

Chapter 7 - Inmate Classification/Handling

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

Refer to: Title 15, 1050 - Classification Plan

• 2-07/010.00 Wrist Bands

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

• 2-07/010.05 Issuing Wrist Bands

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

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

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

• 2-07/015.00 Special Handling

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

Personnel must keep in mind that communication between Bureaus is of paramount importance, to maintain the security of the inmates and the safety of personnel. Therefore, prior to the transfer of an inmate requiring special handling, lockup personnel will ensure that all personnel in charge of or taking charge of the concerned

inmate(s) are aware of the inmate's status. Special handling instructions shall be communicated verbally, and a copy of the Inmate Special Handling Request shall be attached to the appropriate transmittal. All actions taken involving an inmate named on a newly initiated and approved Electronic Special Handling Program should be consistent with the purpose for the special handling.

• 2-07/015.05 Requests for Special Handling Classification

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

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

Procedures to enter an Electronic Special Handling Request:

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

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

Supervisor's Responsibilities:

- **Unit of Assignment Supervisor:** Supervisor at submitting unit will review Special Handling Request

and document approval with their NT logon name.

Procedures to add Additional or Updated Information:

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

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

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

Urgent Special Handling Status Needed:

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

Declassification:

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

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

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

Inmates classified as a K-b, *E* *H* *P* ~ or K-6 ~ *E* *F* *G* *L* *P* *T* *V* and K-1, must be escorted at all times. Also, depending on their keep away classification, they require segregation during transportation and at the court lockup. Inmates so classified, particularly K-10, may, at the discretion of the IRC Watch Commander, be transported to court by the arresting/investigating unit or agency. If space is not available to segregate an inmate in a court lockup, the escorting officers may be required to remain with the prisoner until he is returned to the Inmate Reception Center. If an inmate is classified with a reserve code, appropriate security should be provided regarding housing and transporting this individual.

• 2-07/015.10 Special Handling Codes

Special handling status involves specific classification of an inmate based on distinct factors. These factors include, but are not limited to: an inmate’s past criminal history, present criminal charges, current and past mental history, and tendency to manifest violent behavior. Special handling status may also be given to any inmate that is determined, by the jail liaison, a potential cause of a breach in jail security, if the inmate were housed in general population.

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

CLASSIFICATIONS:

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

Sub-classifications of Red Wristbands:

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

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

H (Highly Dangerous): This sub-classification shall be utilized for RED wristband inmates only. This sub-classification shall be utilized when there is confirmed information that the inmate is, or

has the potential to become, highly dangerous. This may include, but not be limited to inmates who have violently assaulted officers or other inmates. An inmate, based on current or past criminal history, may be issued this subclassification.

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

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

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

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

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

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

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

Sub-classifications of Yellow Wristbands:

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

K-6 (Administrative Segregation): This classification shall be utilized for inmates who are not

considered to be a high risk to jail security; however, based on special circumstances, must be administratively segregated from the general population.

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

- **B (Threats)** - This sub-classification shall be utilized for inmates who have been confirmed by Operation Safe Jail as having a green light. This sub-classification shall be associated with a YELLOW wristband.
- **C (Protective Custody)** - This sub-classification shall be utilized for inmates who shall be held in protective custody to ensure their personal safety. Protective custody status shall be granted by the court or at the discretion of the Classification Lieutenant or his designee. This sub-classification shall be associated with a YELLOW wristband.
- **E (Escape Risk)** - This sub-classification shall be utilized for inmates who have attempted to escape or have escaped from a jail facility, have the known potential to escape from a secured facility, are “walkaways” from a halfway house, or escaped while on inmate worker status. This sub-classification may be associated with BLUE, RED or YELLOW wristbands.
- **F (Fragile)** - This sub-classification shall be utilized, at the discretion of the Classification Lieutenant or his designee, for inmates who are deemed highly susceptible to being victimized or abused by inmates in general population. Factors that may be used to determine if an inmate meets this sub-classification may include, but are not limited to: age, physical appearance and demeanor. This sub-classification shall be associated with a YELLOW wristband.
- **G (Homosexual)** - This sub-classification shall be utilized for confirmed homosexuals. This sub-classification shall be associated with a YELLOW wristband.
- **I (Informant)** - This sub-classification shall be utilized for non-violent inmates who are confirmed law enforcement informants. This sub-classification shall be associated with a YELLOW wristband.
- **K (Keep-away)** - This sub-classification shall be utilized solely for K-10 or K-6 inmates with additional considerations that shall be accommodated to promote the security of all inmates. This sub-classification notifies personnel that it is necessary to review
- **N (No Telephone)** - This sub-classification shall be utilized for inmates who have a Court Order restricting telephone usage. This sub-classification may be associated with a YELLOW or RED wristband.
- **P (Prison Gang Association)** - This sub-classification shall be utilized for inmates who have confirmed gang affiliation in State prison. For CST purposes, inmates with this sub-classification shall be leg and waist chained while being transported. This sub-classification may be associated with a YELLOW or RED wristband.
- **R (CST Priority)** - This sub-classification shall be utilized for inmates needing

priority court transportation based on their high control mental condition. Inmates with this sub-classification shall be waist chained while being transported. This sub-classification may be associated with YELLOW or BLUE wristbands.

- **T (Contempt of Court)** - This sub-classification shall be utilized for inmates booked with the sole charge of Contempt of Court (Section 1209 of the California Code of Civil Procedure or Sections 166.1-4 of the California Penal Code). This sub-classification shall be associated with a YELLOW wristband.
- **V (Noteworthy Inmates)** - This sub-classification shall be utilized for inmates who receive an inordinate amount of publicity. This determination shall be made on a case-by-case basis. This sub-classification shall be associated with a YELLOW wristband.
- **W (Wheelchair)** - This sub-classification shall be utilized for inmates who, medical services have confirmed, require a wheelchair for mobility. This subclassification shall be associated with ANY color wristband.
- **X (Sexually Violent Predator-SVP)** - This sub-classification shall be utilized for inmates who have been convicted of a serious sexual offense and have served time in State Prison. Such inmates are ordered back by the Los Angeles Superior Court (Department 95) for evaluation, to determine if they represent a danger to the community and should be sent to a treatment facility or released from custody. This sub-classification shall be associated with a YELLOW wristband.
- **Y (Inmate arrested for 288 P.C. Charge)** - This sub-classification shall be utilized for inmates who have been arrested for committing sex crimes against a child. This sub-classification shall be associated with a YELLOW wristband.

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

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

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

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

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

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

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

S (Suicidal) - This sub-classification shall be utilized for inmates who have made suicide attempts, claim to be suicidal, or who personnel believe may become suicidal. Personnel shall complete a Special Handling Request and give a detailed explanation of the inmate's behavior. Special Handling Request cards, with this sub-classification, shall stay with the inmate until Department of Mental Health personnel have completed the initial evaluation of the inmate. This sub-classification shall be associated with BLUE wristbands.

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

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

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

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

Special Wristband Configurations:

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

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

category cannot be routinely strip searched unless you have probable cause.

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

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

Sub-Classification:

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

****Note:** K-1 and K-6 classifications shall be assigned yellow wristbands K-2 through K-5 classifications shall be assigned blue wristbands K-10 classifications shall be assigned red wristbands

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

• **2-07/020.00 State Prisoners**

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

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

• **2-07/025.00 Federal Prisoners**

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

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

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

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

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

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

Upon notification that the formal death sentence was rendered, the Sergeant shall ensure the following

notifications are made:

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

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

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

• **2-07/035.00 Special Interest Inmates**

Well-known individuals or incidents that have had high media coverage may require additional personnel for security and/or custody movement. For example, politicians, sports figures, film and TV personalities, police officers, religious leaders, doctors, etc. have a potential for large followings. If the individual is in custody, it creates additional security concerns, not only for the inmate, but for the personnel working in the lockup. When such individuals come to the attention of lockup personnel, the Branch Supervisor shall be notified and may provide for additional security.

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

• **2-07/040.00 Segregation of Inmates**

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

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

• **2-07/040.05 Statutory Segregation**

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

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

- **2-07/040.10 Administrative Segregation**

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

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

Refer to: Title 15, 1053 - Administrative Segregation

- **2-07/045.00 Inmates with Mental Disorders**

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

- **2-07/050.00 Inmates of Undetermined Age**

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

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

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

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

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

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

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

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