Volume 4 - Reporting and Notification Procedures

• 4-01/000.00 Crime Reporting Procedures

All custody personnel are expected to complete crime reports during their shift, except as indicated below. Unit commanders shall ensure that all required reports are completed in accordance with this policy and distributed pursuant to the Department's Manual of Policy and Procedures (MPP), Volume 4, "Case Assignment and Reporting."

All units initiating a first report where a Uniform Report Number (URN) is issued, are responsible for making the necessary entries into the Los Angeles Regional Crime Information System (LARCIS), per MPP section 4-01/140.00, "Los Angeles Regional Crime Information System (LARCIS)." Entries into LARCIS shall be made within three (3) business days and shall include information contained in the Custody Services Division Crime Analysis Supplemental Form (SH-R-49C).

Custody Investigative Services (CIS) shall be contacted for major incidents such as riots or assaults where there are significant injuries. CIS may be contacted at any time of the day, including weekends and holidays.

When there is evidence that a crime involving an inmate may have been committed in a custody facility, the appropriate report(s) shall be prepared and assigned to the designated investigating unit as specified in MPP section 4-19/050.00, "Prisoners."

DEFERRED REPORTS

Completion of a crime report may be deferred, if it cannot otherwise reasonably be completed during the handling employee's shift, for the following types of incidents:

- Those wherein there is no workable information, including felonies;
- Misdemeanors;
- Any other report that the watch sergeant or watch commander approves to be deferred.

All report deferrals shall be approved by the watch sergeant, utilizing the above criteria (refer to CDM 4-01/000.50, “Deferred Report Procedures,” for additional criteria and documentation guidelines). Deputy personnel shall complete all deferred reports by the end of their shift on the next calendar day. If the deputy is not scheduled to work the next calendar day, reconsideration for deferral by the watch sergeant may be necessary (refer to MPP 3-02/290.10, "Specific Guidelines," for additional information pertaining to deferred reports and authorization of overtime). Watch sergeants shall be responsible for maintaining a Deferred Report Log and reviewing it for overdue reports on a daily basis.

NOTIFICATION OF SEXUAL ABUSE OR SEXUAL HARASSMENT INVOLVING AN INMATE

In accordance with the Prison Rape Elimination Act (PREA) of 2003, custody personnel shall adhere to the following:

- Immediately report any knowledge, suspicion, or information regarding an incident of sexual abuse or sexual harassment involving an inmate, whether made verbally or in writing, including third-party and

anonymous reports (regardless of whether the alleged incident occurred at another facility or agency) to a supervisor with the minimum rank of sergeant and complete an Incident Report (SH-R-49) as needed.

- The supervisor with the minimum rank of sergeant shall notify CIS and the watch commander of any allegations of sexually related crimes and complete a PREA allegation alert by the end of their shift (refer to CDM section 3-04/025.10, "PREA – First Responder Duties and Coordinated Response Protocol," for additional documentation and procedural guidelines).
- Immediately report any knowledge of retaliation against inmates or staff who have reported an incident of sexual abuse or sexual harassment involving an inmate, in accordance with CDM section 3-04/025.55, "PREA – Protection Against Retaliation."
- Ensure all inmate victims of sexual abuse are provided with support services, in accordance with CDM section 3-04/025.20, "PREA – Support Services for Inmate Victims of Sexual Abuse."

Department members shall not reveal any information related to a sexual abuse or sexual harassment report to anyone other than to the extent necessary to obtain treatment or aid in the investigation. If Department members would like to privately report an incident of sexual abuse or sexual harassment of an inmate, they shall report it to the on-duty watch commander.

If the alleged inmate victim is a child, dependent adult, or an elder adult, the Department shall report the incident to the appropriate mandatory reporting agency. Refer to Field Operations Directive (FOD) 02-002, "Tracking Family Abuse Crimes," and 03-004, "Child Abuse and Neglect Reporting Act."

REPORTING/HANDLING OF HATE CRIMES

Custody personnel handling a hate crime or hate incident shall notify a line supervisor with the minimum rank of sergeant, prepare an Incident Report (SH-R-49),and ensure a completed Hate Crime Handling Checklist is attached to the original Incident Report (SH-R-49). The notified line supervisor shall ensure an e-mail notification is sent to the respective unit commander, the designated Custody Division Hate Crime Coordinator and the Department Hate Crime Task Force. The email notification shall include the URN, date, time, and location of the hate crime or hate incident, along with a brief synopsis of the event.

All completed hate crime and hate incident reports shall be assigned to and investigated by the Jail Investigations Unit (JIU). JIU detectives shall review reports for proper classification and determine if the incident should, or should not, be listed as a hate crime. For any case involving a hate crime or hate incident, the assigned JIU detective may consult with a member of the Hate Crimes Task Force to determine which unit will assume investigative responsibility. Based on that consultation, Department Hate Crime Coordinator will decide whether the case will be handled by the Hate Crimes Task Force or remain with JIU. If the case is assumed by the Hate Crimes Task Force, the JIU investigator shall complete the case-clearance supplemental report using clearance code "110 – Reassigned to Detective Division."

All noteworthy hate crimes or hate incidents (e.g. riot, major inmate disturbance, etc.) shall be immediately reported via telephone to the on-call Hate Crimes Task Force investigator. If after hours, the Sheriff's Information Bureau (SIB) may be contacted to make such notification.

Custody Division shall have at least one designated Hate Crimes Coordinator from JIU.

The Custody Division Hate Crimes Coordinator shall:

- Review reports to ensure all appropriate reports have been completed and all required information has been included
- Serve as liaison to the handling investigator, the Department Hate Crimes Coordinator, and any relevant community-based organizations
- Act as an information resource for deputies at their unit regarding hate crimes and hate incidents
- Ensure all approved hate crime reports are emailed to the “Hate Crime Task Force” distribution group in Outlook

This policy incorporates by reference the Manual of Policy and Procedures (MPP) sections 4-11/012.00, “Hate Crimes,” 5-09/510.04 “Handling of Hate Crimes and Hate Incidents – Initial Response,” and 5-09/510.05, “Handling Hate Crimes and Hate Incidents – Supervision.”

RECEIVING INFORMATION RELATING TO EXISTING CRIMINAL CASES AND/OR POTENTIAL CRIMES

Custody personnel receiving information from an inmate relating to a potential crime or active criminal case, regardless of the jurisdiction, shall immediately report all information to their respective sergeant. The sergeant shall conduct an inquiry to ascertain the jurisdiction and whether a criminal report was written. The sergeant shall ensure the appropriate detective unit and/or agency is notified immediately.

Personnel should refrain from conducting an investigative interview of the suspect/inmate in the absence of the investigative unit having jurisdiction, unless the urgency of the information received dictates it. In all instances, there shall be a written memorandum (SH-AD-32A) reporting the information to the appropriate investigative unit or agency, including as follow-up to a personal contact with that unit or agency.

In situations where the reporting inmate has safety concerns, CIS – Jail Liaison Unit shall be notified. They will evaluate whether the reporting inmate meets the criteria for protective custody.

Information of an emergent nature that affects jail security and/or the safety of the inmate shall be reported to an on-duty watch commander immediately, handled according to Custody Division Manual (CDM) section 5-01/030.00, "Inmate Classification and Identification," and forwarded to CIS - Jail Liaison Unit as soon as possible.

• 4-01/000.50 Deferred Report Procedures

All written reports should be completed by the end of the handling employee’s shift, in accordance with CDM section 4-01/000.00, "Crime Reporting Procedures." However, if the report cannot be completed by the end of the shift, the employee shall notify the watch sergeant or a designee as soon as possible. The watch sergeant or a designee will determine if the report may be deferred. Without approval from the watch sergeant, the report shall not be deferred.

Deferred reports shall be documented and tracked in the facility's deferred report log and completed within 24 hours of the incident unless otherwise approved by the watch commander or a designee. If the employee is not scheduled to work the next day, consideration for deferral by the watch sergeant or a designee may be necessary.

All reports involving the following criteria shall not be deferred, unless otherwise approved by the watch commander or a designee:

- The report would be critical to the follow-up investigation and the inmate's release is imminent, or his next court date is within 48 hours
- The employee will be off for a period exceeding 24 hours
- A noteworthy person is listed as the victim or suspect
- The report involves an inmate whose death is imminent
- The report will be assigned to a unit outside the Custody Services Divisions
- A Department member is listed as a victim or suspect

The following reports shall not be deferred:

- Inmate Injury/Illness Report (SH-J-212)
- Behavioral Observation and Mental Health Referral (SH-J-407)
- Special Handling Form

The following day, once the deferred report has been completed, the employee who wrote the report shall submit it to the watch sergeant or a designee.

Watch Sergeant Responsibilities

It shall be the responsibility of the watch sergeant or a designee to maintain and review the facility's deferred report log for all outstanding deferred reports. This review shall be conducted on a daily basis to ensure deferred reports are completed in a timely manner. When the report has been completed, the watch sergeant or a designee shall document its completion and supervisory review and approval in the deferred report log.

• 4-01/010.00 Classification and Reporting of Inmate Disturbances

The watch commander of an affected unit shall classify inmate disturbances according to the following definitions:

MINOR INMATE DISTURBANCE

A minor inmate disturbance involves the temporary loss of control of a group of inmates, causes a disruption of normal operations in a localized area or housing location, and routinely requires the activation of the Emergency Response Team (ERT). Direct intervention from personnel, beyond the capability of those assigned to the housing location, is required to resolve the incident and restore order.

MAJOR INMATE DISTURBANCE

A major inmate disturbance involves the majority of inmates in multiple housing locations and disrupts normal operations to the entire facility. Significant, direct intervention from personnel, which may include additional resources outside the facility, is required to resume normal operations. A major disturbance generally requires a full lockdown of the facility.

INMATE RIOT

An inmate riot is a concerted action by inmates to violently disrupt normal facility operations for a substantial length of time and results in loss of control of the facility, or of major or critical portions thereof. An inmate riot requires additional resources outside the facility and may, at times, necessitate involvement of other divisions, to resolve the situation and resume normal operations.

DISTURBANCE REPORTING

When a minor inmate disturbance, major inmate disturbance, or inmate riot occurs in any custody facility, an Incident Report (SH-R-49), the Custody Services Division Crime Analysis (SH-R-49C), and/or a use of force report and an entry in the Electronic Line Operations Tracking System (e-LOTS) shall be completed in a timely manner and in addition to any other required reports (see Custody Division Manual [CDM] sections 4-01/000.00, “Crime Reporting Procedures” and 4-07/010.00, "Notification and Reporting of Significant Incidents").

The data collected shall include, but not be limited to the following:

- name of the facility;
- date and time of disturbance;
- type of disturbance;
- duration of disturbance and any lockdown;
- exact location;
- amount and type of force used;
- number of injuries;
- necessary resources utilized beyond the facility’s resources;
- cause(s) for disturbance/riot.

The original Incident Report and Custody Services Division Crime Analysis shall be placed into the URN file. A second copy shall be placed in any related use of force package(s).

Watch Commander's Responsibility

The watch commander or a designated supervisor shall, as soon as practicable and by telephone call, notify the watch commanders of other custody facilities of the occurrence of a major inmate disturbance or inmate riot. In addition, the watch commander or a designated supervisor shall, as soon as practicable, notify the unit commander. Watch commanders shall refer to CDM section 4-07/010.00, "Notification and Reporting of Significant Incidents" for any additional notification requirements.

The watch commander or a designee shall ensure that completed reports are forwarded to the unit statistical coordinator for entry into the Los Angeles County Regional Crime Information System (LARCIS), and that the appropriate supervisor documents the incident in the electronic Line Operations Tracking System (e-LOTS).

Statistical Coordinator Responsibility

Upon receipt of the Incident Report and Custody Services Division Crime Analysis, the unit statistical

coordinator shall ensure the data is entered into LARCIS within one (1) working day.

Required Documentation - Custody Support Services Bureau (CSSB) Notification

The unit commander or a designee shall ensure the following documentation is forwarded in a timely manner, to the CSSB Incident Review Team [REDACTED TEXT]:

- a copy of the signed Chief's Memorandum from the unit commander of the facility to the chief of the Division;
- a copy of the Incident Report (SH-R-49) and Custody Services Division Crime Analysis (SH-R-49C);
- a copy of all supplemental reports.

• 4-01/020.00 Disturbance Reporting (RESCINDED 12/29/20)

RESCINDED

• 4-01/020.05 Inmate Injury Illness Reporting

As delineated in Custody Division Manual section 5-03/050.00, “Access to Health Care,” all inmates have access to nurse clinic to present their health care requests and receive appropriate services for non-emergency illnesses or injuries. Inmates may also submit a written health care service request utilizing the health care grievance process, as delineated in CDM section 8-03/020.00, “Health Care Grievances.”

In the event an inmate complains of pain (e.g., dizziness, headache, stomach pain, vomiting, etc.) to custody personnel, or has a physical/visible injury, custody personnel shall notify Correctional Health Services (CHS) personnel. The inmate shall be assessed by CHS personnel as soon as possible. In addition, custody personnel shall complete the required documentation delineated below.

Note: Refer to CDM section 5-03/050.00, "Access to Health Care" for health care services procedures, including inmate refusals of health care services. If an inmate exhibits life threatening medical symptoms or injuries, medical personnel shall be summoned immediately. Refer to CDM section 5-03/060.00, "Response to Inmate Medical Emergencies.”

DOCUMENTATION

Electronic Daily Uniform Activity Log (e-UDAL)

Custody personnel shall document all inmate injuries/illnesses in the "Additional Information" section of the electronic-Uniform Daily Activity Log (e-UDAL), which shall include the following:

- the inmate's name;
- the inmate's booking number;
- where the inmate was transported (i.e., clinic, urgent care, hospital, etc.);
- the time the inmate was transported;

- the nature of the injury/illness.

Example: Inmate Johnson (Bkg. # 4362432) was transported to the clinic at 1015 hours re: chest pain.

Inmate Injury/Illness Report (SH-J-212)

At no time shall the completion of the Inmate Injury/Illness Report delay emergent medical care.

Custody personnel shall complete an Inmate Injury/Illness Report when:

- An inmate has sustained a physical/visible injury and requires medical treatment.
- Medical personnel determines an inmate needs to be transported to an outside medical facility for further medical evaluation due to an illness or injury.

Note: Outside medical facilities may include [REDACTED TEXT], or any outside medical facility for urgent or emergency (non-appointment) care.

INJURIES RELATED TO A USE OF FORCE

If an inmate with an injury was involved in a use of force with Department personnel, regardless of whether or not the inmate's injury resulted from the use of force, a Use of Force - Medical Report (SH-J-212F) shall be completed in lieu of the Inmate Injury/Illness Report and included in the "Supervisor's Report, Use of Force" (SH-R-438-S) package. Refer to CDM section 5-03/060.00, " Response to Inmate Medical Emergencies."

A copy of the completed Inmate Injury/Illness Report or Use of Force-Medical Report shall be forwarded to the unit statistical coordinator. The unit statistical coordinator shall input the data from these reports into the Custody Automated Reporting and Tracking System (CARTS).

• 4-01/020.10 Battery By Gassing

Penal Code (PC) section 243.9, subsection (a) states, "every person confined in any local detention facility who commits a battery by gassing upon the person of any peace officer or employee of the local detention facility is guilty of aggravated battery." This crime is classified as a felony.

In subsection (b), "Gassing" is defined as "intentionally placing or throwing, or causing to be placed or thrown, upon the person of another, any human excrement or other bodily fluids or bodily substances or mixtures containing human excrement or other bodily fluids or bodily substances that result in actual contact with the person's skin or membranes."

Custody Personnel Responsibilities:

In addition to writing an Incident Report (SH-R-49), it is imperative for custody personnel to collect and preserve all physical evidence at the time of the incident regardless of the quantity/quality of the evidence. Simply stating, "the material smelled like bodily substances," does not satisfy the burden of proof according to PC section 243.9 subsection (c). Furthermore, subsection (c) dictates all custody facilities "shall use every available means to immediately investigate all reported or suspected violations of subdivision (a)," which includes the use of forensically acceptable means of preserving and testing the suspected gassing material.

If the criminal elements of battery by gassing are not satisfied (e.g. not a bodily fluid or excrement, no direct skin contact), personnel shall use the appropriate penal code section to document the crime. Examples may include, but are not limited to the following: 243.15 PC, 243(b) PC, and 241(c) PC.

When a gassing incident occurs at a custody facility, the following procedures shall be followed:

- An Incident Report shall be completed and the case will be referred to the District Attorney's Office for criminal prosecution. The classification line on the Incident Report shall read: "Battery by Gassing, 243.9(a) PC / F / 057";
- The incident shall be documented in the Inmate Reports Tracking System (IRTS) as a major incident;
- The victim's soiled and/or contaminated clothing shall be preserved and booked in accordance to Manual of Policy and Procedures (MPP) section 5-04/010.20, "Items Requiring Special Handling";
- Prior to booking the evidence, a black or red marker shall be used to circle around the area of the contaminated clothing that was exposed to the gassing material or substance(s), and photographs of the evidence shall be taken while the clothing is still wet;
- Once the fluid dries, the contaminated clothes shall be placed inside a brown paper bag and sealed with red biohazard tape. Each article of clothing shall be placed in a separate brown paper bag for booking. Once the brown paper bag is sealed, the brown paper bag shall be labeled "biohazard evidence" and booked as evidence for the crime laboratory to analyze;
- An item label shall be printed from Property Evidence Laboratory Information Management System (PRELIMS) and affixed to both sides of each brown paper bag. All items shall be booked individually, with individual item labels;
- If possible, a sample of any bodily fluid or substance(s) (or suspected gassing material) shall be collected and booked as evidence. The bodily fluid or substances shall be collected utilizing a sterile specimen collection container obtained from the facility's evidence locker and booked as biohazard evidence for analysis;
- If the gassing material or substance(s) makes direct contact with victim's bare skin but does not contact victim's clothing, use a clean paper towel to wipe it off and book the paper towel as evidence as outlined above;
- If possible, the empty container used to propel the bodily fluid or substance(s) shall be collected and booked as evidence in a brown paper bag. An item label shall be printed from PRELIMS and affixed to both sides of the brown paper bag;
- All evidence collected from the gassing incident shall be booked at the custody facility where the incident occurred. Evidence may also be booked at a pre-designated Sheriff's station as an alternative location;
- Victim(s) shall have the access and the opportunity to shower immediately after the incident;
- Custody facilities shall have clean alternative clothing available (e.g., disposable jumpsuits). In the event of gassing, clean alternative clothing shall be offered to the victim(s) so the soiled clothes can be booked as evidence;
- Any supportive evidence such as witness statements, video surveillance footage, and photographs shall be collected and booked as evidence;
- Medical attention shall be offered to the victim(s); and
- Per MPP section 3-03/060.20, "Replacing Employee's Damaged Personal Property," the following guidelines shall be followed within five (5) working days of the incident by personnel desiring to file a claim for reimbursement for damaged personal property:

- Submit a "Claim for Reimbursement for Damaged Personal Property" (form 76C212V6), in triplicate to their unit commander
- Submit an Incident Report (SH-R-49)
- Submit a "Uniform and Equipment Replacement Request" Form (SH-AD-588)
- Attach all documents which substantiate the claim to the claim form, such as replacement uniform purchase receipts, complaint reports, etc.
- Submit the damaged article(s), or if taken as evidence, photographs of the damaged items with the claim form to the unit commander

Note: Unit commanders shall reviewthe claim and submit approved forms to Fiscal Operations, Attention: Accounts Payable (refer to MPP section 3-03/060.20, "Replacing Employee's Damaged Personal Property").

Supervisor's Responsibilities:

Supervisors shall adhere to the "Supervisor's Gassing Checklist" (SH-J-459) following an assault on staff: gassing incident. The checklist ensures notifications are made, the incident is documented, the evidence is preserved properly, and the employee(s) involved are properly cared for.

- Victims shall be offered to be tested for communicable diseases. Supervisors shall immediately complete the following documents:
  - "Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure" Report (SH-R-426); and
  - "Department of Health Service's Report of Request and Decision for HIV Testing" form (DHS 8459).
- The facility operations sergeant shall refer all victims of non-egregious gassings to a Department psychologist at Psychological Services Bureau (PSB) for a confidential outreach contact;
- An egregious or subsequent gassing shall be identified by the unit commander as a Critical Incident. Refer to (MPP) section 3-10/460.00, "Department Psychologist Response to Critical Incidents." The operations sergeant shall ensure the victim(s) is sent to debrief with PSB within five (5) days of the incident;
- Supervisors shall ensure all appropriate evidence was collected and booked according to the procedures listed above;
- If an employee elects not to relinquish their clothing/uniform as evidence, notation shall be made by marking the appropriate box on the "Supervisor's Gassing Checklist" (SH-J-459);
- Supervisors shall make notification to the Jail Investigations Unit (JIU) via the Department e-mail to the "JIU" e-mail group, in accordance with Custody Division Manual (CDM) section 4-07/015.00, "Notification of Incidents to Custody Investigative Services Unit";
- Supervisors shall provide the victim with the appropriate claim form (Claim for Reimbursement for Damaged Personal Property [Form 76C212V6]) for the replacement of their damaged uniform.

Note: If an employee sustains an injury that results in their absence from work beyond the five (5) day period required to complete the reimbursement paperwork, a supervisor may complete the paperwork on behalf of the employee.

Completed forms shall be forwarded to the facility operations staff for retention.

Custody Facility Evidence Custodian's Responsibilities:

- The facility's evidence custodian shall ensure the evidence is booked, with the item label attached to it, and is delivered to the crime laboratory within three (3) business days; and
- Once the evidence is delivered to the crime laboratory, the evidence custodian shall notify JIU via email of the Uniform Reference Number (URN), laboratory receipt number, and the articles which were delivered for analysis.

Custody Investigative Services (CIS) Responsibilities:

- It is the responsibility of the CIS lieutenant (or their designee) to brief the victim/employee of the status of the case and the results of the evidence testing.

• 4-01/025.05 Electronic Line Operations Tracking System (e-LOTS)

All custody facilities shall use the Electronic Line Operations Tracking System (e-LOTS) to record and track their Use of Force packages (SH-R-438), prevented uses of force, alleged use of force investigations, extended inquiries resulting from inmate grievances against staff, and compassionate releases of inmates. The e-LOTS application is capable of tracking many other administrative projects and unit commanders are encouraged to use these optional fields as well.

The entries made into e-LOTS will allow operations staff to track the progress of reports and ensure their projected due dates are met. The program also allows Custody Services Divisions Headquarters real-time access to the Divisions' administrative work. The program is designed to adhere to departmental timelines with respect to specific types of administrative work (e.g., Use of Force packages are 30 days). Therefore, in order to maintain consistency, each unit commander shall ensure all necessary information is entered into e-LOTS prior to the end of the shift during which the incident occurred or was alleged.

• 4-01/030.00 Lockdown

A facility lockdown is a temporary security status that maximizes control of a facility by isolating/limiting inmate movement. Normal operations are suspended, and routine activities are halted. A lockdown may affect a specific area or an entire facility. The purpose of a lockdown is to immediately secure inmates and to control the affected area of the facility. The primary concern of a lockdown is the preservation of life/property and the prevention of an escape. A lockdown may be conducted in any situation necessary to maintain the security of the facility and the safety of staff and inmates including (but not limited to):

- Drills
- Inmate disturbances
- Riots
- Escapes
- Natural disasters

- Fires
- Loss of power
- Lost items that may pose a safety and/or security risk

Depending on the circumstances, custodial personnel along with other resources (i.e. fire equipment, ordinance, etc.) may be redeployed to meet the needs of the incident.

When the security of any portion of a facility is in jeopardy, any custody personnel may initiate a lockdown. Personnel who initiate a lockdown shall immediately notify their main control, inform them of the reason they initiated a lockdown, provide as much information as possible concerning the incident, and request any resources that are needed. The closest available supervisor shall respond to the affected area to reassess the incident and notify the watch commander of the details of the incident and lockdown. The watch commander shall make the decision to continue, expand, shrink, or terminate the lockdown.

If the lockdown will affect court appearances or inter-facility movement, the watch sergeant shall make immediate notifications to Court Services and Court Services Transportation respectively. The watch sergeant shall also ensure all facility ancillary service personnel, (i.e., medical personnel, maintenance personnel, chaplains, commissary, school personnel, volunteers) are notified to minimize personnel involvement in the event and maximize safety.

Ancillary facility personnel shall be allowed to move throughout the facility as they normally would, except in areas that pose a safety risk. The identification of all ancillary personnel leaving a facility during a lockdown shall be verified to ensure an inmate is not attempting to escape posing as a Department employee or visitor.

At the conclusion of the lockdown, ancillary service personnel shall be notified to resume normal programs and operations.

MODIFIED LOCKDOWN

A modified lockdown is a temporary security status that requires securing a specific area or the entire facility so that inmate movement and facility access are limited. However, normal operations for those areas unaffected may be continued.

During a modified lockdown, all inmates within affected areas shall be secured. No inmates shall be allowed to move within, into, or out of affected areas unless escorted by custody personnel.

Continuation of any inmate instructional, recreational, working, medical, and/or other activities within affected areas shall be at the discretion of the watch commander on a per incident basis.

DOCUMENTING LOCKDOWNS

All lockdowns conducted at any custody facility (both full and modified) shall be logged in the Watch Commander’s Log.

UNIT ORDERS

All units shall establish a unit order outlining lockdown and modified lockdown procedures that meet their facilities' individual needs. Emphasis shall be placed on the safety of staff, inmates, and facility security.

• 4-02/000.00 Inmate Behavior or Work Performance Report

Attorneys, with inmate clients serving lengthy County Jail time as a condition of probation, may solicit information concerning the inmate's behavior and/or work performance. Positive information may be utilized in support of a motion to modify an inmate's sentence.

Attorneys soliciting this information from custody personnel shall be directed to contact the Probation Department or the concerned probation officer. The Probation Department maintains jurisdiction of these inmates, pursuant to Penal Code Section 1203, "Probation; conditional sentence," and section 1204, "Evidence in aggravation or mitigation of punishment." Any information concerning an inmate may be submitted or presented to the court via the Probation Department or via direct testimony. Custody personnel shall not transmit any inmate behavior and/or work performance information to attorneys or submit any affidavit, letter, or other reports or records to the court.

• 4-03/000.00 Uniform Report Number Reporting Districts

The uniform report number (URN) is a 15-digit report identifier used to accurately classify and compile statistical information. The ninth through twelfth digits of the URN indicate the reporting district (RD). Refer to Manual of Policy and Procedures (MPP) section 4-02/010.00, "Uniform Report Number (URN)."

The following RDs will be used for each corresponding Custody Services Division facility or unit whenever an URN for an incident or crime originating at that facility/unit is generated:

Custody Services Division - Administration Command Facility/Unit	Reporting District (RD)
Custody Services Division - Administration Command	5200
Custody Compliance and Sustainability Bureau	5223
Custody Investigative Services	5010
Custody Support Services Bureau	5221
Custody Training and Standards Bureau	5222

Custody Services Division - General Population Administration Facility/Unit	Reporting District (RD)
Custody Services Division - General Population Administration	5400
Population Management Bureau	5140

Custody Services Division - General Population Facility/Unit	Reporting District (RD)

Inmate Reception Center	5120
Men's Central Jail	5100
North County Correctional Facility	5640
Pitchess Detention Center - East Facility	5620
Pitchess Detention Center - North Facility	5630
Pitchess Detention Center - South Facility	5610

Custody Services Division - Specialized Programs Administration Facility/Unit	Reporting District (RD)
Custody Services Division - Specialized Programs Administration	5300
Access to Care Bureau	2026
Education Based Incarceration Bureau/Inmate Services Bureau	5021
Food Services Unit	5022

Custody Services Division - Specialized Programs Facility/Unit	Reporting District (RD)
Century Regional Detention Facility	5700
LAC + USC Medical Center Jail Ward (LCMC)	5410
Mira Loma Detention Center	5500
Twin Towers Correctional Facility	5800

The appropriate reporting district shall be used to correctly reflect where the documented incident/crime occurred. For crimes/incidents that occur within the jail property, the appropriate reporting district for that facility shall be used.

For incidents/crimes occurring outside the jail property, which are located within LASD jurisdiction, the appropriate Sheriff's Station reporting district in which the jail is located shall be used (e.g. Century Regional Detention Facility - 2110).

If the location of the incident/crime does not fall within a LASD station jurisdiction, the facility will use their unit identifier, along with "99" for the reporting district (e.g. 5199 for the Inmate Reception Center or Men's Central Jail, 5899 for Twin Towers Correctional Facility, etc.).

• 4-04/000.00 Reporting/Handling of Hate Crimes (RESCINDED 12/08/21)

RESCINDED 12/08/21

• 4-05/000.00 Behavioral Observation and Mental Health Referral Reports

POLICY STATEMENT

The Behavioral Observation and Mental Health Referral (BOMHR) (SH-J-407) report was created to refer inmates exhibiting symptoms of mental illness for assessment and treatment by mental health staff. Personnel shall utilize the electronic Behavioral Observation and Mental Health Referral (e-BOMHR), available through the Custody Automated Reporting and Tracking System (CARTS), in place of the printed BOMHR form, absent circumstances in which use of the e-BOMHR is not possible (e.g. system failure, an emergency that significantly affects facility operations, etc.), in accordance with CDM section 4-05/005.00, "Electronic Behavioral Observation and Mental Health Referral Report (e-BOMHR)."

INITIATION OF A BOMHR

All custody personnel who through observation, information received from another person (i.e. relative, clergy, etc.), intake screening, or exhibited behavior, identify an inmate who has a potential need for mental health care or who threatens or exhibits self-injurious behavior, shall complete the first five (5) sections of the BOMHR report or the corresponding sections in the e-BOMHR, as soon as reasonably practicable, but no later than the end of the shift. Custody personnel shall include the BOMHR report, the date and time the report was initiated, and the names of any witnesses.

The e-BOMHR system automatically directs the form to the appropriate queues after reporting personnel have completed the necessary fields. In cases where a printed BOMHR was initiated, the BOMHR report and the Special Handling Request (SH-J-181), if applicable, shall accompany the inmate from initial observation to final housing, including the medical assessment, any transportation, and the mental health assessment. When possible, the medical assessment shall be completed prior to the mental health assessment.

The BOMHR shall include the date and time of the event. Unless otherwise provided in an Incident Report (SH-R-49) or an Inmate Injury/Illness Report, the BOMHR shall include the names of any known material witnesses to the event. If there were no witnesses to the event, this shall be indicated.

A BOMHR does not need to be completed by custody personnel when the identification of an inmate's potential self-injurious behavior or need for mental health care is initiated by a Correctional Health Services (CHS) mental health clinician. In these cases, the BOMHR will be completed by the respective mental health clinician.

The original printed BOMHR report shall have a reference number from the originating facility. Originating facilities shall retain a copy of the original printed BOMHR.

If an inmate is being booked at any Los Angeles County jail, and the Arrestee Medical Screening Form (SH-R-422) requires a BOMHR, custody personnel shall not accept the booking until sections one (1) through five (5) of the BOMHR or equivalent fields in the e-BOMHR have been completed by the arresting or transporting deputy.

In case of suicidal, dangerous or mentally ill inmates, an electronic Special Handling Request Form shall also be completed; refer to Custody Division Manual (CDM), section 5-01/050.00, "Handling of Suicidal Inmates," section 5-01/040.00, “Inmate Classification and Handling Requests," and 5-01/030.00, “Inmate Classification and Identification.”

Outside agency personnel booking/transferring an arrestee who threatens or exhibits self-injurious behavior to a Sheriff's Department jail must submit a BOMHR form with sections one (1) through six (6) completed. A Sheriff's Department supervisor may sign section 6, "Originating Agency Sworn Supervisor Review" in the absence of a supervisor signature from the arresting agency, to ensure that all applicable fields were completed.

Upon electronically signing an e-BOMHR form, the approving supervisor shall ensure a telephonic and email notification is made to the on-duty nursing supervisor, advising that the form is ready for CHS review.

A Department supervisor at the receiving facility shall ensure the printed form is completed correctly and the inmate is escorted to CHS personnel for assessment.

CORRECTIONAL HEALTH SERVICES PERSONNEL RESPONSIBILITIES

CHS personnel are responsible for completing section 7, "Jail Medical Staff Assessment," of the BOMHR report, or the "Medical Assessment" and "Mental Health Assessment" sections of the e-BOMHR.

If no on-site mental health clinician is available, CHS personnel may (in conjunction with the facility watch commander) arrange the inmate's transfer to Inmate Reception Center (IRC) or Century Regional Detention Facility (CRDF) for a mental health evaluation, or if it is determined that the inmate’s condition is non-emergent, may arrange for the inmate's return to the appropriate housing location pending the availability of Jail Mental Evaluation Team (JMET) personnel or a mental health clinician.

A BOMHR report for movement to a lower level of mental health housing does not require a medical assessment unless a medical condition is claimed.

WATCH COMMANDER'S RESPONSIBILITIES - INMATE TRANSPORTATION FOR MENTAL HEALTH EVALUATION

The watch commander shall be notified in the event an inmate requires transportation to IRC or CRDF for a mental health evaluation. The watch commander, or their designee, shall arrange for the inmate's transportation. Alternate transportation shall be arranged if the inmate's condition warrants any urgency as determined by CHS personnel. The watch commander, or their designee, shall ensure that inmates requiring transportation for evaluation by mental health staff are placed on a separate transmittal.

The watch commander in the originating facility shall ensure the BOMHR report has been completed, including section 6, "Originating Agency Sworn Supervisor Review" of the printed form or the "Sworn Supervisor" section of the e-BOMHR, and that an Inmate Special Handling Request (SH-J-181), if required, accompanies the inmate.

INMATE RECEPTION CENTER AND CENTURY REGIONAL DETENTION FACILITY RESPONSIBILITIES

Personnel at IRC and CRDF shall be responsible for ensuring the partially completed original BOMHR report, the appropriate arrestee screening document or medical/mental health transfer summary, and a Special Handling Request form (if applicable) are received with the inmate. IRC and CRDF shall expedite the transfer of the inmate and the accompanying paperwork to CHS medical personnel. The inmate shall then be assessed, and upon completion of the assessment, expedited to CHS mental health staff for evaluation and completion of the respective sections of the BOMHR.

If the inmate does not require placement in mental health housing, the printed BOMHR shall accompany the inmate to his or her designated facility, where the watch commander shall review the form, ensure that section 9, "Final Housing Information" is completed, and shall sign section 10, "Final Housing Location - Watch Commander's Review." The e-BOMHR system will automatically direct electronic forms to the originating facility upon approval by CHS personnel and completion of the "Inmate Housing" section, after which the final review of the report shall be conducted by the Access to Care Bureau (ACB) lieutenant or a designee of the minimum rank of sergeant.

MENTAL HEALTH OBSERVATION RECEIVING AREA RESPONSIBILITIES

If the inmate requires placement in mental health housing, the housing officer shall be responsible for the following:

- When receiving an inmate for housing, the housing officer shall ensure that the original printed BOMHR report accompanies the inmate before accepting the inmate for housing and that all applicable sections are complete
- The housing officer shall complete the "Final Housing Location" section 9 of the BOMHR report or the "Inmate Housing" section of the e-BOMHR, and forward the printed form to the watch commander. The e-BOMHR system will automatically direct the electronic form to the originating facility for final review and approval
- The final review and approval of a printed BOMHR shall be conducted by the housing facility's watch commander (section 10). The completed printed form shall be forwarded to the housing facility's Operations staff, who shall scan and append the form to the respective record in the e-BOMHR system. Refer to CDM sections 4-05/005.00, "Electronic Behavioral Observation and Mental Health Referral Report (e-BOMHR)" and 4-13/00.000 "Retention of Records"
- Mental health housing officers shall be responsible for maintaining a copy of the completed BOMHR report for the duration of the inmate's stay in the mental health housing module. The form shall accompany and remain with the inmate at any subsequent mental health housing areas. Reports that were initiated through the e-BOMHR or were appended upon their completion may be accessed by staff through the e-BOMHR portal.

CORRECTIONAL HEALTH SERVICES MENTAL HEALTH REVIEW - MOVEMENT WITHIN MENTAL HEALTH AREAS

A BOMHR report shall be completed for any inmate currently housed in a mental health housing area who attempts suicide, or who threatens or exhibits self-injurious behavior. The inmate shall be re-evaluated by mental health staff. Mental health staff will complete section 8, "Jail Mental Health Services Recommendation," of the printed BOMHR report or the "Mental Health Assessment" section of the e-BOMHR.

In the event that an inmate threatens or exhibits self-injurious behavior witnessed by or directed at mental health staff, mental health staff will initiate an e-BOHMR.

DISTRIBUTION OF THE BEHAVIORAL OBSERVATION AND MENTAL HEALTH REFERRAL REPORT

The final review and approval of an e-BOMHR report shall be conducted by the originating facility's ACB lieutenant or a designee of the minimum rank of sergeant.

The completed printed BOMHR report shall be forwarded to the housing facility's Operations staff, who shall scan and append the form to the respective record in the e-BOMHR system. Refer to CDM sections 4-05/005.00, "Electronic Behavioral Observation and Mental Health Referral Report (e-BOMHR)," and 4-13/00.000, "Retention of Records."

A printed copy of the BOMHR report shall be maintained for the duration of the inmate's stay in the designated housing location, and accompany the inmate to any subsequent housing areas. The printed copy shall be destroyed upon the inmate's release.

• 4-05/005.05 Electronic Behavioral Observation and Mental Health Referral Report (e-BOMHR)

The e-BOMHR is a web application utilized within the Custody Services Divisions and Court Services Division for reporting inmates exhibiting symptoms of mental illness for assessment and treatment by mental health staff. Personnel shall utilize the e-BOMHR in place of the Behavioral Observation and Mental Health Referral (BOMHR) printed report.

Upon submission of the form, a custody supervisor shall review the record to ensure all required fields for the custody portion of the e-BOMHR have been completed prior to electronically signing the form. The e-BOMHR system will then direct the form to the appropriate queues for healthcare staff review and completion, as coordinated by the Medical Control Center (MCC).

A final review of an e-BOMHR shall be conducted by the originating facility's Access to Care (ATC) Lieutenant or a designee of the minimum rank of sergeant. The final review for e-BOMHR forms originated in Court Services Division shall be conducted by ATC personnel at the Inmate Reception Center (IRC).

Facility watch commanders and ATC personnel shall monitor applicable e-BOMHR system queues and maintain communication with the MCC to ensure the timely processing and completion of forms.

In the event there is a system failure, all respective facilities and courts shall maintain a sufficient supply of the paper form to allow continued documentation.

Refer to Custody Division Manual (CDM) 4-05/000.00, "Behavioral Observation and Mental Health Referral Reports" for further information regarding the BOMHR report.

Refer to the "BOMHR Manual" in the Custody Automated Reporting and Tracking System (CARTS) for instructions on the use of the e-BOMHR.

• 4-06/005.05 Immigration and Custom Enforcement Detainer Notification

The Department shall not transfer inmates into the custody of the United States Immigration and Customs Enforcement (ICE) based solely on a civil immigration detainer. ICE agents shall not be allowed access to any custody facility or station jail to conduct civil immigration enforcement. The Department will honor judicial orders or judicial criminal warrants provided by ICE.

Inmates shall be given a physical copy of any ICE Detainer received for them and verbally notified of the Department's policy concerning transfers into ICE custody.

A bond or bail presented on behalf of an inmate with an ICE Detainer shall be accepted. The presence of an ICE Detainer shall not be used as a reason to refuse bond or bail, nor to delay the release of an inmate.

• 4-07/000.00 Notifications

[Title Only]

• 4-07/010.00 Notification and Reporting of Significant Incidents

All significant incidents shall be reported to the Division/Department executives. A memorandum is required to the respective Division chief from a unit commander. This memorandum shall be typed, approved by the unit watch commander, and e-mailed to the respective Division chief and the area commander without delay. The purpose of the memorandum is to immediately inform the Division and Department executives of all incidents, actions, and/or events beyond the normal scope of routine operations.

Reference to the "Significant Incident Notification Matrix" may assist personnel in determining those events to be reported. Significant incidents include, but are not limited to:

- death or serious injury of any Custody Services Division employee (on or off duty);
- employee relieved of duty;
- officer-involved shooting (on or off duty);
- in-custody inmate deaths (natural, accidental, homicide, suicide);
- attempted suicides, where the inmate was admitted to the hospital;
- major disasters at any Custody Services Division facility;
- riots or major inmate disturbances;
- category 3 Force incidents;
- the application of restraints to a pregnant inmate in labor, during delivery, or in recovery after delivery or the application of a "RIPP Hobble Restraint" on a pregnant inmate;
- escape or attempted escape;
- major mechanical failure causing a serious disruption at any Custody Services Division facility;
- Special Weapons Team responses;
- any significant incident (visit or arrest) involving a contract city, elected official, foreign official, consular,

dignitary, or person of notoriety;
- facility inspections by other county or government agencies;
- interviews by news media;
- any incident of significant risk management liability;
- off duty incidents;
- erroneous releases.

If the significant incident occurs during the evening or early-morning hours, or during a weekend/holiday period, the report/memorandum shall be emailed to the respective Division chief's office prior to 0830 hours the following business day.

The concerned unit's watch commander shall also initiate the following actions in response to a significant incident:

- notify all Custody on-duty facility watch commanders via telephonic notification following a riot or major inmate disturbance;
- initiate e-mail to appropriate units, including the respective Division chief's office.

SIGNIFICANT INCIDENT NOTIFICATION MATRIX
Refer to CDM 4-07/010.00 Notification and Reporting of Significant Incidents

USE THIS MATRIX AS A GUIDE ONLY	REFERENCE	UNIT COMM	SIB	DIV CHIEF	IAB	AREA COMM	CSS	CIS	CCSB	OTHER
Allegation of Sexual Harassment/Hostile Work Environment	MPP 3-01/121.45	T								Intake Specialist-T (POE-001), ESS-T
Arrest or detention of Department personnel	MPP 3-01/050.30; Admin Investigation Handbook p35	T	T	T,C	T	T,C				
Attempt inmate suicides w/admit to Hospital	MPP 4-22/050.00; CDM 5-01/050.00	T		M		M			T	OIG-T(by CCSB), Homicide (death imminent) T,M
Bomb threat (If suspected device found)	MPP 5-06/080.00	T	T	T,M		T,M				Arson/ Explosives-T, Fire Dept-T
Deceased employee	MPP 3-02/060.00, MPP 3-02/060.05	T	T	T,C		T,C				IHSU-T
Deputy injured or killed as a result of a gunshot	MPP 4-22/027.00;	T	T	T	T	T				Homicide T,M IHSU-T
Major Earthquake (structural damage)	MPP 5-06/000.15; EOP 2-1	T	T	T		T	T			
Emotional instability (auth. By unit cmdr. or above)	MPP 3-02/040.50			T,C		T,C				ESS-T, IHSU-T, PAB-T
Employee involved in family violence and/or TRO	MPP 3-01/030.19	T		T,C	T	T,C				
Employee relieved of duty (auth. by unit cmdr. or above)	MPP 3-04/020.10		T	T,C	T	T,C				
Erroneous release	MPP 4-08/015.00, MPP 5-03/185.10	T	T	T,M		T,M				Major Crimes-T, Metro-T, IRC WD-T
Escapes and attempt escapes	MPP 5-03/185.10; CDM 5-05/060.00	T	T	T,M		T,M	T	T		Major Crimes-T, Metro-T, IRC WD-T
Evacuation	CDM 3-14/040.00	T	T	T		T	T			
Facility inspections by other County or government agency	CDM 4-07/010.00	T		M		M				
Fentanyl Recovered (significant, 5 grams or more)	COD 19-003	T		T,M		T,M	T	T		Narco-T
Fire/HazMat	CDM 3-14/040.00, CDM 3-14/070.00	T	T	T,M		T,M				Arson/Explosives-T
Hostage	MPP 5-06/110.00	T	T	T,C		T,C		T		SEB-T
Incidents of interest to Dept. Execs.	MPP 4-01/100.25	T	T	T,C		T,C	T			
In-custody deaths (natural, accidental, homicide, suicide) (*for sus. overdose only)	MPP 5-03/180.05; CDM 4-10/050.00; CDM 4-07/015.00*	T	T	T	T	T		T *	T	MCC-T, OIG-T (made by CCSB), Homicide-T,M
Interview of Department personnel by the media	MPP 5-06/000.35	T	T	T						
Major inmate disturbance/Riot	CDM 4-01/020.00, CDM 4-07/010.00	T	T	T,M		T,M		T	T	OIG-T (made by CSSB)
Major mechanical failure causing a serious disruption/Power Failure	CDM 4-07/010.00	T	T	T,M		T,M				
Officer involved shooting (on or off duty)	MPP 3-10/300.00, MPP 4-22/027.00	T	T	T	T	T				Homicide-T,M; IHSU-T
Sexual related crime involving an inmate	CDM 4-07/010.00	T		T				T	T	PREA Coordinator-T
Significant force incidents requiring IAB response	CDM 7-07/010.00	T		T,M	T	T,M		T	T	CFRT-T

T – TELEPHONIC NOTIFICATION M - CHIEF'S MEMORANDUM C - CONFIDENTIAL CHIEF'S MEMORANDUM

• 4-07/015.00 Notification of Incidents to Custody Investigative Services Unit (CISU)

Unit commanders, or their designees, shall notify CISU upon the discovery of a serious criminal event.

A serious criminal event includes but is not limited to the following:

- Attempted murder
- Inmate death when overdose is suspected
- Assault with a deadly weapon (resulting in great bodily injury and/or hospitalization)
- Assault on staff (resulting in felonious injury, including 69 PC, 148 PC and 243(b) PC)
- Significant sexual assault
- Attempt escape
- Any significant inmate disturbance event, particularly those deemed to be of a racial motivation

The CISU lieutenant or sergeant shall determine the appropriateness for an immediate response of investigative resources based on the nature of the crime/incident.

All CISU notifications shall be made directly to CISU. If CISU is unavailable, notifications shall be made to the Sheriff's Information Bureau (SIB).

• 4-07/020.00 Maintenance Plan

Unit commanders shall establish maintenance plans for their facilities to ensure that showers, toilets, sinks, lighting units, ventilation, and heating and cooling systems are adequately maintained and installed. The plan shall include procedures for requesting, tracking, monitoring, and logging routine and emergency maintenance, and for treating mold, including large mold infestations.

This shall include, but not be limited to:

- Submitting of routine repair requests
- Submitting of emergency repair requests
- Submitting of after-hours repair requests
- Use of a Maintenance Log, which shall list the time, date, type of maintenance required, and the location. It shall also include the date and time that the maintenance request was called in to the appropriate maintenance shop or Sheriff's Facility Maintenance, and the date and time that the maintenance repair was completed

Emergency After-Hours Repair Requests

An on-call maintenance personnel list for after-hours emergency repairs is maintained at Twin Towers Facility Control[REDACTED TEXT]. Facilities with emergency after-hours repair requests shall contact Twin Towers Facility Control to have on-call maintenance personnel dispatched to their facility. They should identify the type of problem, the facility, and the facility contact person when making their request.

Reference: Facilities Services Bureau Unit Order 2009-02 MAXIMO Responsibilities.

• 4-07/030.00 Tarasoff Notifications

When an inmate, a member of the inmate's immediate family, or other credible informant communicates to any Correctional Health Services (CHS) Mental Health Clinician that the inmate has made a serious threat of physical violence against a reasonably identifiable victim or victims, CHS staff will make reasonable efforts to contact the intended victim or victims.

In addition, CHS staff will notify the concerned watch commander of the nature of the threat and intended victim. Upon notification from CHS staff, the watch commander shall adhere to procedures delineated in Manual of Policy and Procedures (MPP) section 5-09/540.00, "Tarasoff Notifications Received From Licensed Psychotherapists."

• 4-07/040.00 Inmates Unable to Attend Court

Inmates who are unable to attend scheduled court proceedings due to medical or psychological conditions shall be withheld from court, only on the order of a physician, pending their recovery.

Inmates who, in the opinion of a physician, are considered physically unfit to attend court include:

- Inmates who are in danger of exacerbating their illness
- Inmates who are contagious
- Inmates who are in intractable pain
- Inmates who are scheduled for a medical procedure or examination that if postponed, would lead to irreparable harm

Inmates who, in the opinion of a physician, are considered psychologically unfit to attend court include:

- Inmates in a mental state such that the use of force would be required to transport them to court
- Inmates in medically ordered hard leather restraints

With the exception of Los Angeles General Medical Center (LAGMC), Correctional Health Services (CHS) personnel shall formally notify the Inmate Reception Center (IRC), by completing the Court Services' "Inmate Medical Fitness and Court Transportation Declaration" form for each inmate considered physically or psychologically unfit to attend court. Custodial personnel assigned to the Jail Ward at LAGMC shall ensure the Court Services' "Inmate Medical Fitness and Court Transportation Declaration" form is completed for every inmate who has a scheduled court appearance but has been determined to be unfit to attend.

In all situations, the Court Services' "Inmate Medical Fitness and Court Transportation Declaration" form shall be faxed to the IRC watch commander by 0800 hours. The IRC watch commander shall ensure that notification is made to the appropriate court.

• 4-08/000.00 Reporting of HIV/AIDS and Other Communicable Diseases

Responsibilities of Custody Division Personnel

Unit commanders shall develop and implement unit orders to distribute information concerning inmates in custody who have been exposed to or infected by HIV/AIDS, or other communicable disease. This information will be made available to all personnel, contract personnel, and volunteers who have or may have direct contact with the inmate in question, or his bodily fluids, as required by the Health and Safety Code, section 199.99(c).

Custody Division personnel who observe or are informed of activity that may cause the transmission of HIV/AIDS or other communicable diseases shall take immediate action. The activity shall be documented via an Inmate Incident Report (SH-J-213) and/or Complaint Report (SH-R-49) as appropriate, and a Department of Health Services form, "Request and Decision for HIV Testing (DHS 8459), pursuant to the Department Manual of Policy and Procedures, section 5-03/175.25, "Reporting of Inmate's Exposure to Aids and Other Communicable Diseases."

The information reported shall remain confidential. All employees shall maintain the confidentiality of inmates personal information except when disclosure is necessary to obtain medical or psychological care or advice.

When seeking medical or psychological care or advice, disclosure of confidential information shall be only to those necessary to obtain the advice, and shall in no instance be available to other inmates.

Inmates Who Claim to Be Infected with HIV/AIDS or Other Communicable Diseases

Any inmate within Custody Division that alleges to be infected with the HIV/AIDS virus will be expedited to a facility medical clinic. The medical staff at that facility's medical clinic, upon examination and evaluation, will determine if transportation to IRC/TTCF or another medical facility is needed. Both medical and custody personnel shall make the necessary notifications.

INMATE RECEPTION CENTER (IRC)

Inmate Processing and Release

Persons entering custody who are under the care of a health provider for HIV/AIDS, upon intake into Inmate Reception Center, shall be immediately taken to the IRC clinic where their medication needs will be assessed. Any prescribed medication in the inmate's possession shall be placed in their property. Inmates who meet the criteria for the self medication program will be enrolled by the IRC physician and nursing staff. When HIV patients who are enrolled in the self medication program are released from custody, all jail-issued medication will be given to the inmate along with any medication held in their property.

Responsibilities of the Inmate Reception Center Captain

The Inmate Reception Center captain is responsible for updating computer records of all applicable inmates (both male and female) to indicate a [REDACTED TEXT] in the special handling area of the daily purge sheets. The IRC captain will forward a list of inmates that are designated[REDACTED TEXT]to the chief physician or a designee. Upon notification from the Correctional Health Services (CHS) chief physician or designee that an inmate no longer has a communicable disease, the special handling code/status shall be removed from all records. The CHS chief physician or designee shall forward a list of all inmates that are no longer considered contagious to the IRC captain on a daily basis.

Responsibilities of The Inmate Reception Center Watch Commander

Upon notification by a station or facility watch commander or Court Services supervisor of an HIV/AIDS infected inmate in transit, the Inmate Reception Center watch commander will:

- Notify the IRC nursing supervisor or their designee
- Provide an estimated time of arrival
- Notify the IRC nursing supervisor or their designee upon arrival of the inmate before accepting custody of the inmate
- Not accept custody of the inmate after it has been determined by the IRC nursing supervisor or their designee that the inmate is medically unstable
- Refer the inmate to an acute care hospital for further evaluation at the direction of the IRC nursing supervisor or their designee

Responsibilities of the Inmate Reception Center Nursing Supervisor

The Inmate Reception Center nursing supervisor, upon notification by a station or facility watch commander or Court Services supervisor of an identified HIV/AIDS infected inmate, will obtain:

- The name of the inmate
- The inmate's booking Number
- The names of the inmate's medication(s), including the time of the last dose
- The inmate's current condition
- Name and Employee Number of the station watch commander or court supervisor
- The name of the station or court lock-up
- The estimated time of arrival
- The date and time of the call

Based on this information, the nursing supervisor will assist the facility watch commander or court supervisor in determining the need to expedite the inmate to IRC, self medicate, or to transport to an acute care hospital. The nursing supervisor will also notify the IRC watch commander if not already notified.

Responsibilities of Correctional Health Services

Chief Physician

The chief physician, CHS staff, custody medical liaison (MCJ, TTCF), or their designee, shall report to the facility watch commander all information received by medical personnel that an inmate in custody has been exposed to or infected by the HIV/AIDS virus or other communicable disease.

The report shall be made as soon as possible, and in no event more than 24 hours after the staff receives the information. The report shall be confidential and contain the following:

- The inmate's name
- The results of all laboratory tests indicating exposure to or infection by the HIV/AIDS Virus or other communicable disease
- The specific disease the inmate has contracted
- Any statement by the inmate to medical staff that he has been exposed to or infected by AIDS or other communicable disease

The chief physician of CHS shall provide a daily list to the unit commanders and custody medical liaison (MCJ, TTCF) of all inmates who have HIV/AIDS or any other communicable disease. The chief physician shall also provide a daily list of inmates who no longer have a communicable disease to the IRC watch commander.

If an employee has been exposed to one of the five bodily fluids that transmit HIV (blood, semen, vaginal secretions, breast milk, or pre-ejaculate fluid), or has been exposed to bodily fluids which may transmit other communicable diseases of an inmate, medical staff as assigned by the chief physician shall review the inmate's medical history and attempt to obtain the inmate's legal consent for all appropriate treatment, pre-test counseling, and tests.

• 4-08/010.00 Court Ordered Pre-Conviction AIDS Testing

The Los Angeles County Department of Health Services, Office of AIDS Programs and Policy (OAPP), shall conduct AIDS testing of pre-convicted inmates involving sex crimes as per California Penal Code Section 1524.1. As such, the Sheriff's Department shall be responsible for facilitating the scheduling of AIDS testing by the OAPP. Due to statutory requirements, Correctional Health Services (CHS) personnel shall not conduct pre-conviction AIDS testing.

Correctional Health Services - Court Order Unit

OAPP shall fax the Court Order Unit [REDACTED TEXT] a copy of the court order stating the name of the inmate requiring AIDS testing. The Court Order Unit shall then be responsible for locating the current housing facility of the inmate and faxing it to the legal unit at the facility where the inmate is housed. In cases where a facility does not have a legal unit, the Operations Lieutenant shall be responsible for the duties required by the legal unit.

Legal Unit's Responsibilities

Within one working day, the Legal Unit staff at the inmate's housing facility shall make contact with the OAPP

staff member responsible for sending the court order. The Legal Unit staff shall then schedule an appointment time with the OAPP staff member whereas OAPP staff can arrive and conduct the required AIDS testing. The AIDS testing shall be conducted as soon as convenient for OAPP. Legal Unit staff shall ensure the inmate does not have a court date on the scheduled appointment time.

Once scheduled, Legal Unit staff shall be responsible for confirming the appointment time with OAPP and send a pass to the inmate for the clinic area. Additionally, Legal Unit staff shall notify the medical supervisor at the facility clinic that OAPP will be conducting an AIDS test at the scheduled time. If the inmate changes housing locations, OAPP staff shall be notified as soon as practical to ensure rescheduling of the AIDS test.

Facility Responsibilities

OAPP staff are County of Los Angeles employees that have been previously cleared to enter jail facilities for the purposes of conducting AIDS testing. They shall be considered non-escort personnel that have completed facility orientation. As such, facility security personnel shall help facilitate access by OAPP staff to the clinic area on the date that the AIDS test is scheduled.

• 4-09/000.00 Inmate Requests for HIV Testing of Other Inmates

Deputy personnel shall notify any inmate who alleges that he has come into contact with the bodily fluids of another inmate of his right to request HIV testing of the other inmate pursuant to the Penal Code, section 7512(a), "Request for Testing by an Inmate," and the Department Manual of Policy and Procedures, section 5-03/175.25, "Reporting of Inmate's Exposure to AIDS and Other Communicable Diseases." Any inmate who requests HIV testing of another inmate shall be advised to complete the State Department of Health Services "Report of Request and Decision for HIV Testing" form (DHS 8459). All inmate requests shall be processed in a timely manner. A copy of the inmate's request shall be sent to the Chief Physician, Correctional Health Services (CHS).

Deputy personnel shall notify any inmate who is the victim of any criminal complaint filed with a magistrate or court, alleging any violation of Penal Code sections 261, 261.5, 262, 266(b), 266(c), 286, 288, or 288(a) of his right to make written application to the District Attorney or petition the court for an order requiring the defendant to provide two specimens of blood per the Health and Safety Code, section 199.96.

• 4-10/000.00 Risk Management Reporting

[Title Only]

• 4-10/000.05 Sheriff's Critical Issues Forum

The Sheriff's Critical Issues Forum (SCIF) is a risk management process for the Department's executives and facility/unit commanders to review incident statistics that reflect the function and effectiveness of the jail facilities within the Custody Services Divisions. Through the SCIF process, critical incident statistics

designated for review will be examined in two sessions per calendar year. The first half of the year will be reviewed in a SCIF session in July- August; the complete year will be reviewed in a session conducted in January-February.

Topics of review include, but are not limited to:

- Use of force
- Performance Evaluations
- Status of Injured Employees
- Administrative Investigations
- Inmate Complaints

Custody Support Services is designated with the collection of SCIF data from all Custody Services Division facilities and will coordinate and facilitate each SCIF session.

• 4-10/005.00 Disposition of Use of Force Review and Staff Discipline

If the Department does not terminate a custody operations staff member who, after an administrative investigation, is found to have been dishonest during an investigation, used excessive force, failed to report a use of force, or violated Department policies under the Prison Rape Elimination Act (PREA), the Department shall take the following steps, in addition to any discipline it may impose:

- Document why the member was not terminated;
- At the conclusion of the investigation, complete a Disposition of Administrative Investigation Form (SH-J-631);
- Place the member on a Performance Mentoring Program;
- Closely monitor the member's performance.

NOTE: The unit commander, or designee, shall be responsible for the completion of the Disposition of Administrative Investigation Form and shall include it with the investigation packet.

Further, the Department shall report the following, quarterly, to the Office of Inspector General:

- All custody operations staff members who failed to report a use of force;
- All post-administrative investigation findings of dishonesty during investigation, excessive force, or PREA violations by custody operations staff;
- Discipline imposed by the Department for such violations, if any;
- Documentation reflecting why the staff member was not terminated for such violation.

• 4-10/010.00 Accountability/Risk Management Program

This section consolidates and describes the various actions and reporting requirements mandated for units and individuals as part of the Custody Division's Accountability/Risk Management Program. This program is a

comprehensive effort to comply with, and audit compliance to, critical Department policies relating to high liability issues.

Throughout this section, "quarterly" refers to regular calendar quarters (i.e. January through March). Required monthly and quarterly reports are due by the 10th of the month following the reporting period.

A detailed explanation of all required reports is provided in Custody Division Manual, section 4-10/020.00, "Area and Unit Commander Reports."

Force Management

Each Force Review Package shall include an element which evaluates the incident for any training need or value. The watch commander shall include this evaluation in his/her memorandum to the unit commander. All appropriate packages shall be routed to the unit's training unit for evaluation of training merit, and this routing shall be documented in the Force Review Package.

Each unit shall develop quarterly tactical briefings which are based on force incidents which have occurred at their unit. These briefings are to primarily focus on training issues. Prior to distribution, briefings are to be submitted to Training Division-Custody Unit to ensure consistency with Departmental training objectives and standards. A copy shall be forwarded to Custody Division Headquarters for review and distribution to other Division units.

Unit commanders shall monitor recurrent force training and review lieutenants' and sergeants' presentations. The Division's Monthly Management Report includes a section on recurrent force training to report this requirement.

Unit commanders shall ensure that evaluators make specific reference to sergeants' and lieutenants' skills in managing force in all yearly performance evaluations.

Unit commanders shall identify and commend managers and supervisors responsible for thorough, well-documented force investigations.

Public Complaint Process

Unit commanders shall report on the monthly management report the number of conflict resolution meetings they have had each month with dissatisfied complainants, including a synopsis of the outcome of the conflict resolution conference.

Area Commanders will be responsible for reviewing all WCSCR's generated by the Units under their command. Their findings shall be documented on an Area Commander Watch Commander Service Comment Report Log and submitted with the other quarterly reports.

Discipline

Unit commanders shall use the disposition worksheet format in all founded administrative investigations, including traffic collisions. The disposition worksheet addresses aggravating and mitigating factors, including the employee's performance history, and describes the appropriate level of discipline based upon the specific

founded charge.

Unit commanders, when practical, shall personally serve any letters of intent for suspensions of three days or more. Unit commanders will take this opportunity to explain to the subject the rationale for the discipline, and genuinely attempt to have the discipline serve as a learning experience.

Unit commanders shall establish a follow-up plan for employee training, mentoring, and monitoring for any employee suspended for three days or more. This plan must include an assessment of past performance, the current violation, and the potential for employee improvement. The plan will then establish a course of action to be taken commencing no later than the date of return to work by the employee. The plan will include a designated supervisor who will act as a mentor/monitor, and will welcome the employee back to work from the suspension. The mentor/monitor, minimally, will submit two quarterly reports to the unit commander addressing the progress of the employee. These plans and reports will be maintained in the unit's administrative files and will be assessed and audited annually during the unit's command inspection.

Performance Evaluations

Each unit commander shall submit a quarterly report (refer to Custody Division Manual, section 4-10/020.00, Area and Unit Commander Reports) on the status of evaluations at their unit. This report will identify when each employee received their last evaluation, what overall rating the employee received, and when the next evaluation is due.

Unit commanders shall require that employees' employee performance log/report pages are submitted with their evaluations, and included for review by each unit manager involved in the evaluation review process. Each unit manager involved in this review will sign the performance log/report to document the review. The log/report will be maintained in the Unit's administrative files until displaced during subsequent evaluation processes. This file will be reviewed as part of the annual command inspection process.

Automated Employee Performance Tracking

Unit commanders shall access the Department's Personal Performance Index (P.P.I.) Database, and any other tracking systems, to identify individuals they perceive to be potential problem employees. Unit commanders will report quarterly on the progress of employees who have been identified as potentially problematic (refer to Custody Division Manual, section 4-10/020.00, Area and Unit Commander Reports). This report will include information on discussions and counseling sessions which have taken place between the employee and his/her supervisors and unit managers. This process shall continue for a minimum of four consecutive quarters, at which time the unit commander will determine and report whether additional employee mentoring and/or monitoring is necessary.

Internal Culture

Unit commanders shall personally meet with complainants and subjects who have been involved in unresolved or unfounded sexual harassment/discrimination cases, as described in the Department's sexual harassment and discrimination policies. Unit commanders will attempt to minimize the potential of future disputes between the parties and/or others. A brief synopsis of these discussions will be recorded and maintained in each unit's administrative files for a period of one year. This file will be audited as part of the annual command inspection.

Unit commanders shall identify "coveted" positions within their unit and report each quarter on the demographic make-up of these, and non-coveted unit assignments. Unit commanders are expected to maintain a diverse work force.

Executive's Accountability Emphases Plan

This directive identifies several areas for which the Division Chief is responsible to emphasize appropriate conduct. It ensures that designated topics are regularly addressed during designated Division staff meetings. Topics not discussed due to the lack of a meeting will be emphasized in the subsequent meeting. It will be the responsibility of the Commander who has the collateral duty for the risk management/accountability to document these discussions.

January:

The Chief and Area Commanders will emphasize the Department's core values, particularly as they apply to the use of force.

February:

The Chief and Area Commanders will emphasize the fact that the Department's responsiveness to public and inmate complaints is a key element in our relationship with our "clients," and the communities we serve. Paramount to that responsiveness is that complainants have free and total access to the complaint procedure and that, once a complaint is filed, the complaint is throughly and objectively investigated.

March:

The Chief and Area Commanders will emphasize that the quality of administrative investigations is vital in maintaining organizational integrity. It will be stressed that administrative investigations must be thorough, accurate, and objective, and completed in a timely manner.

May:

The Chief and Area Commanders will stress the importance of a fair and unbiased disciplinary system. Employees must be made to understand that discipline will be both just and sure for acts or omissions which result in a violation of Departmental policy or state law. It will be emphasized that the administration of discipline will be consistent, and in accordance with Departmental policy.

June:

The Chief and Area Commanders will emphasize that the "events" produced in the P.P.I. database do not establish a problem employee. It will be stressed that this data serves only as an indicator that a more detailed analysis of the employee's performance should be initiated.

September:

The Chief and Area Commanders will emphasize that all aspects of the Division policies and practices must be free from discrimination, harassment, and a hostile work environment. It will be stressed that the fair, impartial, and appropriate treatment of others is of primary concern to this Division's management team.

Further, unit commanders will be instructed to be pro-active in seeking out instances of discriminatory or inappropriate actions of Departmental members.

Monthly:

The Chief and Area Commanders will discuss and evaluate Division-wide risk management efforts. Risk management documents handed out to the Division's unit commanders will be maintained in files at Custody Division Headquarters.

• 4-10/020.00 Area and Unit Commander Reports

Unit Commander's Quarterly Report

Quarterly, Custody Division unit commanders will audit various accountability elements at their unit, and shall submit a quarterly report which addresses the areas as listed below. The Unit Commander's Quarterly Report is due by the tenth day of the month following each calendar quarter and should be routed to the Chief through each respective Area Commanders. The quarterly report should be submitted on office correspondence and must address each of the following five areas. Include attachments as necessary.

- **Section 1 - Tactical Briefings:** Each unit shall develop a quarterly tactical briefing which is based on force incidents which have occurred at their unit. These briefings are to primarily focus on training issues and are to be submitted to Custody Division Headquarters for distribution to Division trainers, after review by Training Division-Custody to ensure consistency with Departmental training objectives and standards. Attach a copy of the quarterly tactical briefing
- **Section 2 - Employee Progress:** Unit commanders will report quarterly on the progress of "at risk" employees who have been identified as potentially problematic. This report will include an assessment of the employee's performance and information on discussions and counseling sessions which have taken place between the employee and his/her supervisors and unit managers
- **Section 3 - Coveted Assignments:** Unit commanders shall identify "coveted" positions within their unit, and report each quarter on the demographic make-up of these coveted unit assignments. Unit commanders are expected to maintain a diverse work force
- **Section 4 - Hazing:** Unit commanders shall submit a quarterly report regarding discussions they have had with Custody Training Officers (CTO's) and trainees regarding "hazing." These discussions must reflect a "zero tolerance" policy on the part of the unit commander. Such discussions shall occur regularly as unit commanders meet with CTO's, trainees, and training supervisors
- **Section 5 - Performance Evaluations:** Each unit commander shall submit a quarterly report on the status of evaluations at their unit. This report will identify when each employee received their last evaluation, what overall rating the employee received, and when the next evaluation is due. Also, the report shall provide statistical information regarding the total number of evaluations, number of delinquent evaluations, and amount of time of such delinquency. The statistical information shall be included in a format consistent with the table below

TOTAL EVALUATIONS	AMOUNT CURRENT	PERCENTAGE CURRENT	AMOUNT DELINQUENT	PERCENTAGE DELINQUENT

DELINQUENT EVALUATION STATUS			
0-30 DAYS	31-60 DAYS	61-90 DAYS	91+ DAYS

Area Commanders' Reports

Area Commanders will submit a quarterly report which minimally covers the following information for each unit under their command:

- An audit of three force review packages per unit and report. Complete attached form
- A log which documents their analysis of Watch Commander's Service Comment Reports for required letters, quality of review, etc.
- The results of the Risk Management Commander's quarterly contact with the County Ombudsman regarding any issues affecting the Division
- An audit of three unit level administrative investigations per unit using the Administrative Investigation Audit Evaluation Checklist Form
- Area Commanders are required to personally contact complainants in administrative investigations where the complaint is withdrawn prior to seeking the Chief's concurrence. Area commanders shall report all such instances of withdrawn complaints on their quarterly report
- Reviews of unit Commander's service of suspensions of three days or more

Annually, Area Commanders will inspect and report on the following areas for their assigned unit's annual command inspections:

- Are the "1-800" complaint bumper stickers and lobby placards in place?
- Mentoring reports submitted to the unit commander for personnel suspended for three or more days
- A review of the process which ensures there is an appropriate correlation between the performance log entries and performance evaluations
- An audit of "at risk" employee performance evaluations to determine the objectivity in how it is written regarding the potential problematic areas previously identified by the unit commanders
- An audit of evaluations of persons who received formal discipline to ensure it is included in the performance evaluation
- An audit of the administrative files of discussions the unit commander has had with complainants and subjects of unfounded and unresolved sexual harassment and/or discrimination investigations

Custody Support Services Responsibility

It will be the responsibility of Custody Support Services to provide the necessary blank report forms to the

Area Commanders, by the first day of each new quarter (July 1, October 1, etc.).

• 4-10/030.00 Title 15 Compliance Report (RESCINDED 11/17/21)

RESCINDED

• 4-10/040.00 Escape File

Custody Support Services Bureau (CSSB) shall conduct a review and maintain a file on all escapes effected from a Custody Operations facility or station jail. In addition to the escape report, the file shall include, but not be limited to the following:

- Name of the escapee
- Booking number
- Time of escape
- Facility escaped from
- Exact location from which the inmate escaped
- Means of escape
- Tools of escape
- Outside assistance
- Reason for escape
- Policy issues
- Training issues
- Recommendations
- Response(s) to the recommendations

Watch Commander Responsibilities

Watch commanders shall ensure that in addition to all other reporting requirements, an Inmate Escape Load Sheet (SH-J-435) is completed and forwarded to the facility statistical coordinator to ensure that pertinent data regarding the escape is collected and entered into the Custody Automated Reporting and Tracking System (CARTS).

Unit Statistical Coordinators' Responsibility

Upon receipt of an Inmate Escape Load Sheet, unit statistical coordinators shall enter all data from the load sheet into CARTS for data collection and analysis purposes.

Unit Commander Responsibilities

The unit commander from the affected facility, or a designee, shall notify the Inmate Reception Center (IRC) First Floor Main Control Desk Deputy when any person(s) escape from any Custody Operations facility or station jail. The unit commander or a designee is responsible for ensuring copies of the following items are fowarded to IRC:

- Copy of the inmate's relevant Automated Justice Information System (AJIS) printouts (including SI01, SI03, MC01, MC07, IC10, IC12, DA01)
- Copy of all reports, memoranda, teletypes, etc., pertaining to the escape
- Any available information on recent visits to the inmate
- Copies of follow-up escape analysis reports

Inmate Reception Center Responsibilities

Upon notification of an escape, the IRC Main Control Desk Deputy shall notify the State Prison Desk in Document Control, who shall immediately forward the inmate's original booking jacket to the Fugitive Detail. A duplicate copy of the inmate's jacket shall be retained by the State Prison Desk. An alphabetical file on all persons who escape shall be maintained by the State Prison Desk.

Each incident, by individual inmate, shall be maintained in a separate file jacket. The following information shall be placed into each file jacket:

- Copy of the inmate's relevant Automated Justice Information System (AJIS) printouts (including SI01, SI03, MC01, MC07, IC10, IC12, DA01)
- Copy of all reports, memoranda, teletypes, etc., pertaining to the escape
- Any available information on recent visits to the inmate
- Bail shall be noted on a memorandum and placed in the file
- Copies of follow-up escape analysis reports

Retention of the Inmate Escape Load Sheet

All completed Inmate Escape Load Sheets shall be maintained in a unit file for a period of two years. Inmate Escape Load Sheets are available in the Department Document Center (e-Forms).

Escapes Effected From a Courthouse or Court Transport

Inmate escapes effected from a courthouse or Court Services Transportation (CST) vehicle are handled by Court Services Division, in accordance with Court Services Division Manual (CSDM) sections 2-03/040.00, “Inmate Escape/Erroneous Release,” through 2-03/040.15, “Supervisor’s Responsibility,” and applicable Manual of Policy and Procedures (MPP) sections.

In the event an inmate escapes from a courthouse or CST vehicle, the CSD handling supervisor will notify the watch commander of the inmate’s housing facility and the concerned IRC supervisor, and ensure CSD-specific notifications and reports are completed for retention in CSD’s records.

• 4-10/050.00 Inmate Death - Reporting and Review Process

Scope of the Policy

The Inmate Death - Reporting and Review Process policy applies to all inmate deaths that occur in Custody Services Division jail facilities, Court Services Division lock-ups, and Patrol Operations Division station jails.

Community Based Alternatives to Custody (CBAC)

This policy also applies to inmates enrolled in the Community Based Alternatives to Custody (CBAC) program; however, CBAC inmate deaths shall not be included in the "in-custody" inmate death statistical totals. (See Custody Compliance and Sustainability Bureau's Staff Responsibility section in this policy for procedures pertaining to CBAC inmate deaths.)

This policy does not apply to prisoner deaths occurring under the jurisdiction of Patrol Operations.

UNIT WATCH COMMANDER RESPONSIBILITIES

Telephonic Notifications

In the event of an inmate/prisoner death in a Los Angeles County jail, the watch commander of the unit, at the time of the inmate death, shall be responsible for making a telephonic notification of the death and all pertinent information, as soon as possible, to the following:

- Concerned Custody Services Division Chief(s);
- Area Commander;
- Unit Commander;
- Homicide Bureau;
- Internal Affairs Bureau (IAB);
- Inmate Reception Center (IRC) Watch Deputy;
- Sheriff's Information Bureau (SIB) - Operations Center;
- Sheriff's Medical Command Center, Twin Towers Correctional Facility;
- Risk Management Bureau - Civil Litigation Unit;
- Custody Compliance and Sustainability Bureau (CCSB) or the on-call supervisor/manager (after hours.)

The following pertinent information shall be included:

- Name of the deceased;
- Race;
- Gender;
- Age and date of birth;
- Booking number;
- Arrest charge(s);
- Uniform Report Number (URN) assigned to the inmate death complaint report;

- Custody reference number;
- Facility or location where the death occurred;
- Time pronounced dead;
- Pronounced dead by;
- Any use of force;
- Title15 safety check intervals;
- Printout of the housing location inmate roster (FC05 screen) ~~of~~ from the Automated Justice Information System (AJIS);
- AJIS printouts related to inmate information (including SI01, SI03, MC01, MC07, IC10, IC12, DA01);
- Any unusual circumstances;
- A brief synopsis of the incident.

Written Notifications

A Chief's Memorandum will be written by the responsible unit when Homicide Bureau does not respond to an inmate death. Additionally, when directed by Homicide Bureau, the responsible unit will also complete a Chief's Memorandum (SH-AD-32A). In all other circumstances, Homicide Bureau will be responsible for completing the Inmate Death Notification Memorandum.

In addition to making the above telephonic notifications, the concerned watch commander shall promptly prepare and send, by electronic mail, the following written documents concerning the inmate death:

- a memorandum to the concerned Custody Services Division Chief(s) on an Office Correspondence form (SH-AD-32A), with a brief statement of facts;
- a Watch Commander's In-Custody Death Reporting Form (SH-J-431), to Custody Compliance and Sustainability Bureau - Death Review Team [REDACTED TEXT];
- an Internal Affairs Bureau – Mandatory Notification Form to the IAB email group, “IAB Mandatory Notification,” if applicable.

All other reporting procedures pursuant to the MPP section 4-19/010.00, "Person Dead," Custody Division Manual section 4-07/010.00, “Notification and Reporting of Significant Incidents,” and “Significant Incident Notification Matrix” shall apply.

Notifications for Minor (Juvenile) In-Custody Deaths

It is the responsibility of the shift watch commander of the concerned facility to notify the CCSB captain, or their designee, in the event of a death of a minor in a Custody Services Division jail facility, Court Services Division lock-up, or other facility where the minor is under the supervision of custody personnel, and where a representative from Homicide Bureau does not respond. The CCSB captain, or their designee, shall notify the Los Angeles County Department of Mental Health (DMH) Family Assistance Advocate (FAA) or designee, who will notify the deceased minor’s parent, guardian, person standing in loco parentis, or other appropriate next-of-kin, in accordance with Title 15, section 1047, “Serious Illness or Injury of a Minor in an Adult Detention Facility.”

The CCSB captain, or their designee, shall notify the minor’s court of jurisdiction of the minor’s death.

CCSB personnel shall conduct an administrative review for all juvenile in-custody deaths.

Inmate Reception Center - Head Clerk's Office - Records Section Responsibility

Upon notification of the inmate death, the Head Clerk's Office - Records Section, shall update AJIS, and forward the booking record to the State Prison Desk. The State Prison Desk shall reproduce the complete booking record and immediately forward a copy to CCSB for inclusion in the Executive Inmate Death Review.

CUSTODY COMPLIANCE AND SUSTAINABILITY BUREAU (CCSB)

CCSB Lieutenant Responsibilities

Upon notification of an inmate death, the CCSB captain, or their designee, shall make an immediate notification to the Office of the Inspector General (OIG). The CCSB captain, or their designee, shall schedule a review which includes the following personnel: the unit commander of CCSB/Access to Care Bureau (ACB), the Director of Correctional Health Services (CHS) or their designee within two working days of the occurrence. The review will evaluate medical and mental health protocol, Department and Division policies and procedures, training issues, the need for immediate corrective or preventive action, if any, and risk management liability relating to the in-custody death.

The CCSB captain, or their designee, shall assess the circumstances of the in-custody death and notify the Custody Training and Standards Bureau (CTSB) captain, or the on-call training representative after hours, wherein a response from the CTSB representative is deemed warranted.

Upon notification of an inmate death, the CCSB on-call lieutenant, or their designee, shall make a determination, based upon the totality of the circumstances, whether an immediate response to the location of the inmate death is necessary. The lieutenant shall consider all the circumstances, particularly in the case of:

- homicide;
- suicide;
- inmate death at the hands of another inmate(s);
- inmate death at the hands of a deputy and/or other custody personnel;
- apparent natural causes death with unusual circumstances;
- inmate death from a known long-standing medical condition.

CCSB Supervisor Responsibilities

The CCSB on-call sergeant shall assign personnel to conduct a review of the in-custody death and prepare a comprehensive report.

CCSB STAFF RESPONSIBILITIES

Executive Inmate Death Review Book

CCSB personnel shall collect all related documentation concerning all inmate deaths and prepare a written review. The review shall address issues and make recommendations in an attempt to reduce future risk management liability to the Division and the Department. The review shall include, but not be limited to:

- witness interviews;
- training issues;
- policy and procedure issues;
- identification of potential medical and mental health issues.

A copy of the death review shall be forwarded to the concerned unit commander for review and response, which shall be reported back to the Area Commander and Division Chief within thirty (30) days on any corrective or preventive action taken. The unit commander's responses shall be filed with the in-custody inmate death review file at CCSB. The Custody Services Division Legal Advisor shall review and approve all recommendations and unit commander responses.

Those reviewing the Executive Inmate Death Review Book shall review and return it to CCSB within 10 days.

Community Based Alternatives to Custody (CBAC) Inmate Death Review Procedure

In cases of deaths involving inmates participating in CBAC programs, including Electronic Monitoring, Work Release, and Work Furlough, CCSB staff shall conduct a preliminary review of the circumstances. All available documentation including police reports, booking records and an analysis of any Department medical records shall be collected. Findings shall be reported to the concerned Custody Services Division Chief(s), in accordance with the Levels of Inmate Death Review and Reporting section of this policy. In conducting the preliminary review, particular attention shall be paid to the inmate's classification and qualifications to participate in a CBAC program.

The Executive Inmate Death Review briefing (see Levels of Inmate Death Review and Reporting), along with all documentation collected, and any follow-up, as directed by the concerned Division Chief(s), shall constitute the total CBAC Inmate Death Review package. In cases of natural/suicide death in which the inmate was absconding, and therefore not reporting as required, an Inmate Death Review Package will be completed; however, the reviews will not be conducted. In cases with extenuating circumstances, the full review procedures, as described above under Executive Inmate Death Review Book section, shall apply.

Electronic Notification

CCSB staff shall complete a "Custody Compliance and Sustainability Bureau In-Custody Death Reporting Form." The CCSB Area Commander, or other Custody Services Division Commander, shall review and approve the CCSB In-Custody Death Reporting Form, prior to its dissemination to the Department of Justice, the American Civil Liberties Union (ACLU), Office of the Inspector General (OIG), County Counsel, Risk Management Bureau, Jail Mental Health Services, the concerned Custody Services Division Chief(s), and the Board of State and Community Corrections (BSCC) (when the deceased is a juvenile inmate only.)

Within forty eight (48) hours following an inmate death, CCSB shall send a facsimile and/or email of the completed/approved form to the concerned Custody Services Division Chief(s) and the following entities:

- United States Department of Justice (all concerned offices)
- California State Department of Justice
- American Civil Liberties Union (ACLU)
- Office of Inspector General (OIG)
- Office of County Counsel

- Risk Management Bureau
- Jail Mental Health Services
- Board of State and Community Corrections (BSCC) (when applicable)

CCSB personnel will maintain a current notification list containing the preferred methods of contact for the above entities. A copy of the notification shall be retained in the Executive Inmate Death Review file at CCSB.

Two Day Executive Inmate Death Review

Within two working days, excluding weekends and holidays, CCSB personnel shall conduct an initial review after an inmate death occurs to share findings and to review the circumstances surrounding the death. The OIG shall be invited to each review. The review shall be attended by personnel from the following units:

- concerned Custody Services Division Chief's office;
- Area Commander's office;
- Custody Services Division facility, Court Services Division facility or Patrol Operations station where the inmate death occurred;
- medical personnel;
- mental health personnel;
- Custody Compliance and Sustainability Bureau;
- Custody Support Services Bureau (CSSB);
- County Counsel;
- Homicide Bureau (when applicable).

Personnel shall attend as required by criteria delineated in the "Executive Inmate Death Review Attendees" chart. A review concerning an apparent or suspected suicide will include a discussion of the inmate's mental health status known at the time of the suicide.

Any issue that requires immediate corrective or preventive action shall be directed to the concerned Division Chief(s).

Seven Day and Thirty Day Executive Inmate Death Reviews

CCSB shall conduct a death review within seven (7) working days and again within thirty (30) working days, excluding weekends and holidays, after an inmate's death to share additional findings and discuss the status of any corrective or preventive actions taken since the previous review. The OIG shall be invited to each review. The reviews shall be attended by personnel from the following units:

- concerned Custody Services Division Chief's Office;
- Area Commander's Office
- Custody Services Division facility, Court Services Division facility or Patrol Operations station where the inmate death occurred;
- medical personnel;
- mental health personnel;
- Custody Compliance and Sustainability Bureau;

- Custody Support Services Bureau (CSSB);
- County Counsel;
- Homicide Bureau (when applicable).

Personnel shall attend as required by criteria delineated in the “Executive Inmate Death Review Attendees” chart.

A review concerning an apparent or suspected suicide will include a discussion of relevant information known at that time, including the events preceding and following the suicide, the inmate’s incarceration, mental health and health history, and the need for additional corrective or preventive action if necessary.

Any issue that requires immediate corrective or preventive action shall be directed to the concerned Division Chief(s).

Retention of In-Custody Death Records

All Inmate Death Reviews conducted by CSSB or CCSB, audio and video recordings, documents, memorandums, interviews, and other written administrative documents concerning the inmate death, shall be maintained as follows:

- inmate deaths occurring prior to July 1, 2015 shall be maintained by CSSB;
- inmate deaths occurring on or after July 1, 2015 shall be maintained by CCSB.

Additionally, Inmate Death Reviews concerning an apparent or suspected suicide shall include recent telephone records of the deceased inmate, when available.

The CHS Health Information Management unit shall retain all medical records related to in-custody inmate deaths.

All Death Reviews and associated materials are confidential, attorney-client privileged, and shall not be released to any non-Department member without the consent of the concerned Custody Services Division Chief(s), and county counsel.

All in-custody inmate death records shall be maintained for a period of seven (7) years. After seven (7) years, all in-custody inmate death records will be forwarded to the Sheriff's Records and Identification Bureau for archive retention.

Correctional Health Services Responsibilities

A representative from CHS shall conduct a Clinical Mortality Review of all inmate deaths which occur in the jail as directed by the CHS Director. A copy of the written report and findings shall be forwarded to the unit commander of CCSB/ACB. A copy of the Clinical Mortality Review shall be forwarded to CCSB, for inclusion in the Executive Inmate Death Review Book.

Apparent or Suspected Suicides

Executive Inmate Death Reviews concerning an apparent or suspected suicide shall include a Psychological Autopsy, completed by Jail Mental Health Services, and a Clinical Mortality Review, completed by CHS staff.

A copy of both written reports and findings shall be forwarded to the chief psychiatrist of DMH. A copy of both the Psychological Autopsy and Clinical Mortality Review shall be forwarded to CCSB, for inclusion in the Executive Inmate Death Review Book.

LEVELS OF INMATE DEATH REVIEW AND REPORTING

Level I Review and Reporting

A Level I Review is the lowest level review. A Level I Review consists of an Executive Inmate Death Review for the concerned Custody Services Division Chief(s).

Most inmate deaths, attributed to natural causes, occurring in a hospital or medical facility, and deaths of inmates who are participating in a Community Based Alternative to Custody (CBAC) program, will qualify for a Level I Review.

Level II Review and Reporting

A Level II Review is a more formal and detailed level of review and reporting than a Level I Review.

Inmate deaths including suicides, homicides, and some natural cause inmate deaths with unusual or extenuating circumstances, shall generally require a Level II Review.

Level III Review and Reporting

A Level III Review is the highest level of Departmental review and reporting.

Level III Reviews shall be conducted for all inmate deaths that occur at the hands of a deputy or other custody personnel, or as designated by the concerned Custody Services Division Chief(s).

Executive Inmate Death Reviews shall be attended by the following personnel as soon as possible following the inmate death:

Executive Inmate Death Review Attendees	**Level I**	**Level II**	**Level III**
Sheriff or designee			x
Assistant Sheriffs			x
Custody Services Division Chief(s)			x
CHS- Correctional Health Director			x
Area Commander	x	x	x

Division Risk Management Commander		x	x
Concerned Custody Unit Commander	x	x	x
Custody Compliance and Sustainability Bureau/Access to Care (ACB) (CCSB) Unit Commander	x	x	x
Custody Training and Standards Bureau Unit Commander		x	x
Risk Management Bureau (RMB) Unit Commander			x
County Counsel	x	x	x
CHS - Chief Physician	x	x	x
CHS - Quality Assurance Nurse	x	x	x
CHS - Clinician from Jail Mental Health Services	x	x	x
Homicide Bureau Lieutenant		x	x
Internal Affairs Bureau Lieutenant (*if necessary)		x*	x
RMB - Civil Litigation Lieutenant	x	x	x
CCSB - Staff Conducting the Inmate Death Review	x	x	x
Representative from Custody Support Services Bureau (CSSB)	x	x	x
Probation Department Representative (deceased inmate in a CBAC program only)	x	x	
Division Chief, Court Services (deceased inmate in court lock up only),		x	x
Division Chief, Patrol Operations (deceased inmate in station jail only)		x	x
Patrol Operations Station Unit Commander (deceased inmate in station jail only)		x	x
Advanced Officer Training Unit Sergeant			x

All Level I, II, and III Reviews which require any action and/or task items identified during the review shall be assigned for follow-up. Issues discussed during the Executive Inmate Death Review, and documentation of any corrective or preventive action and/or task items and assignments, shall be recorded and maintained in the review file. This will be the responsibility of CCSB.

Nothing in this policy shall preclude the level of review being changed to a different level, based upon additional facts, after an initial review.

INDEPENDENT RISK MANAGEMENT DEATH REVIEW

Following every in-custody inmate death, the concerned Custody Services Division Chief(s) may determine the need for an independent death review, conducted by a professional risk management organization, contracted with the Sheriff's Department's Risk Management Bureau. This decision will consider all of the facts surrounding an inmate's housing, treatment, and nature of any medical problems.

The independent risk management organization conducting the death review will be requested to provide a comprehensive review of the inmate death, within four (4) to six (6) weeks.

The review shall include areas of medical treatment, medications, and methodologies, as compared to current medical protocols. The review should also make recommendations for improvements, or outline areas of failure, in a medically approved fashion.

Any request for an independent death review shall be directed to the Risk Management Bureau via memorandum by the unit commander of CCSB/ACB, at the direction of the concerned Custody Services Division Chief(s).

Independent Risk Management Death Review Follow-up

The results of the independent death review shall be forwarded to CCSB/ACB for review and follow-up. This review and any follow-up action shall be documented in a closure memorandum to the concerned Custody Services Division Chief(s). A copy of the closure memorandum and the Independent Risk Management Death Review report will be forwarded to CCSB for retention in the in-custody inmate death review file.

Review of Coroner's Report by Medical Services

Representatives from CCSB shall be responsible for ordering the coroner's report for review by the concerned Custody Services Division Chief(s). A copy of the report shall be forwarded to CHS for review by the chief physician.

APPARENT OR SUSPECTED SUICIDE - FINAL REPORT

A final written report shall be prepared within six months for Executive Inmate Death Reviews concerning an apparent or suspected suicide. The following, where applicable, shall be included in the Executive Inmate Death Review Book:

- Incident reports and any supplemental reports with the same Uniform Reference Number (URN) regarding the incident from custody staff who were directly involved in and/or witnessed the incident;
- A timeline regarding the discovery of the prisoner and any responsive actions or medical interventions;

- Copies of a representative sample of material video recordings or photographs (excluding items that may interfere with any criminal investigation);
- A reference to, or reports if available, from Homicide Bureau;
- A reference to the Internal Affairs Bureau (IAB) or other personnel investigations and findings, if any;
    - **Note: the names of employees who are subjects of any such investigations should not be included within this reference.**
- A Coroner's report; if it is not available, a summary of efforts made to obtain the report;
- A summary of relevant information discussed at the prior review meetings, or otherwise known at the time of the final report, including analysis of housing or classification issues if relevant;
- A Clinical Mortality Review;
- A Psychological Autopsy;
- A summary of corrective actions taken and recommendations regarding additional corrective actions if any are needed.

• 4-10/055.00 Corrective Action Reports/After-Action Reports

Corrective Action Plans (CAPs) identify areas in need of improvement and proposed solutions that shall be developed and documented.

Examples of incidents which may require CAPs include, but are not limited to:

- Escapes/attempt escapes
- Major disturbances/riots
- Facility maintenance issues
- Annual Command Inspections
- Audits by county, state, or federal officials requiring corrective actions
- Any unusual occurrence within Custody Operations
- Any significant incident identified by a Department executive.

An After-Action Report (AAR) is used to summarize an incident and identify measures taken to return to normal operations.

AAR topics may include, but are not limited to:

- The facility response
- Tactics utilized
- Munitions expended
- Injuries sustained
- Property damaged
- Estimated repair cost
- Total repair time
- Decontamination procedures

- Overtime expended
- Lessons learned
- Any corrective action, training, and equipment purchased to improve future response efforts

UNIT COMMANDER RESPONSIBILITIES

Unit commanders (or their designees) shall submit copies of all CAPs and AARs generated by their facility to Custody Support Services Bureau's (CSSB) Outlook e-mail group, "CSS CAP Tracker Group."

To ensure CSSB retains the most up to date information for monitoring and tracking, copies of updates/changes to CAPs or AARs shall also be submitted to CSSB via an email directed to the “CSS CAP Tracker Group.”

CUSTODY SUPPORT SERVICES BUREAU

The CSSB Inspections Team shall maintain a log to monitor and track CAPs for the following annual inspections:

- Board of State and Community Corrections (BSCC)
- Department of Health and Safety
- Los Angeles City Fire Department
- Custody Operations Pre-Command Inspection.

The CSSB Incident Review Team shall maintain a log to monitor and track all other CAPs and AARs pertaining to Custody Services Division, excluding CAPs related to inmate deaths and suicidal inmates, which are tracked and monitored by the Custody Compliance and Sustainability Bureau’s (CCSB) Death Review Team (refer to Custody Division Manual [CDM] sections 4-10/050.00, “Inmate Death – Reporting and Review Procedures,” and 4-10/060.00, “Critical Incident Review Committee – Suicidal Inmates”).

The CSSB Inspections and Incident Review teams shall each submit a CAP Tracking Report to the Assistant Sheriff of Custody Operations on a quarterly basis.

• 4-10/060.00 Critical Incident Review Committee - Suicidal Inmates

If Correctional Health Services (CHS) identifies serious self-injurious behavior, the Critical Incident Review Committee - Suicidal Inmates (CIRC-SI) will meet to review and analyze the incident within 30 working days. Refer to JMH Policy 50.1 Continuous Quality Improvement, and 50.2 Critical Incident Review.

The CIRC-SI is comprised of a Custody Services Division commander, Access to Care lieutenants (ATCs) from concerned facilities, management and command-level medical and mental health personnel from CHS, and Critical Incident Review Unit (CIRU) personnel from Custody Compliance and Sustainability Bureau (CCSB). The goal of CIRC-SI is to provide assistance to custody, medical, and mental health staff in their effort to implement proactive measures to prevent high-risk inmates from attempting or committing suicide.

The review will consider whether violations of policy or laws were a factor in the incident. The review will also consider whether improvements to policy, training, operations, programs or to the facility are warranted. Refer

to JMH Policy 50.2, "Critical Incident Review," for JMH review procedures.

CIRC-SI MEETING

For each critical incident the following information shall be reviewed:

- Events preceding and following the incident
- Incarceration history
- Mental health and health history
- Prior suicide attempts or other serious self-injurious behavior
- Location of incident
- Method and lethality of self-injurious act
- Demographic information and proximity to court date
- Use of clinical restraints
- Psychotropic medications
- Access to care, timeliness of service, and utilization of the Forensic In-Patient Unit (FIP)
- Elements of documentation and use of medical records
- Identify necessary corrective action

Corrective action plans (CAP) which identify areas in need of improvement and propose solutions will be developed and documented in accordance with CDM section 2-00/070.00, "Custody Compliance and Sustainability Bureau."

The concerned facility or unit will be responsible to prepare and submit a response to the CAP to CCSB within the time allotted by the respective commander, depending upon the urgency or complexity of an issue. The concerned facility or unit will be responsible to address the identified issue(s), as well as provide a projected completion date(s).

The CCSB will follow up with the concerned units through the completion of the corrective action. Upon being notified that a CAP item has been completed, CCSB will collect supporting documentation and update the CAP as complete.

All other significant incidents shall be reported to the appropriate units as described in Custody Division Manual (CDM) section 4-07/010.00, "Notification and Reporting of Significant Incidents."

JOINT QUALITY IMPROVEMENT COMMITTEE

The Joint Quality Improvement Committee (JQIC) meets monthly to provide a status update of any issues identified as potential CAP items during the CIRC-SI meetings. The JQIC attendees include those who attend the CIRC-SI and ATCs; a commander may be present but is not required to attend. Also discussed during the meeting is the effectiveness of the actions and improvements of recommended solutions in prior reporting periods. Custody and CHS personnel collaborate to address on-going or newly identified issues regarding serious self-injurious behavior, suicidal behavior, and other behaviors identified by mental health personnel.

Topics addressed during these meetings include, but are not limited to:

- Prior suicide attempts or other serious self-injurious behavior
- Locations, methods, lethality, demographic information, and proximity to court date
- Use of clinical restraints
- Psychotropic medications
- Access to care, timeliness of service, and utilization of the Forensic In-Patient Unit (FIP)
- Elements of documentation and use of medical records

• 4-11/000.00 Logs

[Title Only]

• 4-11/010.00 Facility Log and Timely Log Recordings

Each facility shall maintain a 24-hour log recording all significant events and incidents occurring at that facility, including uses of force and other unusual occurrences.

The watch commander or their designee shall ensure all entries of significant events and incidents are documented in the log, prior to the end of their respective shift.

• 4-11/020.00 Uniform Daily Activity Log

Note: The following policy regarding the Uniform Daily Activity Log refers to the pre-printed Uniform Daily Activity Log (UDAL) books and the electronic Uniform Daily Activity Log (e-UDAL). In the event that there is a problem with the e-UDAL system, each facility shall maintain a sufficient supply of UDAL books.

The Uniform Daily Activity Log (UDAL) is an official housing location record of daily inmate activities, incidents, and special concerns. The log provides a means to document and evaluate compliance with Minimum Standards for Local Detention Facilities, Title 15 of the California Code of Regulations, and with Division policy and Unit Orders. It also provides a means to identify patterns of inmate conduct, and maintain accountability for on-site safety equipment and operations.

The Uniform Daily Activity Log is also utilized to verify facility compliance during inspections, audits, or in legal proceedings. It is the responsibility of all custody line staff and supervisors to make sure accurate and consistent documentation is entered using the UDAL system.

Whenever custody personnel contact support staff (i.e. medical, mental health, maintenance, chaplain, etc.) to report an issue, custody personnel shall document the name and employee number of the person contacted, as well as the time contact was made, in the UDAL.

COMPLETING THE UNIFORM DAILY ACTIVITY LOG (UDAL)

In order to accurately capture the times of any event, such as inmate activities, incidents, additional information, etc., it is imperative for custody personnel to document the actual time of the event without rounding the times up or down (Example: Pill Call actually occurred from 0803-0826 must be entered as "0803-0826" and not "0800-0825").

Custody personnel who have been issued iPods and are assigned to High Observation Housing (HOH) modules shall use the device as a primary means of documenting and recording inmate activities. When using the device, the iPod will capture the actual times the event(s) occurred. If the iPod is non-functional, due to equipment/network failure, custody personnel from the respective HOH area shall revert to entering activity times in the electronic Uniform Daily Activity Log (e-UDAL) directly, submit a request through e-UDAL Help Desk, and document the issue and request into the assigned e-UDAL.

Custody housing personnel, movement personnel, prowlers, supervisors, and other officers, having oversight for the housing area and for the inmates housed therein, are responsible for making complete and legible entries in the UDAL throughout the shift as follows:

Field Name	Description/Instructions
Facility	The name of the facility that the log is assigned.
Housing Location	The dorm, module, barrack, or cellblock that the log is assigned.
Date	The numerical Month/Day/Year in 00/00/0000 format.
Day	The day of the week.
Capacity	The mandated capacity of the housing area that the log is assigned, refer to Custody Division Manual (CDM) section 3-08/000.00, “Facility Capacities.”
Required Count	List the required counts.
Beds	Record the number of vacant beds, non-working beds, and non-bunk sleepers.
Equipment	Record the condition of the equipment in the housing area.
Housing Conditions	Record the conditions of the housing areas.
Inmate Activities	Record the time that the activity occurred. (Note: Regardless of shift, the first occurrence of the activity should be recorded in the first column.)

Medical and Psychological Events	Record any medical and/or psychological events, including a brief description about the inmate and the incident. Record the names, employee numbers, and times contacted of all medical and mental health staff to whom custody personnel reported inmate issues/incidents.
Reviewed By	Supervising line deputies and floor sergeants shall visit each housing area(s) under their supervision to review and audit the UDAL as often as required in CDM section 4-11/030.00, “Inmate Safety Checks.”
Inmate Grievance Forms	Signed by the supervisor who retrieved the grievance forms. This is to include the number of forms that were retrieved.
Title 15 Scanner	Record the serial number that is on the assigned Title 15 scanner and the working condition of the scanner.
Reviewed by Watch Commander	Each shift watch commander shall review the UDAL in each housing area(s) under their supervision as often as required in the Custody Division Manual.

Any additional information pertaining to the module shall be entered in the "Additional Information" portion of the UDAL. Line staff shall also document visits or tours conducted by supervisors (above the rank of sergeant) to their respective housing unit in this section.

SUPERVISORS' RESPONSIBILITY - SUPERVISING LINE DEPUTY

Supervising line deputies will visit housing area(s) under their supervision once per shift, duties permitting, to review and audit the UDAL, checking for accuracy and completeness. Supervising line deputies shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. Supervising line deputies shall note the time of the visit in the UDAL, and sign the log with his or her first and last name, and employee number.

SHIFT FLOOR SERGEANT

A shift floor sergeant shall conduct unannounced checks of each housing area(s) under their supervision not less than once per shift to review the UDAL. During this check, the UDAL shall be checked for accuracy, and to ensure all inmate safety checks and other required officer activities are conducted and documented properly. The sergeant shall note any items in the UDAL that need corrective action, and what corrective action has been taken to resolve the problem. The sergeant shall brief module personnel of the review. If any deficiencies are identified, the sergeant shall include discussion of them in his/her briefing and shall also discuss the importance of conducting proper safety checks. If a safety check is being conducted or due at the time the sergeant conducts the check, he or she shall monitor the safety check to ascertain the quality of the check. The sergeant shall document the briefing both in the "Additional Information" portion of the UDAL as

well as validate the review was conducted by filling in the "Safety Check Review" check box in the UDAL.

The sergeant will note the time of the visit in the UDAL, and sign the log with his or her first and last name, and employee number. When the floor sergeant or supervisor conducting the unannounced check is presented with the screen for signing the e-UDAL, he or she shall check the box titled "Safety Check Review."

When rolling over the check box area, a screen appears alerting the sergeant or supervisor that checking the box signifies the following:

1. If the supervisor happens to have arrived while a check is conducted or was immediately about to occur during his or her unannounced visit, the supervisor monitored part or all of the check and briefed housing location personnel on his or her observations.
2. The supervisor reviewed the safety check log in the e-UDAL and if the first criteria above did not apply (No. 1), the supervisor briefed housing location personnel on his or her observations.
3. If any deficiencies regarding the safety checks were identified, the supervisor briefed housing location personnel on the importance of timely and quality Title 15 safety checks.
4. The supervisor made an entry in the e-UDAL comments/notes, such as "safety check briefing conducted," along with any noted deficiencies as required by current policy.

SHIFT WATCH COMMANDER

The shift watch commander, or other assigned personnel at the minimum rank of lieutenant, shall conduct unannounced checks a minimum of one time per week in each housing area. During the watch commander checks, the watch commander shall conduct once a week checks to assist in deterring sexual abuse and sexual harassment. The watch commander shall make reasonable efforts to ensure facility security, and identify and deter sexual abuse and sexual harassment in the area. The watch commander shall also review the UDAL by noting the time and signing the log with his or her first and last name, and employee number. In addition to signing the UDAL, the watch commander shall also document the review in the "Watch Commander's Shift Summary" log.

All supervisors/managers shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL.

RETENTION OF THE UNIFORM DAILY ACTIVITY LOG (UDAL)

All Uniform Daily Activity Log (UDAL) books shall be maintained at the facility for a period of five years.

• 4-11/025.00 electronic-Uniform Daily Activity Log (e-UDAL)

The e-UDAL is a web application utilized within Custody Division and all station jails in Field Operations Division for record keeping, inmate tracking, as well as accurate and timely data entry. The use of the e-UDAL is mandatory and shall be utilized in place of the Uniform Daily Activity Log (UDAL) printed book logs. However, all respective facilities shall maintain sufficient supply of the paper logs to allow continued documentation in the event there is a system failure.

The e-UDAL application has been expanded for station jails to include electronic Gatebook entry as well as Juvenile Logs, Bail Deviation Log, Food Temperature and Food Handler, Hygiene Daily Log and station statistics.

Refer to "Los Angeles County Sheriff's Department Title 15 e-UDAL Manual" for instructions on the use of the e-UDAL system.

• 4-11/030.00 Inmate Safety Checks

The California Code of Regulations, Title 15, section 1027.5, requires hourly safety checks of inmates. All inmates in our custody shall be visually checked at least once each hour to ensure their safety and welfare. Department policy, however, requires more frequent safety checks of some inmates. If inmate safety checks are required more frequently, it is imperative all personnel strictly adhere to those requirements.

STAGGERED INMATE SAFETY CHECKS

All inmate safety checks shall be staggered to minimize the ability of inmates to plan around anticipated checks. In order to accomplish this, inmate safety checks shall be completed within the time interval assigned to the housing location and not precisely and repeatedly on the interval.

QUALITY OF INMATE SAFETY CHECKS

Personnel conducting inmate safety checks, shall look at the inmates for signs of life (e.g. breathing, talking, movement, etc.) and obvious signs of distress (e.g. bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.).

Personnel shall conduct these checks by looking into rooms/cells and by entering the dormitories of inmate housing areas, visually inspecting each inmate's entire body (not solely observing a portion of an inmate's body through a window or row of bunks), and inspecting the general area. If personnel observe any item (e.g. clothing, linen, towel, papers, etc.) obstructing their view into the cell or dormitory, the item(s) shall be removed immediately, with officer and inmate safety in mind. Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response from the inmate. If unable to elicit a response from the inmate, a sergeant and medical staff shall be requested. Personnel shall continue to attempt to elicit a response from the inmate (and, if necessary, render first aid and/or cardiopulmonary resuscitation (CPR) as described in Custody Division Manual (CDM) section 5-03/060.00 "Response to Inmate Medical Emergencies") until medical and supervisory personnel arrive. The sergeant and medical staff shall respond to the location and conduct an assessment. Proper officer safety practices shall be observed at all times.

If custody personnel are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required. The supervisor shall ensure that inmate safety checks are completed and there are sufficient personnel to conduct the checks.

DOCUMENTING INMATE SAFETY CHECKS

The handheld Title 15 barcode scanners shall be used to record safety checks. When not in use, the scanner shall be returned to its docking station. All bar codes within an occupied housing location shall be scanned during safety checks regardless of whether inmates are present at the time of the check.

Once a barcode has been scanned, it is automatically recorded in the e-UDAL with the time, date, location, name, and employee number of the person who conducted the check. It is the responsibility of the person conducting safety checks to confirm that all scans were recorded in either the e-UDAL or the Title 15 Security Check Compliance Dashboard.

If the Title 15 scanner is not operational, or if the area being checked does not contain bar codes, a manual entry (stating that an inmate safety check has been completed) shall be documented in the “Additional Information” section of the UDAL/e-UDAL. For additional information or issues regarding the Title 15 scanner, see CDM section 4-11/030.05 “Title 15 Scanner.”

SUPERVISORS' RESPONSIBILITY

Each floor sergeant shall conduct an unannounced check of each housing area under their supervision, not less than once per shift, to ensure all inmate safety checks are conducted and properly documented. See CDM section 4-11/020.00 “Uniform Daily Activity Log.”

Custody personnel shall not alert other custody staff that a supervisor check is occurring or is about to occur, unless it is related to legitimate operational functions of the facility.

HOUSING TYPES AND CORRESPONDING INMATE SAFETY CHECK FREQUENCY

Listed below are the specific types of housing locations and intervals for the required inmate safety checks.

Housing Area	Time Interval At minimum:
Cells (including but not limited to Discipline, Administrative Segregation, Diminished Privilege Environment, Protective Custody, and Station Jails)	Once per 30 minutes
Dorms - Unobstructed Visual Observation*	Once per hour
Dorms-Without Unobstructed Visual Observation *	Once per 30 minutes
Barracks (example: PDC South)	Once per hour
Intake / Inmate Reception	Once per hour
Medical / Infirmary	Once per 30 minutes**
High Observation Housing (HOH) / Forensic In-Patient (FIP)	Every 15 minutes***
Moderate Observation Housing (MOH)	Once per 30 minutes

High Security	Once per 30 minutes
Sobering Cell	- Once per 30 minutes (adults) - Once per 15 minutes - persons of undetermined age (possible minor)

* “Unobstructed Visual Observation” means continuous but not necessarily uninterrupted observation within a reasonable physical distance of the inmate(s).

** Checks may be required more frequently as directed by Medical / Mental Health Staff. Safety checks for inmates identified as suicidal in locations other than those listed above shall be performed every 15 minutes.

*** One safety check shall be performed every 15 minutes, and shall be staggered (as described above) to minimize inmates’ ability to plan around anticipated checks. In no case shall more than 15 minutes elapse between any two safety checks, regardless of shift change, change in personnel, breaks, or any other circumstance. (A **minimum** of four safety checks shall be performed each hour.)

As new housing areas and categories are established at any facility, the frequency of the safety check must be assessed and added to the above list to conform to current Title 15 regulations, Department policies, and other legal requirements. It shall be the responsibility of the individual facilities creating the new category to notify Custody Support Services for policy review and revision.

• 4-11/030.05 Title 15 Scanner

It is the responsibility of the Correctional Innovative Technology Unit (CITU), to issue the Title 15 scanners and provide training to staff members at each facility.

Title 15 scanners shall be used to record inmate safety checks. After each round of inmate safety checks is complete, the scanner shall be returned to the docking station. All bar codes within an operational housing location shall be scanned during inmate safety checks regardless if inmates are housed within that cell or module.

Problems with Scanner

If a Title 15 scanner is not functional due to equipment/network failure, staff from the respective area shall:

- Immediately notify a sergeant
- Enter the issue and notification into the assigned electronic Uniform Daily Activity Log (e-UDAL).
- Submit a request through the Title 15 Support Website via the intranet, Custody Information Portal, or by using the following web address[REDACTED TEXT]

If there are no available scanners, staff shall still conduct inmate safety checks and properly record them in the

e-UDAL. If the Title 15 scanner has not been used for more than 24 hours, notification shall be made to the watch commander. The watch commander shall then make entry into the Watch Commander's Log.

If a Title 15 scanner becomes inoperable due to damage, whether accidental or intentional, a work order shall be submitted and a SH-R-49, "Damage to County Property" report shall be written. The inoperable Title 15 scanner as well as a copy of the report shall be sent to CITU. If a Title 15 scanner cannot be repaired and needs to be replaced, the respective unit commander shall write a memorandum to the division chief explaining the reason for the replacement.

Problems with Bar Codes

If a bar code is missing or damaged such that an inmate safety check is not documented by the Title 15 scanner, staff from the respective area shall:

- Immediately notify a sergeant
- Enter the issue and notification into the assigned electronic Uniform Daily Activity Log (e-UDAL)
- Submit a request through the Title 15 Support Website via the intranet, Custody Information Portal, or by using the following web address[REDACTED TEXT]

Make a manual entry in the "Additional Information" section of the electronic or paper version of the UDAL documenting the completed inmate safety check. For issues regarding the documentation of safety checks, refer to Custody Division Manual Section 4-11/030.00, "Inmate Safety Checks."

• 4-11/040.00 Court-Order Logbook

Each facility shall maintain a logbook for recording all court orders received by and affecting the unit. The logbook shall include the date and time a court order is received by the facility, as well as the date and time a court order is executed.

Compliance with all court orders shall be the responsibility of each unit commander.

• 4-11/050.00 Court-Ordered Telephone Calls

The following guidelines shall apply to court-ordered telephone calls:

- All court orders shall be executed as soon as possible
- All calls shall be made at the expense of the inmate, unless otherwise ordered
- All calls shall be limited to ten minutes duration, unless specifically authorized for a longer period of time
- Attempts shall be made to accommodate the inmate as to the time the call is placed
- After completion of the calls, a "Court Order Executed" stamp shall be affixed to the face of the court order
- A supervisor shall review the order to ensure compliance

• 4-11/060.00 Notification and Compliance with Court Orders

Court orders require the Department to perform a particular service or function, or to allow an inmate special privileges.

Court orders shall be directed to the unit commander or operations lieutenant for immediate review and processing. All court orders shall be recorded pursuant to the Custody Division Manual, section 4-11/040.00, “Court-Order Logbook.” Unit commanders and their operations lieutenant shall have the ultimate responsibility of ensuring compliance with court orders. Compliance with court orders shall be documented and retained for a period of two years.

Standard Court Orders

The court order shall be implemented in cases where the order can be easily complied with and does not interfere with daily operations of the facility.

Non-Standard Court Orders

In cases where court orders deviate from established Departmental policy or facility procedures, the unit commander and/or his operations lieutenant shall be notified for review and approval when:

• The nature of the court order could interfere with, interrupt, or compromise the normal operations of the facility
• The order concerns inmates who are newsworthy or the focus of public interest
• The order is of special concern to a facility, Custody Division, or the Department

Compliance with Non-Standard Court Orders

Once a non-standard court order is approved by the unit commander or the operations lieutenant, the court order shall be implemented as ordered by the judge.

Dispute of Non-Standard Court Orders

When a court order requires significant deviation from Department policy causing the facility unit commander and/or the operations lieutenant to dispute the court order, the following procedures shall be followed:

• The unit commander or the operations lieutenant shall make contact with the attorney of origin in order to discuss the reason(s) for the dispute and request changes to the court order
• In all cases where the dispute can be settled with the attorney of origin, notification shall be made to County Counsel detailing the dispute and outcome agreed upon by both parties. Once the final outcome is agreed upon by the attorney of origin and the impacted facility, the unit commander shall ensure compliance
• In all cases where a dispute cannot be resolved with the attorney of origin, notification shall be made to County Counsel detailing the dispute and the stance of the facility. It shall be the responsibility of County Counsel to notify the issuing judge of the dispute and request changes to the court order. County Counsel shall notify the facility on the outcome of requested changes. Once the final outcome is determined and agreed upon by the judge, and meeting with the approval of County Counsel, the facility shall comply as detailed in the

agreed upon court order

Correctional Health Services Court Orders

All court orders pertaining to medical issues shall be forwarded to the Director of Correctional Health Services (CHS). This includes, but is not limited to:

- Inmate diets
- Inmate physical welfare
- Inmate health
- Orders appointing a doctor to examine an inmate

• 4-11/070.00 Vehicle Usage Log

Each unit shall maintain and use the Custody Division Vehicle Usage Log. Each time a vehicle is used and leaves the property of the facility or unit to which it is assigned it shall be recorded in the Vehicle Usage Log. This log will not be used for farm equipment, tractor trailer rigs, delivery vehicles, off road vehicles, or vehicles used for perimeter security.

Custody Division Vehicle Usage Logs shall be inspected during each facility/unit command inspection to insure compliance with this order.

• 4-12/000.00 Medical/Mental Health Records

All inmate medical records shall be maintained and controlled by Correctional Health Services (CHS), in accordance with the Minimum Standards for Local Detention Facilities, section 1205, "Medical/Mental Health Records." These records shall include, but are not limited to:

- Receiving screening form
- Medical/mental health evaluation reports
- Complaints of illness or injury
- Names of personnel who treat, prescribe, and/or administer/deliver prescription medication
- Location where treated
- Medication records in conformance with the Minimum Standards for Local Detention Facilities, section 1216, "Medical/Mental Health Care Procedures Manual"

Use of Inmate Medical Information or Record

In the case of an inmate death or injury, Department investigators may obtain information from the inmate medical record, or the record (or portions thereof) itself, in order to protect the health and safety of the inmates, and to ensure the safety and security of jail operations. Only authorized requests made pursuant to this policy will be granted. Except as otherwise provided by law, for any other use of an inmate medical record, either a release, warrant, or court order must be obtained.

All requests made pursuant to this policy shall be made via the “Request for Confidential Medical Information/Records” form (with the limited exceptions specified below), and shall be limited to the minimal amount of information necessary for the investigatory purpose.

Inmate Death

In the case of an inmate death, a certified copy of the entire medical record of the deceased inmate will be made available to Homicide investigators upon their request. The Homicide detective may request the record by presenting his/her business card, along with the name and booking number of the inmate, to Health Information Management Department, Release of Information Unit (via fax number [REDACTED TEXT] or in person at Room 6024 of Men’s Central Jail). The record will be provided to the Homicide investigator immediately if possible, but in any event within 24 hours.

Custody Support Services personnel may request the deceased inmate’s medical record, portions thereof, or information therefrom for the purpose of conducting and documenting a thorough death review. Such requests will be made via the “Request for Confidential Medical Information/Records” form and shall be limited to the minimal information necessary.

Inmate Injury

In the event an inmate suffers a disabling injury such that he or she is unable to execute a release as to his/her medical records, investigators may obtain information and documentation directly related to the subject injury from the injured inmate’s medical record.

Administrative/Internal Investigations

Department personnel conducting administrative and/or other internal investigations related to the death or injury of an inmate may obtain information from the deceased/injured inmate’s medical record to the extent necessary to conduct a thorough investigation. Any information and/or documents obtained from the inmate’s medical record shall be maintained in a separate file marked “Confidential”and shall be considered and treated as privileged and confidential. Unless otherwise required by law, the information/documents obtained shall not be disseminated further without a signed release or court order, and in such cases a protective order shall be sought.

Exigent Circumstances

When conditions exist which constitute an immediate threat to the health or safety of any person(s) in the jail system, limited information necessary to the resolution of the threat shall be immediately provided in the most expedient manner possible (i.e., by telephone, radio, etc.).

Dispute Resolution

In the event of a dispute as to the adequacy of the information provided on the “Request for Confidential Medical Information/Records” form, the necessity for the information or the records, or the adequacy of the information or records provided, each unit shall submit the dispute to the director of CHS and the concerned unit’s Unit Commander. The two Unit Commanders (or their designees), if necessary in consultation with County Counsel, shall reach an agreement to resolve the dispute.

• 4-13/000.00 Retention of Records

This section establishes the period of time documents, files, records, and reports shall be retained by the various Custody Services Division facilities.

Records	Time Period
Attorney/Bondsman Interview Record	2 yrs.
Bail/Fine Receipts	5 yrs.
Bonds	5 yrs.
Briefings	2 yrs.
Citations	2 yrs.
Count Sheets (Facility)	5 yrs.
Court Orders	5 yrs.
Deposit/Withdrawal Forms	5 yrs.
Dorm Logs (e-UDAL)	Paper-5 yrs. Electronic-5 yrs.
Erroneous Release Reports	5 yrs.
Facility Logs (i.e., Incident, URN #, etc.)	5 yrs.
Force Review Packages	5 yrs.
Gate Books	5 yrs.
Inmate Complaints	Paper-5 yrs. Electronic-5 yrs.
Inmate Incidents (IRTS)	5 yrs.
Inmate Injury	Paper-5 yrs. Electronic-5 yrs.
Inmate Property Releases	2 yrs.

Inspections (Fire Dept., Health Dept., Medical Svcs., Food Svcs.)	5 yrs.
Mental Observation Reports	5 yrs.
Over Detention Reports	5 yrs.
Overtime Reports	2 yrs.
Requisitions	2 yrs.
Special Handling Requests	Paper-7 yrs. Electronic- 5 yrs.
Statistical Reports (Monthly)	5 yrs.
Strip Search Authorization Record	9 yrs.
Tactical Inventory	2 yrs.
Training Records	2 yrs.
Transmittals	10 years after inmate is released from custody
Visiting Slips (e-Visiting)	Paper-3 yrs. Electronic-5 yrs.

For the retention of items not listed in this policy, personnel shall refer to the Los Angeles County Departmental Records Retention Schedule (DRRS). Items which are not listed in this policy and on the DRRS shall be retained for a minimum of two (2) years, with the exception of Correctional Health Services' (CHS), which will follow protocols determined by CHS.

Destruction of the records within this policy shall be governed by sections 26202, 26205 and 26205.1 of the California Government Code.