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.