by the Sheriff.

A civilian enforcement agent shall not be allowed in any court lockup.

• • 2-09/045.00 Probation/Parole Violators

Probation violators are accepted in court lockups only when remanded by the court. Others must be booked at a Station or Central Jail.

If a State Parole Officer wishes to deliver a suspect to a court lockup, along with a valid warrant or warrant abstract, we will accept the inmate and transport the inmate in the same manner as a Court Remand to IRC/CRDF. These warrants will all be for violation of either 1767.3 WIC, 3151 WIC; or 3056 PC, and will be either for escape or violation of parole, with no bail authorized. The State Parole Officer shall also attach a business card to the warrant or warrant abstract. IRC/CRDF has agreed that they will accept the violator. Lockup personnel shall not sign the booking slip as arresting officer that space is to be left blank.

• • 2-09/050.00 Intoxicated Non-Remands

Do not accept non-remanded inmates charged with misdemeanor offenses for 647(f) PC - Drunk and 11377 H&S - PCP only. The local agencies or Sheriff's Station should resolve the situation at their level under 853.6 (j) PC or 849 PC. The only exceptions come under 853.6 (j) PC 1 thru10. This section requires that a form be signed indicating why the person was not released. The form should be signed by the arresting unit's Watch Commander and accompany the inmate.

> **Note:** Per CSDM, 2-09/010.00 - Booking Requirements, all outside agencies and station bookings delivered to court will have a completed Medical Evaluation Form accompanying their booking package.

• • 2-09/050.05 Intoxicated Remands

If a court remands an intoxicated individual into custody, note the person's condition on the remand slip and accept the individual into custody. In order to comply with the **Sundance Decision**, remands who are "extremely intoxicated" (are a threat to their own safety or the safety of others, due to their state of intoxication, as the result of alcohol and/or drugs) shall be transported forthwith to IRC/CRDF or a Sheriff's Station for processing, in compliance with Section IX of the Field Operations Station Jail Manual. If in doubt, contact your Branch Supervisor.

• • 2-09/055.00 Injured or Sick Inmates

Injured and/or sick inmates are only accepted if they are accompanied by documentation from a medical authority, stating that they are cleared for booking. Should it appear to lockup personnel that an inmate is in need of medical attention, and the arresting agency or Station has not provided a medical clearance, do not accept the inmate. Lockup personnel shall immediately contact the agency's Watch Commander or the Station Watch Commander and ascertain the medical status of the individual. Stations and agencies may

book sick or injured inmates at the Los Angeles County Medical Center Jail Wards. They must transport the inmates to that location.

• • 2-09/060.00 Civil Warrants/Remands

An individual remanded to the custody of the Sheriff on a civil bench warrant or arrested for civil contempt must be segregated from inmates charged with criminal matters (4001 P.C.). If a civil inmate also be charged with a criminal offense, such as outstanding warrants, the inmate may be handled in the normal manner. A separate transmittal will be prepared when a civil inmate is remanded to the custody of the Sheriff. This transmittal shall be clearly marked at the top, “CIVIL INMATE ONLY”.

• • 2-09/065.00 Material Witnesses

Material witnesses not charged with any crime will be handled in a similar manner to “civil inmates”. The transmittal will be marked “MATERIAL WITNESS”. The transportation Deputy will also call this to the attention of the IRC/CRDF receiving clerk and the receiving Deputy. Should there be any questions regarding the commitment of a material witness, the Branch Supervisor shall be contacted. Coordination with the IRC/CRDF Watch Sergeant is essential to ensure the security and safety of the witness.

• Chapter 10 - Release of Inmates

The release or transfer of an inmate is determined both law and by Department policy. If lockup personnel have any doubt about the disposition of an inmate, the Branch Supervisor shall be contacted, prior to taking action. Under no circumstances shall an inmate be released or transferred who cannot be positively identified. If there is doubt of the identity of an inmate, the inmate shall be returned to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF).

• • 2-10/010.00 No Filings

Note: CHP books all suspects into local city stations (i.e., LAPD, Glendale P.D.)

Refer to CSDM, 2-11/035.00 - Bail Posted

• • 2-10/015.00 New Remands from Court

Individuals remanded by the court with a misdemeanor bail set or aggregated misdemeanor warrants, that are below the current Department misdemeanor cite out policy criteria, shall be cited out. If the warrants are for one of the crimes listed under the current misdemeanor hold criteria, transport to IRC/CRDF.

If the individual has been committed to a specific sentence, transport the individual to IRC/CRDF for processing and the serving of the sentence. If the inmate is remanded and sentenced to three (3) days or less,

or with the remaining time to be served of three (3) days or less, regardless of the offense, they shall be placed on the potential e-mail release list to IRC/CRDF. Court Services personnel will then follow the directions given by IRC/CRDF, as to releasing the individual from court or returning them to IRC/CRDF.

NOTE: All judicial remands for "Contempt of Court" shall be returned to IRC/CRDF for processing.

• • 2-10/020.00 Misdemeanor Cite-Out Policy

A misdemeanor inmate shall be released, either in the field or from custody, on his written promise to appear, unless:

Note: Specific justification for the non-release must be noted on the Arrest and Property Form;

- the person has been arrested for a domestic violence battery, (243(e)(1) P.C.);
- the person has been arrested for the violation of a court protective order related to domestic violence;
- the person has been arrested for stalking (646.9 P.C.);
- the person arrested was so intoxicated that he could have been a danger to himself or to others;
- the person arrested required medical examination or care, or was otherwise unable to care for his own safety;
- the person was held in custody on the authority of one or more of the violations listed under section 40302 of the California Vehicle Code (CVC);
- the person in custody has outstanding warrants with an aggregate bail amount exceeding cite-out criteria;
- the person cannot provide satisfactory evidence of personal identification. (Adequate identification includes name, address, sex, race, height, weight, color of hair, and eyes, and date of birth. A "Los Angeles County Regional Identification System (LACRIS) Notification," in response to a Livescan Fingerprint Identification request, is considered adequate identification for purposes of this section.);
    - persons held in custody on the authority of CVC section 40302(a) may not be detained longer than two hours to verify identity (40307 CVC):
        - if the person does not adequately identify himself within the twohour period and does not have sufficient funds to bail out, he shall be booked after the two-hour period elapses;
        - if the person does not adequately identify himself within the twohours period but has sufficient funds to bail out, he shall be admitted to bail after two hours and shall not be booked; and
        - if the person adequately identifies himself within the two-hours period, he must be cited out pursuant to section 40307 CVC, and shall not be booked;
    - the prosecution of the offense(s) for which the person was arrested or the prosecution of any other offense(s) would be jeopardized by immediate release of the person arrested;
    - there was a reasonable likelihood that the offense or offenses would continue or resume or that the safety of persons or property would be imminently endangered by release of the person arrested;
    - the person arrested demands to be taken before a magistrate or refuses to sign the Notice to Appear;
    - the person arrested will not appear on their own (the basis of the Watch Commander's decision

must be specifically stated) (853.6(i)(9) P.C.);

- any reason where, for good cause, the Watch Commander believes a release would be unreasonable not eligible for release:
  - warrants for false identification to Peace Officer (148.9 P.C.);
  - warrants involving the use of firearms (827.1(b) P.C.);
  - warrants involving violence, including domestic violence (827.1(a) P.C.);
  - warrants that indicate no release/citation (827.1(k) P.C.); and
  - warrants for resisting arrest offences (827.1(c) P.C.);
- the person was arrested for Disorderly Conduct Drunk (647(f) P.C.), no further proceedings are desirable and the arrestee is released without a notice to appear under the guidelines set forth in the Manual of Policy and Procedures.

• • 2-10.025.00 Transportation of Inmates from Court

The Division policy is to transport inmates from the court lockup to IRC/CRDF, only after they have been remanded to our custody. Exceptions to this are as follows:

- The inmate is an LAPD booking with warrants.
- The inmate is wearing jail clothing.
- The inmate has outstanding Sheriff's warrants.
- The inmate has warrants from contracting counties.
- Positive identification of the inmate cannot be done; therefore, a release is tentative.
- The inmate, in the Deputy's (or CA's) opinion, should not be released at the court facility (i.e., medical or physical problems, or they are incapable of self-care, etc.), (Advise the IRC/CRDF Watch Commander of the situation and the Branch Supervisor.)

All other inmates should be released in compliance with the current release policy or returned to the arresting agency or Station. Unusual circumstances should be brought to the attention of the Branch Supervisor immediately.

• • 2-10/030.00 Certification of Juveniles

When an inmate is arraigned in a Superior Court and the court finds the inmate to be under 18 years of age, the court will certify the inmate to Juvenile Court. Lockup personnel, upon receipt of the juvenile certification papers, will call the Court Services Transportation Bureau (CST) Watch Sergeant and advise them of the situation. The certified juvenile will then be segregated from all adult inmates and handled as a juvenile. The IRC/CRDF booking office will be contacted and the inmate will be processed for release to Juvenile Hall. A certified copy of the certification will be forwarded to IRC/CRDF. The inmate and the juvenile certification papers will be delivered to the designated Juvenile Detention Facility as soon as transportation is available.

IRC/CRDF shall not accept either confirmed or unconfirmed juveniles for booking into the jail system.

The housing facilities within the Los Angeles County Sheriff's Department's Custody Division and Correctional

Services Division shall not accept either confirmed or unconfirmed juveniles into their housing areas.

When a juvenile has been certified by the Juvenile Court to be tried as an adult, the juvenile must be accompanied by the specific documentation indicating compliance with WIC 707.1 and 207(b)(1). This document must include a specific finding by a Superior Court that the minor is unfit for Juvenile Court.

Sentenced juveniles must be accompanied by documentation indicating compliance with WIC 707.1 and a sentencing document specifying the amount of time to be spent in County Jail.

Prior to transportation from court, Court Services personnel will ensure that all necessary documentation will accompany the minor.

If a remanded or sentenced juvenile does not have the necessary findings or documentation, the minor will be transported to and housed in the designated Juvenile Detention Facility under the authority of a Juvenile Court special order.

• • 2-10/030.05 Processing Court Certified Juveniles

During the course of business, Department personnel regularly find evidence that incustody adults are actually juveniles. In most cases, these inmates are taken to court and the age of the inmate becomes a matter for a judge to determine. If the judge finds that the inmate is a juvenile, the court will issue a form called a Certification to Juvenile Court. This form transfers custody of the inmate from the Sheriff's Department to the Probation Department.

Usually, the juvenile is returned to the court lockup and is held for pickup by the CST. The juvenile is then taken directly to the designated Juvenile Detention Facility.

Juvenile Detention Facilities: Requirements for initial entrance to their facility consists of the four following documents, prior to accepting "certified" juveniles from our custody:

- The original Certification to Juvenile Court
- A copy of the Complaint Form
- A copy of the Arrest Report
- A completed Juvenile Hall Entrance Record (76E608J)

When a court certifies that an inmate, who was previously arrested as an adult is a juvenile, the court bailiff shall be responsible for the following:

- Obtaining the original Certification to Juvenile Court form, signed by the judge and bearing the Court Seal
- Copies of the Arrest Report and Complaint Form, obtained from the court clerk, or other source
- Completing a Juvenile Hall Entrance Record (76E608J)
- Forward these documents to the court lockup personnel for delivery to the CST crew, who transports the juvenile

CST crews will not accept a Certified Juvenile without a transmittal and the above enumerated documents.

These forms can be obtained from Eastlake Juvenile Court.

Notification to IRC/CRDF: (This section added 08/27/99) The inmate is being “transferred” from our custody to the Probation Department, the paper work is handled the same as a “Court Release”, and lockup personnel shall notify IRC/CRDF Document Control at (213) 893-5725. Refer to CSDM, Chapter 11 - Release Procedures (including all Subsections)

• Chapter 11 - Release Procedures

The following procedures shall be used when inmates are eligible for release from the court. These processes shall be followed by all Branches.

• • 2-11/000.05 VINE Notification Procedures

Vine Notification Procedures: The VINE (Victim Information and Notification Everyday) program has been implemented by the Sheriff’s Department. VINE uses state-of-the-art technology with a centralized “Call Center” to inform concerned persons about vital L.A. County inmate information 24 hours a day, 365 days a year.

The VINE system interfaces with the Automated Justice Interface System (AJIS), for its information; therefore, it is mandatory that all inmate information, especially releases, is updated in AJIS as soon as possible. In addition, every time the inmate’s information is updated with court dates, release dates, etc., VINE is automatically notified.

Each Branch shall maintain a supply of VINE pamphlets that explains the program. The VINE Corporation will provide the pamphlets in Spanish and English, and a quantity will be maintained at Bureau Headquarters for distribution to the Branches, when needed.

Any Court Services personnel who becomes aware of a victim (or other concerned citizen) who could benefit by the VINE program shall provide him/her with one of the pamphlets.

• • 2-11/000.10 RL13 Process

Lockup personnel shall update all release information for those inmates booked into our (AJIS) jail system and who are then released in court, updating is complete via an AJIS screen RL13 transaction.

It will be the responsibility of the Branch Supervisor to ensure there are a sufficient number of trained personnel to perform the RL13 transaction updates. These transactions have a very high priority, and individuals shall not be physically released from a courthouse until the RL13 update has been completed.

When the AJIS network is out of service (i.e., routine maintenance), inmates should not be released until the AJIS network is brought back on line and the RL13 transaction completed. Contact should be made to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) to ascertain the length of the outage. Any inmate, booked into AJIS, who receives a valid release order, and who cannot be released at the lockup,

shall be returned to IRC/CRDF as a “Green Wrist Band” potential release.

Lockups that receive inmates not booked into County Jail System (AJIS) will continue to process the inmates in the normal manner consistent with Department policy.

Refer all questions to the IRC/CRDF Record Clerks at: (213) 893-5812 thru 893-5815 or (213) 893-5822.

• • 2-11/000.15 Green Band Procedures

If an inmate qualifies for release but is in a classification listed below, they shall be returned to IRC/CRDF as a “Green Band” for processing.

Prior to Returning “Green Band” Inmates to IRC/CRDF:

- Obtain the Lockup Supervisor’s approval for the inmate to be returned to IRC/CRDF.
- Call IRC Document Control at (213)893-5725 and relay the pertinent release information regarding:
  - All inmates with a blue mental “M” wrist band
  - All inmates in a wheelchair
  - All inmates housed in jail locations: M322R, M331R, M332R, M342R
  - All inmates listed on Attachment “A” (Refer to CSDNet “Forms”)
- A Green Band shall be looped around the inmate’s identification wrist band, and the inmate’s information placed on a separate transmittal, either the “POTENTIAL RELEASE TRANSMITTAL” or the “VOLUNTARY DELAY RELEASE TRANSMITTAL” by the release Deputy.
- Once a green band has been placed on an inmate, the inmate shall not be returned into a general population cell.

• • 2-11/000.20 Release of Military Personnel

When the court has ordered a custody serving in the military to be released to the military authorities, the release shall be made to the appropriate Army Military Police, Navy Shore Patrol, or Air Force Security Police by lockup personnel.

• • 2-11/000.25 Waivers

In-Court Release Waiver:

There may be times when a person who is eligible for In-Court release, who needs to return to IRC/CRDF due to extenuating circumstances such as: extreme weather conditions, extended distance from the court to IRC/CRDF, no other means of transportation available, or those who choose to participate in the Voluntary Delayed Release process for various other reasons.

Lockup deputies will still need to obtain the approval from the IRC Document Control Clerk for inmates that fall under CSDM, 2-11/000.15 - Green Band Procedures. If the clerk disapproves the “Green Band” return, the IRC/CRDF Records Lieutenant can overrule the clerk and authorize the return. The Records Lieutenant can be reached at (213) 473-6009, or if the Records Lieutenant is unavailable (after 1600 hours or Fridays), contact IRC at (213) 893-5303, to authorize the “Green Band” return.

Complete all of the “GREEN BAND” release procedures as listed, except:

- DO NOT put the inmate in temporary white jail clothing
- DO NOT remove the inmate’s wrist band

Have all release inmates read and sign the “IRC Written Expressed Consent to Remain in Custody” waiver form (CSDNet forms) acknowledging that they are giving up their right to be released from the court lockup, or refusing this service and want to be released from the court lockup.

This form shall be signed by each inmate being released.

- If the inmate wants to be released at the court lockup and qualifies, place an “X” next to “Refused Services”, and the inmate will need to sign the inmate signature line, date, and time line.
- If the inmate chooses to participate in the Voluntary Delayed Release process, place an X next to the corresponding reason that the inmate is choosing to remain in custody, and the inmate will need to sign the inmate signature line, date and time line.

Once a “green band” has been placed on an inmate, the inmate shall not be returned into a general population cell.

Transportation and Release Waiver:

If the inmate does not have a means of transportation, such as someone enroot, relatives waiting in the courthouse, etc., then bus token(s), if applicable to the area, shall be offered to the released person. If a token(s) is provided, it shall be indicated on the Transportation Waiver and Release Agreement Form (copy attached) and logged on the Bus Token Control Log (copy attached).

Ask if the released person is an “Insulin Dependent Diabetic.” If yes, obtain the inmate’s signature on the Transportation Waiver and Release Agreement Form.

If available, Transportation Vouchers can be issued for inmates having special needs, (i.e., difficulty walking, pregnancy, an insulin dependent diabetic, etc.). The issuance of Transportation Vouchers will be determined by the Branch Supervisor.

• • 2-11/010.00 Personnel Duties for the In-Court Release Process

Bailiff Responsibilities:

Advise lockup personnel if a “conditional release” exists (i.e., a psychological, physical or medical exam, etc.), as this could prevent the inmate’s release from the lockup.

Release Personnel Responsibilities:

The processing of paperwork and release procedures shall be the duties of release personnel, which is a separately titled position and shall be indicated on the daily inservice sheet. Release Personnel can perform other functions if needed. However, their primary function is to process and release inmates as ordered by the court.

The release personnel shall:

- Verify the inmate does not have any other warrants, cases or holds pending.
- **Warrants:** If the inmate has an outstanding warrant making them ineligible for release when all other charges have been adjudicated, an LASD “Warrant Arrest Booking Approval Form” (found in CSDNet – Forms) shall be filled out by the Release deputy. The Branch Supervisor shall review and approve the form before the inmate can be returned to a custody facility. The approved “Warrant Arrest Booking Approval Form” shall be attached to the paperwork which accompanies the inmate back to their custody facility. A copy of the form shall remain at the Unit
- **Cases or Holds:** If the inmate has an outstanding hold making them ineligible for release when all other charges have been adjudicated, the Branch Supervisor shall review and approve that hold prior to the inmate’s return to a custody facility. The Branch Supervisor approving the inmate’s “ok to return to custody” shall sign the transmittal that the concerned inmate is listed on.
- Gather all paperwork pertaining to the inmate’s possible release.
- Be the contact for the court and IRC/CRDF Document Control.
- Ensure positive identification of the inmate being released.
- Ensure that all forms and documents are completely filled out.
- Ensure that a complete release packet is given to the supervisor. The supervisor will review the release packet for completeness, approve the in-court release, and confirm the positive identification of the inmate being released.
- Maintain the In-Court Release Log, Release Checks Lists, In-Court Identified Release Daily Report Worksheet, and any other forms used for the In-Court Release Process.

Lockup Supervisor’s Responsibilities:

- Resolve Discrepancies
- If all efforts to verify the identification of the inmate have been exhausted, and IRC/CRDF has approved the return of the inmate as a Green Band, the supervisor shall authorize the inmate to be green banded and returned to IRC/CRDF.
- The supervisor shall review the release packet for completeness, approve the incourt release, and confirm the positive identification of the inmate being released.
- The Lockup Supervisor shall make the final determination to release the inmate.

Branch Supervisor Responsibility:

- Establish a liaison with the Branch District or City Attorney’s Office to ensure that release personnel is notified in a timely manner regarding cases against inmates in the lockup that result in a “reject” or other disposition, which would prevent the case from going before the court.
- If an inmate is in need of Travel Voucher(s) when being released from the lockup, either approve or deny

the request. Also, consider the possibility of having the released person transported by Sheriff's personnel to a local bus stop or Metrolink station.

- The Branch Supervisor shall conduct a random weekly audit of the in-court release procedures to ensure compliance with this section and make an entry in the Facility Lockup Log (SH-CI-388).
- The Branch Supervisor shall submit a weekly release status report to the Area Lieutenant identifying the number of inmates released number of inmates returned to IRC/CRDF, and reasons listed from the Daily Report Worksheet.

Area Lieutenants:

- When advised by court personnel that a request for an inmate to return to IRC/CRDF has been denied by both the IRC/CRDF clerk and the IRC/CRDF Lieutenant or Watch Commander, make a determination as to the reasonableness and intercede with the denying IRC/CRDF Lieutenant to request approval.
- The Area Lieutenant shall conduct random monthly audits of the Branches to ensure compliance with this section. They shall also review the In-Court Identified Release Daily Report Worksheet.

• • 2-11/015.00 In-Court Release Process for County Jail Inmates

Pre-release:

- Read All Release Papers in Detail
  - Ensure that you have read and received all pages of the release order (i.e., page 1 of 2, page 2 of 2, etc.).
  - Ensure that there are no remands on other cases connected to this release.
- Check AJIS for open cases, holds, etc.
  - Print a copy for Branch file.
  - No warrant check is required (This is responsibility of IRC/CRDF).
- Inmates with no open cases or holds should be segregated from other inmates to ensure the integrity of the identification process.
- E-Mail to "IRC IN COURT RELEASE AM or PM" or "CRDF"
  - Write "Inmate Court Releases AM or PM" on the In-Court Release Worksheet.
  - Check inmate's wristband for "M" classification. If he/she is "M" classed, enter this information under remarks.
  - ALL potential releases, as well as all green band inmates, must be placed on worksheet.
- Wait for instructions from IRC/CRDF - on whether to release the inmate, return him/her as Green Band, or return to housing as regular court returnee.
- For approved releases, check the inmate's criminal charge
  - If convicted of any crime requiring registration, complete appropriate DOJ Registration Notification form.
- Enter inmate's information on the "IN-COURT RELEASE LOG".

Release Process and Procedures:

- Imprint release information stamp on back of order when received in lockup.
- Obtain inmate photo via LACRIS or Cal Photo ID for identification.
    - If needed, LIVE SCAN the inmate to positively identify.
    - If unable to ID inmate by one of the above, call IRC/CRDF and request them to fax booking slip with fingerprints and photo.
- Examine the inmate's wristband to ensure that the name and booking number match that of the person to be released, and that there is no evidence of wristband tampering.
- Confirm the inmate's full name, address, date of birth, social security number, driver's license, height, weight, scars, marks, and tattoos or other physical oddities, with the LACRIS print out, or the IC01print out.
- Have released inmate sign the "In-Court Release Instruction" form and provide inmate with a copy.
- Allow the inmate the opportunity to use a telephone, and if necessary, the use of the lockup desk phone to call for own transportation.
- Ask if the inmate is an "Insulin Dependent Diabetic".
    - If yes, he/she is required to sign the Transportation Waiver and Release Agreement Form
- Provide the inmate with a Transportation Vouchers or Tokens, if necessary. This must be tracked on the log.
- Once an inmate has been removed from the cell and the process of release has started, do not return inmate to a general population cell.
- The supervisor shall review the release packet for completeness, approve the incourt release, and confirm the positive identification of the inmate being released, as well as confirm the inmate does not qualify as a Green Band return to IRC.
- Obtain the inmate's flat prints in ink, on the back of the release order.
- Provide the released inmate County-issued clothing, including jail-issued shoes, if necessary.
- Cut off wrist band (attach to release order) and walk inmate out, releasing the inmate from lockup.

Use the County Jail In-Court Release Check Off List.

Upon completion of the release, the check-off form shall be signed by the releasing personnel and approving supervisor. The original form shall be submitted with the booking package, and a copy of the form shall be maintained at the Branch for 30 days.

> **Note:** The "In-Court Property Release Instruction" form can be found in CSDNet "Forms".

• • 2-11/020.00 Outside Agency and Station Booking Release Check-Off List

Pre-Release Procedures:

- Read all release papers in detail ensuring that:
    - You have read and received all pages of the release order (i.e., page 1of 2, page 2 of 2, etc.).

- There are no remands on other cases connected to this release.

- Match the court release paper and booking number with the name and booking number on the booking slip (B&PR) and the new booking custody list.
- Confirm that the court release paper accounts for the charge in which the inmate appeared in court.
  - If different, check the agency's paper work, verify with the custody clerk, or the clerk of the court, from which the release order was issued.
- Review all papers in the booking package, including any bail enhancements, and ensure total bail amounts are correct. Read all release papers for accuracy.
- Compare the booking package and new booking custody list. This list is received from the court custody clerk.
- Compare the booking slip with SI01 & DA01 screens to ensure that there are no discrepancies.
  - If discrepancies are noted, contact the custody clerk and resolve the issues. [A removal for another court or court date is not necessarily a hold.]
  - If only a removal order is observed, list the inmate's name on the potential release e-mail that is sent to IRC/CRDF. IRC/CRDF will advise if that removal order has a remand order assigned. Other discrepancies should be cleared up with IRC Document Control before proceeding further.
  - If there is no remand on file, if possible, you should contact the court about the removal and inquire if they wish to issue a remand. Print and Attach SI01/DA01 to Packet.

Warrant Check:

Check CWS & WPS via JDIC for hits on the inmate's name and a.k.a.'s. If reply from C.W.S. is "No Hits", continue to process the release. Note "No Hits per C.W.S." on the back of the release order and PRINT the screen MPP, 5-03/130.10 - Prisoners Going Directly to Court. Attach PRINTOUT to the booking package. If there are hits under similar names, examine the hit information to determine if the hit belongs to the inmate being released. If a determination is made that it is not the same person, note this information on the printout(s) and continue to process the release.

Once it has been determined that an inmate is eligible for an in-court release and all existing warrants are citable, IRC/CRDF personnel shall fax the warrant abstract(s) to lockup personnel.

NOTE: Please indicate "Booked as" name and booking number, when applicable.

Lockup personnel will be responsible for filling out the citation(s) (including the court name, address, and date of mandatory appearance). Court lockup personnel shall also be responsible for distributing of all original citation copies

After having the inmate sign the citation(s), court lockup personnel shall fax a copy of the signed citation(s) to IRC/CRDF Inquiry Desk Personnel, so the computerized release process may begin. IRC/CRDF personnel will be responsible for updating the disposition of all warrants and performing the RL13 function.

The inmate shall be released in court pursuant to Court Services Policy and Procedures.

NOTE: Inmates who do not qualify for a 'cite and release' on outstanding warrants, shall be returned to IRC/CRDF pursuant to current policy.

Release Procedures:

- Examine the inmate's wristband to ensure that the name and booking number match that of the person to be released, and that there is no evidence of wristband tampering.
- Identify inmate: with a photo, using LACRIS, LIVE SCAN, or Cal Photo, and finger prints on booking slip, and confirm with the booking slip the inmate's full name, address, date of birth, social security number, driver's license, height, weight, scars, marks, and tattoos or other physical oddities.
- Obtain the inmate's signature on Lines 17 & 20 of the B&PR. Compare signatures with booking signatures.
- Print the inmate's right four fingers and thumb on the booking slip white copy of the B&PR. Compare the prints with those that were taken when booked, to ensure identity.
- Fill in the information regarding the release on the reverse side of the white copy of the B&PR.
- The supervisor shall review the release packet for completeness, approve all incourt release, and confirm the positive identification of the inmate being released.
- Once an inmate has been removed from the cell and the process of release has started, do not return inmate to any general population cell.
- Ensure that there are no further holds or open charges, which would keep the inmate in custody, or that a citation may be issued for. [All charges, warrants, wants, holds or Probation Violations (1203.2 P.C.) must have a release before proceeding further.]
- Return cash and/or property to the inmate.
- Cut off wristband (attach to release order) and walk inmate out, releasing him/her from the lockup.

Use the Outside Agency and Station Booking Release Check-Off List.

Upon completion of the release, the check-off form shall be signed by the releasing personnel and approving supervisor. The original form shall be submitted with the booking package and a copy of the form shall be maintained at the Branch for 30 days.

RL 13:

- Update the AJIS computer through RL13 (VINE program). If IRC/CRDF has to update Vine, send an e-mail to IRC/CRDF.
- Re-check SI01 and CONFIRM that the RL13 was successful.

Release Package:

- Log releases on transmittal and attach release packages.
- Have the release package transported to IRC/CRDF (if adult) or to RIB (if a juvenile), via Court Services Transportation Bureau.
- Attach the original "Outside Agency & Station Booking Release Check-off List" to the booking package, and keep a copy at the Branch for 30 days.

The package shall include the following:

- Copy of LAPD "Booking Slip"
- Los Angeles County Booking and Property Record (Live Scan Form)

- Outside Agency & Station Booking Release Check-off List
- Copy of Court Release Papers
- SI01 and DA01 Printouts
- Copy of Warrant Check
- Copy of Warrant Abstract (if applicable)
- Copy of Citation (if applicable)

• • 2-11/025.00 Station Bookings

When a Station booking goes directly to court (without processing through IRC/CRDF) and is ordered to be released by the court after being remanded to the custody of the Sheriff, lockup personnel shall:

- Obtain the release order from the court.
- Check the booking slip for additional holds.
- Check CWS via JDIC or by telephone for hits. If the reply from CWS is “No Hits”, process the release.

  Note: Write “No Hits” per CWS on the back of the release order.

  If a JDIC message does not accompany the booking slip but a notation is made by the jailer, note the jailer’s name on the back of the release order, as verifying that no other holds exist.

  If a JDIC message does not accompany the booking slip and there is no jailer’s notation, call the Station jailer and note his name on the back of the release order, as verifying that no holds exist. If the booking slip shows additional warrants for which bail is posted, obtain authorization from the Station jailer and note his name on the back of the release order as verification.

  Note: If there are any problems or discrepancies, personnel shall immediately contact the Branch Supervisor.

- Obtain the inmate’s signature on Line 17 and 20 of the booking slip.
- Print the inmate (four fingers and thumb) on the reverse side of the white copy of the booking slip, and compare new prints to existing prints on the booking slip.
- Remove the wristband from the inmate, verify the name and booking number, and attach the wristband to the court papers.
- Return cash and property to the inmate.
- Release the inmate
- Fill in the information regarding the release on the reverse side of the white copy of the booking slip.
- Place the release order, booking slip, CWS sheet, and other papers in an envelope marked “Court Release”
- Transmit the court release envelope to IRC/CRDF.
- Make a release entry on the transmittal sheet.

City Police Department Bookings (except LAPD):

Inmates are held at courts for outside police departments as a courtesy only. If one of their inmates is to be released, determine if the inmate has holds from LASD. If the inmate has a hold, transport him/her to IRC/CRDF as a “Court New Booking.”

Inmates from other police agencies, that are not accompanied by a Sheriff’s warrant (which meets the current Misdemeanor Acceptance and Release Criteria) and have not been remanded, are being held as a courtesy. If a release is ordered, check the booking packet to determine if additional holds exist. If no holds exist, lockup personnel shall contact the arresting agency and the arresting agency shall complete the release of the inmate.

> **Note:** LAPD arrests that are not remanded to the custody of the Sheriff are released by the Sheriff’s Department personnel in accordance with a yearly contract agreement.

If a hold exists, inform the arresting agency that it is their responsibility to pick up the inmate from our court lockup. If the agency refuses to pick up the inmate, or an inordinate amount of time is consumed waiting for them to pick up the inmate, contact the agency. Should the Watch Commander not be available, contact the Branch Supervisor or Sheriff’s Headquarters for the Court Service’s Duty Officer.

• • 2-11/030.00 LAPD Booking

All LAPD inmates ready for release at court shall be released by Court Services personnel and shall be handled in the same manner as in the “in-court” release procedures.

• • 2-11/035.00 Bail Posted

When a person appears at the lockup with a receipt indicating that the bail has been posted, lockup personnel shall:

- Check with the respective court to ascertain if any change has taken place in the inmate’s status.
- If any changes exist in the inmate’s case, do not release.
- If no changes exist in the inmate’s status, the following shall be done:
    - County Inmates - Call IRC/CRDF to verify that bail has been posted and to determine if additional charges or holds exist. Releases or holds are to be processed as outlined in the preceding section.
    - Station Bookings - Verify with the Station jailer that bail has been posted on the proper charge and in the correct amount. If no CWS slip is in the inmate’s packet, obtain verification from the Station jailer. The release is then processed, and authority to release is noted on the transmittal sheet.
    - LAPD or other Agency Booking - Verify with the agency that the correct amount of bail has been posted and that there are no holds. If there are no holds, process the release.

• • 2-11/040.00 No Filing

Inmates who are taken to court but do not have charges filed while they are there, are to be returned to the arresting agency or Sheriff's Station, or in the case of returnees of California Highway Patrol (CHP) arrests, to Inmate Reception Center (IRC)/Century Regional Detention Facility (CRDF).

If the respective agency does not respond within an hour of the status change notification to pick up the inmate from lockup, a Court Services supervisor at the rank of Bonus-1 or above, shall contact the Watch Commander of the respective agency for notification of the inmate's case being a "no file."

The contact information of the Watch Commander shall be documented in the Electronic-Uniformed Daily Activity Log (e-UDAL). Documented information shall include, but not limited to: agency, name and rank of person contacted, date and time, inmate's information, and supervisor making contact. The exception to this notification is any Los Angeles Police Department (LAPD) "new booking."

A "no filing" is not a release order, but merely a notification that a particular case was not filed that day. Unless the inmate is an imperative release (which is determined by the responsible agency), he/she will be returned to court the next day.

Under certain circumstances, Court Services Transportation (CST) will handle imperative releases, although not routinely handled by this Bureau. If the inmate's attorney or other party advises that the inmate should be released and verification is received of a no filing, advise the person to contact IRC/CRDF. Upon proper authorization from IRC/CRDF, release the inmate per the normal release procedures.

• • 2-11/045.00 District Attorney Reject/Charge Reduced

It is not unusual for inmates to be taken to court and have the original charges rejected, or when the original charge is a felony, have lesser or misdemeanor charges filed.

If the respective agency does not respond within an hour of the status change notification to pick up the inmate from lockup, a Court Services supervisor at the rank of Bonus-1 or above, shall contact the Watch Commander of the respective agency for notification of the inmate's case being rejected and/or the charges reduced.

The contact information of the Watch Commander shall be documented in the pass-on book or Electronic-Uniformed Daily Activity Log (e-UDAL). Documented information shall include, but not limited to: agency, name and rank of person contacted, date and time, inmate's information, and supervisor making contact. The exception to this notification is any Los Angeles Police Department (LAPD) "new booking."

Notification of a change in charges or a charge rejection will be accepted only from:

- The Detective assigned to the case with the concurrence of his supervisor
- Court Liaison Officers
- Court Clerks
- Deputy District Attorneys or their staff

The name of the person making the notification shall be listed on the transmittal sheet. If the original charge is a felony, whenever possible, obtain a copy of the District Attorney Charge Evaluation Work Sheet signed by

the Deputy District Attorney. Attach the worksheet to the court papers.

When the District Attorney rejects or charge reductions are verified, proceed with release per normal release procedures. In the absence of proper documentation or verification, do not release the inmate. Note on the transmittal sheet “Action Unknown”, and return the inmate to the arresting agency or Inmate Reception Center (IRC)/Century Regional Detention Facility (CRDF).

• • 2-11/050.00 Erroneous Release

Any incident, wherein an inmate is mistakenly released from custody without malice, is considered an erroneous release.

If circumstances indicate that the inmate concerned played a substantial role in gaining release or initiated the release process through his own action, the incident shall be classified as an escape.

Any incident when an inmate leaves the lawful confines of a custodial facility, station compound, or work location, regardless of the intent to voluntarily return or the completion of a voluntary return, shall be construed as an escape and shall be classified in the appropriate category.

The escape, attempted escape, or erroneous release of an inmate from a custody unit, CST, or any criminal court shall be reported immediately to Main Control, Central Jail, by the Facility or Unit from which the escape occurred.

An erroneous release from a court lockup shall be handled in the same manner as an escape.

Refer to CSDM, 2-03/040.00 - Inmate Escape/Erroneous Release.

• Chapter 12 - Property Control

The accounting and control of an inmate’s property while in a court facility shall be done in a manner that provides for the proper transmittal of the property, a recorded chain of custody, and secured storage of all property. Lockup personnel shall be responsible for the receipt, security, and release of all property received from an inmate.

Property received from station bookings and those agencies in the consolidated booking system shall be sealed in a plastic bag. All property bags shall be inventoried and reconciled with the transmittal sheet. In the event of a discrepancy between what was received and what was transmitted, lockup personnel shall immediately contact the Station or agency and try to reconcile the discrepancy. If the problem cannot be resolved, lockup personnel shall immediately contact the Branch Supervisor.

All property received shall be stored in a secured drawer or cabinet within the control area of a lockup. Access to the drawer or cabinet shall be controlled by the lockup lead Deputy.

• • 2-12/010.00 Money

All cash in an inmate's possession shall be placed in a money envelope. The envelope shall have the inmate's name written across the envelope before sealing it. The outside of the envelope shall indicate, in ink, the amount of cash sealed inside, the inmate's name and booking number, and the date and time it was taken from the inmate.

Inmates shall not have any cash, coins, or negotiable instruments in their possession while in a court lockup facility. Any money received from an outside agency booking, not sealed in a property bag, shall be counted in the presence of the agency representative and the inmate, and placed in a money envelope and sealed. The pink copy of the receipt shall be given to the inmate. The yellow copy shall be placed in the plastic bag, folded so the inmate's name is visible, and heat sealed in the bottom of the plastic property bag.

• • 2-12/015.00 Incapacitated Inmates

If an inmate is physically or mentally unable to care for or safeguard the property kept in his/her possession, lockup personnel shall assume responsibility for the safeguarding and forward the inmate's property to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF).

• • 2-12/020.00 LAPD Bookings Property

Los Angeles Police Department inmates' property will be sealed in plastic bags and transported in secured locked metal boxes provided by that agency. The property shall be handled in the same manner as property received from Station bookings.

• • 2-12/025.00 City Police Department Bookings

Property received from City Police Departments is packaged in many different ways. Those agencies involved with the Consolidated Booking System will typically follow the Sheriff's guidelines and procedures. When an agency brings inmates to court, their representative is responsible for the inmate and property. Do not accept unsealed property. Any illegal contraband found on the inmate during the search shall be immediately confiscated. The agency Watch Commander shall be contacted and a request shall be made for an agency representative respond and take the inmate back to the agency. All illegal contraband shall then be turned over to the responding officer. A memo regarding the incident shall be forwarded to the Branch Supervisor. Sealed property bags should not be opened. Other property found on City Police Department bookings shall be sealed in property bags and handled appropriately.

• • 2-12/030.00 Lockup Personnel's Responsibility To Safeguard Property

Lockup personnel shall be responsible for the security of all inmate property while at the court. Property, including money, shall be kept in a secured drawer or cabinet until it is transmitted to IRC/CRDF. The sealed plastic property bags containing the property and money of inmates being transferred directly to IRC/CRDF from Sheriff Stations and court lockups shall be secured in padlocked and numbered canvas property bags while in transit. The canvas property bags will be supplied by the CST. Empty bags shall not be stored or stockpiled at Sheriff's facilities. CST Deputies do not have keys to property bags.

• • 2-12/035.00 Branch Supervisor Responsibility To Safeguard Property

Branch Supervisors shall ensure that all property received is properly inventoried and stored. Should any questions arise regarding an inmate's property, the Branch Supervisor shall respond and handle the situation. Large amounts of money (in excess of $400.00) may be stored in a Branch safe, but under all circumstances, shall be recorded in the Uniform Daily Activity (UDAL)/Title 15 Log in the unusual occurrences section.

• • 2-12/040.00 New Remand Property

All new court remands shall be thoroughly searched. All property shall be inventoried and processed in accordance with Department procedures including a booking slip and an inventory of all property.

• • 2-12/045.00 County Inmate Contraband

All County inmates are searched on arrival at court. Any contraband, including excessive property or items that are not necessary to be in the possession of the inmate while at court, may be taken from the inmate, stored, and returned to the inmate just prior to departing the court facility. If the search turns up any questionable property or illegal material, the Branch Supervisor shall be notified.

• • 2-12/050.00 Opening Sealed Property Bags

The sealed property package may be opened in the presence of the person responsible for custody of the inmate's property for the following reasons:

- Concerned personnel's need to examine the contents. Court Services personnel shall have good cause to open the bag. A supervisor shall be notified prior to opening.
- The inmate requests the release of his/her property to another person.
- The inmate claims that the property contains evidence that he has been erroneously arrested on a warrant.
- Station detectives, outside agency detectives, etc. say that the property contains evidence relating to a crime. If the property is going to be seized by the investigator, have them sign a release for the property and provide a copy to the inmate.

Note: Any time property is, removed or added, to a property bag, the booking slip shall reflect those changes and the inmate shall sign the booking slip.

• Chapter 13 - Court Orders

Lockup personnel receiving a Court Order that affects the status of an inmate shall comply with the order in an expeditious manner. Orders that dictate special treatment, visits, transportation, medical treatment, etc. are commonly issued by courts and should comply within the normal course of duties. If the Order is in conflict with Department policies and practices, lockup personnel shall immediately contact the Branch Supervisor. Branch Supervisors shall review the order to determine if there is a conflict, and/or if the court will consider modifying the Order to comply with the Department's policy.

Of particular concern, is Court Orders for the transportation of a dangerous felon or gang member to a funeral. Judges are often not fully appraised to the security concerns that such an order will cause, and may withdraw the order at the Department's request. If the court refuses to modify the Order, the Branch Supervisor shall immediately contact the Bureau Captain. In an effort to resolve the conflict, Branch Supervisors may want to contact the Custody Division for direction in handling the matter.

• • 2-13/010.00 Removal Orders (Penal Code, 4004)

Inmates committed to the County Jail for examination or upon conviction for a public offense, must be confined in the County Jail until they are legally discharged. During the pendency of a criminal proceeding, the Superior Court may make a legal order for good cause, for the removal of an inmate in the custody of the Sheriff. After conviction, only the Superior Court may make a legal order for good cause for the removal of an inmate.

For inmates who are remanded to the custody of the Sheriff pending arraignment and preliminary hearing, 4004 P.C. would only apply after arraignment. Prior to this, the court has no jurisdiction regarding removal; however, if the inmate has been arraigned on another charge, a legal removal order would be necessary from the committing Superior Court. Exceptions to pre-arraignment may be to visit a critically ill family member or attend a funeral, etc.

The conviction of an inmate is complete, once the clerk has read the verdict and the judge has accepted the finding. The court maintains jurisdiction, and 4004 P.C. still applies until sentencing has been completed and the court relinquishes control.

If probation is part of the sentence, the court retains jurisdiction during commitment to the County Jail. An arrest with a warrant is not a proceeding that brings the provisions of 4004 P.C. into effect; the inmate must first be arraigned on the warrant. If a complaint has been filed but the inmate has not been arraigned, it is not necessary to obtain a removal order.

Juvenile offenders are committed to the custody of the Probation Department, and any removal order shall be coordinated through that department.

No member of this Department shall remove an inmate committed to the County Jail System during that time when 4004 P.C. is in effect, except in compliance with a legal removal order. The County Jail System includes all Custody Division Facilities, Court Services lockup facilities and all station facilities.

Notwithstanding, State and Federal agencies are not to be restricted in the removal of their prisoners,

provided this Department has no jurisdiction.

• • 2-13/015.00 In-Trial Inmates

When an inmate has been ordered to begin trial, it is the bailiff's responsibility to prominently mark the removal order "IN-TRIAL INMATE" in the upper right hand corner, either in red or highlighted in yellow marker. The bailiff then takes the paper to the lockup and personally informs lockup personnel regarding the in-trial inmate.

All in trial, general population male inmates will be housed in Men's Central Jail Module 2300 for the duration of their trial. General population inmates with other keep away codes (K-2 through K-5) will be housed on separate rows within Module 2300.

Lockup's Responsibilities

When a male inmate at court is identified as having a trial within the next seven days following, lockup personnel will attach a purple loop band to the inmate's wristband and scan the inmate into DIMMS location "INTR" before leaving the courthouse.

If an inmate who already has a purple loop band needs to return to court within the next seven days for a continuation of his trial, Court Services personnel will again DIMMS scan the inmate into INTR before leaving the courthouse.

If an inmate who already has a purple loop band finishes trial and will not need to return to court within the following week for further proceedings, lockup personnel will remove the purple loop band and not scan the inmate into INTR.

Lockup personnel will create a separate transmittal for in trial inmates, and attach copies of any special handling or keep away information to the transmittal.

Lockup personnel will provide CST personnel a separate transmittal listing all in trial inmates. CST personnel will ensure that all inmates listed have a purple loop band attached to their wristband.

Note: Due to security and other special handling concerns, general population security level 9, K-1, K-6 and K-10 inmates will not be included in this plan. Additionally, pro-per inmates, inmates housed in CTC or those with an "A," "D" or "W" special handling code will also not be included. If an inmate develops any special handling concerns during his trial, refer to CSDM, 2-07/015.05 - Requests for Special Handling Classification.

• • 2-13/020.00 Continued Cases For State Prisoners

Superior Court Orders that are continued to a later date, by Order of the court will be stamped with a "continued" stamp and the next appearance date and time. The Deputy making the notation on the stamp will also enter his/her name and identification number in the space provided.

• • 2-13/025.00 Executed Court Orders For State Prisoners

Superior Court Orders (involving State inmates) that are completed will be stamped with the "executed" stamp. This stamp will let statewide transportation know that the court has completed the process with the involved inmate and that he/she can be transported back to the original State facility. The Deputy making the notification on the stamp will also enter the inmate's name and identification number in the space provided.

• • 2-13/030.00 Papers Only Holds

When lockup personnel is given a "Papers Only Hold" that involves a remand, sentence, or other action which would cause an inmate not to be released, they shall check DIMMS, SI01 or SI03 to locate the whereabouts of the inmate. After locating the inmate, the assigned lockup personnel shall follow one of the four procedures listed below, and a Papers Only Hold Log shall be completed. The log will assist the Branch in clearly tracking the notification process to ensure compliance.

- If the inmate is at the same court issuing the hold, personnel shall see that the inmate's records are updated to include the new hold. The original hold is to be sent on a papers only transmittal to IRC.
- If the inmate is at another court, personnel shall contact the other Court's Lockup Supervisor and advise them that hold papers were received. Personnel shall then fax the hold papers to the other Court's Lockup Supervisor.

  The Fax copy and confirmation should be maintained at the court that faxed the hold paperwork for thirty days. The original hold is to be sent on a papers only transmittal to IRC.

- If the inmate is at a Sheriff's station or police agency, personnel shall contact that Station or agency advising them of the hold and fax a copy to them. Arrangements should be made to have the inmate sent to court. The original hold shall be kept at that court until the inmate arrives at court or until the inmate is booked directly into IRC. If the inmate is booked directly into IRC, the hold shall be faxed to IRC at (323) 415-4474. Personnel must then call IRC and confirm that the fax was received. The fax copy and confirmation should be maintained at the court that faxed the hold paperwork for thirty days. The original hold is to be sent on a papers only transmittal to IRC.
- If the inmate is at a county jail housing unit or IRC, The hold shall be faxed to IRC at (323) 415-4474. Personnel must then call IRC and confirm that the fax was received. The fax copy and confirmation should be maintained at the court that faxed the hold paperwork for thirty days. The original hold is to be sent on a papers only transmittal to IRC.

Lockup Personnel and Lockup Supervisors Responsibilities

In addition to the above duties, if lockup personnel receive a Papers Only Hold, for an inmate not appearing in the issuing court, from anyone other than a supervisor, they are to immediately notify a supervisor. The supervisor must conduct an inquiry to see if the bailiff failed to follow procedure in CSD Manual Bailiff Section 3-14/055.05. If this section was not followed, the supervisor must confer with their Area Lieutenant to determine what action should be taken as it relates to the bailiff.

Lockup Personnel completing papers only transmittals must have these transmittals reviewed and approved by a supervisor prior to sending them to IRC. Lockup Supervisors are required to check all papers only transmittals to ensure that there are no paper only holds that have not already been handled. The supervisor

must initial the transmittal.

• Chapter 14 - Transmittals

The LASD/LAPD Transfer Record (SH-C-R-275) is commonly referred to as a "transmittal". The basic purpose of the transmittal is to provide a record of the movement of inmates, court papers, and property. The transmittal also provides a receipt for inmates; therefore, acts as a protection against accusations of mishandling that may occur. IRC/CRDF also uses the transmittal to release or detain individuals. It is imperative that transmittals are legible, neat, accurate, and complete.

Generally, a transmittal must accompany all inmates transported to IRC/CRDF, unless they are coming from a Custody Division facility. When inmates are transported from a Custody Division facility, they will be accompanied by a teletype listing all inmates transported. Usually the Unit or agency requesting transportation will prepare the transmittal; however, transporting Deputies will occasionally be required to prepare the transmittal (i.e., when picking up a warrant arrestee at an outside agency).

• • 2-14/010.00 Preperation Of Transmittals

Each transmittal should contain the following information. (The sections highlighted in bold type indicate a specific section or location on the transmittal form.):

- Title (written in large letters across the top of the form) and nature of inmate (i.e., male or female, new booking, returnee, LAPD new booking, station booking, special handling (K-10), etc.).
- Purpose of the transmittal. Check all appropriate boxes: (i.e., property, papers, prisoners, and papers only).
- The date and time the form was prepared.
- "From" box - Place of origin of the transmittal (i.e., Court, Sheriff's Station, Police Department, LAPD, etc.)
- "To" box - Destination, (i.e., Men's Central Jail, Century Regional Detention Facility (CRDF), etc.)
- Name - Inmate's Name (i.e., last name (write this first), first name, middle initial).
- Special Handling Classification Code - when an inmate has any special handling classification, the code shall be written in the left margin, next to the inmate's last name.
- Booking Number - If one has been issued Lockup personnel shall obtain a booking number for all new bookings. Agencies that are part of the consolidated booking system will have Sheriff's booking numbers. For agencies that are not a part of the system, if the custody has been remanded to the Sheriff, a booking number shall be obtained by lockup personnel.
- Charges and/or Warrant Numbers - Use one line of the transmittal for each charge and/or warrant number, accompanied by a Court Order or warrant.
- Remarks - This section defines exactly what is to happen to this individual as a result of having been to court this date, (i.e., hold, return court date, status change, change in charge, etc.)
- Property R - This refers to retained property. As of March 8, 1995, all jail facilities became "cashless jails"; therefore, the inmate may not retain any money. All money taken from an in-custody must be counted and sealed in a Record of Valuables Envelope (SH-J-370). Entries in

this section should be (0). This is property stored for the new booking. It may have been packaged at a Sheriff's station, LAPD, Police Department or removed from a new booking at a court lockup. This property is contained in a sealed property envelope, and will be transmitted with the prisoner to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF). Bulk property should not be listed in this section, since it is maintained at the location where the custody was arrested or remanded. Money deposited should be sealed in a separate section of the property envelope.

- Disposition - In this column, describe the disposition of that particular charge (i.e., Reject (D.A.), Trial, Hold, Release, Days in County Jail, etc.)
- Case/Warr # - Commitment - Enter case number
- Bail - The amount of bail should be entered. If it is a no bail case, write "no bail"
- Transferred by - Enter the name and employee number of the originator and the time the form was completed
- Transported by - Print the last name and employee number of the transporting Deputy. The transporting Deputy shall sign the transmittal
- Time - Enter the time the inmates were picked up
- Received by - Name and employee number of the person who received paperwork at IRC/CRDF, L.C.M.C., CRDF, etc.
- Number of - An inventory of each classification of inmates transported, along with a total number of warrants, court papers, and a total thereof
- Entry Control Deputy - Signature of control Deputy who received the inmate at IRC/CRDF

Attach all court papers relating to the transmittal to the top of the document. Each paper should match what is entered on the face of the transmittal. Deletions, errors, and corrections should be clearly identified by crossing out the line item with a single black line with an explanation of the deletion or correction.

• • 2-14/015.00 Special Handle Inmate Transmittals

Inmates requiring special handling, due to their classifications, shall be written on a separate transmittal. If the inmates are housed in the same location and have the same classification, they can be written on the same transmittal. If an inmate requires separate transportation accommodations, (example... a separate bus, cage or section of the bus), a separate transmittal shall be written.

Other inmates requiring specialized transmittals are:

In-Trial Inmates: shall be written on a transmittal and clearly marked in red pen "IN-TRIAL INMATE (S) - REMODULE."

Green Band Inmates: shall be written on a separate transmittal that is clearly marked "POTENTIAL RELEASE TRANSMITTAL."

Inmates Sent in Error: shall be written on a separate transmittal that is clearly marked with the letters "SEE" (Sent in Error).

Pre-Arraigned Inmates: shall be written on a separate transmittal that is clearly marked "PRE-ARRAIGNED

INMATE(S)."

Inmates Sentenced to Death: shall be written on a separate transmittal that is clearly marked "CONDEMNED INMATE."

• • 2-14/020.00 Distribution Of Transmittals

Transmittals will be prepared as an original and four copies. When the CST bus arrives at a court facility, the bus crew will check the transmittal and all of the attached papers. The distribution is as follows:

- The original and one copy will be used by IRC/CRDF for inmate tracking.
- The second copy will be detached by the CST Deputy after it is checked and signed, and retained at the court as a property receipt and record of the movement of the inmate.
- The third copy will be used by the CST as a body receipt, and will be used to acknowledge the receipt of a particular number of inmates by the IRC/CRDF control Deputy. This copy will be signed and delivered to the CST desk.
- The fourth copy will be placed in the property box/bag.
- The fifth copy will be attached to "New Remand Packets", along with the medical forms.

• • 2-14/025.00 Records Keeping Requirements For Transmittals

Transmittals shall be maintained in the lockup for one (1) year, after which they may be destroyed. Refer to CSDM, 2-01/040.00 - Record Keeping, for more detailed record keeping procedures.

• • 2-14/030.00 Inmate Property Bag Accountability

When lockup personnel complete inmate transmittal forms, they shall write the number of inmate property bags that are placed into the canvas property bag on the transmittal. A second Deputy, CA or supervisor will also sign his/her name on the transmittal, verifying the amount of plastic bags enclosed in the canvas bag. The bag shall then be locked in the presence of both personnel.

CST personnel are advised not to take possession of the canvas property bags, unless two signatures are present on the inmate transmittal and the bag is locked.

• • 2-14/035.00 Transmittals Expediting Court Appearances Of In-Trial Inmates

When an inmate has been ordered to begin trial, it is the bailiff's responsibility to prominently mark the removal order "IN-TRIAL INMATE" in the upper right corner, either in red or highlighted in yellow marker. The bailiff then takes the paper to the lockup and personally informs lockup personnel regarding the in-trial inmate. The bailiffs will enter the appropriate inmate information on the "In-Trial/Last Day" List. (Refer to CSDM, 3-14/085.05 - Expediting Appearance of Last Day or In-Trial Inmates, for detailed procedure)

Lockup personnel will create a separate transmittal for in trial inmates, and attach copies of any special handling or keep away information to the transmittal.

Lockup personnel will provide CST personnel a separate transmittal listing all in-trial inmates. CST personnel will ensure that all inmates listed have a purple loop band attached to their wristband.

Note: Due to security and other special handling concerns, general population security level 9, K-1, K-6 and K-10 inmates will not be included in this plan. Additionally, pro-per inmates, inmates housed in CTC or those with an "A," "D" or "W" special handling code will also not be included.

• Chapter 15 - Court Lists

To expedite the appearance of inmates in particular courtrooms within a facility, several lists of inmates will need to be prepared and maintained. The purpose of maintaining a current list of all inmates in the building is to prevent the erroneous release of an inmate and to ensure that lockup personnel know the location of every inmate in a facility. When any inmate is moved within the facility, a written record of that destination shall be maintained. When an inmate is returned to the main lockup, the master list shall be updated. An indication shall also be made of all court papers received, to ensure that the personnel writing the transmittals have all of the necessary papers on a particular inmate.

• • 2-15/010.00 Master Appearance List

At 0100 hours daily, each Station Watch Commander shall transmit, via JDIC, a "Court List" message to Inmate Reception Center (IRC) / Century Regional Detention Facility (CRDF) with information containing the names of inmates who have been or are being sent to IRC/CRDF and are to be sent to court on that day. Court appearance information on station-booked inmates by non-station details shall be included only at the request of the detail. A court list received after 0130 will result in the inmate not appearing in court, a possible over-detention and/or an imperative release.

Prior to the opening of court, each Branch Court Services Office shall obtain the Master Appearance Court List from either the Court Clerks' Office or a designated JDIC terminal in the Court Services Branch Office. This list will be utilized as the Master Appearance List and should include all inmates being transported to the court from Central Jail, etc., for appearance that day.

Additional inmates may be picked up at LAPD, who will appear on the Master List, or be picked up at a Station as a new station booking. These individuals will be part of a supplemental list, since they are being transported directly from a Station to court and have not been processed through IRC/CRDF. Copies of the Master Appearance List and all supplemental lists should be used as the lockups' work sheets. All masters and work sheets shall be maintained for a period of six months.

When an outside agency brings new arraignments or warrant arrests directly to court, a separate list should be made and maintained. The use of a transmittal sheet may be useful since it contains all of the required information for the tracking of inmates.

• • 2-15/015.00 Court Rooms/Bailiff's List

Lockup personnel shall be responsible for providing copies of court lists to those Deputies who need them.

• • 2-15/020.00 District Attorney's List

For the District Attorney or City Attorney to properly track the filing of cases against those in custody, it is essential that they be given a current list of all inmates who are in the court that have not had charges filed on them. Most courts have specific rules regarding the filing of cases. Therefore, it is essential that the lockup personnel keep the District Attorney's Office appraised of which inmates do not have charges filed.

• • 2-15/025.00 Clercks Office List

Copies of all inmate lists shall be supplied to the Court Clerk's Office, criminal section, to allow for the expedient filing of custody cases. Branch Supervisors shall devise a method to notify Court Clerk's Office of additional inmates received.

• Chapter 16 - Closing the Court Lockups

In order to prevent the unsupervised retention of inmates in facility holding cells after the Courts have gone dark and all bailiffs and lockup personnel have secured for the day, each Branch Supervisor shall devise a plan to ensure that all cells are physically checked and secured, so that no one is accidentally locked in a cell or holding area.

• • 2-16/010.00 Facility Closing Security Checks

See CSDM, 1-02/030.00 Facility Closing Security Checks.

• • 2-16/015.00 Security Keys / Equipment

When the CST crew has departed the facility with the last group of inmates being transported and all those being released at court are gone, lockup personnel shall inventory all keys, radios, chains, and equipment in the lockup, note any discrepancies, and secure the control area. All interior cell doors shall be left unlocked. Exterior doors shall be locked. The Master Keys for the lockup shall be secured in the Branch Office, in a location designated by the Branch Supervisor.