

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**

Closed circuit television in the lockup area is to be considered as an adjunct to security. It does not replace personal vigilance or observations of inmate activities; nor will it be used to conduct mandatory inmate inspections.

- **2-02/025.10 - Radio Communications**

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