

Chapter 9 - Acceptance of Inmates and Processing

It is the policy of this Division to accept inmates at a court lockup, only for the purpose of a court appearance. Exceptions to this are enumerated in the following sections. Inmates shall not be accepted without the appropriate documents accompanying the inmate.

• 2-09/000.05 Pre-Arraigned Inmates / 4030 PC

This policy is to ensure that the appropriate arrestee processing and booking procedures are followed and to prevent over-detentions. Court Services Division lockup personnel will only accept inmates from outside agencies and Sheriff's Stations on the arraignment date listed in the Automated Jail Information System (AJIS) and/or Live Scan booking and property printout.

If the arraignment date is later than the transportation date, it is the responsibility of the Station or outside agency to update the Live Scan booking report or AJIS program, prior to lockup personnel accepting the arrestee into court lockup.

Court Services Division lockup personnel will continue to review all booking packets from outside agencies and Stations, in accordance with Department policy and procedures.

This section does not apply to inmates with medical restrictions.

Court Responsibilities: All pre-arraigned inmates who arrive at court from a Sheriff's Station or outside agency for arraignment and do not get arraigned, shall have a yellow wristband looped around and affixed to the standard County issued wristband, before the inmate is sent to IRC/CRDF. The yellow loop will indicate to IRC/CRDF that the inmate is pre-arraigned. The inmate shall be placed on a separate transmittal indicating that the inmate is "PREARRAIGNED." The inmate will be separated from the general population upon arrival to IRC/CRDF, and not subject to a "strip search" pursuant to 4030 PC.

All County Jail inmates who arrive to court from a County Jail facility (with a yellow wristband looped and affixed to the standard county issued wristband), shall be determined to be pre-arraigned. After the inmate has been arraigned, the court bailiff or lockup personnel shall remove the yellow wristband and write, in ink, the number three (3) on the wristband of the inmate to indicate the change in housing status. In the event that the inmate is not arraigned, the yellow wristband shall remain on the inmate. The inmate shall be placed on a separate transmittal, indicating that the inmate is "PREARRAIGNED" and sent to IRC/CRDF

A pre-arraigned inmate who is seen by the judge and allowed to postpone their arraignment, shall continue to be indicated as a pre-arraigned inmate (via the notation on the transmittal and yellow loop around their wristband) until he/she is arraigned.

Transportation Responsibilities: Upon arrival at IRC/CRDF, it is the responsibility of Court Services Transportation Bureau (CST) to separate the pre-arraigned inmates, who have yellow wristband loops, from the arraigned inmates. CST personnel can combine general population inmates and pre-arraigned inmates only when transporting inmates to or from court. Any discrepancies with the transmittal and yellow wristband loop shall be brought to the attention of Court Services personnel.

• 2-09/000.10 Court Lockup Inmate Verification

This section is to establish the processing and verification of inmates arriving or leaving court lockup facilities on any Court Services Transportation Bureau (CST) Vehicle (bus, van, radio car, etc.).

Personnel assigned to the lockup shall be responsible for maintaining the Uniform Daily Activity (UDAL) /Title 15 Log book. All entries on the log shall be done in blue or black indelible ink. Liquid paper, White-Out, correction tape, etc. shall not be used on this log. If corrections are necessary, draw a line through the area that requires correction and make a new entry (i.e., proper correction).

Inmates Arriving At Court Facility From Court Services Transportation Bureau When CST Deputies arrive at the court with inmates, lockup personnel shall meet them at the Sally Port door and ask how many inmates, and what type, i.e. special handling, males/females, etc., are being delivered to the court. This entry shall be made in the Uniform Daily Activity (UDAL) /Title 15 Log. As the inmates are off loaded, a court lockup personnel shall scan, refer to CSDM, 2-09/010.05 - DIMMS (Defendant Inmate Movement Management System), each inmate into the facility. When all inmates have been off loaded, the personnel who scanned the inmates shall verify the receiving count. If the count matches what was verbally reported, the CST Deputy shall sign the Uniform Daily Activity (UDAL) /Title 15 Log to verify the count. If the counts do not match, all movement shall stop until the counts can be corrected and verified. CST Deputies shall not be allowed to leave until the counts have been verified and the Uniform Daily Activity (UDAL)/Title 15 Log has been signed.

Inmates Leaving A Court Facility Via Court Services Transportation Bureau: When an inmate has completed their court appearance, and is to be transported to the IRC/CRDF or Custody facility, the court lockup personnel shall inform the CST Deputy of the total inmate count and type of inmates to be transported, (i.e. special handles, males/females, remands, etc.). Court lockup personnel shall scan, DIMMS (Defendant Inmate Movement Management System) each inmate as they are handcuffed/chained by the CST Deputy. When all inmates have been handcuffed/chained, the personnel who scanned the inmates shall verify the outgoing count. If the count matches what was verbally reported, the CST Deputy shall sign the Uniform Daily Activity (UDAL)/Title 15 Log to verify the count. If the counts do not match, all movement shall stop until the counts can be corrected and verified. CST Deputies shall not be allowed to leave until the counts have been verified and the Uniform Daily Activity (UDAL) /Title 15 Log has been signed.

• 2-09/000.15 Acceptance of Courtline Inmates from Court Services Transportation

Inmates ordered by the court who are listed on the Court's Daily Custody List (Master Appearance List) and all supplemental lists, shall be accepted by the court lockup. If the court lockup has housing issues or the inmate is showing signs of being physically or mentally ill and may soon be in need of medical attention, the inmate will not be accepted

When court lockup personnel cannot accept the inmate due to one of the above reasons, the branch supervisor (sergeant or above) shall be called to make the determination if the inmate will stay or be returned to the Court Services Transportation (CST) crew bringing the inmate.

Only the branch supervisor and area lieutenant shall make the decision to accept the inmate at the court or to decline the inmate. The supervisor shall take into account the concerns by lockup personnel and give

consideration to the CST crew's scheduled run and lack of facilities on buses. Each case shall be evaluated on an individual basis.

On the rare occasion that both sides have equal concerns, the supervisor shall contact the CST Watch Commander and work toward a solution.

• **2-09/010.00 Booking Requirements**

Court Services lockups are not designated booking locations, except during mass arrest situations or when designated by the Sheriff. All booked inmates delivered to court must have the following:

- Original and one copy of a Sheriff's booking slip.
 - A completed medical evaluation questionnaire.
 - A copy of a Warrant Check from CWS, NCIC stating "No Hits" or a statement by the Station jailer or agency jailer that a warrant check was made and "No Hits" were indicated.
 - A wrist band shall be attached to all inmates received by Court Services. LAPD and Long Beach P.D. inmates will have those agencies, wristbands on. Court Services does not have to re-band them because that will be done at Inmate Reception Center (IRC) / Century Regional Detention facility (CRDF). The name and booking number on the wrist band must match. If they do not match, DO NOT accept the inmate. If the band is not legible and properly secured, request the agency to re-band the individual.
 - All property listed on the booking slip must accompany the inmate or be accounted for.
 - All property must be heat sealed in a plastic bag. DO NOT accept property that is not properly packaged. Bulk property will not be accepted from any agency. If it cannot be contained in the standard property bag, the agency must store the property.
 - Deposited money must be sealed separately from any other property.
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• **2-09/010.05 DIMMS (Defendant Inmate Movement Management System)**

Court Services personnel are mandated to scan all inmates utilizing DIMMS and will be responsible for tracking, assigning and maintaining the equipment within their facility.

Maintenance of Equipment (Scanners):

- Malfunctioning or broken scanners shall be reported immediately via email message to the DIMMS Help-Desk to arrange for repair or replacement.
- A written request for repair explaining the malfunction shall accompany the scanner when sent for repair.
- It shall be each facility's responsibility to arrange for transport of the malfunctioning scanners.
- A SH-49 shall be written for scanners that are damaged or missing.
- The court lockups shall note any malfunctioning scanners in the Uniform Daily Activity (UDAL) /Title 15 Log and list the reporting person and who was notified.

Responsibility for Scanning Inmate Movement:

Court Services Transportation Bureau: CST personnel will scan all inmates entering a transportation vehicle (i.e. IRC/CRDF court line, station, jail, LCMC or other jail facility).

Court Lockup: Lockup personnel will scan all inmates received into, or sent out of the court lockup including:

- Remands
- New bookings
- Inmates brought into lockup via CST
- Inmates sent out of lockup via CST
- Releases
- Medical runs to any hospital (noting the name of the hospital and names of the transporting Deputies)
- Releases to outside agency (include agency and officer's name)

Lockup Supervisor: It is the Lockup Supervisor's responsibility to ensure that all inmates have been scanned out of their facility at the end of the day by checking the DIMMS System to ensure the Branch count indicates 0 (zero). This should be done in conjunction with a physical security check.

Branch Supervisor: The Branch Supervisor will conduct a random weekly audit to ensure compliance with this section and note such check in the Uniform Daily Activity (UDAL)/Title 15 Log.

Malfunction or Questions Regarding Dimms System: Should there be a problem with the DIMMS System or a question regarding its use, the lockup or CST Supervisor shall send an e-mail message to the "DIMMS Help Desk."

• 2-09/010.10 Misdemeanor Acceptance and Release Criteria for Court Lockups

Remanded Inmates: See CSDM, 2-10/015.00 - New Remands from Court.

Open Charges, Misdemeanor Violations: Misdemeanor arrestees brought to a court lockup by any police agency on open charges to be heard at that court, will be accepted, and regardless of the offense charged. Notwithstanding the aforementioned, lockup personnel shall only accept inmates on the arraignment date listed in the Automated Jail Information System (AJIS) and/or Live Scan booking and property printout, refer to CSDM, 2-09/000.05 - Pre-Arraigned Inmates / 4030 PC. If the AJIS arraignment date is different, it is the responsibility of the outside agency to update the Live Scan booking report or AJIS, prior to lockup personnel accepting the arrestee.

Sheriff's Department Misdemeanor Warrants Persons arrested for a Sheriff's Department misdemeanor warrant will be accepted, regardless of the arresting agency.

1. If the accepting court issued the Sheriff's warrant, the inmate will be arraigned (if the inmate has additional warrants, see below.)
 2. If the warrant was issued by another Los Angeles County Court:
 - Determine whether the inmate meets the current IRC/CRDF acceptance policy (see IRC JDIC sent each Monday titled "IRC Policies on Bail Acceptance and Misdemeanor Arrests").
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- If the inmate meets the IRC/CRDF Acceptance Policy, they shall be accepted and transported to IRC/CRDF.
- If the inmate does not meet the IRC/CRDF Acceptance Policy, they shall be cited and released. If the inmate was issued a warrant for violation of a fare evasion statute and does not otherwise meet the IRC/CRDF Acceptance Policy, they shall be cited and released. Citations for fare evasion are commonly issued by Transit Services Bureau personnel on trains crossing several judicial areas. The charging violation is Penal Code 640(b) (1-11); however, the citation may instead indicate a failure to appear violation under Penal Code 853.7.

Sentencing & Case Disposition

Inmates having dispositions on all charges that would release the inmate, and the only charge holding the inmate is a Sheriff's Department misdemeanor warrant(s), shall be cited out if they do not meet the IRC/CRDF Acceptance Policy.

If the misdemeanor warrant is held by a local outside agency, the agency holding the warrant shall be contacted and given the opportunity to respond to the court and accept custody of the inmate. If the inmate will not be picked up by the agency, for whatever reason, the inmate shall be cited out if they do not meet the IRC/CRDF Acceptance Policy.

Any person sentenced to jail for three (3) days or less, or with the remaining time to be served of three (3) days or less, regardless of the offense charged, shall be placed on the potential release list e-mailed to IRC/CRDF. Court Services personnel will then follow the directions given by IRC/CRDF, as to releasing at court or transporting to IRC/CRDF.

NOTE: All judicial remands for Contempt of Court shall be returned to IRC/CRDF for processing.

• 2-09/015.00 Acceptance and Processing Inmates from City Police Departments (Except LAPD)

City Police Departments are responsible for the transportation (except LAPD) to court. Lockup personnel, as a courtesy, may accept inmates at a court lockup. The responsibility for the pre-arraigned inmate, however, remains with the police department concerned.

In the event that there is a problem with a city inmate, such as a medical, mental illness, or special security problem, the arresting agency shall provide an officer to supervise the agency's inmates. Lockup personnel shall immediately notify the Branch Supervisor, in the event of any disagreement with the arresting agency.

Should the number of inmates from such agencies exceed the Department's ability to provide adequate security, sworn lockup personnel may require such agencies to provide a jailer.

If the city police department has booked the inmate through a Sheriff's Station or custody facility, they shall be considered the Sheriff's responsibility.

• **2-09/020.00 Misdemeanor Warrant Acceptance**

Inmates arrested on any Sheriff's misdemeanor warrant by the Sheriff's Department or any other police agency will be accepted at court lockups. Inmates (with Sheriff's warrants issued by a court) at the lockup accepting the inmate, will be arraigned and either cited out or transported to IRC/CRDF, depending on whether they meet the current release criterion. Inmates with warrants issued by L.A. County Courts other than those at the accepting lockup shall be cited out by lockup personnel if they meet the current release criteria. Those who do not meet the release criteria shall be transported to IRC/CRDF.

Misdemeanor warrant arrestees brought to court by any police agency will be accepted at the lockup, regardless of the offense charged. If the agency is part of the Consolidated Booking System and the inmate is remanded to the custody of the Sheriff by the court, lockup personnel shall cite the individual, unless they meet the current criteria for being transported to IRC/CRDF. Inmates received from police agencies, which are not part of the Consolidated Booking System, and who are remanded to the custody of the Sheriff by the court, regardless of the offense charged, shall be transported to IRC/CRDF for completion of the booking process and either cited out or remain in custody.

Misdemeanor release criteria do not apply to persons sentenced, by the court, to terms in County jail. Any person sentenced to the County jail, regardless of the offense, shall be transported to IRC/CRDF. For possible release exceptions refer to CSDM, 2-09/010.10 - Misdemeanor Acceptance and Release Criteria for Court Lockups.

Any person who is remanded on a charge of 40508 V.C. or 853.7 P.C. or whose court document indicates "FTA Arrest," shall not be released on a citation, unless otherwise directed by IRC/CRDF.

• **2-09/025.00 Sheriff's Court Services Warrant Arrests**

Persons arrested on misdemeanor warrants by Sheriff's personnel and transported directly to court lockups for arraignment shall be accepted by lockup personnel. These warrant arrests must be accepted, regardless of the charge or the amount of bail. Once they are remanded to the custody of the Sheriff, they shall either be cited out by lockup personnel or be transported to IRC/CRDF, based on the current cite out policy.

• **2-09/030.00 Warrants - Outside Los Angeles County**

The Sheriff's Department shall notify the agency holding the warrant on an out-of-county warrant of the following:

- Non-availability, when local holds are discovered,
- Availability, when local holds have been discharged

The out-of-county agency has five court days (per 821 and 822 PC) in which to take custody of the prisoner after the expiration of local charges.

However, it is Court Service's policy to follow the IRC/CRDF policies on Bail Acceptance and Misdemeanor Arrest.

IRC/CRDF will not accept inmates being held solely on an out of county warrant, unless the inmate is transferred to IRC/CRDF within 24 hours from the time of arrest.

Refer to the 'IRC Policies on Bail Acceptance and Misdemeanor Arrests' regarding out of county warrants, to obtain the most current policy information.

• **2-09/035.00 Out of State Warrants/Fugitives**

Whenever an inquiry is received from another police agency within Los Angeles County, requesting the transportation of an inmate arrested on a warrant or warrant abstract originating outside the State of California, the requesting agency will be instructed to contact Sheriff's Fugitive-Warrant Detail, who will make the transportation request via JDIC

If an inmate is delivered to a court lockup from another police agency, and there is information that the inmate is an out-of-state fugitive, the following guidelines should be followed:

- Accept the inmate, provided that you receive either a teletype warrant or a copy of the warrant abstract from the demanding state authorizing the arresting agency to hold the inmate. A local arrest warrant or remand orders is not necessary as an authorization to take custody of the inmate.
 - When a fugitive inmate is accepted from any other police agency other than our own, notify the Sheriff's Fugitive-Warrant Detail or Headquarters Detective Division and advise them of the situation. The Fugitive-Warrant Division handles fugitive warrants for all Police Departments in Los Angeles County.
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• **2-09/040.00 Bonds Person Surrenders**

Civilian enforcement agents for bonds persons may not surrender individuals who have skipped on a bond to any Court Services facility. All surrenders shall be booked only through IRC/CRDF. Under no circumstances, shall civilian enforcement agents be referred to Sheriff's Stations for booking. Should they demand that they leave their surrender under 142 PC (officer refusing to receive or arrest a person charged with an offense), they should be referred to the Branch Supervisor. The Branch Supervisor shall inform the individual that court holding areas are not designated as a booking location by the Sheriff.

A civilian enforcement agent shall not be allowed in any court lockup.

• **2-09/045.00 Probation/Parole Violators**

Probation violators are accepted in court lockups only when remanded by the court. Others must be booked at a Station or Central Jail.

If a State Parole Officer wishes to deliver a suspect to a court lockup, along with a valid warrant or warrant abstract, we will accept the inmate and transport the inmate in the same manner as a Court Remand to IRC/CRDF. These warrants will all be for violation of either 1767.3 WIC, 3151 WIC; or 3056 PC, and will be either for escape or violation of parole, with no bail authorized. The State Parole Officer shall also attach a

business card to the warrant or warrant abstract. IRC/CRDF has agreed that they will accept the violator. Lockup personnel shall not sign the booking slip as arresting officer that space is to be left blank.

- **2-09/050.00 Intoxicated Non-Remands**

Do not accept non-remanded inmates charged with misdemeanor offenses for 647(f) PC - Drunk and 11377 H&S - PCP only. The local agencies or Sheriff's Station should resolve the situation at their level under 853.6 (j) PC or 849 PC. The only exceptions come under 853.6 (j) PC 1 thru 10. This section requires that a form be signed indicating why the person was not released. The form should be signed by the arresting unit's Watch Commander and accompany the inmate.

Note: Per CSDM, 2-09/010.00 - Booking Requirements, all outside agencies and station bookings delivered to court will have a completed Medical Evaluation Form accompanying their booking package.

- **2-09/050.05 Intoxicated Remands**

If a court remands an intoxicated individual into custody, note the person's condition on the remand slip and accept the individual into custody. In order to comply with the **Sundance Decision**, remands who are "extremely intoxicated" (are a threat to their own safety or the safety of others, due to their state of intoxication, as the result of alcohol and/or drugs) shall be transported forthwith to IRC/CRDF or a Sheriff's Station for processing, in compliance with Section IX of the Field Operations Station Jail Manual. If in doubt, contact your Branch Supervisor.

- **2-09/055.00 Injured or Sick Inmates**

Injured and/or sick inmates are only accepted if they are accompanied by documentation from a medical authority, stating that they are cleared for booking. Should it appear to lockup personnel that an inmate is in need of medical attention, and the arresting agency or Station has not provided a medical clearance, do not accept the inmate. Lockup personnel shall immediately contact the agency's Watch Commander or the Station Watch Commander and ascertain the medical status of the individual. Stations and agencies may book sick or injured inmates at the Los Angeles County Medical Center Jail Wards. They must transport the inmates to that location.

- **2-09/060.00 Civil Warrants/Remands**

An individual remanded to the custody of the Sheriff on a civil bench warrant or arrested for civil contempt must be segregated from inmates charged with criminal matters (4001 P.C.). If a civil inmate also be charged with a criminal offense, such as outstanding warrants, the inmate may be handled in the normal manner. A separate transmittal will be prepared when a civil inmate is remanded to the custody of the Sheriff. This transmittal shall be clearly marked at the top, "CIVIL INMATE ONLY".

- **2-09/065.00 Material Witnesses**

Material witnesses not charged with any crime will be handled in a similar manner to “civil inmates”. The transmittal will be marked “MATERIAL WITNESS”. The transportation Deputy will also call this to the attention of the IRC/CRDF receiving clerk and the receiving Deputy. Should there be any questions regarding the commitment of a material witness, the Branch Supervisor shall be contacted. Coordination with the IRC/CRDF Watch Sergeant is essential to ensure the security and safety of the witness.
