

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

• **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.
