# 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).

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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.

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## • 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<br><br>Inmate Packet (i.e...court list, transmittals, green court lists)<br><br>Strip Search Authorization From and required Physical Body Cavity Search Warrants |
| 3 Years | Inspection Reports<br>• Institutional Inspection Committee<br>• Grand Jury<br>• Fire Department<br>• Health Department |
| 5 Years | • Facility Logs (i.e., incidents, URN #s, Title 15 (blue) log book, Red Book, etc.)<br>• Maintenance Records see title 15 log book<br>• Statistical Reports, See Title 15 Log Book<br>• Inmate Incident Reports (SHAD 49): Major (5 years), Minor until released, (All originals go Bureau Headquarters)<br>• 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.