

## Volume 3 - Administrative Policy and Procedures

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- **3-01/000.00 Personnel**

[Title Only]

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- **3-01/010.00 Conformance with Division and Unit Policies and Procedures**

Every employee working in the Custody Services Divisions shall be familiar with and conform to the policies and procedures set forth in the Custody Division Manual. Additionally, every employee shall be familiar with, and conform to, the policy and procedures of their specific unit of assignment, as described in their Unit Orders Manual, pursuant to the Custody Division Manual, section 1-09/000.00, "Unit Manuals, Orders and Duty Statements."

Any directive approved by the Assistant Sheriff of Custody Operations shall be adhered to with the same compliance as the Custody Division Manual policies and procedures.

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- **3-01/020.00 Assignment of Personnel**

To maintain compliance with Penal Code section 4021(b), "Female custodial person; gender restrictions," unit commanders shall attempt to schedule custodial personnel of the same sex as inmates in the assigned area.

Except as otherwise stated in this section, at least one custody employee of the same sex as the inmates assigned to a housing area shall be present at all times before entry is made into that housing area. This policy shall be in effect except where male or female employees would be discriminated against in work assignments on the basis of either gender. In the event of an emergency, any custodial personnel, regardless of gender, shall be authorized to enter any inmate housing location.

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- **3-01/020.05 Mandatory Rotation of Line Personnel in Custody**

All custody facility unit commanders shall have a unit order in place outlining the rotation of personnel within their unit. All unit commanders shall ensure line personnel are rotated between job assignments at least once every six (6) months.

The facility's unit order shall clearly define what job assignment change constitutes a rotation. Specific areas of the facility shall be defined as a job assignment area (e.g., IPA, Reception, Old Side, New Side, Tower One, Tower Two, Upper Compound, Lower Compound etc.). Personnel shall work in a position which shall be different from their previously assigned position, for the majority of the rotation period.

All personnel assigned to non-coveted specialized positions (e.g., inmate services, infirmary, laundry, kitchen, special projects, and vocational shops, etc.) shall be rotated between job assignments at least every thirty-six

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(36) months. Unit commanders have the discretion to exempt the rotation of personnel in positions which require specialized knowledge, skills, and/or training making it difficult to replace staff members due to the lengthy time to gain competency in the position (e.g., training, scheduling, operations, high observation housing, administrative segregation, etc.). Unit commanders may also specify less frequent rotations of personnel in non-coveted specialized positions.

All job assignment areas, exempted positions, and special exemptions shall be approved by the respective Division chief.

Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn numerous job functions. Compliance with this policy does not mandate the changing of regular days off or shift assignments for personnel.

Unit commanders shall ensure that all rotation compliance records are maintained for two (2) years to show adherence to this policy. In addition, all unit commanders shall review this policy and their facility's unit order semi-annually.

A semi-annual audit of each facility's unit orders regarding mandatory rotation of line personnel and each unit's compliance with this policy shall be conducted by the Custody Services Division Administration commander.

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### • **3-01/020.15 Probationary Period for Deputy Sheriff Generalists and Custody Assistants**

The probationary period for deputy sheriff generalists and custody assistants begins the first Sunday after graduating the academy or being hired laterally. Within six (6) months of a probationary employee's initial assignment to a unit, the unit commander (or their designees) shall review the employee's initial work habits, performance, and training records, per Manual of Policy and Procedures (MPP) section 3-02/090.07, "Probationary Employees - Unit Commander's Responsibilities."

The six (6) month review shall be documented in a memorandum and tracked through the electronic Line Operations Tracking System (e-LOTS) by creating an entry under the "Probationary Assessment" drop-down box and documenting the assessment in the notes section. The memorandum shall document the successful completion of the standard custody training program or outline a detailed remediation plan to address specific issues. The memorandum shall be placed in the training file belonging to the employee on probation.

Prior to the completion of probation or transfer to another Sheriff's Department division, the unit commander shall conduct a face-to-face assessment of the employee's overall career performance. This shall be documented in the existing "probationary assessment" e-LOTS project by creating an entry in the notes section. The face-to-face assessment shall include but is not limited to:

- Inmate complaints
- Administrative investigations
- Civil claims/lawsuits
- Off-duty and on-duty conduct issues
- Watch Commander's Service Comment Reports

- Employee commendations/awards
- Use of force incidents
- Allegations of use of force
- Formal counseling sessions
- Current training status

In addition to the unit commander's review within six (6) months of assignment, probationary employees shall also be evaluated prior to the end of their one year probationary period, per MPP section 3-02/090.10, "Probationary Evaluation."

If at any time during the standard custody training program, the probationary employee's conduct is found to be in potential violation of Department policy and procedures and/or the employee performs below the standards for performance specified in the Custody Division Training Manual, the unit commander shall be notified by their facility training staff. The unit commander, in conjunction with the probationary employee's training staff, shall outline a detailed remediation plan to address the specific issues.

In instances where a probationary employee's training program and/or probationary period becomes extended, the Custody Services Division Compliance Lieutenant shall be notified and will monitor the employee's performance for the duration of the employee's training program/remediation. At the completion of the probationary employee's training program/remediation, the employee shall meet with their respective commander or the commander's designee to discuss the employee's overall performance and approval for the completion of the custody training program.

If at any time during an employee's probationary period one of the following conditions for the employee exists, the unit commander shall immediately contact the Personnel Administration Bureau - Employee Performance Evaluation and Tracking Systems (EPETS) coordinator and notify the Advocacy Unit to ensure that the employee's probationary period is extended pending final disposition of the relevant condition(s):

- Military leave
- Family and Medical Leave Act (FMLA)
- Injured on duty or illness
- Relieved of duty
- An employee not working at full capacity (e.g., on light-duty)

NOTE: If the employee meets any of the above criteria, the employee must be personally served with the probationary extension documents. If a dispute regarding an extension of employee probationary period arises, the employee may file a grievance in accordance with MPP sections 3-02/150.00, "Employee Grievance Procedure," 3-02/150.05, "General Provisions," and 3-02/150.15, "Formal Procedure."

For administrative and criminal investigations, the employee's probationary status shall be reviewed by the concerned division chief for the purpose of determining if the employee shall complete their probationary period. Refer to MPP section 3-02/090.07 "Probationary Employees - Unit Commander's Responsibilities."

All meetings and training records shall be documented and retained by each facility's training unit for recordkeeping and inspection purposes per CDM section 4-13/000.00, "Retention of Records."

Negative evaluations of an employee must be substantiated by evidence of consistent failures and/or

incompetence, per MPP section 3-01/050.10, "Performance to Standards." Such evaluations shall contain specific dates, times, and circumstances of actual incidents to show when and how the probationary employee failed to perform in a satisfactory manner.

All final performance evaluations on probationary employees should be completed by the assigned evaluator at least 60 days prior to the end of the probationary period and submitted through the administrative approval process at the probationary employee's unit of assignment. Subsequently, the final performance evaluations shall be forwarded to the Advocacy Unit at least 30 days prior to the end of the probationary period.

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## • **3-01/025.00 Escorting and Providing Security for Female Inmates**

### **4021 P.C.**

Pursuant to California Penal Code section 4021, a female deputy sheriff or custodial officer shall be assigned, available, and accessible for the supervision of female inmates at all times. This includes inmates who are being temporarily held at a hospital or any other place of temporary detention.

### **Security of Female Inmates**

If a female inmate has to be temporarily housed in a location outside of their housing facility, such as a local hospital, at least one female deputy sheriff shall be assigned the duty of providing security for that inmate.

### **Exigent Circumstances**

In the event of exigent circumstances (e.g., medical emergency), a female inmate may be escorted to an outside location by a male deputy sheriff. This decision will require the approval of the facility watch commander. The unit commander shall be notified of the situation, and the event shall be documented in the watch commander's log, along with the reasons for the male escort. Arrangements shall be made for a female deputy to relieve the male escort as soon as possible.

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## • **3-01/030.00 Assignment of Custody Assistant Personnel**

It shall be the individual unit commander's responsibility to ensure that post and duty assignments for Custody Assistants conform to the following guidelines:

- Custody Assistants shall work under the supervision of sworn personnel at all times. The job title, Custody Assistant, shall be indicative of the types of duties assigned to these personnel
- Any position or duties deemed suitable for staffing by Custody Assistants may instead, at any time, be staffed by Deputy Sheriff personnel
- Any position or duties normally performed by Deputy Sheriff personnel shall not be staffed by Custody Assistant personnel

The following examples of Custody Assistant duties are provided as a guide. Specific functions assigned may vary at each facility and are to be defined by individual unit commanders. Duties may include but not be limited to:

- Assisting in the supervision of inmates in housing quarters, at recreation, and on work assignments
  - Assisting in the supervision of inmates assigned to vocational or rehabilitative assignments
  - Assisting in the operation of main, floor, or dormitory control booths
  - Assisting in administrative and operational functions such as: scheduling, unit log and record maintenance, and the preparation of reports or memoranda as directed
  - Controlling or assisting in the control of access to attorney and visitation areas
  - Monitoring and controlling non-inmate personnel ingress and egress
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### • **3-01/040.00 Employee Absences**

Employees shall notify their unit of assignment as far as possible in advance of any absence, but at least two hours prior to the scheduled reporting time, and shall provide the following information:

- Reason for absence,
- Type of absence to be credited,
- Expected length of illness/absence,
- Telephone number where employee can be reached.

Employee shall notify their unit of assignment regarding their inability to return to duty at least two hours prior to the scheduled reporting time.

If an emergency prohibits such notifications within the prescribed time frame, employees shall make such notifications as soon as possible thereafter.

Unit commanders may expand upon these procedures at their discretion.

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### • **3-01/050.00 Swapping of RDO/Shifts**

Swapping of RDO/shifts should be limited to those situations wherein an employee requests a particular day/shift off, but the request is not approved due to scheduling needs. All swaps shall comply with Manual of Policy and Procedure section 3-02/010.17, "Swapping of RDO/Shifts." Swaps must be made within the same job classifications.

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## • 3-01/060.00 Outside Employee Overtime

All personnel outside of custody operations requesting to work overtime at any custody facility shall obtain expressed authorization as described in Manual of Policy and Procedures (MPP) sections [3-02/010.16](#), "Filling Vacancies with Overtime," and [3-02/010.19](#), "Overtime Worked at Other Assignments."

All Department employees requesting to work overtime at a custody facility other than their unit of assignment shall complete the Custody Facility Outside Overtime Approval Request Form (available at: [Custody Facility Outside Overtime Request Form](#)) verifying that they have reviewed and understand the list of items (e.g., policies, informational/instructional bulletins, memorandums, etc.) available through the following link: [Outside Overtime Policies and Resources](#). This form qualifies as a captain to captain memorandum as required in MPP [3-02/010.16](#) "Filling Vacancies with Overtime."

Additionally, each unit may develop their own list of items and require employees to review them prior to their first overtime shift.

All units shall make the duty statement(s) available, for the position the outside overtime employee has been assigned (as required by Custody Division Manual section 1-09/000.00, "Unit Manuals, Orders, and Duty Statements") at the employee's workstation. If the duty statement(s) are not available, a shift supervisor shall provide them in a timely manner.

Custody facilities shall create a list of approved outside overtime employees and make it available to shift watch sergeants for verification. Personnel newly approved shall be added in a timely manner.

Custody Facility Outside Overtime Approval Request Forms shall be valid for a period of one (1) year from the date of the captain's signature.

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## • 3-01/070.00 Parking

All personnel assigned to, and/or working in any capacity at, any Custody Services Division facility shall park in an appropriate, designated parking area(s). Personnel shall only park in identified parking areas designated for vehicles, and shall not park in any manner that is unlawful or presents a hazard. Those areas designated for particular vehicle usage (i.e., large, over-size vehicles, electric vehicles, or compact vehicles) shall only be utilized by those specific types of vehicles. Parking areas shall not be used for storage of employee vehicles. Public visitors shall only park in designated visitor parking lot(s) or structure(s).

Electric vehicles (EV) parked in the designated EV stalls shall be charging while occupying the space. Electric vehicles shall not park in the EV stalls as a convenience.

Electric vehicle stall violations will be issued per CVC 22511.11(a).

Any vehicle parked in an unlawful manner, or in a space specifically designated for another, or in an unauthorized position or space, will be issued a Los Angeles County Sheriff's Department Custody Division Notice of Parking Violation. Nothing in this policy precludes the lawful removal and storage of towed vehicles. The Custody Division Notice of Parking Violation consists of three color-coded copies. The white copy

(original) shall be placed on the vehicle in violation, the yellow copy shall be forwarded to the employee's unit commander for disposition. The pink copy shall be kept on file with the facility issuing the notice of parking violation for two years.

## **Unit Commander Responsibilities**

Unit commanders are responsible for enforcing this policy, and shall develop unit-specific policy and procedures for monitoring and controlling parking at their facilities. Parking at the Bauchet Street Complex shall be enforced by Custody Support Services and Internal Services Division.

Any employee receiving a notice of parking violation is subject to counseling and/or disciplinary action, in accordance with the Department Manual of Policy and Procedures (MPP), section 3-01/030.10, "Obedience to Laws, Regulations, and Orders."

First citations shall result in a consultation or informal counseling with the unit commander or his designee. Second citations shall result in a performance logbook entry, and third citations shall require a written reprimand. Discipline for any subsequent citations shall be determined and imposed at the discretion of the unit commander. Each citation issued will remain active for a 12 month period, after which time it will no longer be considered for disciplinary action.

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## **• 3-01/080.00 Transportation and Handling of Personal Handguns**

All sworn personnel shall carry their handguns in holsters when the weapon is on their person, unless it is contained in a briefcase, purse, or other closed container. Weapons shall be carried in the above manner at all times, including coming to and from the workplace and the pistol range, unless an emergency situation necessitates unholstering the weapon, or when placing the weapon in a gun locker. Once removed from the gun locker, the weapon shall immediately be holstered. At no time will the handgun be carried cocked, or off "safe."

Accidental discharges of firearms resulting from violations of this section will result in disciplinary action.

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## **• 3-01/090.00 Security of Personal Property**

This policy shall apply to all persons working, volunteering, or touring the secured area of any custody facility. All personal property shall be accounted for at all times, and shall not be stored in any area accessible to inmates.

## **PROHIBITED OR RESTRICTED ITEMS**

In order to ensure the safety and security of all persons in custody facilities, the following personal property is prohibited inside secured areas:

- All personally-owned weapons or objects that can be considered weapons, including but not limited to, firearms, knives, and any unauthorized cutting instrument consisting of a sharp blade with a point;

- Personally-owned weapons legally possessed by non-Department personnel, such as chemical agents, stun guns, TASERs, etc.;
- DVD players and game devices;
- Metal hygiene tools such as scissors, nail clippers, nail files, tweezers, etc.;
- Umbrellas;
- Alcoholic beverages;
- Personal medication that is unlabeled or in altered packaging;
- Tobacco products, matches and cigarette lighters.

The following items are not permitted inside secured areas, unless specifically pre-approved by the concerned unit commander or policy:

- Personal electrical appliances (e.g., coffee pots, toasters, heaters, fans, etc.);
- Tape players, CD players and radios;
- Personally-owned weapons by sworn Department personnel and custody assistants, such as chemical agents, TASERs, etc.;
- Cellular telephones, smart watches, wireless hotspots, or any device capable of recording audio and/or video (refer to CDM section [3-01/090.05](#), "Wireless Communication Devices");
- Laptop computers, personal digital assistants (PDA's), and computer tablets for which there is no court order. Attorneys from the Los Angeles County Public Defender and Alternate Public Defender's Office may use County issued laptop computers or tablets for face-to-face visits without a court order or pre-approval, with the completion of the Laptop Request and Acknowledgment Form (SH-J-460);
- Reading material not related to the job or the furtherance of formal education and self-development;
- Glass or ceramic food/beverage containers;
- Metal utensils or cutlery.

NOTE: The items above may be approved by the watch commander prior to entry into security areas on a shift-by-shift basis. Based on an individual's specific duties, requests for continuous authorization must be submitted in writing to the unit commander, and once approved, daily approval by the watch commander will not be necessary.

## **AUTHORIZED ITEMS FOR PERSONNEL**

The following items are approved inside secured areas; however, they must not be accessible to the inmate population and shall remain under close control by the employee/volunteer who is responsible for them, or secured in the employee/volunteer's immediate work area at all times:

- Plastic utensils;
- Reading materials such as textbooks, newspapers, and appropriate magazines and novels, which must be related to the job or the furtherance of formal education and self-development;
- Personal portable storage devices used to store data such as flash drives, thumb drives, or external hard drives for Department business only (refer to Manual of Policy and Procedures [MPP] section [3-07/220.00](#), "Prohibitions").

Additionally, the following rules shall be adhered to:



- Personal property containers shall conform to specifications delineated in CDM section [3-01/090.15](#), "Personal Bags";
- Food items brought into security shall be placed in a clear food-type container (clear plastic, rubber, or silicone material) or wrapped in clear plastic wrap/plastic bag;
- Outside food deliveries made to the facility shall be in the vendor's original packaging and will be subject to inspection prior to entering the facility;
- Personal medication brought into secured areas of a custody facility shall be in its original labeled container and limited to only the amount of prescription and non-prescription medication that would be taken during a normal working day. Any lost or missing medication shall be immediately reported to a supervisor.

Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g., wallets, purses, checkbooks, etc.) into secured areas to prevent loss or compromise of information. Should personnel elect to bring in any such item, they shall be maintained on their person or stored in a locked compartment.

This policy does not limit persons from bringing into secured areas, items or containers that contain necessary tools, training material, or equipment to facilitate the performance of their duties, (e.g., tool chests, medical bags, digital test equipment, laptop computers, and/or computer tablets whose use has been authorized in a court order, etc.), nor does it limit personnel who are attending training from entering the facility wearing civilian attire en route to the Officer's Dining Room (ODR).

Unit commanders have final authority to determine what personal property is allowed within their facilities.

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### • **3-01/090.05 Wireless Communication Devices**

Per California Penal Code (PC) section 4575 (a), unauthorized possession of a wireless communication device or any device capable of recording audio and/or video, within any secured area of a Custody Services Division facility, is prohibited. Any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager, or any wireless internet device, who is not authorized to possess that item, is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000). For a list of authorized items allowed inside Custody Services Division facilities refer to Custody Division Manual (CDM) section [3-01/090.00](#), "Security of Personal Property".

A correctional facility is defined as any secured facility, station jail, and/or court lock-up.

Personnel working in the capacity as a Department unit commander and above are authorized to bring a Department-issued wireless device into a secured area of a Custody Services Division facility. Personnel below the position of unit commander and any civilian personnel may request to bring a Department-issued wireless device into a secured area of a Custody Services Division facility with the approval of the concerned Custody Services Division chief. This request shall be submitted via Chief's Memorandum, justifying the need for possession of the wireless device and the effective dates. If approved, the original shall be kept on file at the concerned chief's office.

## **LAW ENFORCEMENT INVESTIGATORS**

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When a law enforcement investigator has the need to interview a person in custody and wireless communication devices are needed, prior approval by the on-duty watch commander is required. Refer to CDM section [5-10/055.00](#), "Inmate Interview Procedures for Law Enforcement."

## **EMERGENCY MEDICAL PERSONNEL**

Fire department/emergency medical personnel are allowed to bring in any wireless communication devices (including cellular telephones), which are necessary to the completion of their duties as first responders to medical emergencies.

## **ATTORNEYS AND AMERICAN CIVIL LIBERTIES UNION REPRESENTATIVES ATTORNEY ROOM LAPTOP USE**

Attorneys in possession of a valid California State Bar card, representatives from the Office of Inspector General (OIG), and American Civil Liberties Union (ACLU) representatives (staff, interns, or volunteers with a marked "PROPERTY OF ACLU" laptop) may use laptop computers or tablets in the attorney and public visiting rooms during professional visit with their clients upon signature and agreement of the "Laptop Request and Acknowledgment Form (SH-J-460)" as delineated in CDM section 5-10/030.00, "Attorney and Professional Room Visits." Laptops computers or tablets shall not be used to record audio, video, take photographs, or to stream video/audio. All wireless connectivity functions shall be turned off and/or set to "airplane mode" or the equivalent.

## **PUBLIC DEFENDER AND ALTERNATE PUBLIC DEFENDER FACE-TO-FACE ROOM LAPTOP USE**

An approved court order is required for use of face-to-face visiting rooms by attorneys from the Los Angeles County Public Defender and Alternate Public Defender's Office, however court orders are not required for use of a laptop computer or tablet during the visit. Laptops computers or tablets shall not be used to record audio, video, take photographs, or to stream video/audio. All wireless connectivity functions shall be turned off and/or set to "airplane mode" or the equivalent.

Note: To conduct a face-to-face visit, attorneys, psychologist, and psychiatrist shall have a valid court order in accordance with CDM section 5-10/030.00, "Attorney Room Visits."

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### **• 3-01/090.10 Social Media Use**

Social media can benefit the community by providing quick access to disaster, safety alert, and other information. However, due to the sensitive nature of the information that Department personnel may be privy to, it is important that such personnel not convey information in a manner or to an extent that may be inconsistent with, or contrary to, Department policy. This includes the use of social media both on and off duty, and includes, but is not limited to: posting pictures of oneself while in uniform and/or on duty or at a Department function; discussing one's status/location while in uniform and/or on duty or at Department function; or in a manner that would jeopardize the privacy, security, or confidentiality of the Sheriff's Department or any Department member.

Department personnel will defer all questions and inquiries regarding Department business, news, and information to Sheriff's Information Bureau, as per the Manual of Policy and Procedures (MPP), sections 3-01/080.05, "Public Relations," 3-01/080.10, "Public Appearances, Writing, Etc." and 3-01/080.15, "Press Relations."

Department personnel shall not post, publish, broadcast, etc., any business, news, or information about the Department through social media, without first consulting Sheriff's Information Bureau.

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### • **3-01/090.15 Personal Bags**

All personal property bags/containers brought into the secured area of a custody facility, whether by Department employees or anyone conducting business behind security, shall be constructed of a clear material. With regard to this policy, a backpack, briefcase, tote, or lunch box are considered bags. Exceptions to this policy include smaller, opaque containers for personal medications and hygiene products.

To ensure the ease of content inspection, identifying markings, stickers, patches, unit logos, graphics, etc. shall not obstruct the transparent view of the contents in the bag. With respect to Department employees, identifying markings, stickers, patches, graphics, etc. shall not be offensive in nature, and **all unit logos shall be pre-approved by the unit commander.**

The facility's watch commander may make an exception to this policy on a case by case basis for professional visitors. The professional visitor's briefcase, backpack, bag, lunch box, etc. shall be searched prior to any entry being given.

**A maximum of one clear backpack and one clear bag or lunch box will be allowed per staff member. Clear backpacks shall measure no larger than 21 x 12 x 10. Clear bags and clear lunch boxes shall measure no larger than 13 x 13 x 9. This policy does not affect Department-issued mandated equipment and issued storage/carrying bags (e.g., ballistic helmets, gas masks, etc.).**

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### • **3-01/095.00 Custody Technology Projects**

All proposed custody technology projects must be submitted to the Custody Innovative Technology Unit (CITU) Unit Commander prior to their acquisition or development. No technology initiative/project will be funded or implemented without having been first vetted through CITU.

The CITU Unit Commander will approve a custody technology initiative, project, or procurement as long as CITU's recommendations are followed as they relate to the strategic custody automation plans. Once approved by the CITU Unit Commander, the initiative/project must be forwarded and presented to Technology and Support Division (TSD) - Office of Technology Planning (OTP) for review and approval as defined in the Manual of Policy and Procedures (MPP) section 2-10/015.10, "Mandatory Reporting and Approval of Information Technology (IT) Projects."

Prior to the development/enhancement of any website, application, or database, employees assigned to any unit or bureau in Custody Division shall first contact the CITU Unit Commander via email for approval. Additionally, any technology related projects such as, but not limited to, the following shall also require

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approval from CITU via email.

- Digital signage,
- Network Closed Circuit Television (CCTV) cameras (hard wired or wireless),
- Bar coding (printing or scanning).

Computer software and files are regulated by the Department's Manual of Policy and Procedures section 3-07/210.30, "Computer Software and Files."

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### • **3-01/100.00 Commendation for Quality Service**

All unit commanders are encouraged to develop a program to reward their employees for commendable service. Any occurrence which indicates meritorious conduct on the part of an employee may be the subject of a Commendation for Quality Service.

Information or recommendations for this award may originate either from personnel within the Department, or from sources outside the Department. A Commendation for Quality Service may be given to personnel who merit Department recognition for work efforts of substantial significance.

Unit commanders or directors shall submit nominations for this award to their Division Chief. The nomination shall include all pertinent information, reports, and documentation to support the nomination.

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### • **3-01/110.00 Transfers**

[Title Only]

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### • **3-01/110.05 Transfers - Deputy Personnel**

#### **Introduction**

The staffing needs of Custody Services Division are the first priority in the assignment of personnel. The following policies shall be followed to the extent manpower requirements permit.

#### **General Transfer Request Guidelines**

Under normal circumstances, deputy personnel shall satisfactorily complete a minimum of one year at their current assignment before they are eligible to submit an intra-division or inter-division transfer request.

Custody Services Division Administration Headquarters utilizes one master transfer preference list ("Master Transfer Preference List") based on Department seniority for both intra- and inter- division transfer requests. The Master Transfer Preference List shall be canvassed each time before a deputy break-up occurs, and

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becomes effective as openings occur within the respective facilities.

### **Intra-Division Transfer**

Intra-division transfer requests shall be submitted to Custody Services Division Administration Headquarters on the Personnel Transfer Request form (SH-AD-166). Upon the Chief's approval/disapproval, the requested unit shall be notified and forwarded the response with a copy of the original request.

The following guidelines apply to all intra-division transfer requests:

- Members on probation may be required to serve the remainder of their probationary period at their first unit of assignment. Exceptions may be made by their unit commander for the good of the Department,
- Requests that specify a particular shift or regular day off (RDO) will not be approved,
- Every attempt will be made to honor the deputy's first choice; however, if that cannot be accomplished, they may be transferred to their second or third choice,
- Intra-division transfer requests shall not affect the deputy's mandated transfer request for patrol station choices.

### **Intra-Division Transfer of Supervising Line Deputy (PSN 475)**

Personnel holding the rank of Supervising Line Deputy, Protective Service Number (PSN) 475, may submit an intra-division transfer. A Supervising Line Deputy Transfer Preference List composed of personnel currently assigned to the aforementioned Coveted Position and who have submitted an approved intra-division transfer request, shall be promulgated triannually by Custody Services Division Administration Headquarters personnel. Transfer requests may be submitted to Custody Services Division Administration Headquarters only during tri-annual updates.

The Supervising Line Deputy Transfer Preference List shall be canvassed each time before a deputy break-up occurs and/or before a Supervising Line Deputy appointment occurs, and the following provision shall apply:

- The order of deputies on the Supervising Line Deputy Transfer Preference List shall be based upon Department verified superior time in grade in a Coveted Position (i.e. continuous service time in the same and currently held Coveted Position),
- A minimum of one year shall be served at the new assignment before the transfer request will be considered,
- Coveted Position vacancies not filled by incumbent transfers shall be filled through the new appointment of a candidate from the Department's existing centralized rank ordered Supervising Line Deputy Coveted Position lists.
- Filling coveted position vacancies will be made consistent with the standards set forth in the current Advanced Testing Unit Handbook and Bargaining Unit 611 MOU.

### **Inter-Division Transfer**

Deputies desiring inter-division transfers into Custody Services Division shall submit a Personnel Transfer Request form (SH-AD-166) to their respective division headquarters indicating the custody facility of their preference. Deputies may select up to three facilities, in the order of their preference. Every attempt will be

made to honor the deputy's first choice; however, if that cannot be accomplished, they may be transferred to their second or third choice, if applicable.

### **Notice of Personnel Transfers**

The initial request for transfers shall be made by e-mail to Custody Services Division Administration Headquarters by the unit commander or designee. It shall be the responsibility of Custody Services Division Administration Headquarters to ensure that proper notification is made to each unit commander of the transfer of all personnel under their command. This includes both incoming and outgoing personnel.

This notice shall be made on the standard Personnel Transaction Request Form (PTR) and an approval copy shall be forwarded to the impacted unit within five days of any personnel movement.

The notification to Sheriff's Personnel Administration Bureau of all intra-division and inter-division movement shall be the responsibility of Custody Services Division Administration Headquarters.

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### **• 3-01/110.10 Hardship and Significant Burden Transfer**

Requests for an intra-divisional transfer due to a personal hardship or significant burden may be submitted at any time during an employee's assignment to Custody Division. Requests shall be submitted to the employee's unit commander on a standard Personnel Transfer Request form ([SH-AD-166](#)) for deputy personnel, or a Personnel Transfer Request - Custody Assistants form for custody assistants. A Memorandum ([SH-AD-32](#)) of justification shall also be submitted with the transfer request. Approval shall be based upon the individual merits of each employee's request.

Hardship cases are those situations where the employee's current assignment causes an extreme hardship on the concerned individual. Driving distances alone are not considered, nor constitute a hardship. While it is the employee's responsibility to sustain his claim of hardship, final approval rests with the Division Chief. Once final approval has been obtained the transfer shall be implemented as soon as possible.

Significant burden cases are those situations which are more than merely inconvenient to an employee, but are not severe enough to be considered a hardship. The employee is responsible to prove a significant burden, while final approval rests with the Division Chief. Once a significant burden transfer request is approved by the employee's unit commander and the Division Chief, it will be forwarded to Custody Division Headquarters for processing as an intra-divisional transfer.

Significant burden requests will be incorporated into the Department's transfer list during the next re-assignment of Department personnel and academy graduates. They will, however, only be included after all requests for that facility have been cleared from the Seniority Preference Roster, in accordance with intra-divisional seniority transfer policy.

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### **• 3-01/110.15 Transfer Request Guidelines - Custody Assistant**

Routine transfers of personnel shall be made effective at the beginning of the work week, 0001 hours on Sunday. Transfer lists will be broadcast in advance of the effective date to allow employees the opportunity to

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obtain their schedule at the new unit. This will also allow for any rescheduling which may be needed to meet Creditable Service Hours (CSH) requirements.

When other than routine transfers occur, immediate attention should be given to the employee's current work status so that shortages or overages in required CSH will not occur.

The staffing needs of Custody Division are the first priority in the assignment of personnel. Custody assistants shall be assigned to Custody Division as their first assignment. Assignment to a Field Operations Region shall only occur after the custody assistant has successfully completed a minimum of one year in a custody assignment, and has received a competent probationary evaluation before transferring.

Exceptions to the provisions of this policy may be granted by the Assistant Sheriff(s), based on Department needs.

The following shall serve as the guidelines to be followed as personnel staffing requirements permit:

- The transfer preference list shall be based on seniority, (includes corrections officer item seniority)
- A transfer preference list composed of personnel who have submitted approved transfers shall be promulgated prior to January 1st of each year
- Transfers may be submitted at any time, however, the transfer preference list will be updated only twice a year, on January 1st and July 1st
- When an Academy class graduation is pending, transfer deletions will not be accepted if made later than four weeks prior to graduation
- Unless unusual or extenuating circumstances can be demonstrated, a minimum of one year will be served at the new assignment before the next transfer request will be accepted
- Administrative transfers do not void an employee's transfer request that has placed the employee on a seniority transfer list

## **FILING ASSIGNMENT PREFERENCE REQUEST**

Custody Assistants wishing to transfer to a new assignment must submit an original and three copies of the Personnel Transfer Request, Custody Assistants form to their unit commander. Requests for transfer shall be limited to three units, listed in the order of preference. The unit commander shall sign the transfer request and forward the original and all copies to the Division Chief.

The Division Chief shall approve or disapprove the request, then date and sign the forms. Division Headquarters shall forward the transfer request to the unit commander of the unit to which the employee desires to transfer. The unit commander of the requested unit shall approve or disapprove the request and date and sign the forms and return them to Custody Headquarters. The original request is retained by Division Headquarters, and copies are distributed to the employee, the new unit of assignment and to Sheriff's Personnel Bureau.

- The custody assistant is currently a subject of an administrative or criminal investigation
- Physical limitations prevent the custody assistant from working an assignment
- The custody assistant is currently on an "Improvement Needed" evaluation program
- Significant and recent disciplinary action has been administered

- The custody assistant has less than one year in current assignment
- The custody assistant has a demonstrated poor attendance record

## **TRANSFER REQUEST CANCELLATION**

Custody assistants who wish to withdraw a request shall submit a cancellation request on a Department Memorandum, SH-AD-32A no later than four weeks prior to an impending Departmental transfer list. It is imperative that an employee cancel requested units if he/she does not want to run the risk of an automatic assignment to a unit he/she no longer desires. Cancellations require the same number of copies and routing procedure as the original request.

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### **• 3-01/110.20 Filing Assignment Preference Request - Custody Assistants**

Custody assistants wishing to transfer to a new assignment must submit an original and three copies of the Personnel Transfer Request (SH-AD-166A) to their unit commander. Requests for transfer shall be limited to three units. The order of preference shall be indicated.

When a unit commander receives a Personnel Transfer Request (SH-AD-166A), he shall add comments and recommendations, sign the form in the space provided, and forward the original and three copies to Custody Headquarters.

Custody Headquarters shall retain one copy and forward the original and the remaining two copies directly to the unit commander of the unit to which the employee desires to transfer.

The unit commander of the requested unit shall approve or disapprove the request and date and sign the forms and return them to Custody Headquarters.

Causes for disapproval of transfer may include:

- The custody assistant is currently the subject of any administrative or criminal investigation,
- Physical limitations prevent the custody assistant from working an assignment,
- The custody assistant is currently on an "Improvement Needed" evaluation program,
- Significant and recent disciplinary action has been administered,
- The custody assistant has less than one year in his current assignment.

Employees who wish to withdraw a request shall submit a cancellation request on an SH-AD-32A. It is imperative that an employee cancel requested units if he does not want to run the risk of an automatic assignment to a unit he no longer desires. The same number of copies and the same routing procedures apply to cancellations of original requests.

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### **• 3-01/110.25 Notice of Personnel Transfers - Custody Assistant**

Routine transfers of personnel shall be made effective at the beginning of the work week, 0001 hours on Sunday. Transfer lists shall be broadcast sufficiently in advance of the effective date to allow employees the

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opportunity to obtain their schedule at the new unit. This will also allow for any rescheduling which may be needed to meet Creditable Service Hours (CSH) requirements.

When other than routine transfers occur, immediate attention should be given to the employee's current work status so that shortages or overages in required CSH will not occur.

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### • 3-01/110.30 Transfer Request Cancellations

If, after submitting a transfer request, the deputy, custody assistant or corrections officer no longer desires to transfer, he must withdraw the request no later than four weeks prior to an impending Departmental transfer list.

Once a deputy has been transferred, all of his existing transfer requests are canceled.

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### • 3-01/110.35 Extensions - Custody Operations

Deputy personnel who want to extend their Custody Operations assignment must submit a request to Custody Operations Personnel on the "Request for Extension or Deletion of Extension" form. Extensions will be granted without cause and shall be for a duration of six (6) months. Prior to each patrol school class, Custody Operations Administration will initiate an advisory Justice Data Interface Controller (JDIC) announcement establishing a cut-off date for submission of extension/deletion requests. The cut-off date will be at least one week following the JDIC announcement. Extension requests submitted after the established cut-off date will not be honored.

Deputy personnel requiring an extension of their Custody Operations assignment longer than six (6) months must submit a Personnel Transfer Request -Sworn Personnel Assignments form during the next semi-annual update designating "NO PATROL STATION SELECTED."

Deputies with active custody extensions who fail to file a Personnel Transfer Request-Sworn Personnel Assignments form designating "NO PATROL STATION SELECTED" will be identified as eligible for patrol once their six month extension has expired.

All extensions will be activated on the start date of the patrol school the deputy would have been scheduled to attend, less one day. Custody Operations Personnel will notify deputy personnel upon activation of their extension.

An extension may be canceled at any time; however, **cancellation of an extension request prior to activation is considered use of the extension**. Subsequent requests for extension will not be granted. Requests to cancel an extension must be submitted on the "Request for Extension or Deletion of Extension" form to Custody Operations Personnel **prior** to the established cut-off date.

No extension requests will be granted to deputy personnel who have returned to Custody Operations following a failure to complete the Field Training Program. Deputies who return to custody are required to submit a Personnel Transfer Request-Sworn Personnel Assignments form indicating "NO PATROL STATION SELECTED." Deputies desiring to attempt patrol training a second time are required to submit a Personnel

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Transfer Request-Sworn Personnel Assignments form during one of the semi-annual update periods.

Note: Deputies who fail to complete the Field Training Program a second time shall be subject to executive review by the Assistant Sheriffs of Patrol Operations and Custody Operations.

The "Request for Extension or Deletion of Extension" and "Personnel Transfer Request - Sworn Personnel Assignment" forms can be found online in the Electronic Forms Document Library (e-forms). Any questions regarding extensions and/or deletions of extensions should be directed to Custody Operations Personnel office.

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### • **3-01/110.40 Ambassador Program**

The Ambassador Program is designed for Custody Services Division deputies to participate in a voluntary loan at a Department patrol station to gain familiarity with patrol procedures and requirements before transferring to a patrol operations unit. Participation in the program by custody and patrol deputies is mutually agreed upon, temporary, and strictly voluntary. The program provides unit commanders of custody facilities and patrol stations the ability to exchange personnel mutually and temporarily with one another for the benefit of each unit and their respective participants. Participants from Custody Services Division shall work as a second deputy under the direct supervision of a certified patrol deputy from the host station. Participants from Patrol Operations shall work in the custody line item vacated by the custody deputy loaned to the host station.

The duration for an Ambassador Program loan is 30 days from the effective date of the loan and shall not be extended beyond the prescribed time frame without prior approval from each participant's respective division chief. Participants may cancel the loan at any time prior to the end of the 30-day program with the appropriate 10-day mandatory reassignment notice to be simultaneously provided to both the custody and patrol deputy.

The Ambassador program shall not provide formal patrol training or serve as a substitute to the Department's Patrol School or Field Training Program. When a deputy transfers from a custody assignment to a patrol assignment for formal training, the Department shall not consider if the deputy participated in the Ambassador Program.

#### Participant Requirements

Custody Deputies:

To qualify for participation in the Ambassador Program, custody deputies shall meet the following requirements:

- Be on full duty with no work restrictions (e.g., light duty restrictions that prevent personnel from performing essential job functions of a patrol deputy with or without accommodations, etc.)
- Shall not be under investigation, nor should participation in the program be a result of a corrective action plan or as discipline
- Have successfully completed the Department's probationary period
- Have completed the Department's training on the use and employment of the body worn camera system prior to the effective start date of the loan

Priority shall be given to deputies who maintain a Patrol Transfer Request form (SH-AD-166) indicating a patrol track career path on-file with Custody Services Division Administration Headquarters.

Participating custody deputies shall familiarize themselves with all patrol related sections of the Manual of Policy and Procedures (MPP) and Field Operations Directives (FOD). The participating custody deputy shall familiarize themselves with the required policies prior to the exchange of personnel. The participating deputy shall be permitted to review all patrol-related policies and FODs while on duty.

Participating custody deputies shall wear the Class A or Class B uniform as prescribed by the host station, along with a complete gun belt as specified in the MPP, section 3-03/070.40, "Safety Equipment." The participant shall also have their Department-issued helmet, protective vest, high visibility reflective vest, and side-handle baton immediately available.

Patrol Deputies:

Patrol deputies loaned into Custody Services Division from the host station shall meet the following requirements, and in accordance with Field Operations Directive (FOD) 05-008, "Court Services Division and Custody Services Divisions Personnel Patrol Ride-Along Programs":

- Be on full duty with no work restrictions (e.g., light duty restrictions that prevent personnel from performing essential job functions of a custody deputy with or without accommodations, etc.)
- Shall not be under investigation, nor should participation in the program be a result of a corrective action plan or as discipline
- Have successfully completed the Field Training Program
- Agree to work the line item vacated by the custody deputy loaned to the host station (no unfunded positions shall be created as a result of an Ambassador exchange)

Patrol deputies loaned into Custody Services Division shall familiarize themselves with all sections of the Custody Division Manual (CDM), with an emphasis on the policies identified by Custody Training and Standards Bureau (CTSB) in the following link: [REDACTED TEXT]The participating patrol deputy shall familiarize themselves with the required policies prior to the exchange of personnel. The participating deputy shall be permitted to review all custody-related policies and CODs while on duty.

Participating patrol deputies shall wear the Class A or Class B uniform while assigned to the host custody facility, along with the mandated equipment delineated in the CDM, section 3-06/055.00, "Mandated Equipment."

### Body Worn Cameras

Due to limitations of the Body Worn Camera (BWC) system's Digital Evidence Management System (DEMS), BWCs assigned to one division (e.g. patrol operations) should not be used in a different division (e.g. custody operations). As such, host patrol stations and custody facilities shall provide loaned BWCs to participating employees for the duration of the program if the use of a BWC is required while working within the respective division.

### Overtime

In compliance with the Fair Labor Standards Act (FLSA) and applicable Memorandum of Understanding (MOU) provisions, employees who participate in the Ambassador Program shall be compensated with overtime when the employee is held over their prescribed shift hours. The overtime shall be charged to the host station or facility where the overtime occurred.

Each participant (custody and patrol deputy) shall be responsible for completing any involuntary overtime prescribed by the host facility and/or station, in accordance with the MPP, section 3-02/010.16, "Filling Vacancies with Overtime." This includes all mandated overtime required at the host facility and/or station.

### Custody Unit Commander Responsibilities

When the unit commander of a Custody Services Division facility mutually agrees with a patrol station unit commander to participate in the Ambassador Program, the custody unit commander or designee shall complete the *Loan Authorization Request* portion of the "Staffing Adjustment Authorization" form (SH-J-637) for their assigned participant. The completed form, along with a copy of the participant's Performance Recording and Monitoring System's (PRMS) Profile Report, shall be submitted to Custody Services Division Administration via email at the following address: [REDACTED TEXT]. The request should be submitted at least one month prior to the anticipated effective date. Custody Services Division Administration will notify the requesting unit commander of the official effective date of the loan once the request has been reviewed and approved by the concerned area commander and division chief.

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## • 3-02/000.00 Training

[Title Only]

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## • 3-02/010.00 Standardized Orientation and Training Program

The purpose of the Custody Services Division Standardized Orientation and Training Program is to create a standardized program throughout Custody Division in facility orientation, custody training, and trainee performance evaluation. The Standardized Orientation and Training Program is delineated in the Custody Training Manual, maintained by the Custody Standards and Training Bureau (CTSB).

### **CUSTODY TRAINING PROGRAM**

Each unit commander shall implement the Custody Services Division Standardized Orientation and Training Program for newly-assigned custody personnel. This program includes:

- Orientation Day
  - Training of three (3) months duration
  - Training Officer/Trainee Relationship Acknowledgment
  - Checklist of training objectives
  - Eight (8) written tests
  - Eight (8) performance tests
-

- Fifteen (15) report scenarios
- Evaluations every two weeks (6 total)
- Recommendations to release from training or extend the training period

Whenever possible, the following guidelines should be implemented:

- Trainees should only have one training officer
- Trainees and training officers should be assigned to the same shift and work area
- Trainees and training officers should have the same schedule and days off
- Trainees and training officers should be of the same classification, unless otherwise authorized by the unit commander (refer to Custody Division Manual section 2-01/085.00, "Custody Training Officers")

Custody training officers who recognize that their trainee is not progressing in the "Standardized Orientation and Training Program" at an acceptable rate shall immediately notify their facility training unit supervisors. The trainee may then be placed on a remedial training program, tailored for the trainee by the facility training unit staff and the training officer. Training unit personnel shall maintain all necessary documentation regarding the trainee's progress in the remedial program to support the trainee's success or failure. The training program must be completed within the probationary period unless exempted by the concerned division chief.

The administration of the Standardized Orientation and Training Program will be subject to inspection by command personnel in conjunction with the annual command inspection process. Additionally, each facility shall conduct internal reviews to verify on-going compliance with this policy.

This program will be in addition to any other training provided by each facility. It shall be the responsibility of each facility to maintain records, including six (6) signed Training Standardized Evaluation forms, a Release from Training form, and all documentation of the successful completion of the training program. There shall be a two (2) year retention of these records.

## **UNIT ORIENTATION**

Each Custody Services Division unit commander shall provide, document, and implement the Standardized Orientation and Training Program for each newly-assigned employee or supervisor. This program shall provide comprehensive information regarding the individual facility and the Custody Services Division as a whole including, but not limited to, the following:

- Physical structure of the unit
- Parking, entrances, exits
- Signing in and out
- Custody Identification Cards
- Facility security
- Fraternization with inmates
- Prohibited association with inmates
- Ethics and employee misconduct
- Grooming and dress standards
- Personnel information and changes

- Use of telephones and electronic communication systems
- Use of computers and the intranet
- Provisions regarding meals and breaks
- Illness or injury on duty
- Chain of command
- Functions and purpose of the unit
- Personal property
- Emergency procedures
- Constitutional jailing and humane treatment of inmates
- California Code of Regulations, Title 15, Minimum Standards for Local Detention Facilities, and Title 24, Minimum Standards for the Design and Construction of Local Detention Facilities

The Standardized Orientation and Training Program shall be tracked, documented, and monitored by each facility's training unit staff.

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### • **3-02/020.00 In-Service Training**

Unit commanders shall provide continual in-service training programs for all personnel assigned to their unit. In-service training shall include Division Instructional Bulletins, refresher training for the 40mm weapon systems, and any other in-service training determined to be necessary for the individual unit as determined by the unit commander. It is the responsibility of each facility to maintain records of attendance, subject matter, and successful completion for each employee attending training programs. These records shall be subject to review during the annual command inspection process.

### **Special Weapons Systems Training**

Employees certified to fire the 40mm weapon system (i.e., the SL-1, ARWEN, L-6, L-8, and single shot gas gun) are required to fire these weapons at least once every twelve (12) months under the direction of the unit's training staff or certified user of the weapon of the rank of Bonus I or higher. Failure to do so will result in the loss of certification.

### **Instructional Bulletins**

All Custody Services Divisions personnel shall receive copies of the Custody Services Divisions Instructional Bulletins, which are distributed on a monthly basis by the Custody Training and Standards Bureau. Instructional Bulletins are developed by the Custody Training and Standards Bureau and are provided to each unit's training staff.

The Custody Training and Standards Bureau is responsible for creating one bulletin each month.

Training Sergeants at each unit are responsible for developing a plan for distribution and briefing of all bulletins to their personnel, and for ensuring that all personnel pass the examination provided with each bulletin. Training Sergeants shall establish procedures to remediate those personnel who do not pass the test. Instructional Bulletins shall be considered mandatory training and shall be conducted in a manner designed to strengthen participant comprehension and performance in the concerned areas.

Instructional Bulletins shall be maintained in a manual (hard copy) or electronic (computer) file folder designated as "Instructional Bulletins." Documentation shall include, but not be limited to:

- Bulletin titles,
- Names of personnel who received the bulletins,
- The date and name of the supervisor(s) who tested the employee,
- Names of personnel who required remedial training.

Unit Training Sergeants shall forward their original records, on a monthly basis, to their respective Training Lieutenant for review and filing.

Instructional Bulletins shall be subject to inspection by command personnel in conjunction with the annual command inspections. Additionally, each unit shall administer periodic internal reviews to verify ongoing compliance with this directive.

"Instructional Bulletins" have replaced "Recurrent Briefings." The information that is disseminated in the Instructional Bulletins shall supersede all previous information on those subjects.

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### • **3-02/040.00 Custody Incident Command School**

As a means of familiarizing newly assigned sergeants and lieutenants with the policies and procedures of Custody Division regarding critical incidents, and to mitigate risk liability issues, attendance in the Division's 40 hour Custody Incident Command School shall be mandatory during the first three months of assignment to Custody Division. Failure to attend Custody Incident Command School within the first three months of assignment shall be documented in a memorandum from the unit commander to the Division commander.

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### • **3-02/045.00 Supervising Line Deputy Course**

As a means of familiarizing newly assigned Supervising Line Deputies with the policies and procedures of Custody Division regarding critical incidents and to mitigate risk liability issues, every effort shall be made to send the new Supervising Line Deputy to the Custody Division Headquarters Training Unit's 1-hour Supervising Line Deputy Course within the first three months of assignment to Custody Division. Failure to attend this course within the first three months of assignment to Custody Division shall be documented in a memorandum from the unit commander to the division commander.

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### • **3-02/045.05 Supervising Line Deputy Training Program**

All units within Custody Division which employ Supervising Line Deputies shall develop a unit order establishing a Supervising Line Deputy training program. This program shall familiarize newly assigned Supervising Line Deputies with their new role and assignment. This program shall include expectations and requirements, minimum standards of performance for Supervising Line Deputies, facility specific information, general line procedures, use of force, emergency operations, and forms and paperwork processing.

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- **3-02/050.00 Standards and Training for Corrections**

Unit commanders shall establish procedures to ensure custody personnel attend the required twenty-four (24) hours of annual Standards and Training for Corrections (STC) pursuant to California Code of Regulations (CCR), Title 15 section 184, "Annual Required Training" and section 1025, "Continuing Professional Training." It is the responsibility of each facility to maintain STC training records and monitor the number of training hours facility staff members have completed.

### **CUSTODY TRAINING AND STANDARDS BUREAU (CTSB)**

It is the responsibility of the Custody Training and Standards Bureau (CTSB) to provide STC certified training classes for custody personnel on a continuing basis. Unit training coordinators may request to receive monthly class schedules, along with STC course and enrollment information from CTSB.

Custody personnel may also submit a request for STC certification to CTSB for training courses which are not pre-authorized for STC certification credit. If the course is determined to be "Special Certification (SC)" or "Work Related Education (WRE)" by the Board of State and Community Corrections (BSCC), credit may be applied towards their annual STC credit requirements. CTSB shall be responsible for completing the application for SC or WRE STC certifications and submitting it to the BSCC - Standard of Training for Corrections Division for approval.

All custody personnel may receive 100 percent of the twenty-four (24) hour requirement with SC training. Staff members with the rank of lieutenant and above may receive 100 percent of their annual twenty-four (24) hour requirement with WRE. All other ranks may accumulate up to twelve (12) hours of certified WRE.

CTSB shall periodically audit each facility's training records to verify if required training hours are being completed within any fiscal year time period.

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- **3-04/000.00 Conduct Toward Inmates**

[Title Only]

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- **3-04/020.00 Fraternalization and Prohibited Associations with Inmates**

Fraternalization with County Jail inmates is strictly prohibited in accordance with Manual of Policy and Procedures (MPP) section 3-01/050.85, "Fraternalization and Prohibited Associations."

Any employee working within Custody or Correctional Services Divisions, who comes in contact with an inmate who is either a relative, friend, associate, acquaintance, or other person known to the employee, past or present, shall immediately notify the watch commander in writing of this fact. Subsequent contacts with the inmate, where inappropriate favors or actions are requested of the employee, should also be reported to the watch commander.

Notification to the watch commander shall be made in Department memorandum format (SH-AD-32), and



shall include the following information:

- Inmate's name
- Booking number
- Current housing location
- Type of relationship or association
- Detailed description of relationship or association history
- Time of first contact within custody
- Description of inappropriate favors or actions requested (if applicable)

The notification memorandum shall be retained, pursuant to MPP section 3-01/050.85, "Fraternization and Prohibited Associations." The unit commander shall be responsible for managing the inherent risk associated with inappropriate requests for favors by inmates.

A special handle notation shall be made on the inmate's electronic special handling record, documenting the inmate's relationship or association with the Department employee. This notation does not require that the inmate be reclassified [REDACTED TEXT]. This change shall only be made if all requirements are met as stated in Custody Division Manual section 5-01/030.00, "Inmate Classification and Identification."

The watch commander shall make a determination if the relationship is such that the inmate's continued incarceration at the facility may jeopardize the safety of the inmate, the staff member, the security or operation of the facility. If the relationship violates any of these concerns, the watch commander shall ensure the inmate is relocated within the County Jail system. The unit commander shall be notified of the incident via memorandum.

### **Inappropriate Requests for Favors by Inmates Not Previously Known to Employee**

Any attempt by an inmate to request inappropriate favors or actions from an employee, whether the inmate is previously known to the employee or not, shall immediately be reported in writing to the facility watch commander. The notification to the watch commander shall be made in Department memorandum format (SH-AD-32), and shall include the following information:

- Inmate's name,
- Booking number,
- Current housing location
- Time and location of occurrence, and
- Description of inappropriate favors or actions requested.

The notification memorandum shall be retained, pursuant to MPP section 3-01/050.85, "Fraternization and Prohibited Associations." The watch commander shall notify the unit commander via memorandum. The unit commander shall be responsible for determining the appropriate course of action.

If the actions of the employee are criminal in nature, the unit commander shall immediately consult with Internal Criminal Investigation Bureau (ICIB) and their respective Division Chief.

Upon the completion of the investigation, the unit commander shall consult with the Division Chief to determine

the appropriate course of action.

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## • 3-04/025.00 Prison Rape Elimination Act of 2003 (PREA)-Background and Definitions

### Background

The Prison Rape Elimination Act (PREA) of 2003 is a Federal law established to prevent, detect, respond, and monitor incidents of sexual abuse and sexual harassment in detention facilities. PREA applies to all federal, state, and local prisons, jails, police lock-ups, private facilities, and community settings such as residential facilities.

### Definitions

Agency means the Los Angeles County Sheriff's Department.

Agency head means the Los Angeles County Sheriff.

Community confinement facility means a community treatment center, halfway house, restitution center, mental health facility, alcohol or drug rehabilitation center, or other community correctional facility (including residential re-entry centers), other than a juvenile facility, in which individuals reside as part of a term of imprisonment or as a condition of pre-trial release or post-release supervision, while participating in gainful employment, employment search efforts, community service, vocational training, treatment, educational programs, or similar facility-approved programs during nonresidential hours.

Contractor means a person who provides services on a recurring basis pursuant to a contractual agreement with the agency.

Detainee means any person detained in a lockup, regardless of adjudication status.

Direct custody personnel supervision means that security custody personnel are in the same room with, and within reasonable hearing distance of, the resident or inmate.

Employee means a person who works directly for the agency or facility.

Exigent circumstances means any set of temporary and unforeseen circumstances that require immediate action in order to combat a threat to the security or institutional order of a facility.

Facility means a place, institution, building (or part thereof), set of buildings, structure, or area (whether or not enclosing a building or set of buildings) that is used by an agency for the confinement of individuals.

Facility head means the principal official of a facility.

Full compliance means compliance with all material requirements of each standard except for de minimis violations, or discrete and temporary violations during otherwise sustained periods of compliance.

Gender nonconforming means a person whose appearance or manner does not conform to traditional societal gender expectations.

Inmate means any person incarcerated or detained in a prison or jail.

Intersex means a person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development.

Jail means a confinement facility of a federal, state, or local law enforcement agency whose primary use is to hold persons pending adjudication of criminal charges, persons committed to confinement after adjudication of criminal charges for sentences of one year or less, or persons adjudicated guilty who are awaiting transfer to a correctional facility.

Juvenile means any person under the age of 18, unless under adult court supervision and confined or detained in a prison or jail.

Juvenile facility means a facility primarily used for the confinement of juveniles pursuant to the juvenile justice system or criminal justice system.

Lawenforcement custody personnel means employees responsible for the supervision and control of detainees in lockups.

Lockup means a facility that contains holding cells, cell blocks, or other secure enclosures that are:

- Under the control of a law enforcement, court, or custodial officer; and
- Primarily used for the temporary confinement of individuals who have recently been arrested, detained, or are being transferred to or from a court, jail, prison, or other agency.

Medical practitioner means a health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A “qualified medical practitioner” refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Mental health practitioner means a mental health professional who, by virtue of education, credentials, and experience, is permitted by law to evaluate and care for patients within the scope of his or her professional practice. A “qualified mental health practitioner” refers to such a professional who has also successfully completed specialized training for treating sexual abuse victims.

Pat-down search means a running of the hands over the clothed body of an inmate, detainee, or resident by an employee to determine whether the individual possesses contraband.

Prison means an institution under Federal or State jurisdiction whose primary use is for the confinement of individuals convicted of a serious crime, usually in excess of one year in length, or a felony.

Resident means any person confined or detained in a juvenile facility or in a community confinement facility.

Secure juvenile facility means one that is primarily used for the confinement of juveniles or if the majority of the facility's residents are under the age of 18.

Security custody personnel means employees primarily responsible for the supervision and control of inmates, detainees, or residents in housing units, recreational areas, dining areas, and other program areas of the facility.

Sexual abuse includes sexual abuse of an inmate, detainee, or resident by another inmate, detainee, resident, custody personnel member, contractor, or volunteer.

- Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:
  - Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
  - Contact between the mouth and the penis, vulva, or anus.
  - Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument.
  - Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.
- Sexual abuse of an inmate, detainee, or resident by a custody personnel member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:
  - Contact between the penis and the vulva or the penis and the anus, including penetration, however slight.
  - Contact between the mouth and the penis, vulva, or anus.
  - Contact between the mouth and any body part where the custody personnel member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
  - Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the custody personnel member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
  - Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the custody personnel member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire.
  - Any attempt, threat, or request by a custody personnel member, contractor, or volunteer to engage in the activities described in paragraphs (1)-(5) of this section.
  - Any display by a custody personnel member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident.
- Voyeurism (for sexual gratification) by a custody personnel member, contractor, or volunteer means, an invasion of privacy of an inmate, detainee, or resident by custody personnel for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

Sexual harassment includes:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another;
- Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a custody personnel member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures; and
- The knowing, intentional refusal to address a transgender or intersex inmate by their gender identity, including the use of proper pronouns associated with their gender identity.

Custody personnel means employees.

Strip search means a search that requires a person to remove or arrange some or all clothing so as to permit a visual inspection of the person's breasts, buttocks, or genitalia.

Transgender means a person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth.

Substantiated allegation means an allegation that was investigated and determined to have occurred.

Unfounded allegation means an allegation that was investigated and determined not to have occurred.

Unsubstantiated allegation means an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.

Volunteer means an individual who donates time and effort on a recurring basis to enhance the activities and programs of the agency.

Youthful inmate means any person under the age of 18 who is under adult court supervision and incarcerated or detained in a prison or jail.

Youthful detainee means any person under the age of 18 who is under adult court supervision and detained in a lockup.

## **Zero Tolerance**

Sexual abuse and sexual harassment shall not be tolerated at any custody facility operated by the Sheriff. Sexual abuse and sexual harassment by an employee, vendor, contractor, volunteer, inmate, or other non-Department member with a business association with the Department, shall be prohibited. No individual, no matter their title or position has the authority to commit or allow sexual abuse or sexual harassment of inmates. Under PREA and California law, inmates can never consent to sexual activity with custody personnel, vendors, contractors, or volunteers.

All allegations of sexual abuse and sexual harassment regardless of the source will be investigated promptly, thoroughly, and objectively.

In accordance with California Penal Code Section 673, Department personnel are required to care for and protect inmates remanded to the custody of the Sheriff. Violation of Penal Code 673 is a misdemeanor.

## **PREA Coordinator**

The Department shall designate an upper-level, agency-wide PREA coordinator with sufficient time and authority to develop, implement, and oversee the Department's efforts to comply with the PREA standards in all of its facilities within Custody Division.

## **PREA Compliance Managers**

Each facility shall designate a supervisor, with the minimum rank of sergeant, with the collateral duty of PREA compliance manager. The PREA compliance manager will have sufficient time and authority to coordinate the facility's efforts to comply with the PREA Standards.

## **Data Collection and Review**

In accordance with PREA standard 115.87, the Department shall collect accurate, uniform data for every allegation of sexual abuse at facilities under its direct control and shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence conducted by the United States Department of Justice. This data is collected and stored in the LASD PREA Allegation Alert Database, which is managed by the Office of PREA Compliance.

Annually, the Department shall prepare a report, readily available on its public website, with an assessment of the effectiveness of the Department's sexual abuse prevention, detection, and response policies, practices, and training. This report shall also include findings and corrective actions for each facility as well as the Department as a whole.

## **Department's Approach to Prevention, Detection, and Response**

The following pro-active measures have been implemented with the intent of establishing methods to prevent sexual abuse and sexual harassment. The following is a non-exhaustive outline of procedures. Personnel shall refer to applicable policies for full and complete procedures.

### Sexual Abuse and Sexual Harassment Prevention

- When personnel learn an inmate is subject to a substantial risk of imminent sexual abuse, immediate action shall be taken to protect the inmate
- In order to safely house inmates, they shall be pre-screened to assess their risk of being sexually abused and/or being sexually abusive towards other inmates
- Utilize a staffing plan that provides for adequate levels of staffing and video monitoring. Special consideration shall be given in areas where personnel may be monitoring inmates of the opposite gender
- Establish separate holding areas for juveniles within station jails to prevent them from coming into contact with adult inmates
- Limit cross-gender viewing and searches

- Ensure inmates with physical, intellectual, or psychiatric disabilities have an equal opportunity to participate in, or benefit from, all aspects of prevention, detection, and response to sexual abuse and sexual harassment
- All facility and/or video monitoring system modifications may only be done after consulting with the Department's PREA coordinator to ensure such modifications comply with PREA standards.

#### Sexual Abuse and Sexual Harassment Detection

- All inmates shall be pre-screened to assess their risk of being sexually abused and/or being sexually abusive towards other inmates
- Inmates may report violations of this policy to any staff member verbally or in writing, through CrimeStoppers, the ACLU, the Office of the Inspector General, or through a third party
- LASD personnel have a responsibility to protect the inmates in their custody

#### Sexual Abuse and Sexual Harassment Response

- All sexual abuse and sexual harassment allegations are investigated promptly, thoroughly, and objectively
- Personnel shall treat all persons in custody, including perpetrators, with respect and dignity.
- Personnel shall immediately report any knowledge, suspicion, instances of retaliation, staff neglect or violation of responsibilities, or information regarding an incident of sexual abuse or sexual harassment that occurred in a jail or custody facility
- Prevent further contact between victim and perpetrator by conducting housing changes or facility transfers.
- Provide emotional support services to victims and/or personnel that fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations

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### • **3-04/025.05 PREA - Sexual Abuse and Sexual Harassment**

Sexual abuse and/or sexual harassment includes:

- Sexual abuse and/or sexual harassment of an inmate by another inmate
- Sexual abuse and/or sexual harassment of an inmate by a Department member, contractor, or volunteer.

Sexual abuse of an inmate by another inmate includes any of the following acts, if the victim does not consent, is coerced into such an act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental due to a physical altercation:

Sexual abuse of an inmate by a staff member, contractor, or volunteer includes any of the following acts:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire
- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate
- Voyeurism by a staff member, contractor, or volunteer
  - Voyeurism: invasion of privacy of an inmate or detainee by a staff member for reasons unrelated to official duties (e.g., peering at an inmate who is using a toilet in his or her cell to perform bodily functions, requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of inmate's naked body or of an inmate performing bodily functions).

Sexual harassment of an inmate by another inmate includes:

- Repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by an inmate directed toward another.

Sexual harassment of an inmate by a staff member, contractor, or volunteer includes:

- Repeated or intentional verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures
- Intentional failure or refusal to address a transgender or intersex inmate by their gender identity, and failure or refusal to use proper pronouns associated with gender identity.

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## • 3-04/025.10 PREA - First Responder Duties and Coordinated Response Protocol

### Staff First Responder Duties

Upon learning of an allegation that an inmate was sexually abused, Department personnel shall:

- Separate the alleged victim(s) and suspect(s)
- Preserve and protect the crime scene until appropriate steps can be taken to collect any evidence in accordance with Custody Division Manual (CDM) section 3-04/025.15, "PREA-Criminal and Administrative Investigations" and Manual of Policy and Procedures (MPP) sections 5-04/010.00, "Property/Evidence Handling" and 5-04/010.20, "Items Requiring Special Handling"



- If the sexual abuse occurred within the past 120 hours, request the alleged victim, if known, not take any actions that could destroy physical evidence prior to its collection, including but not limited to, washing, brushing teeth, changing clothes, urinating, defecating, drinking, or eating
- If the sexual abuse occurred within the past 120 hours, and the quality of the evidence appears to support criminal prosecution, ensure the alleged abuser, if known, does not take any actions that could destroy physical evidence prior to its collection, including but not limited to, washing, brushing teeth, changing clothes, urinating, defecating, drinking, or eating (inasmuch as is feasible)
- Escort the inmate victim to the clinic for medical and mental health evaluation/referral

Custody Investigative Services (CIS) shall be contacted following the report of sexual abuse involving an inmate for a follow-up investigation regarding the incident. Refer to CDM Section [4-01/000.00](#), "Crime Reporting Procedures" for staff and agency reporting duties.

## Coordinated Response Protocol

For all allegations of sexual abuse, whether made verbally or in writing, including third-party and anonymous reports of sexual abuse involving an inmate, the Department personnel protocol shall include the following:

- Staff first responder duties delineated above
- Supervisor responsibilities
  - Notification to CIS
  - Notification to watch commander
  - Complete a PREA Allegation Alert which will automatically generate and email notification to the unit commander, the PREA coordinator, and the facility's PREA compliance manager
  - Notification to IAB and/or ICIB when applicable
- PREA compliance manager responsibilities
  - Ensure the handling sergeant investigates and renders a disposition promptly, thoroughly, and objectively
  - Coordinate with the PREA coordinator to track and manage the PREA Allegation Alert
- Investigator responsibilities
  - Conduct all follow-up investigations with the utmost priority and provide a thorough and comprehensive investigation consistent with Department policies and procedures
  - When necessary, respond to the location of the incident
  - Conduct in person interviews of all parties involved
  - Review audio/video recordings of the incident
  - When necessary, write warrants, seize, and document evidence
  - Compile, prepare, and review associated reports and documents in order to present the case to the District Attorney's office for filing
- Medical and mental health staff responsibilities for immediate and follow-up care
- All facilities shall maintain an updated list of all contracted hospital(s) where the inmate will be transported to if a forensic sexual assault exam is required
- Inform and provide the victim with information regarding outside resources and support services for

inmate victims of sexual abuse (e.g., victim advocate during sexual assault exam, contact with rape crisis centers for emotional support, Zero Tolerance Pamphlet, etc.) Refer to CDM section 3-04/025.20, "PREA-Support Services for Inmate Victims of Sexual Abuse."

**NOTE: Inmates who have been sexually abused shall not be placed in restrictive housing, unless an assessment of all available alternatives has been made and there is no other means of separating the victim from likely abusers.**

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## • 3-04/025.15 PREA - Criminal and Administrative Investigations

### CRIMINAL

Deputy personnel or investigators assigned to the scene of a crime or incident of sexual abuse shall collect any possible physical evidence and any available video evidence which may have captured the incident. All articles of possible evidentiary value shall be carefully handled and booked as evidence in the Property and Evidence Laboratory Information Management System (PRELIMS) without unnecessary delay. The booking shall be handled by the first responding deputy and/or the investigating deputy. For further information on how to properly handle and collect evidence refer to Manual of Policy and Procedures (MPP) Volume 5, Chapter 4.

Investigators shall interview victims, suspects, and witnesses. Investigators shall also review prior reports, if any, of sexual abuse incidents involving the suspect. The credibility of an alleged victim, suspect, or witness shall be assessed on an individual basis and shall not be determined by the person's status as an inmate or Department member. Inmates who make allegations of sexual abuse shall not be subjected to a polygraph examination as a condition for proceeding with an investigation.

Substantiated allegations of sexual abuse that appear to be criminal shall be referred for prosecution. After an incident of sexual abuse has been referred for prosecution, if any additional interviews are required, investigators shall consult with prosecutors to review if they create an obstacle for subsequent criminal prosecution.

### ADMINISTRATIVE

During administrative investigations, investigators shall make an effort to determine whether staff actions or failures to act contributed to an incident of sexual abuse. The detailed findings of the investigation shall be included in the narrative of the first report (refer to MPP 4-01/005.10, "Responsibility of the Reporting Deputy"). Reports shall also include a description of the physical and/or testimonial evidence, the reasoning behind credibility assessments, investigative facts, and findings. Investigators shall take into account all facts and evidence in determining whether allegations of sexual abuse or sexual harassment are substantiated. All sexual abuse investigations shall continue regardless of whether the alleged abuser or victim is no longer in custody, or is no longer employed with the Department.

A courtesy report shall be taken for inmates who report criminal incidents of sexual abuse that occurred in a Department facility at a previous time or confinement facility outside of the Department's purview. The agency where the incident occurred shall be notified of the courtesy report or any allegation where a courtesy report was not taken within 72 hours of the allegation. The PREA Compliance Manager of the facility shall track all courtesy reports/allegations and notifications made to other agencies.

All criminal and administrative reports shall be retained as long as the alleged abuser is incarcerated or employed by the Department, plus five (5) years (for further refer to MPP [4-02/010.05](#), "Retention Code").

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### • **3-04/025.20 PREA - Support Services for Inmate Victims of Sexual Abuse**

All inmate victims of sexual abuse shall be provided with prompt emergency and crisis intervention services from medical and mental health providers, and victim advocates. Treatment services for victims shall be provided without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident.

Each facility shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and telephone numbers to rape crisis organizations. For persons detained solely for civil immigration purposes, immigrant service agency information will be provided.

The facility shall inform inmates, prior to giving them access, of the extent to which such communications may be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws.

The Department shall maintain memorandums of understandings with service providers and rape crisis centers. Each facility shall enable reasonable communication between inmates and these organizations and agencies in as confidential a manner as possible.

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### • **3-04/025.25 PREA - Sexual Abuse Incident Review**

A sexual abuse incident review shall be conducted at the conclusion of every sexual abuse investigation unless the allegation has been determined unfounded. The review shall ordinarily occur within 30 days of the conclusion of the investigation to identify any recommendations for improvements.

The sexual abuse incident shall be reviewed by the following personnel:

- PREA Coordinator (PC)
- Concerned facility's unit commander and PREA Compliance Manager (PCM)
- Personnel who conducted the investigation (i.e., facility supervisor, Jail Investigations Unit [JIU], Internal Criminal Investigation Bureau [ICIB], etc.)
- Correctional Health Services (CHS), medical and mental health personnel
- County Counsel

If any recommendations for improvement are not implemented by the concerned facility, the PCM shall notify the PC, in writing, within thirty (30) days, stating the reasons why the improvements will not be implemented.

A Sexual Abuse Incident Review and Report (SH-J-636) shall be completed for each review and maintained by the facility PCM.

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### • 3-04/025.30 PREA - Supervision and Monitoring

The Department shall develop staffing plans for each facility, which provide for adequate levels of staffing and video monitoring to protect inmates against sexual abuse and sexual harassment. The Department shall take into consideration the following:

- Generally accepted detention and correctional practices
- Any judicial findings of inadequacy
- Any findings of inadequacy from federal investigative agencies
- Any findings of inadequacy from internal or external oversight bodies
- All components of the facility's physical plant (including "blind-spots" or areas where staff or inmates may be isolated)
- The composition of the inmate population
- The number and placement of supervisory staff
- Institutional programs occurring on a particular shift
- Any applicable state or local laws, regulations, or standards
- The prevalence of substantiated and unsubstantiated incidents of sexual abuse and
- Any other relevant factors

The staffing plan shall be reviewed annually, or as needed, to ensure compliance with the approved staffing plan for each respective facility. The annual review shall be conducted with the Department's PREA coordinator, facility PREA compliance manager, facility scheduling personnel, and unit commander or designee. They shall assess and document whether adjustments are needed to the following:

- Staffing plan
- The facility's deployment of video monitoring systems
- Other monitoring technologies
- The resources the facility has available to commit to ensure adherence to the staffing plan

For additional information, refer to Prison Rape Elimination Act (PREA) *Standards for Prison and Jails (SPJ) section 115.11, "Zero Tolerance of Sexual Abuse and Sexual Harassment; PREA Coordinator."*

In the event there are any deviations to the approved staffing plan, the on-duty watch commander of each shift, shall justify and document all findings in the watch commander's log. The facility PREA compliance manager shall also be notified via email. For further information, refer to PREA (SPJ) *section 115.13(a), (b), (c), "Supervision and Monitoring."*

Custody personnel shall provide the necessary inmate supervision to protect inmates from sexual abuse and sexual harassment. Supervisors responsible for reviewing incident reports shall examine areas in the facility where sexual abuse has occurred to assess whether physical barriers may have enabled the sexual abuse, the adequacy of staffing levels in those areas during different shifts, and the need for monitoring technology to supplement custody supervision.

The Department's PREA coordinator shall evaluate all reports relating to sexual abuse within Custody Services Division facilities and recommend any corrective actions to the respective Chief.

In accordance with PREA section 115.18, "Upgrades to Facilities and Technologies," and CDM section 3-06/030.00, "Facility Modifications," the unit commander, or their designee, shall consult with the Department's PREA coordinator prior to making modifications to housing arrangements and/or video monitoring systems to ensure such modifications can enhance the Department's ability to protect inmates from sexual abuse.

For the security and monitoring of juveniles, refer to CDM section [5-02/010.00](#), "Juveniles," and Manual of Policy and Procedures (MPP) sections [5-02/035.10](#), "Conditions of Secure Detentions," and [5-03/030.03](#), "Booking Prisoners with Medical Problems" under the subsection titled "Booking Procedures - Juveniles."

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### • **3-04/025.40 PREA - Inmate Education**

The Department shall provide inmate education in formats accessible to all inmates, including those who are limited in English proficiency, deaf, visually impaired, or otherwise disabled, as well as those who have limited reading skills.

During the intake process inmates shall receive "A Guide Through Custody," which has information explaining the Department's zero-tolerance policy regarding sexual abuse and sexual harassment and how to report it.

Within 30 days of intake, facilities shall provide comprehensive education to inmates regarding their rights in person and/or on video. Current inmates shall be educated within one year of the effective date of PREA standards, and shall receive education upon transfer to a different facility.

The PREA Compliance Manager for each facility shall maintain documentation of participation in the comprehensive inmate education and ensure that PREA information is readily available and visible to inmates (e.g., posters, pamphlets, videos, etc.).

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### • **3-04/025.45 Disciplinary Measures for Violating PREA Standards**

During criminal and administrative investigations, investigators shall impose no standard higher than a preponderance of the evidence, or the greater weight of the evidence, in determining whether allegations of sexual abuse or sexual harassment are substantiated.

Department employees, contractors, and volunteers who have been found to have substantiated allegations of sexual abuse of an inmate shall be investigated and reported to the appropriate law enforcement agency and to relevant licensing bodies (e.g., Commission on Peace Officers Standards and Training, State Bar of California, Contractor's State License Board, etc.), unless the incident was not criminal.

## **Department Employees**

Department personnel shall be subject to disciplinary sanctions, up to and including termination, for violating the Department's sexual abuse and/or sexual harassment policies under the Prison Rape Elimination Act of 2003 (PREA). Disciplinary sanctions relating to sexual abuse or sexual harassment, other than engaging in sexual abuse, shall be commensurate with the nature and circumstances of the acts committed, the personnel's disciplinary history, and the sanctions imposed for comparable offenses by previous personnel with similar histories. Termination shall be the presumptive disciplinary sanction for Department personnel

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who have been found to have substantiated allegations of sexual abuse of an inmate. Refer to Manual of Policy and Procedures (MPP) sections [3-04/010.25](#), "Personnel Complaints," [3-04/020.05](#), "Initiation of Administrative Investigations," and [3-04/020.10](#), "Employee Relieved of Duty for Disciplinary Reasons."

Department personnel have a continuing affirmative duty to disclose any off-duty incidents where Department personnel have engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution; have been convicted, or have been civilly/administratively adjudicated of engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse. Refer to MPP section 3-01/050.30, "Off-Duty Incidents."

NOTE: Nothing in this policy is intended to limit a Department member's rights under the law.

## Contractors and Volunteers

Any contractor or volunteer who is found to have engaged in sexual abuse or sexual harassment of an inmate shall be prohibited from any further contact with inmates.

## Inmates

An inmate who is found to have engaged in inmate-on-inmate sexual abuse or sexual harassment shall be subjected to disciplinary procedures as outlined in CDM sections [5-09/010.00](#), "Inmate Discipline," through [5-09/070.00](#), "Inmate Discipline Schedule," and/or criminal charges based on the severity of the crime.

The degree of punitive actions taken shall be directly related to the severity of the violation, the inmate's disciplinary history, the inmate's mental health, as well as the punitive actions taken for comparable violations by other inmates with similar histories.

Inmates may be disciplined for filing a grievance related to alleged sexual abuse where the Department demonstrates that the inmate filed the grievance in bad faith, pursuant to CDM section [5-09/010.00](#), "Inmate Discipline." Inmates shall not be disciplined for making a report or reporting sexual abuse in good faith based upon a reasonable belief that the alleged incident occurred.

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### • 3-04/025.50 PREA - Employee Training

The Department shall provide PREA training to all employees who have contact with inmates. In addition to the general training provided to all employees, investigating deputies, medical and mental health staff shall receive specialized training. The training shall include at minimum all training topics required under the PREA standards.

All current employees who have not received such training shall be trained within one year of the effective date of the PREA standards and shall receive refresher training every two years to ensure all employees know the Department's sexual abuse and sexual harassment policies and procedures. During years in which an employee does not receive training, updated information on sexual abuse and sexual harassment policies shall be provided, documented, and tracked by the Department member's concerned facility's training unit.

### • **3-04/025.55 PREA - Protection Against Retaliation**

The Department does not tolerate any form of retaliation against an inmate and/or personnel for reporting or cooperating with the investigation of incidents of sexual abuse or sexual harassment by another inmate, Department personnel, volunteers, or contractors.

Any inmate who reports an incident of sexual abuse shall be monitored for at least 90 days following the report to see if there is evidence that suggests possible retaliation by other inmates or personnel. Monitoring shall continue beyond the 90 days if the initial monitoring indicates an ongoing need. Monitoring shall include:

- In-person conversations with inmates by the facility's PREA Compliance Manager or their designee
- Review of disciplinary incidents involving the inmate
- Review of housing or program changes involving the inmate.

If the allegation of sexual abuse and/or sexual harassment is determined to be unfounded, the Department's obligation to monitor the inmate ends.

If retaliation is identified, the facility shall take appropriate measures to ensure the inmate is protected and shall act promptly to remedy any such retaliation, which may include:

- Housing changes or transfers for inmate victims or suspects
- Removal of allegedly involved staff member from contact with victims
- Emotional support services for inmates or personnel who fear retaliation for reporting sexual abuse/sexual harassment or for cooperating with investigations.

The PREA Compliance Manager or their designee shall document efforts to monitor for retaliation and communicate such efforts to the Department PREA Coordinator.

The unit commander or their designee shall monitor, for at least 90 days, any evidence which may suggest possible retaliation of personnel who report or cooperates with the investigation of incidents involving sexual abuse or sexual harassment by another inmate, Department personnel, volunteers, or contractors. Monitoring shall continue beyond 90 days if the initial monitoring indicates an ongoing need.

The unit PREA Compliance Manager shall ensure retaliation monitoring is documented in the Retaliation Monitoring section of all PREA allegation alerts. Monitoring shall conclude after 90 days or if the allegation is determined to be unfounded.

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### • **3-04/030.00 Inmate Worker Remuneration**

Each facility shall establish unit orders with regard to paying inmate workers for authorized services such as haircuts, shoe shines, car washes, etc. Unit orders shall comply with the criteria listed below:

- All payments to inmate workers for services shall be made using the Departmentally approved inmate workers payment chip
- Facilities shall only use the designated payment chips as determined by Correctional Services Division - Inmate Services. Replacement or additional payment chips can be ordered through Inmate Services,

(Refer to color chart)

- Each facility shall establish a means by which Department personnel can purchase payment chips on each shift
- Only designated inmate workers may be given payment chips. Units shall develop a method by which the inmate workers can exchange their payment chips for credit on their accounts
- A written receipt (SH-J-370) shall be given to the inmate worker for all payment chips exchanged for account credit
- Only designated inmate workers shall be authorized to possess payment chips. Non-designated inmate workers found with payment chips shall have the payment chips confiscated and treated as contraband. Any applicable discipline should be applied
- Account credit shall not be issued to non-authorized inmate workers found with payment chips
- Correctional Services Division - Inmate Services shall determine and set standardized prices for authorized services
- Department personnel are to remunerate inmate workers upon the completed rendering of services
- Payment for services by other than the above prescribed manner may be considered a violation of the Department Manual of Policy and Procedures, section 3-01/050.85, "Fraternization", and section 3-01/030.75, "Bribes, Rewards, Loans, Gifts, Favors."

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### • **3-04/040.00 Release of Inmate Information**

The public may obtain inmate information by accessing the Inmate Information Center on the Internet at <http://www.lasd.org>. Department members may also release inmate information upon receiving requests either by telephone or in person. This same information is also available to the public by calling the Inmate Answering Service (IAS) at (213) 473-6002.

The following inmate information is available, or may be given to the public:

- Booking details,
- Arrest information,
- Bail amount,
- Housing location,
- Court dates and location,
- Release date,
- Information regarding holds,
- Visiting days and hours.

All written requests for inmate information shall be immediately forwarded to the Custody Division Legal Advisor for disposition.

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### • **3-05/000.00 Inmate Welfare**

[Title Only]



### • 3-05/010.00 Inmate Welfare Commission

The Inmate Welfare Commission members and chairman are appointed by the Sheriff, and act in an advisory capacity for disbursement of the Inmate Welfare Fund. The Commission meets monthly to review and approve expenditure requests.

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### • 3-05/020.00 Inmate Welfare Fund

Pursuant to Penal Code Section 4025, "Store in county jail; authorization; prices; disposition of profit; inmate welfare fund, deposits, expenditures, reports; stores not under jurisdiction of sheriff," commissions received for inmate payphone use, commissary, hobby craft sales, and vending sales shall be deposited in an Inmate Welfare Fund, to be kept in the treasury of the County. The money deposited in the Inmate Welfare Fund shall be expended by the Sheriff primarily for the benefit, education, and welfare of the inmates.

All unit commanders and concerned personnel shall adhere to the following guidelines:

- Inmate Welfare Fund monies and supplies shall not be used to offset necessary and required expenses of confinement such as meals or housing, the facility/station unit commander shall submit a memo to the Inmate Services Unit commander, including the amount of the expenditure and a justification statement explaining why the expenditure satisfies the requirements of Penal Code Section 4025. County purchasing standards shall be followed when submitting the appropriate vendor quotes, approval of expenditure requests shall follow County purchasing standards and guidelines, all requests up to \$5,000 are approved by the Inmate Services Unit commander, all requests over \$5,000 require approval by the Custody Division Commander and Chief, the Department Legal Advisor, and the Budget Authority. Approved requests are submitted for final approval at the Inmate Welfare Commission meeting, equipment and supplies purchased by the Inmate Welfare Fund shall not be converted for use by Department personnel. Serialized items are fixed assets, which shall be controlled in accordance with the Department Manual of Policy and Procedures, Volume 3, Chapter 6, "Equipment, Supply and Maintenance."
  - Inoperable fixed assets shall be salvaged at Central Supply. A salvage slip shall be given to Inmate Services for replacement of specific items.
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### • 3-05/030.00 Chaplain Services

The coordination of religious services within Custody Operations is the responsibility of Inmate Services Bureau, Office of Religious and Volunteer Services (RVS).

RVS acts as a liaison between management of the Department and chaplain programs, they provide the following:

- Review and process inmate removal orders for off-site funerals
  - Process all visiting clergy
  - Individual counseling to inmates for spiritual, personal, or family-related problems
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- Reading materials including, but not limited to, Bibles (Old and New Testaments), the Quran, and other religious texts
- Religious materials (examples include Prayer Rugs, Kufi Caps, Yamakas, and Break Away Rosaries for the inmates)
- Worship, bible, and religious study classes conducted at various designated times
- Deliver death notifications to inmates (immediate family member of the inmate only)
- Death notifications will be made only after the death is verified by personnel assigned to RVS
- Provide family counseling available through Family Outreach
- Process paperwork for inmate marriages, with the exception of inmates housed at Men's Central Jail (MCJ), which will be processed by the MCJ Legal Unit

Chaplains are responsible for purchasing or providing Bibles and religious materials, described above, and are available to inmates upon request. Each facility is responsible for inspecting religious materials prior to distribution. Only those materials which present unreasonable health, safety, or security risks may be prohibited.

Chaplains shall not:

- Provide legal advice or assistance
- Provide bail bond information
- Provide medical, mental health, or psychiatric care
- Perform marriages
- Assist with inmate trust accounts
- Provide personal care items
- Determine inmate classification
- Conduct personal favors for inmates (examples include personal phone calls to inmate's family members, friends, or spouses)
  - Exceptions include: death notification or death imminent situations of an inmate's immediate family member (i.e., father, mother, brother, sister, child, grandparent, grandchild, step child, half-brother, or half-sister). All deaths must be confirmed and all calls must be dialed, monitored and logged by a chaplain.

#### Physical Contact With Inmates

Chaplains shall not have physical contact with an inmate, with the exception of a handshake, holding hands for prayer circle, or a hand on shoulder or head for blessing. Individual counseling appointments shall be conducted in plain view of custodial personnel.

In compliance with Custody Division Manual section 3-04/025.00, "Prison Rape Elimination Act of 2003" (PREA), chaplains shall ensure that they adhere with the Department's zero tolerance policy towards sexual abuse of inmates.

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## • **3-06/000.00 Security and Inspections**

[Title Only]

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### • **3-06/010.00 Specialized Inspections**

The Food Production Managers shall be responsible for the inspection of all food service areas at their assigned facilities to ensure compliance with sanitation, safety, and security standards, as well as proper food handling and management procedures.

The medical staff assigned to each unit shall conduct a weekly health inspection of inmate workers assigned to food preparation and service. Inmate Worker Inspection reports shall be forwarded to the Chief Physician. Custody personnel will be notified if any inmate worker is denied medical clearance for duty. The medical staff assigned to each unit may periodically conduct inspections of food service areas and submit a report of findings to the Division Chief.

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### • **3-06/020.00 Facility Inspections**

To ensure the long term operation and continued security of Custody Operations Division, each facility unit commander shall ensure a unit order is maintained that delineates the necessary inspections at a facility. A facility lieutenant shall conduct weekly inspections using a facility developed checklist. The facility developed checklist may be divided into multiple checklists that may be completed throughout the week.

The facility inspection checklist(s) shall include (but is not limited to) the following areas:

- Ensuring the function and structural integrity of all gates/bus bays allowing access into and out of a facility are operational and secure
- Ensuring integrity of exterior security walls, fences, lighting and surveillance systems
- Verifying functionality of interior and exterior recreation
- Interior security staffing, lighting, gates, doors, appearance and maintenance
- Ensuring functionality and availability of emergency response equipment, weapons, supplies, food and water
- Checking the maintenance of exterior fencing/walls/perimeter lighting and surveillance systems
- Ensuring the function of facility fixed camera systems

Identified hazards shall be reviewed and potential ways to mitigate the hazard shall be considered. If there is a maintenance concern, the facility lieutenant shall contact Facility Services Bureau.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the unit commander. The unit commander shall review and note on the report any further remedial action which may be warranted.

The completed checklists shall be retained for one year.

### **Command Inspection**

Custody Support Services (CSS) will review unit orders for divisional compliance. CSS will also inspect housing areas on at least an annual basis to ensure facility inspections forms meet the divisional standard. CSS will use the "Facility Suicide Hazards" pre-command inspection report worksheet, identifying potential suicide hazards in conjunction with each facilities' command inspection. Refer to the Manual of Policy and Procedures section 3-09/310.00, "Department Inspections."

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### • **3-06/030.00 Facility Modifications**

All requests for facility modifications to be submitted to Sheriff's Facility Management shall be reviewed, approved, and signed by the unit commander or their designee and forwarded to the Division Chief for approval.

In accordance with Prison Rape Elimination Act (PREA) Standards for Prison and Jails (SPJ) section 115.118, "Upgrades to Facilities and Technologies," the unit commander, or their designee, shall consult with the Department's PREA coordinator prior to making modifications to housing arrangements and/or video monitoring systems to ensure such modifications can enhance the Department's ability to protect inmates from sexual abuse. The Department's PREA coordinator shall also be consulted when there is a substantial expansion or modifications of an existing facility or when the Department acquires a new facility.

Upon Division approval, all requests shall be forwarded to the Director of Facilities Management. Thereafter, the unit commander, or their designee, shall ensure that the modification is completed in accordance with the work request.

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### • **3-06/035.00 Heating, Cooling, and Ventilation of Facilities**

It is the goal of the Department to provide and maintain comfortable temperatures within all jail facilities.

If temperatures become uncomfortably hot or cold, immediate efforts shall be made to adjust the temperature to within a reasonable range. If temperatures cannot be returned to within a reasonable range, alternative measures shall be taken to compensate for the uncomfortable temperature (e.g. providing blankets, jackets, extra clothing, fans, showers, liquids, etc.). For security purposes, no portable heaters shall be provided.

It shall be the responsibility of the module/dorm officer to document the temperature of each housing area, at least once per day, in the electronic Uniform Daily Activity Log (e-UDAL).

### **Watch Commander Responsibilities**

It shall be the responsibility of the watch commander to notify the unit commander if temperatures cannot be returned to within a reasonable range.

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### • **3-06/040.00 Inmate Food Inspections**

Every meal prepared for inmates in every Custody Division facility shall be sampled by the cook on duty, or

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other designated personnel, to assure temperature, consistency, texture, and quality. A notation of this inspection shall be made in the unit's Daily Log.

A sample tray shall be made of each meal and kept in the refrigerator for 72 hours, to be used for analysis in the event of a food borne illness.

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### • **3-06/050.00 Equipment Inspection**

To ensure that safety equipment is inspected in a consistent manner, each facility shall develop an item-specific checklist. Each checklist should list what is to be inspected, how each particular item is to be inspected, and whether the item is in good working order.

Each unit commander shall develop and implement procedures that ensure the following equipment is inspected daily by line personnel, and weekly by a lieutenant:

- All fire fighting equipment,
- All emergency equipment,
- All weapons.

The discovery of any inadequacy shall result in the immediate remedy either by repair or replacement.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the unit commander. The unit commander shall review and note on the report any further remedial action which may be warranted.

The completed checklists shall be retained for one year.

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### • **3-06/055.00 Mandated Equipment**

The purpose of this policy is to set forth the minimum equipment standards for all uniformed personnel assigned to and/or working at a custody facility where they could have inmate interaction.

Uniformed personnel shall wear the following on their belt:

- Authorized aerosol chemical agent, carried in the appropriate holder;
- Set of Smith&Wesson or Peerless brand swivel-type handcuffs, which shall meet the following Department-approved specifications, and shall be carried inside a handcuff case:
  - Weight of no less than 8 ounces or more than 10-1/2 ounces
  - Constructed of carbon steel, with factory nickel finish
  - Manufactured with smooth, accurately-machined metal parts and surfaces, and chain link attachments
  - Possessing a self-locking single lock and manual double lock
  - NOTE: all other handcuffs and color-plated handcuffs must be authorized for use through unit

orders approved by the concerned unit commander

- Handcuff key, which shall be of a hollow style and shall fit all new style Smith&Wesson and Peerless handcuffs;
- Radio (if available) with electronic microphone (if available) in a Department-issued radio holder;
- Functioning flashlight that is Department-approved;
- TASER (if available), which shall be issued to and used by those who have completed the Department's TASER training program, and carried in the TASER holster (refer to CDM section 7-08/030.00, "Electronic Immobilization Device (TASER) Procedures");
- Assigned keys.

Supervisors of the rank of sergeant and above may make exceptions to the above policy on a case-by-case basis. All exceptions shall be noted in the Uniform Daily Activity Log.

It is recommended that personnel also wear or have the following:

- "Ripp hobble";
- second set of handcuffs in a handcuff case;
- a black lanyard to hold assigned keys;
- personal notebook;
- two (2) doses of Naloxone Nasal Spray (Narcan).

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### • **3-06/055.10 Department Radios**

Department personnel are issued a Department radio for use during work hours. Each unit shall maintain a master radio control log, specifying the assigned member's radio make, model, and serial number.

All radio transmissions within Custody Services Division facilities are recorded via the Department Voice Print Systems. For audio recording procedures refer to Custody Division Manual section 7-06/010.00, "Video and Audio Recording Procedures."

Department personnel, who have not been issued a radio capable of operating on the channel of the facility where they are assigned (overtime, CARP, etc.) or do not have their issued radio, shall be loaned a radio by the unit to which they are assigned. Each unit shall maintain a Loaned Radio control log and recover the loaned radio at the end of their shift.

Department personnel shall exercise reasonable and prudent precautions to prevent loss, theft, or damage of their issued radio. In the event of the loss, theft, or damage of any Department issued radio, Manual of Policy and Procedures (MPP) section, 3-07/010.40 "Lost/Stolen/Damaged Radio and Cellular Telephone Equipment and Accessories", shall be followed.

Custody personnel who work outside units or special events, or who participate in other assignments (such as a patrol ride-along) which require the use of a Department radio, may use their issued radio for those assignments.

Personnel who are transferring to an assignment outside Custody Division (courts, patrol, etc.) shall return their issued radio to their assigned unit.

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- **3-06/055.20 Flashlights**

The flashlight carried on duty in Custody Division facilities shall not weigh more than 16 ounces, and shall not be more than 13 inches in length. The flashlight used shall be of good commercial quality and construction, and shall be regularly inspected by its owner for proper working condition. Flashlights longer than 6 inches in length shall be of plastic or nylon composite material only.

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- **3-06/060.00 Security**

All unit commanders shall implement policies and procedures to ensure the security of the facilities under their command. Each facility shall develop an item-specific checklist that includes all bars, locks, doors, windows, and other security fixtures. Each checklist should list what is to be inspected, how each particular item is to be inspected, and whether the item is in good working order.

It shall be the responsibility of a lieutenant to ensure that a facility security inspection is conducted at least once per month. Any inadequacy shall be remedied immediately.

The completed checklists, including findings and/or remedial action taken or recommended, shall be submitted to the unit commander. The unit commander shall review and note on the report any further remedial action which may be warranted.

The completed checklists shall be retained for one year.

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- **3-06/070.00 Security of Housekeeping Equipment and Supplies**

Each facility shall provide for the secure storage of housekeeping equipment and supplies while not in use. Cleaning agents which are potentially dangerous shall be secured in locked cabinets/containers and shall be used only under the supervision of a Deputy, Custody Assistant, or General Service employee.

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- **3-06/080.00 Security of Medication**

Correctional Health Services (CHS), in conjunction with the unit commander, shall develop written plans and establish procedures for the secure storage, controlled administration, and disposal of all legally obtained drugs, in accordance with Minimum Standards For Adult Local Detention Facilities - Title 15, section 1216, "Pharmaceutical Management." The plans and procedures shall include, but not be limited to, the following:

- Appropriate space and accessories for the dispensing of medications,
  - Securely lockable cabinets, closets, and refrigeration units,
  - Procedures for the positive identification of the recipient of the prescribed medication,
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- Procedures for administration/delivery of prescribed medicines to inmates,
- Procedures for confirming that the recipient has ingested the medication, or accounting for medication under self-administration procedures outlined in Minimum Standards For Adult Local Detention Facilities - Title 15, section 1216 (d), "Pharmaceutical Management,"
- Procedures for documenting that the prescribed medications have or have not been administered, by whom, and if not, for what reason,
- Prohibiting the delivery of drugs by inmates,
- Limitations on the length of time medication may be administered without further medical evaluation,
- Limitations on the length of time required for a physician's signature to accompany verbal orders,
- A written report shall be prepared by a pharmacist, no less than annually, on the status of pharmacy services in the institution. The pharmacist shall provide the report to the health authority and the unit commander.

## Self-Medication Procedures

Self - Medication Program allows inmates to carry a limited supply of approved medications dispensed by LASD Pharmacies in compliance with applicable pharmacy laws. Per Title 15 for Correctional Institutions, psychotropic, narcotic medications and other mind altering drugs do not qualify for self-medication by the inmates.

Refills for maintenance medications are provided on a routine basis. CHS personnel monitors inmate patients for compliance with Self Medication Program. If an inmate abuses the program or declines to participate in the program any longer, self-medications shall be confiscated and CHS personnel shall start administering each dose individually.

Inmates will be responsible to take medications as prescribed for better results. Inmates shall still take medications regardless of lockdowns or other security situations in the jail facility; family visits; attorney meetings; religious services; educational programs; court appearances or other inmate programs.

Unit commanders shall establish specific unit orders for their facilities regarding self-medication at their facilities.

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## • 3-06/090.00 Security of Tools

Each Custody facility shall develop security procedures identifying responsibility for the issuance and collection of all tools and secured utensils, so that they may not be used by an inmate to effect an escape, or to use as a weapon.

All tools assigned to a facility, such as gardening, mechanical, culinary, etc. shall be safeguarded, securely stored, marked for identification, and accounted for, at a minimum, once on each shift. A shadow board may be implemented to facilitate visual control of all tools assigned to an area.

An inmate shall not use tools without proper supervision and control by custodial staff.

An inmate shall not retain any tools after his task is completed. Any member becoming aware of an



unauthorized inmate's possession or access to tools shall immediately secure the tools, and report the incident to his immediate supervisor.

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- **3-06/100.00 Security Check After Repairs**

It is the responsibility of custodial personnel assigned to an area where vendors, workmen, or Facilities Management personnel have worked, made repairs, etc., to check that tools and/or supplies have not been left behind. Any discrepancies shall be reported to the watch commander immediately.

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- **3-06/110.00 Security of Weapons**

All weapons shall be securely stored outside the inmate housing areas of all Custody Division facilities. Gun lockers and unit arsenals shall be located in a designated area inaccessible to unauthorized personnel.

Inventories of all weapons assigned to unit armories shall be documented and maintained on a regular basis. Any discrepancies shall be reported to the watch commander immediately. A quarterly weapons inventory report listing all serialized items shall be submitted to the Advanced Training Bureau, Weapons Training Section, attention: Range Master, pursuant to the Department Manual of Policy and Procedures, section 3-06/080.10, "Quarterly Weapons Inventory."

Each unit commander shall establish a regular cleaning and maintenance schedule for all weapons stored in the unit armory. All cleaning, maintenance, and inspections shall be recorded.

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- **3-06/120.00 Security of Keys and Equipment**

All employees shall exercise diligence in the control of facility keys and security equipment. Employees shall not duplicate a facility key or lock, nor permit any inmate to have control of any facility keys or tamper with any locks or security equipment.

All personnel shall, prior to leaving custody property for any reason, return their shift duty keys to their relieving officer, or to the officer responsible for key inventory control. Until such relief is accomplished, all personnel assigned keys shall retain total responsibility for them. Shift duty keys shall not be taken off custody property.

Authorized keys used for county vehicles are excepted.

When an employee transfers to another unit or division, or leaves the Department for any reason, he shall relinquish all facility keys assigned to him.

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- **3-06/130.00 Key Inventory and Control**

Each Custody facility shall utilize a Key Inventory Control Log containing all key numbers and names of personnel assigned those keys. The log shall be maintained for each shift on a daily basis.

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Every key in the facility shall be accounted for in the Master Key Inventory log by its trade name, serial number, location of its key locks, and the code number of its key ring.

All key blocks/rings will be soldered closed, or otherwise made tamper-proof, and shall contain a tag indicating the number of keys on the block for security and inventory purposes. There shall be an annual inventory of all facility keys.

Each Custody facility shall develop procedures to conduct regularly scheduled checks of key rings or blocks to verify that keys have not been added or removed.

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### • **3-06/140.00 Edged Weapons Within Security**

Personnel shall be prohibited from bringing any cutting instrument consisting of a sharp blade, point, or any object that can be considered an edged weapon (e.g., knives, razor blades, box cutters, etc.) within the secured areas of Custody Operations.

Exceptions to this policy are:

- Authorized knives used within kitchen areas
- Authorized gardening equipment
- Rounded scissors consisting of no point (e.g., scissors used for removing wristbands and unauthorized clotheslines, cutting tools in emergency response kits, etc.)
- Maintenance equipment
- Department-issued rescue tools and safety cutters authorized per Custody Division Manual (CDM) section 3-06/140.05, "Rescue Tool/Safety Cutter"

In accordance with CDM sections 3-06/090.00, "Security of Tools" and 5-01/020.00, "Inmate Worker Assignments," inmates who are issued any edged object which can be utilized as a weapon shall be under direct visual observation by Department personnel or by a Department-authorized teacher or certified operator at all times.

When not in use, edged objects and tools shall be secured in areas of the facility not accessible to inmates. Each object or tool shall be collected at the end of each shift and accounted for in the facility's electronic Uniform Daily Activity Log (e-UDAL). Unit commanders shall ensure inventory logs of edged objects and tools in use in their facilities are regularly maintained and audited.

Maintenance personnel shall obtain authorization from the concerned watch commander prior to bringing non-Department-issued edged objects or tools within secured areas of custody facilities. The watch commander shall ensure the entry and removal of edged objects and tools are logged by appropriate designated personnel (e.g. facility main control, facility logistics office, etc.). Facility personnel shall adhere to procedures delineated in CDM section 3-06/100.00, "Security Check After Repairs," following any maintenance or repair work in their areas of assignment.

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### • 3-06/140.05 Rescue Tool/Safety Cutter

Department-issued rescue tools/safety cutters are authorized for use within Custody Operations. Personnel shall exercise diligence in the control and use of the rescue tools/safety cutters.

**Personally-owned rescue tools/safety cutters or any cutting instruments consisting of a sharp blade with a point are not permitted within any secured area of Custody Operations.** (Refer to Custody Division Manual [CDM] section 3-01/090.00, "Security of Personal Property.")

The following are the approved rescue tools/safety cutters available for use within Custody Operations facilities and station jails:

- Blackhawk Hawkhook
- Benchmade Houdini Pro
- Leatherman Raptor

The approved rescue tools/safety cutters may be ordered by any custody facility and station jail.

#### INVENTORY

**Unit commanders shall establish unit orders addressing the tracking, identification, issuance, and security of the rescue tools/safety cutters. All rescue tools/safety cutters shall be attached to a soldered key block/ring and shall contain a tag indicating the rescue tool/safety cutter number on the key block/ring for security and inventory purposes.**

Each facility shall maintain an inventory log of the issued rescue tool/safety cutter containing the following:

- Personnel assigned the rescue tool
- Serial number of the rescue tool

The inventory log shall be maintained once per shift on a daily basis.

#### LOST/MISSING RESCUE TOOLS/SAFETY CUTTERS

Custody personnel who have lost or notice a missing rescue tool/safety cutter within the facility shall immediately notify the watch commander. (Refer to CDM section 4-01/030.00, "Lockdown.")

Compliance with this policy will be audited, at minimum, once per year during the facility's annual security inspection.

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### • 3-07/000.00 Automated Justice Information System (AJIS) Inmate Inventory Audit

Once per shift, an AJIS inmate inventory audit shall be performed. The most current AJIS Daily Inmate Inventory printout shall be updated, verifying inmate movement to and from the facility. The AJIS printout shall also be compared to the facility records (e.g., board tags, etc.), and all discrepancies shall be reconciled.

## • 3-08/000.00 Facility Capacities

Facility Capacities reflect the number of beds and/or inmates at a facility. The capacities of each facility shall be set by the Custody Services Division General Population chief.

Population Management Bureau (PMB) shall be notified of any permanent or temporary facility capacity change.

Any facility requesting a permanent capacity change shall submit a memorandum from their appropriate unit commander to the Custody Services Division General Population chief for approval. A copy of the memorandum, if approved, shall be forwarded to the PMB unit commander.

Once the permanent capacity change has been approved by the Custody Services Division General Population chief, the PMB Central Housing Unit (CHU) shall be notified by telephone and Electronic mail (e-mail) of the following information.

- Prior facility capacity
- New facility capacity
- Reason for the capacity change

Temporary, short-term, changes in any capacity may be authorized by the facility unit commander, or watch commander, by written notification to the PMB Classification/Housing Lieutenant. Reasons for temporary capacity change may include, but are not limited to, facility remodeling/repairs, inmate security, budgetary issues, and institutional needs.

### Capacities Set by Custody Services Division:

- Capacity - The number of beds at a facility for use by inmates. This is a permanent number. Any change must be authorized by the Custody Services Division General Population chief
- Non-working Beds - The number of beds not available for use
- Functional Beds - The current number of beds available for inmate use. This is a temporary number. It will fluctuate with budgetary and/or maintenance and repair issues
- Regular Available Beds- The total number of beds available for inmate use

### Inmate Counts

- Regular Occupied - The number of inmates at a facility during the 0300 hour count. Refer to Custody Division Manual (CDM), section 5-05/010.00, "Inmate Counts"
- Emergency Capacity - The capacity plus a predetermined number of mattress sleepers. This is also a permanent number
- Occupied Total - The total number of beds available for inmates and mattress sleepers at each facility

### Capacities Set by Other Entities:

- Mandated Capacity - Set by the Federal Court in Rutherford v. Block, agreed upon by the American Civil

- Liberties Union (ACLU), and may not be changed without the authorization of the Federal Court
- Rated Capacity - Set by the Board of State and Community Corrections (BSCC) and may not be changed without the consent of the BSCC.
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## • 3-09/000.00 Inmate Identification

### Inmate Wristbands

Each inmate shall have a wristband secured to their left wrist. The wristband shall contain, but not be limited to, the following information:

- Inmate's last name, first name, middle initial
- Inmate's complete booking number
- Special information as needed

The color of the inmate wristband shall be in compliance with Custody Division Manual section 5-01/030.00, "Inmate Classification and Identification."

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## • 3-10/000.00 Security Passes

[REDACTED TEXT]

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## • 3-10/010.00 Custody Entry Criteria for Non-Department Persons

Non-Department persons (e.g. religious clergy, education based representatives, interns, contractors, vendors, service providers, etc.) may request entry into custody facilities.

### SECURITY CLEARANCE LEVELS OF ENTRY

Short Term security clearances are effective for less than seven (7) days and require an escort at all times. Short Term security clearances may be processed by each facility's Operations personnel or by the Office of Religious and Volunteer Services (RVS).

Long Term security clearances are effective for seven (7) or more days and may or may not require an escort. Long Term security clearances are generally processed by RVS and are valid for one (1) year from the date of approval. The unit or bureau sponsoring the non-Department person's security clearance is responsible for notifying RVS of any changes to the clearance and for requesting any extension of the clearance beyond the standard one (1) year period.

- Escorted clearance - must be escorted inside the jail at all times by someone who has non-escort clearance status.
  - Non-Escort clearance - does not require escort inside the jail
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- Attorney Room interviews/visits by persons other than court-appointed professionals, legal representatives, consulate officials, and professionals representing inmate advocate groups.

Non-Department persons with approved applications may be allowed entry into the facility of application on a daily basis, or as needed to perform their duties for scheduled religious services, education-based programs, interviews, or other approved activities.

All non-Department persons entering custody facilities are subject to a search at any time, as stated in the signed "Hold Harmless" Form.

## **ENTRY REQUEST APPLICATIONS**

All non-Department persons requesting access into custody facilities shall submit their entry application and all required documentation, including a valid government-issued photo identification, to the sponsoring unit or bureau at least four (4) weeks prior to their first anticipated visit.

The unit's or bureau's supervisor shall sign and submit to RVS the applicant's entry request application, including information pertaining to the purpose of the applicant's organization, the scope proposed program, and/or the nature of their business.

An entry application may be denied if the applicant meets any of the following disqualifying factors:

- Is currently on Probation or Parole (County, State, or Federal)
- Is registered as a sex offender, narcotics offender, or arson offender
- Has been convicted and incarcerated in any Federal prison, State prison, or County jail within the last 7 years
- Is currently listed as a restrained person on a Protective Order/Restraining Order
- Has had an affiliation with a criminal street gang or any person of notorious reputation within the last 15 years
- Has omitted requested information, offered misstatements, lied, or provided incomplete statements on the current or any previous security clearance application
- Has active warrants or pending criminal cases
- Has used any controlled substance without a physician's prescription within the last 5 years
- Has attempted to escape or been convicted of aiding and abetting an escape from any Federal prison, State prison, or County jail
- Has a lengthy history of criminal offenses
- Has a felony conviction pursuant to Penal Code 1192.7(c) and/or; misdemeanor conviction pursuant to Penal Code 667.5(c) which may include but are not limited to:
  - Murder or Attempted Murder within the last 15 years
  - a weapons law violation within the last 15 years
  - a serious or violent felony, including charges that were considered serious or violent and or categorized as a serious or violent felony at the time of conviction, within the last 15 years, or convicted of a serious or violent misdemeanor within the last 3 years
  - possession of a controlled substance for sale within the last 15 years
  - assault on a Peace Officer/Emergency Personnel within the last 15 years

- engaging in sexual abuse in a prison, jail, lock-up, community confinement facility, juvenile facility, or other institution (as defined in 42 U.S.C. 1997)
  - engaging or attempting to engage in sexual activity in the community facilitated by force, overt or implied threats of force, or coercion, or if the victim did not consent or was unable to consent or refuse, or been civilly or administratively adjudicated to have engaged in the activity described in this section
  - bringing a controlled substance or unauthorized item into a Federal prison, State prison, or County jail.
- Presents any safety and security concerns that warrant denying a security clearance per the unit commander's discretion.

Exceptions to the above criteria may be made by the unit commander of the facility or appropriate RVS supervisor and shall be documented in the "Background Results Form."

RVS personnel shall conduct a security clearance, orientation, and be responsible for the review and approval of all submitted "Hold Harmless Forms" pertaining to each application processed by RVS.

The Jail Entry Tracking System (JETS) contains the names of individuals who have been approved for entry into a facility and registered into its database. The JETS application shall be used in routine operations in lieu of the monthly "Approved Facility Access" list distributed by RVS. "Approved Facility Access" lists shall continue to be provided to facilities on a monthly basis for use as a backup in the event of a JETS system failure or a disruption that significantly affects facility operations.

## **Incomplete Applications**

Incomplete applications shall be denied.

A letter shall be sent to the applicant indicating their request to enter one or more custody facilities was denied due to an incomplete application. The letter will advise the applicant that, should he or she choose to proceed with the security clearance process, a new application may be submitted at any time. When possible, the letter shall be sent by electronic mail.

## **Completed Applications - Access Approved**

The RVS sergeant shall review completed applications and each applicant's eligibility to be granted a security clearance to the concerned facility.

If an application is approved, a letter shall be sent from RVS to the applicant, indicating their application is conditionally approved pending successful completion of an orientation. The letter shall instruct the applicant to wait for a staff member from RVS to contact them to begin the orientation process. When possible, the letter shall be sent by electronic mail.

## **Completed Applications - Access Denied**

Any application that has been denied by the RVS sergeant shall be additionally reviewed, in its entirety, by the RVS lieutenant. As part of this review, the RVS lieutenant may consider:

- Verifiable inaccuracies in the applicant's criminal history;
- Potential operational or business need to approve the application;
- The applicant's affirmation of their commitment to a rehabilitative process;
- Whether an applicant has previously been granted access as a volunteer;
- The RVS sergeant's findings during the initial application review.

Upon consideration of relevant factors and information, the RVS lieutenant shall make the final determination of whether the application is approved or denied.

The denial of any entry application, as well as the reason(s) for the denial, shall be documented in RVS' "Background Results Form."

If an application is denied, a letter shall be sent from RVS notifying the applicant of the denial. When possible, the letter shall be sent by electronic mail. The letter must include the following information:

- A brief explanation that one or more of the disqualifying factors were the reason for denial of the application, with a specific reference to one or more of the reasons listed in the "Entry Request Applications" section of this policy. Additional information regarding the disqualification may be included at the discretion of the RVS lieutenant.
- A notification to the applicant that they may request a secondary review of their application, and in so doing, that the applicant is responsible for articulating the reasons for which the Department's denial of the application was erroneous (e.g. an error in the applicant's criminal history, evidence of rehabilitation and good conduct, etc.). The applicant's proof of an error or other justification must be communicated through written correspondence, along with relevant supporting documentation, within (10) business days of the Department's notification to the applicant. Examples of supporting documentation may include: proof of school attendance, religious institution involvement, job training, counseling, or involvement in the community, as well as letters from the applicant's personal references, such as teachers, counselors, supervisors, clergy, parole, or probation officers.
- If the denial is based on an error in the application, a notification to the applicant that they may contact RVS to schedule either a telephonic or in-person meeting to correct the error.

Correspondence received within the (10) day period shall be processed for reassessment.

Correspondence received after the (10) day period shall generally not be accepted. However, RVS supervisors have discretion to accept and process untimely correspondence.

## **Applicant's Request for Secondary Review of a Denied Application**

Applicants whose request to enter one or more custody facilities is denied may request, in writing, a secondary review of their application.

Upon receipt of an applicant's written request for a secondary review of the denial of their application, a second letter shall be sent to the applicant acknowledging receipt of correspondence. When possible, the letter shall be sent by electronic mail.

The Inmate Services Bureau (ISB) unit commander shall conduct the secondary review of denied applications and make the final determination on whether to overturn the initial denial of the application. Factors to be



considered as part of the secondary review process are:

- All information and relevant documentation submitted by the applicant as part of their request for secondary review
- Verifiable inaccuracies in the applicant's criminal history
- A potential operational or business need to approve the application
- The applicant's affirmation of their commitment to the rehabilitative process
- Whether an applicant has previously been granted access as a volunteer
- Findings from the RVS sergeant and lieutenant during the initial application review.

The unit commander, based on the totality of the information reviewed, may confirm the initial denial of the application or decide to approve the application.

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## • 3-10/015.00 Custody Division Entry and Exit Procedures

[REDACTED TEXT]

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## • 3-11/000.00 Tours of Custody Services Division Facilities

### Policy

It is the policy of the Custody Services Divisions to conduct routine public tours of all jail facilities, with the exception of the Inmate Reception Center (IRC). Public tours of IRC may be accommodated by making a special request to the unit commander.

The purpose of tours is to foster public confidence by demonstrating the professional jail environment created by the personnel of the Custody Services Divisions.

### General Rules

- Persons under sixteen years of age may not tour occupied jail facilities without the expressed approval of an area commander, or higher ranking member,
- All persons participating in a public jail tour must present valid, governmentally issued, picture identification,
- All persons participating in a public jail tour are subject to search and a background record check (including a check for wants and warrants),
- All property of persons participating in a public jail tour is subject to being searched,
- All members of the public and non-Departmental persons (such as, prospective chaplains, volunteers, vendors, other law enforcement agency employees, other government entity employees, etc.) shall complete and sign a Tour Agreement and Civil Claims Release form (SH-J-444),
- All public tours shall be led by a Department member, in uniform or appropriate business attire, as authorized by the unit commander,
- No audio and/or video recording, or photographs are permitted during the tour without the express

permission of the watch commander,

- No cellular telephones or other wireless communication devices shall be permitted within security under any circumstances. Anyone bringing a wireless communication device into a secure jail environment is in violation of California Penal Code section 4575(a), a misdemeanor.
- All provisions of California Penal Code sections 4570, "Communications with Prisoners," 4570.5, "False Identification to Secure Admission to Prisons and Jails," 4571, "Ex-convict Coming Upon Prison," 4573, "Controlled Substances, Bringing into Prison or Jail," and 4573.5, "Alcoholic Beverages, Bringing into Prison or Jail," shall apply to public jail tours,
- Reasonable accommodation will be made for handicapped or disabled persons provided the accommodation does not affect the security, safety, and operation of the jail facility.

## **Custody Automated Reporting and Tracking System (CARTS) Documentation**

All requests for public jail tours shall be documented in the CARTS module titled, "Facility Tour" by the facility hosting the tour.

## **Tour Agreement and Civil Claims Waiver Form**

In accordance with the above general rules, all persons participating in a public tour of a jail facility shall complete and sign a Tour Agreement and Civil Claims Release form (SH-J-444) before being allowed to participate in the tour. A parent or legal guardian shall sign for persons under eighteen years of age.

## **Unit Commander Responsibilities**

Custody facility unit commanders shall develop a unit order outlining their facilities' guidelines for public tours. The unit order should address:

- The availability of tours at least two times per week,
- The times and duration of tours,
- The number of persons allowed on a tour,
- Personnel authorized to approve public tours,
- Personnel authorized to conduct public tours,
- The entry of the tour into CARTS,
- Any other pertinent information as determined by the unit commander.

## **Disparity of Tour Requests at the Pitchess Detention Center**

Any Pitchess Detention Center (PDC) facility receiving a disparate number of tour requests over other facilities may refer the requestor(s) to the PDC area commander's office for an equitable distribution and scheduling of tours.

## **Manual of Policy and Procedures Reference**

Section 3-09/180.00, "Tours of Department Facilities"

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## • 3-12/000.00 Movie Contracts

### Movie Contract Guidelines

All initial requests from movie or video companies wishing to use a Custody Division facility or personnel for filming purposes shall contact the film coordinator at Sheriff's Headquarters Bureau (SHB). All requests shall be processed in the following manner:

- The Sheriff's Headquarters Bureau film coordinator shall notify and obtain approval for any filming from the unit commander of the concerned facility,
- The SHB film coordinator is responsible for coordinating activities between the concerned facility and the movie company,
- In most cases, movie companies shall only be granted access to film in non-secure areas of custody facilities.
- News or documentary-type production requests shall be considered and may be allowed inside secured areas pursuant to the Department Manual of Policy and Procedure, section 5-03/060.10, "News Media Interview Requests,"
- Access to film in secure areas of operational custody facilities, under any circumstances, requires the approval of the concerned Division Chief,
- No monetary compensation or donations to unit funds shall be solicited, negotiated, or accepted from any movie company.

### Sheriff's Headquarters Bureau Responsibilities

The SHB film coordinator shall contact the concerned facility's film coordinator when a movie company submits a request to film at a Custody Division facility. The SHB film coordinator shall advise the movie company regarding obtaining the required permits.

The SHB film coordinator shall develop a filming operation plan for each approved request and complete the "Filming Permit Operational Plan" form establishing:

- Projected dates and times for the shoot,
- Specific locations to be used,
- The type of filming/action that will be occurring,
- Size of the crew,
- Use of props,
- The approximate amount of time needed to complete filming.

The original "Filming Permit Operational Plan" shall be maintained at SHB. A copy shall be sent to the individual facility film coordinator, who in turn will forward a copy to the Chief's Aide of the concerned Division for notification to the Chief.

The movie company site coordinator, the facility film coordinator, and the SHB film coordinator shall be in complete agreement on the exact and specific operations of the film shoot. The film company must have all original permits available at the location at all times or no filming shall be allowed.

## Facility Film Coordinator

Each Custody Division facility shall designate a film coordinator to work with the SHB film coordinator to ensure the operations plan for the movie contract at their facility is followed. The facility film coordinator shall develop a security plan for the film shoot at their facility.

The following guidelines shall be used in establishing site security:

- A minimum of one deputy for each shooting location,
- A minimum of one deputy for each staging area,
- If the filming is to be conducted within the secured area of an operating facility, the number of security personnel will be determined by the security needs of the location and the amount of filming that will occur.

Upon approval of the film shoot security plan by the concerned facility unit commander, the SHB film coordinator has the authority to negotiate with the movie company site coordinator for the number of deputy personnel to be hired.

## Guidelines for Hiring Deputy Personnel for Security

Personnel selected for an overtime assignment as security for movie filming shall complete an overtime slip (SH-R-251) utilizing overtime code 903 (private entity contract). All overtime slips shall be submitted to the facility film coordinator prior to leaving the location. The facility film coordinator shall account for all overtime slips and shall ensure they are submitted to the appropriate timekeeper. The facility film coordinator shall forward a copy of all overtime slips, along with the billing memo describing the personnel assignments and overtime expenditures, to the Contract Law Unit.

Since each movie company and their filming needs are unique, the facility film coordinator and the SHB film coordinator shall make appropriate notifications and obtain approval from the concerned unit commanders for unexpected or unusual circumstances, or special requests that may occur.

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## • 3-13/000.00 Facilities/Reception Centers - Routine Responsibilities

Inmates transferred to custody facilities by the Inmate Reception Center Classification Unit shall be accepted at prescribed hours by all facilities. Exceptions shall be approved by a Custody Division Area Commander by prior arrangement with the Inmate Reception Center Classification Lieutenant, or the watch commander of the receiving facility with the concurrence of the Inmate Reception Center watch commander.

Court Services Transportation Bureau buses shall not be unnecessarily delayed in either unloading or loading of inmates. All facilities shall develop procedures to handle incoming and outgoing lines during routine facility activities (i.e., meals, shift changes, etc.).

Individual inmates shall not be rejected by a custody facility without good cause. Inmates who must be returned to the Inmate Reception Center shall be accompanied by a completed Reclassification/Transfer Request form (SH-J-419), signed by the facility's watch commander. Medical returnees shall have written approval from the concerned unit's healthcare personnel, and an additional yellow clincher band shall be affixed to the inmate's

wristband.

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- **3-14/000.00 Emergency Procedures**

[Title Only]

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- **3-14/010.00 Inmate Transfers**

The objective of inmate transfers is to maintain balanced populations at all facilities, accommodate incoming inmates, and ensure compliance with Federal Court mandates and all other directives.

The Inmate Reception Center Classification Unit has the overall responsibility for inmate transfers between facilities within the Custody Division. However, this responsibility shall not preclude watch commanders from directing the transfer of individual inmates for routine activity such as reclassification, special program housing, etc. Any deviation from normal inmate transfers shall be authorized by the Inmate Reception Center watch commander.

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- **3-14/020.00 Inmate Movement During Facility Emergencies**

During facility emergencies or lockdowns, the concerned facility watch commander shall notify the Inmate Reception Center watch commander if inmate transfer lines may be interrupted. Every facility shall develop a plan to facilitate inmate transfers during lockdown situations which do not constitute an Inmate Transfer Emergency, and include this notification in its Emergency/Evacuation Plans. During Inmate Transfer Emergencies, other facilities may be required to receive, and temporarily house, inmate transfer lines that are in progress. This activity shall be coordinated by the Inmate Reception Center.

The Inmate Reception Center watch commander may authorize Pitchess Detention Center Facilities to transfer male inmates among the other P.D.C. facilities to temporarily resolve disturbances, provided that classification security levels are housed appropriately. The Inmate Reception Center Classification Unit shall be notified immediately after such transfers are completed. Pitchess Detention Center facilities, with mutual agreement, may transfer inmates among Ranch facilities for disciplinary housing (provided that classification security levels are housed appropriately) without intervention or the approval of the Inmate Reception Center.

Facilities shall not cancel inmate transfer lines. Any cancellations shall be made by the Inmate Reception Center Classification Lieutenant or the watch commander of the Inmate Reception Center.

Facilities shall administer discipline for acts which occur at that facility. If discipline related transfers are deemed necessary by the facility watch commander, all Inmate Incident Reports shall accompany the inmate(s) to the receiving facility to administer discipline.

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- **3-14/030.00 Inmate Reception Center - Emergency Transfer Responsibilities**

Upon notification by a facility that they have an emergency situation which may affect the movement of inmate transfer lines, the Inmate Reception Center watch commander shall evaluate the situation and determine whether inmate movement problems can be resolved with available resources. If the situation dictates, an Inmate Transfer Emergency may be declared by the Inmate Reception Center watch commander, and the following procedures implemented:

- If the incident occurs during normal business hours, immediately notify the Inmate Reception Center Classification Lieutenant. If the incident occurs outside normal business hours notify the Inmate Reception Center watch commander. Provide a briefing and assist as directed. The Classification Lieutenant or the watch commander shall assume the role of Incident Commander for the inmate transfer situation only. The Incident Commander shall evaluate the situation to determine if the unit's Emergency Operations Center is required. (Command of the actual incident shall remain the responsibility of the concerned facility's watch commander)
- Make appropriate notifications to the Inmate Reception Center unit commander and Custody Division Commander, and the Transportation Bureau watch commander. Make appropriate notations in the Custody Division Log, and the Department Operations Log
- Develop an Inmate Transfer Line Diversion Plan. Determine the number of inmates that must be diverted and the available facility that can receive the diverted inmates. Consult with the appropriate Classification Unit to ensure that facility capacities and security levels are compatible. Consult with the watch commanders, unit commanders, or Custody Division Commanders of any facility involved in the diversion plan
- Notify the Transportation Bureau watch commander of the diversion plan and develop an implementation schedule
- In the event the facility Emergency Operations Center is activated all logs, notifications and pertinent information shall be maintained for de-briefing, training purposes, and distribution as necessary

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### • 3-14/040.00 Unit Level Emergency Plans

Each Custody Division facility shall develop and maintain unit level emergency plans pursuant to the Department Manual of Policy and Procedures, section 5-06/000.25, "Supplemental Emergency Plans," which supplement the Department's Emergency Operations Plans (EOP's) to meet the unique needs of each facility.

These plans shall detail unit-specific plans and procedures for managing potential emergencies which might impact the facility. Facility Supplementary Emergency Plans shall include, but not be limited to, the following areas:

- Emergency Mobilization and Response procedures
- Disturbances/Riots (minor/major)
- Hostage situations (including prevention and survival procedures)
- Fires (including procedures prior to the arrival of fire department)
- Earthquakes, floods or other natural disaster procedures (including loss of communications or unavailability of outside assistance)
- Escapes (individual, multiple, mass)

- Extensive food/water contamination
- Sustained loss of telephone, utilities, computer systems, water supplies, etc.
- Major medical emergencies (including communicable diseases)
- Hazardous/toxic materials incidents or threats at or near facility, forcing evacuation
- Emergency evacuation procedures, partial or total, which shall be initiated by the unit commander, or in his absence, the watch commander, and include the accounting of employees, inmates, and an alternate location for inmates
- Civil disturbances, strikes, or work actions
- Unit Command Post and Unit EOC plans and procedures
- Other exigent factors, situations, or potential hazards unique to individual facilities

Additionally, all emergency plans shall be formulated upon the following standards:

- Plans shall include instructions regarding the criteria and authority for activation
- Key posts to be activated and operated during any emergency shall be identified
- Each plan shall contain an audit and revision record page. Changes and periodic reviews of procedures shall be recorded
- Plans shall be available to all officially involved agencies and individuals
- All staff shall be trained in the implementation of emergency plans
- Both announced and unannounced emergency drills should be conducted and documented on the Facility Log

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## • **3-14/040.05 Replacement Staffing for the Inmate Reception Center During Emergency Field Booking Team Activations**

### **Field Booking Team Personnel Requirements**

One of the responsibilities of the IRC is to supply a Field Booking Team during times of major civil disturbances, emergency situations, or pre-planned events where large numbers of arrests are anticipated. A typical Field Booking Team consists of: 1 lieutenant, 2 sergeants, 2 senior deputies, 12 deputies and 4 custody assistants. The number of personnel deployed may be adjusted to meet the needs of the operation.

### **Re-deploying Personnel to the IRC**

The responsibilities of the IRC are such that it requires operation 24 hours a day, seven days a week. Thus, it may be necessary in emergency situations to replace deputy and custody assistant personnel who have been deployed with the Field Booking Team.

In the event of an emergency activation of the Field Booking Team, the IRC Watch Commander will determine if additional staffing is needed to either supplement the Field Booking Team, or to fill positions within the IRC which have been vacated due to the deployment of IRC personnel with the Field Booking Team. If additional staffing is required, the IRC Watch Commander will contact the Twin Towers Correctional Facility (TTCF) to request additional personnel. The TTCF Emergency Response Team (ERT), or an equal number of personnel, will then be deployed to the IRC to assist with either the Field Booking Team or IRC operations. If personnel, in

addition to the TTCF ERT, are required to maintain the operation of the IRC, the Men's Central Jail (MCJ) ERT will be utilized.

Based upon the number of custody personnel deployed to the IRC, the TTCF and/or MCJ Watch Commanders may decide to place their respective facilities on lockdown in order to maintain jail security. These lockdowns should continue until staffing levels are back to normal.

Upon deactivation of the Field Booking Team, TTCF and MCJ personnel will then be re-deployed back to their respective facilities.

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### • **3-14/050.00 Emergency Preparedness Drills**

In order to ensure unit preparedness, each Custody Services Division facility unit commander, or his designee, shall conduct the following drills on a quarterly basis on all three shifts:

- A fire drill
- A hostage drill
- An earthquake drill
- An escape drill
- A major disturbance drill
- An evacuation drill
- A medical emergency response drill (including inmate "man down" drills)
  - Inmate "man down" drills are to be in coordination and participation with Correctional Health Services (CHS). Drills are to include the use of a mannequin with CPR capabilities

Each Custody Services Division facility shall conduct at least one major fire drill every six (6) months. A major fire drill shall include:

- Coordination and participation with each facility's local fire station
- Coordination with local Sheriff's stations or police departments, as indicated on each facility's Fire Plan
- Actual use of equipment (i.e., air packs, emergency generators, ventilation shut-offs, etc.)
- The physical evacuation of inmates and employees from areas of danger

A major fire drill may count as a quarterly drill for the shift on which it occurs.

All drills shall be conducted using all the gear and equipment that would be used during an actual emergency.

The performance and results of each drill shall be noted in the Watch Commander's Log, and the unit's training sergeant shall maintain a training matrix indicating the completion date for each drill. This record shall be reviewed by Custody Training and Standards Bureau (CTSB) during their quarterly training audits and annual inspection.

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### • **3-14/060.00 Emergency Suspension of Minimum Jail Standards or**



## Requirements

A unit commander, or in his absence the watch commander, may temporarily suspend for up to three days, any standard, requirement, or procedure imposed by the California Code of Regulations, Title 15, Minimum Standards for Adult Local Detention Facilities, in the event of any emergency which threatens the safety of a Custody Division facility, any of its inmates, staff, or the public.

Pursuant to the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1012, "Emergency Suspensions of Standards or Requirements," compliance with regulations may be suspended up to 3 days. In the event of a suspension, immediate notification shall be made to the Division Chief via written memorandum. Suspensions lasting more than 3 days require notification to the Board of Corrections. Suspensions may not continue longer than 15 days without the approval of the chairperson of the Board of Corrections.

All suspensions shall be recorded on the Custody Division operational log.

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### • 3-14/070.00 Fire Prevention and Suppression

Each unit commander shall develop and implement plans and procedures establishing standards for the prevention and suppression of fire in each Custody Division facility. These procedures shall include, but not be limited to the following:

- Means and adequacy of exiting the facility
  - The installation and maintenance of fire extinguishing and fire alarm systems, as required by local fire ordinance
  - The storage and handling of combustible or explosive materials and substances
  - The installation and maintenance of safe appliances, equipment, decorations, and furnishings that preclude chances of a fire, explosion, or panic hazard
  - During periods of remodeling or construction, each unit commander shall notify the responsible Fire Department if exits are blocked or restricted. Emergency plans shall be developed to circumvent these areas
  - A system for reporting fires to the Fire Department shall be developed which shall include the telephone number of responding fire units
  - Frequent inspection of jail keys and lock mechanisms to assure they will function properly during emergency situations
  - A fire prevention plan, coordinated with, and approved by, the responsible Fire Department, to be included as part of the unit manual
  - Monthly fire prevention inspections by facility staff
  - Regular fire prevention inspections by the Fire Department having jurisdiction
  - Records shall be maintained of all such inspections
  - Frequent fire drills and mock fire suppression exercises involving Custody personnel and the local Fire Department
  - A plan for the emergency housing and/or evacuation of inmates in case of fire
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• **3-14/080.00 Self Contained Breathing Apparatus**

Each unit commander, in conjunction with the local fire authority, shall ensure that a sufficient number of self-contained breathing apparatus are easily accessible for facility personnel to enable the safe evacuation of inmates and Custody Division personnel, in case of fire and/or smoke.

Training Division-Custody shall provide training in the use of this apparatus to all deputy and custody assistant personnel.

• **3-14/090.00 First Aid and Emergency Response Kits**

First aid kit(s) and emergency response kit(s) shall be readily available in all custody facilities to provide emergency medical supplies for rendering aid pending the arrival of medical personnel.

Custody personnel shall ensure at least one first aid kit and one emergency response kit are properly maintained and secured in each facility housing location. If tamper-resistant tape is broken or the kit appears to have been opened, custody personnel **shall** open the kit to inspect and ensure the required items are inside of it. As soon as reasonably practical, the kit shall be replaced by the facility's Training Unit personnel, or a designated supervisor. If the tamper-resistant tape is secure on the kit, inspection of the contents is not necessary. Inspection of both the first aid kit and emergency response kit should be noted in the electronic Uniform Daily Activity Log (e-UDAL).

**FIRST AID KITS**

Custody facilities are responsible for ordering and restocking contents of the first aid kits. The following items are included in the Los Angeles County Sheriff's Department First Aid Kit container:

Item	Quantity
Povidone iodine swabs	1 box w/10 individual swabs
High risk exam gloves	2 boxes w/2 pairs per box
Instant ice compress	2 boxes w/1 compress each
4" bandage compress	2 boxes w/1 each
Burn cream w/lidocaine	1 box w/6 foil packs
Sting relief swabs	1 box w/10 individual swabs
Gauze pads	1 box w/4 individual pads

1"x3" adhesive bandages	4 boxes w/16 bandages per box
Alcohol prep pads	2 boxes w/10 pads each
Triangular bandage (Ace bandage) w/2 pins	2 boxes w/1 bandage each
Waterproof adhesive tape	1 roll
Cardiopulmonary Resuscitation (CPR) Mask	1
4" conforming stretch gauze	1 package
Triple antibiotic ointment	1 oz. tube
Medical scissors	1 pair
Mylar rescue blanket 52"x84"	1 blanket
ABD pad (Tampon abdominal)	1 package
Tweezers	1

## EMERGENCY RESPONSE KIT

The emergency response kit is contained in a white waterproof container with red stenciling on the sides labeled "EMERGENCY RESPONSE KIT." The emergency response kit shall only be removed from the staff station to assist in emergency response situations or during suicide intervention drills. The emergency response kit contains the following items:

Item	Quantity
Craftsman Handi-Cut (cut down rescue tool)*	1
Cardiopulmonary Resuscitation (CPR) Mask	1
Bag valve mask ("Ambu bag") with bacterial/viral filter	1
High risk exam gloves	1 pair
Eye protection/goggles	2

N95 masks	3
Protective gowns	2
NARCAN® Nasal Spray (NALOXONE)	2 units
Towel	2

*\*Caution should be exercised whenever the emergency response kit is deployed. The cut down tool is a security risk and should be accounted for at all times.*

Custody Support Services Bureau (CSSB) Inspections Team, as a part of the pre-command and command inspections, will audit random samples of facilities' e-UDAL entries to ensure compliance for first aid and emergency response kit completeness.

### • 3-14/090.05 Mandatory Inspection of Automated External Defibrillators (AED)

In order to ensure medical emergency preparedness, unit commanders shall develop, implement, and maintain unit orders describing the frequency of, and procedures for once daily readiness checks and periodic physical inspections of the automated external defibrillators (AED) deployed within their respective facilities. Due to the varying models of AEDs deployed throughout Custody Services Division, the periodic physical inspections shall be conducted at time intervals recommended by each model's manufacturer (i.e., daily, weekly, monthly, yearly). The once daily readiness checks and periodic inspections shall be documented in the electronic Uniform Daily Activity Log (e-UDAL) for the area in which the AED is stored. If the area in which the AED is stored does not typically require use of the e-UDAL, the unit order(s) shall delineate which entity/area within their respective facility shall be responsible for the AED daily readiness check/period inspection and respective e-UDAL entry.

Additionally, unit commanders shall ensure the required unit orders establish procedures for requesting replacement or repairs of deployed AEDs.

The Custody Support Services Bureau (CSSB) Inspections Team shall audit random samples of each facility's e-UDAL entries during the annual pre-command and command inspections, in order to ensure compliance with this policy.

### • 3-14/100.00 Emergency Preparedness, Response and Command Policy

An emergency is any significant disruption of normal facility operations, procedures, policy, and /or activities. It shall be the mission of Custody Division during emergency situations to implement measures to:

- Maintain or regain control

- Ensure staff, inmate, and community safety
- Protect life and property
- Restore normal operations

All Custody Division units shall administer continuous emergency preparedness programs and conduct drills emphasizing the following objectives:

- Maximum Prevention through effective management, supervision, training, and identification of risk factors which exist or arise in our operations
  - Maximum Readiness through training and preparedness for addressing emergencies which arise in our operations
  - Maximum Preparedness to mobilize, command, and coordinate additional resources, as necessary and appropriate
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### • **3-14/110.00 Facility Preparedness Responsibilities**

Men's Central Jail shall remain prepared to mobilize up to one properly supervised, equipped, and trained platoon. Other facilities shall remain prepared to mobilize at least one properly supervised, equipped, and trained squad on a 24-hour basis. Platoon and squad organization shall parallel those specified in Department Emergency Operations Procedures #4-4.

Beyond preparedness to handle internal needs, each facility shall remain prepared to respond in squad or platoon configuration to the urgent needs of other facilities, or elsewhere as necessary. The following list of facility back-up responsibilities is by location, and is intended to facilitate pre-planning and cross training for timely and appropriate responses to adjacent facilities.

#### **Men's Central Jail**

Primary - Twin Towers Correctional Facility  
Secondary - Inmate Reception Center  
- NCCF, PDC North, and PDC East  
- East Los Angeles Sheriff's Station  
- Special Enforcement Bureau

#### **Twin Towers Correctional Facility**

Primary - Inmate Reception Center  
Secondary - Men's Central Jail  
- East Los Angeles Sheriff's Station  
- Special Enforcement Bureau

#### **Inmate Reception Center**

Primary - Twin Towers Correctional Facility  
Secondary - Men's Central Jail  
- East Los Angeles Sheriff's Station

- Special Enforcement Bureau

## **Century Regional Detention Facility**

Primary - Twin Towers Correctional Facility

Secondary - Men's Central Jail

- Century Sheriff's Station

- Special Enforcement Bureau

## **North County Correction Facility**

Primary - PDC East, PDC North, and PDC South

Secondary - Men's Central Jail

- Twin Towers Correctional Facility

- Santa Clarita Valley Sheriff's Station

- Special Enforcement Bureau

## **PDC East Facility**

Primary - NCCF, PDC North, and PDC South

Secondary - Men's Central Jail

- Twin Towers Correctional Facility

- Santa Clarita Valley Sheriff's Station

- Special Enforcement Bureau

## **PDC North Facility**

Primary - NCCF, PDC South, and PDC East

Secondary - Men's Central Jail

- Twin Towers Correctional Facility

- Santa Clarita Sheriff's Station

- Special Enforcement Bureau

## **PDC South Facility**

Primary - NCCF, PDC North, and PDC East

Secondary - Men's Central Jail

- Twin Towers Correctional Facility

- Santa Clarita Sheriff's Station

- Special Enforcement Bureau

## **Mira Loma Detention Center**

Primary - Lancaster State Prison / I.N.S.

Secondary - Lancaster Sheriff's Station

- Palmdale Sheriff's Station

- NCCF, PDC East, PDC North

- Special Enforcement Bureau

NOTE: Watch commanders and incident commanders shall be cognizant that depending on the time of day, several primary response facilities may not be able to muster a complete squad. Therefore, it may be appropriate to initially request both primary and secondary response units.

Also, in large scale emergency operations, the largest manpower resource will be Men's Central Jail.

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### • **3-14/120.00 Mobilization Criteria and Procedures**

In incidents where the control of a situation exceeds, or is likely to exceed, the resources of the involved facility, the watch commander shall assume the role of incident commander and direct the operation and all assistance requests. General emergency response assistance shall be requested initially from the primary back-up facilities listed in the Custody Division Manual, section 3-14/110.00, "Facility Preparedness Responsibilities," and extend to designated secondary back-up units as needed. Back-up facilities should be notified as soon as possible regarding situations which may require their assistance.

Preliminary notifications may be made by telephone, radio, JDIC message, or MDCS. Refer to the Department Manual of Policy and Procedures section 5-06/020.05, "Tactical Alert," for additional policy in this area.

Activation of a Facility Operations Center may be initiated by the incident commander of the involved facility, if the duration and scope of the emergency situation will require this level of involvement. Upon activation of any command post and/or Emergency Operation Center (EOC), Custody Support Services Bureau (CSSB) shall be notified immediately. During regular business hours (Monday-Friday, 0600-1700 hours), notification shall be made telephonically to the CSSB unit commander or designee [REDACTED TEXT]. After hours, notifications shall be made to the CSSB unit commander and followed up with an email [REDACTED TEXT].

If control of the situation exceeds the capacity of the involved facility plus its designated primary and secondary back-up units, the incident commander shall request additional assistance. The Department emergency mobilization procedures, as specified in the Department Manual of Policy and Procedures, sections 5-06/020.00 through 5-06/020.25, "Emergency Mobilization Plan," shall become effective.

Time and circumstances permitting, the incident commander shall obtain concurrence from the Custody Division EOC prior to expanding the response beyond the designated primary and secondary back-up units.

Refer to the Department Manual of Policy and Procedures sections 5-06/020.35, "Utilization of Civilian Personnel," and 5-06/020.40, "Utilization of Sheriff's Reserve Deputies," for policy governing utilization of reserve and civilian personnel.

In addition to the response notifications, the watch commander/incident commander shall ensure that timely notifications are made to the following:

- Unit commander
- Area Commander and/or ranking Custody Division Duty Officer
- The North County Correctional Facility for activation of the PDC EOC for incidents only involving the

PDC

- The Department Operations Center (DOC).

Refer to the Department Manual of Policy and Procedures, section 5-06/110.35, "Incident Commander," for additional policy relating to required notifications.

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### • **3-14/130.00 Emergency Preparedness Coordinators**

Facility emergency preparedness is the responsibility of each unit commander. Each facility shall designate an Emergency Preparedness Coordinator (preferably a lieutenant) to:

- Coordinate and conduct emergency response training once each month, by shift, and conduct drills with primary response facilities at least once every six months
  - Coordinate and conduct fire drills once every three months, and conduct a major fire drill in conjunction with the local fire department once every six months. All fire drills should incorporate the actual use of equipment such as self contained breathing apparatus (air packs), complete fire turn-out gear, emergency generators, ventilation shut-offs, etc.
  - Oversee maintenance of facility supplementary emergency plans and procedures, including procedures to facilitate timely transportation of response teams to adjacent facilities, or elsewhere as necessary
  - Oversee facility preparedness training programs to ensure on-going compliance with the objectives established in this order
  - Ensure proper documentation and record retention of all emergency events
  - Oversee management of the facility armory, including maintenance of records verifying periodic inspection of the armory inventory and other emergency response equipment assigned to the facility
  - Act as facility liaison with other facility coordinators and the Training Division-Custody Unit to accomplish the objectives established in this order
  - Report recommendations and areas of concern to the unit commander
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### • **3-15/000.00 Handling of Hazardous Substances**

[Title Only]

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### • **3-15/010.00 Handling of Hazardous Materials - Unit/Employee Responsibilities**

The purpose of this order is to establish guidelines for the distribution and utilization of cleaning supplies within all Custody facilities.

Department members may be exposed to substances during their normal workday that may be considered hazardous, according to CAL-OSHA regulations. In order to use these substances within safety regulations, and train employees in the use of such, all Custody facilities shall maintain a Material Safety Data Sheet (MSDS) for each hazardous substance used, as required by the Department Manual of Policy and

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Procedures, section 3-02/050.25, "Hazardous Substances Information." The MSDS includes information regarding the physical and chemical characteristics of the material, emergency response instructions, and the hazards specific to that substance.

## Unit Responsibilities

All Custody facilities will have their Material Safety Data Sheets (MSDS) housed in a location easily accessible to personnel.

All Custody facilities will conduct recurrent briefings regarding the hazards of mixing chemical agents. The briefings will cover the MSDS and the location of the MSDS. Personnel will be briefed that the MSDS contains a chemical product inventory of all chemicals in use at the facility. Further, the data sheets cover fire and explosion data, health hazard data, spill and leak procedures, special protection information, and special precautions for each chemical. Instructions in the data book for spill and leak procedures will be followed.

## Officer Responsibilities

It is the responsibility of all personnel who supervise inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.

Chemicals react to compounds with the generation or consumption of energy. The dangers inherent with the mixing of incompatible chemicals occur when the products or by-products of the reaction are toxic or hazardous, or when the energy generated is great enough to be destructive. Some of the possible hazardous outcomes that may accompany a chemical reaction are:[REDACTED TEXT]

## References:

Manual of Policy and Procedures:

SUBJECT	SECTION
Hazardous Substances Information	3-02/050.25
Disposal of Chemicals-Hazardous Material Spills	5-06/090.00
Hazardous Material Spill at a Station or Jail Facility or any Sheriff's Facility	5-06/090.05
Notifications/Report	5-06/100.10
Major Incident Scene Containment	5-09/470.00

Custody Division Manual:

SUBJECT	SECTION
Unit Level Emergency Plans	3-14/040.00
Notification and Reporting of Significant Incidents	4-07/010.00
Facility Log	4-11/010.00

Emergency Operations Bureau:

Hazardous Materials Incidents E.O.P. 2-4

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### • 3-15/020.00 Communicable Disease Protective Equipment

Each Custody Division facility shall maintain communicable disease protective equipment kits which shall be strategically located for ease of access by all personnel. These kits are designed to minimize any exposure to communicable diseases as a result of contact with blood or other body fluids.

Each kit shall contain the following items:

- 1 box (25) of disposable face masks
- 1 box (25 pair) of disposable rubber gloves
- 1 box (50) of disposable paper towels
- 2 cans of disinfectant spray
- 10 disposable plastic bags
- 1 resuscitation mask for C.P.R. use only

These kits shall be used by Custody Division personnel for the safe clean up and disposal of all spills of human body fluids. Usage of this kit shall be in accordance with Manual of Policy and Procedures section 3-02/040.25, "Employee Exposed to Communicable Disease."

Contaminated supplies shall be sealed within the plastic bags provided. Concerned personnel from all Custody Division facilities shall call the Correctional Health Services (CHS) office [REDACTED TEXT] to arrange for disposal of contaminants.

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### • 3-16/000.00 Officers Dining Room

Each custody facility's Officers Dining Room (ODR) is designed to provide meals and/or food items to personnel assigned to Custody Division. Any employee whose primary assignment is not Custody Division but is a County employee or a contracted employee, (i.e., Sheriff's Facilities Maintenance, school district

employees, Department of Mental Health, etc.) and who is conducting business in a custody facility, may utilize the ODR.

Because the number of ODR meals is planned in advance, it is critical that each employee take only that amount of food which can reasonably be consumed in the ODR. Personnel shall not remove food from the ODR. The following situations are the only two exceptions to this rule and they must have the approval of the unit commander or their designee:

- Emergent situations
- Unique and specific needs of a unit

Equipment such as trays, utensils, or non-disposable items, (i.e., coffee urns, pitchers, etc.) shall not be removed from the kitchen by anyone other than Food Services personnel. Personnel shall not remove disposable items procured by Food Services (i.e., styrofoam cups, plastic utensils, plates, etc.) for use outside the ODR. Disposable items for each facility's use shall be purchased with the budget of the individual custody facility.

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### • **3-16/000.25 Disposable Trays**

The Correctional Services Division-Food Services Unit maintains a five day supply of disposable trays that are intended for emergency purposes only. For security purposes, the following groups of inmates are exempt from this rule and are permitted to receive the disposable trays on a daily basis:

- Acute mentally ill
- Medically restricted (i.e., communicable disease)
- Disciplinary isolation

If a facility is desirous of using disposable trays outside of these parameters, Custody Division Manual section 3-16/000.00, "Officers Dining Room," gives permission to each facility to purchase their own trays with their individual budget.

Any deviation from these restrictions will require a memo from the respective facility unit commander to the division chief justifying the use of the trays. A copy of the memo shall also be sent to the food services unit commander.

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### • **3-16/040.05 Use of Milk Crates**

Pursuant to California Penal Code sections 565-566 and California Food and Agriculture Code section 34561, possession or use of milk crates for purposes other than the storage of food is prohibited.

Department personnel shall ensure that upon use of milk crates for their intended purpose, all milk crates are returned to unit kitchen premises or corresponding Food Services facility. Food Services Unit personnel shall ensure that the milk crates are returned to the appropriate vendor.

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## • **3-17/000.00 Viewing of Movies by Inmates and Department Personnel**

It is the goal of the Los Angeles County Sheriff's Department to provide a comfortable work environment to its Department members. As such, the viewing of any inappropriate or offensive movie in the workplace is prohibited.

For the purpose of this policy, "movie" refers to any format a movie can be contained (e.g., videocassette, DVD, film, mpeg, those received from an Internet, cable, or satellite signal, or any other form)

Department members are prohibited from bringing in, viewing, or playing any of the following movies within a County facility, bus, or vehicle:

- Any movie rated "R," "X," or "NC-17"
- Any movie that contains material of a sexually explicit nature
- Any movie that has not been rated by or approved for production by the Motion Picture Association of America (MPAA)
- Any unrated version of a movie that was formally rated by the MPAA
- Any unlicensed, "bootlegged," or otherwise illegally recorded copy of a movie
- Any television recordings, home-made videos, or movies not licensed for public viewing

No movie with any of the above content shall be played or aired for viewing by personnel or inmates within the Sheriff's Department custody at any time.

Additionally, Department members are prohibited from bringing any communication or recording device used for viewing movies, such as DVD players, digital cameras, or any items described in Custody Division Manual (CDM) section 3-01/090.00, "Security of Personal Property," into a custody facility without prior approval from the watch commander. Department members are prohibited from bringing a wireless communication device as described in CDM section 3-01/090.05, "Wireless Communication Devices," into a custody facility without the approval of the respective Division chief.

Exceptions to this policy include any of the above material being viewed for the specific purpose of "training" or in direct correlation to an investigation. Any training material that includes any of the above content shall be approved by the watch commander prior to its viewing.

### **Watch Commander Responsibilities**

Watch commanders who approve movies and/or recording/communication devices to be brought into their facility to be viewed by employees or inmates, shall enter the occurrence into the watch commander's log.

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## • **3-18/000.00 Terrorism Liaison Officer (TLO)**

Personnel shall be cognizant of indicators of radicalized behavior and violent extremism in the custody environment. The spread of such idealism has profound homeland security implications and can impact the safety and security of Sheriff's Department personnel and facilities.

As outlined in MPP section 5-09/490.00, "Terrorism Liaison Officers and Coordinators," The Los Angeles County Sheriff's Department (LASD) has established the Terrorism Liaison Officer (TLO) program to facilitate the flow of information between the members of the Department and the homeland security community. The TLO is someone who serves as an information conduit between members of the public safety community, public/private sector, citizenry, and the US Government in the fight against terrorism. All LASD TLOs shall be certified by the Joint Regional Intelligence Center (JRIC).

All Custody Operations and Correctional Services Divisions Unit Commanders shall ensure that their unit has a primary TLO identified with a cadre of 3-5 sworn personnel designated as back-up TLOs for their facility.

Once selected and identified for this duty, personnel shall attend and complete, at minimum, the Terrorism Liaison Officer Basic Course sponsored and facilitated by the Joint Regional Intelligence Center (JRIC).

## **TERRORISM LIAISON OFFICERS (TLO)**

### **Definition**

The Los Angeles County Sheriff's Department (LASD) has established the Terrorism Liaison Officer (TLO) program to facilitate the flow of information between the members of the department and the homeland security community.

### **Designation**

The Terrorism Liaison Officer (TLO) shall be designated by each unit commander. This individual shall be known as the Primary TLO and shall serve as the point of contact for the Los Angeles County Sheriff's Department's Homeland Security Division and the JRIC. Backup TLOs shall also be designated to assist the primary TLO, and be available in their absence. The number of Backup TLOs at each unit shall be determined by the unit commander. For units with multiple facilities, a TLO shall be designated for each location. Custody Assistants may be utilized solely as Backup TLOs in Custody Operations and Correctional Services Divisions.

The selection of Primary and Backup TLOs shall be based on the following qualities and shall not be determined by rank or assignment:

- Express an interest in assuming the responsibilities of a TLO
- Demonstrate a desire and interest in Homeland Security
- Demonstrate leadership ability
- Possess good communication skills
- Possess good training skills

## Responsibilities - TLO

Each Custody Operations and Correctional Services Division TLO shall carry out their responsibilities as outlined in MPP sections 5-09/490.00, "Terrorism Liaison Officers and Coordinators."

## TLO Reporting Procedures

TLO's shall follow the notification procedures for notifying the JRIC as outlined in MPP section 5-09/490.10, "Notification Process for Potential Homeland Security Activity."

Upon determining that any information or incident may be Potential Homeland Security Activity (PHSA), handling personnel shall immediately notify the JRIC. Any of the below methods may be utilized in the following preferred order:

- Web Notification:[REDACTED TEXT]
- E-Mail Notification: [REDACTED TEXT]
- Telephonic Notification: [REDACTED TEXT]

Any further notifications shall be directed solely by the JRIC.

## Jail Interview Teams

Once appointed as a TLO, the assigned TLO's of each facility will comprise a Jail Interview Team for their particular unit of assignment. The Jail Interview Team (JIT) responsibilities are to interview inmates regularly in an effort to acquire pertinent information or intelligence with regard to Homeland Security concerns, and then forward the information to the JRIC. The goal of the JIT is to assist the flow of information between the members of the Department and the homeland security community, as well as create a safer environment throughout Los Angeles County.

## Terrorism Liaison Officer Coordinator (TLO-C)

The Terrorism Liaison Officer Coordinator (TLO-C) is a Department member who manages TLOs within their assigned division(s) with guidance and assistance from the Terrorism Liaison Officer Program Manager (Sergeant assigned to the Homeland Security Division's Emergency Operations Bureau.)

## Designation

In order to effectively manage the span of control of TLOs within the Sheriff's Department, TLO-Cs shall be

designated by the LASD TLO Program Manager. Terrorism Liaison Officer Coordinators may be selected from any division within the Los Angeles County Sheriff's Department and their selection shall be directly coordinated with their unit commander.

The Custody Operations and Correctional Services Divisions' TLO Coordinator shall be selected by Custody Support Services Unit Commander with the concurrence of the TLO Program Manager.

## **Responsibilities**

The Terrorism Liaison Officer Coordinator shall be responsible for the following:

- Manage TLO's within their assigned divisions within the Los Angeles County Sheriff's Department
- Provide homeland security related training and briefings to LASD TLOs
- Maintain a TLO email distribution list on the Sheriff's Data Network
- Maintain working relationships with members of the LASD Emergency Operation Bureau's Counter Terrorism Unit (EOB/CTU)
- Work in conjunction with the Jail Interview Team (J.I.T)

## **Responsibilities - Watch Commander**

The Watch Commander shall log all significant incidents of Potential Homeland Security Activity for the purpose of maintaining shift and unit situational awareness. Any further notifications shall be directed solely by the JRIC.

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## **• 3-19/000.00 Complex Case Committee**

The purpose of the Complex Case Committee (CCC) is to seek solutions for high-risk, high-need inmates who have an extensive history of behavioral and/or mental health concerns. The CCC reviews and evaluates those complex inmates that do not respond to traditional methods for discipline, therapy, or intervention.

Members of the CCC include: Correctional Health Services (CHS), Jail Mental Health Evaluation Team (JMET), facility unit commanders, Custody Investigative Services Unit (CISU), and Custody Support Services Bureau (CSSB). The CCC is chaired by a designee (at the permanent rank of commander or above) of the Assistant Sheriff of Custody Operations.

The CCC meets on a monthly basis and performs the following tasks:

- Identifies the most challenging and problematic inmates within each custody facility
- Gathers all mental health and medical history, discipline reports, use of force incidents, assaults on staff, inmate assaults, criminal history, and court case(s) proceedings for review and assessment
- Formulates a plan for each complex case

- Conducts planned intervention meetings with each inmate to ensure the individual understands the committee's expectations and long-term goals
- Conducts follow-up and ensures recommendations are implemented
- Monitors the progress and status of recommendations to ensure responsiveness, compliance, and effectiveness of the recommendations.

#### INMATE DISCIPLINE SUB-COMMITTEE

The Inmate Discipline Sub-Committee (CCC-IDSC) meets weekly, or more frequently as necessary, to review disciplinary sanction recommendations from Disciplinary Review Board (DRB) supervisors and any contraindications identified by CHS as they relate to inmates in mental health housing who commit disciplinary violations.

Members of the CCC-IDSC include Access to Care Bureau (ACB), CHS, and the unit commander or a designee of the facility in which the involved inmate is housed.

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### • **3-20/000.00 Restrictive Housing Panel**

The purpose of the Restrictive Housing Panel (RHP) is to create an independent executive level oversight for the following:

- Classification of inmates who are placed into a restricted housing location;
- Behavior Based Reintegration Program;
- Appeal reviews regarding the revocation of good time/work time credits relating to disciplinary procedures;
- Appeal reviews regarding classification into restricted housing;

The RHP will convene on a regular basis with representatives from each of the following:

- Command staff, comprised of two commanders (if a commander is unavailable, a unit commander from Custody Compliance and Sustainability Bureau (CCSB), Custody Training and Standards Bureau (CTSB), or Custody Support Services Bureau (CSSB) will be selected)
- The captain(s) from the inmate's housing facility
- Inmate Services Bureau-Education Based Incarceration (EBI) Unit
- Correctional Health Services (CHS) mental health

The RHP shall be chaired by the Division Personnel commander (or their designee).

The RHP will be presented by the Custody Investigative Services (CIS), Jail Liaison Unit staff, with either the Jail Liaison sergeant or lieutenant present during the panel review.

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### • **3-21/000.00 On-Duty Wellness Program**



All personnel assigned to Custody Division may be afforded up to one hour per day of on-duty wellness program participation with the approval of their respective unit commander. Participation in the wellness program may not always be accommodated due to the operational needs of the facility.

Personnel shall request approval for wellness time from their respective floor sergeant or watch sergeant prior to leaving their assigned work location. Personnel shall adhere to the following procedures:

- The wellness program is strictly voluntary and shall not exceed one hour daily.
- The one hour allotted for the wellness program shall include time required to change clothes, travel, and/or prepare for approved training activities.
- Personnel shall not save the one hour allotment for future use if not used during their shift.
- Personnel shall not participate in the wellness program within the first or last hour of their shift.
- Personnel engaged in telework shall not take time off to perform wellness activities while teleworking.
- If an employee's work schedule must be altered to accommodate operational requirements on any scheduled workday and the employee is required to report or work up to two hours earlier than their normal shift's starting time, personnel shall not be permitted to participate in the wellness program at the end of their normal shift to receive overtime compensation.
- Personnel who do not have paid lunch periods and voluntarily participate in the wellness program during their lunch period **without** their sergeant's approval for on-duty wellness time shall not be paid for the time spent participating in the wellness program.
- Personnel who are paid for their lunch period and voluntarily participate in the wellness program during their lunch period **without** their sergeant's approval for on-duty wellness time shall be paid for the time spent participating in the wellness program; however, their right to one 30-minute paid meal break shall be considered voluntarily waived.
- A maximum number of personnel able to participate in the wellness program at the same time during the shift shall be determined by the floor sergeant or watch sergeant at their discretion.
- Wellness time may be interrupted at any time by the respective sergeant due to operational needs.

## APPROVED ON-DUTY WELLNESS ACTIVITIES

Personnel shall only participate in the following on-duty wellness training activities:

- Use of the facility gym and equipment
- Meditation
- Mindfulness
- Yoga
- Running and/or walking

Martial arts and/or any other activity or sport shall not be authorized as an on-duty training activity.

## OUTDOOR ACTIVITY

Personnel electing to run and/or walk outside of the facility during their wellness break shall be required to make verbal notification of their planned route to their floor sergeant and/or watch sergeant. The watch sergeant shall make note of any personnel leaving the facility and upon their return. Personnel shall carry a

handheld radio or personal cellular telephone while outside the facility.

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