# Volume 5 - Line Procedures

## • 5-01/000.00 Inmate Classification and Special Handling

[Title Only]

## • 5-01/005.00 Prioritization List for Sign Language Interpreter Requests

The Los Angeles County Sheriff's Department (LASD) shall ensure effective communication for inmates who are deaf or hard of hearing in a custody facility or reception center. This is achieved through the licensed and contracted interpreter system which provides qualified sign language interpreters and/or captioning by means of video teleconferencing.

The Video Relay Services (VRS) allows a deaf inmate to call any non-hearing impaired person by dialing from a video-conferencing system to a regular telephone. Interpreters will be connected and automatically interpret/relay the conversation in sign language once the feature is chosen by the inmate.

The Video Remote Interpreter Services (VRI) allows a deaf inmate to use the video conferencing system to call a certified sign language interpreter to relay communication with custody personnel. This may also be achieved by providing a qualified sign language interpreter.

In the event multiple requests for a sign language interpreter are made for the same period of time, the following prioritization list will be used as a guideline:

1. Medical emergencies
2. Inmate orientation and classification (inmate orientation and classification will help identify those inmates who require accommodations, provide information on how to request accommodations, and provide necessary housing without undue delay)
3. Disciplinary and/or administrative hearings (ensures the inmate understands the disciplinary actions against them and can help clarify any misunderstandings)
4. Routine or scheduled medical visits (e.g., nurse and doctor line appointments)
5. General uses (e.g., educational, religious, drug/alcohol programs, etc.)

Administrative support for the interpreter system will be provided by the Correctional Innovative Technologies Unit (CITU). CITU administrative support shall:

- assist, manage, and provide maintenance to the interpreter system and provide technical support while collaborating with the solution provider and Data Systems Bureau (DSB);
- oversee the interpreter services contract within the Los Angeles County jails, detention facilities, and Sheriff's stations;
- authorize use, issue user accounts, deploy/replace on-site hardware, and manage system access by all Department personnel.

All public video visits and/or video teleconferencing categorized as a non-professional occurrence will be

administered, monitored, and may be recorded by authorized staff.

All users are responsible for adhering to the Department's electronic communications policies, as described in the Manual of Policy and Procedures sections 3-07/210.05, “Permissible Use,” 3-07/210.25, “Security,” and 3-07/220.00, “Prohibitions.”

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## • 5-01/010.00 Inmate Classification Responsibilities and Policies

## POPULATION MANAGEMENT BUREAU

The primary goal of the Population Management Bureau (PMB) Classification Unit is to ensure that inmates are classified in a fair and consistent manner and to determine an inmate's security level. When determining the inmate's security level, Department personnel shall not discriminate against any individual based on gender, gender expression, sexual orientation, race, color, religion, creed, culture, background, physical or mental disability, or national origin.

### Population Management Bureau Responsibility

It is the responsibility of the PMB unit commander to ensure that classification personnel determine housing needs of each newly admitted inmate. Each inmate shall be individually assessed based on objective and identifiable criteria that provide for placement of the inmate in the least restrictive housing compatible with their security level.

The PMB Central Housing Unit is responsible for developing written unit orders detailing a procedure designed to properly assign inmates to housing units according to a specified security level.

Facilities with medical and/or mental health housing may make exceptions to the assignment of an inmate's housing based on their security level for medical or mental health reasons. These exceptions shall be established in a facility unit order before implementation.

It shall be the responsibility of a PMB classification officer to conduct the primary classification of an inmate for the purposes of determining a security level before transfer to a housing assignment.

In completing the primary classification interview, the classification officer is expected to:

- Explain the reason for the classification process
- Treat all inmates in a fair and consistent manner
- Thoroughly and accurately complete the primary classification chart

It shall be the responsibility of PMB to conduct reviews of inmates who gain an additional M7 (serious or violent convictions or charges or both) or have a sentence change while in custody.

### Unit Commander Responsibilities

Facility unit commanders are responsible for the management of their disciplinary housing and ensuring compliance with the appropriate housing of inmates based on classification levels and other factors such as

age, race, arrest charge, and medical and mental health needs.

## CLASSIFICATION POLICIES

Administrative Segregation status involves specific classification of an inmate based on distinct factors. These factors include, but are not limited to, an inmate's past criminal history, present criminal charges, current and past mental history, threat to jail security, and tendency to manifest violent behavior. Refer to CDM section 5-01/030.00, "Identification and Classification Symbols for Special Handling Inmates," for additional information related to types of Administrative Segregation.

### Incoming Inmate Bookings

Any inmate who is booked into the Inmate Reception Center (IRC) or the Century Regional Detention Facility (CRDF) who previously had a classification code shall be reclassified with their prior classification code unless a reclassification request has been completed by either facility's classification unit. In the event the prior classification code(s) is (are) no longer in use, personnel shall classify the inmate to the nearest existing classification level.

These new incoming inmates previously classified as Restricted Housing [REDACTED TEXT], Protected Custody [REDACTED TEXT] or who require some additional follow-up or further investigation, shall be classified as a [REDACTED TEXT] temporary classification. Those inmate names and booking numbers should be forwarded to the Custody Investigative Services-Jail Liaison Unit for further investigation, follow-up and reclassification and they shall be housed in the incoming administrative segregation housing module(s) pending a review.

Additional classification status shall be determined by the Population Management Bureau (PMB), Classification Unit. Requests for additional classification shall be submitted to the PMB Classification Unit.

### Reclassification of Existing Inmates

CIS - Jail Liaison Unit shall be responsible for the reclassification of inmates with the following classifications: [REDACTED TEXT]. If the inmates have additional classifications other than those listed in this paragraph, the additional classification status shall be approved by the PMB Classification Unit lieutenant or their designee.

Refer to CDM section 5-01/030.00, "Identification and Classification Symbols for Special Handling Inmates," for a complete description of all inmate types, classifications, and identifications.

## CLASSIFICATION APPEAL

All inmates shall have the opportunity to appeal their classification assignment within ten days of the original primary classification decision. The classification assignment appeal shall be submitted by the inmate on an Inmate Request/Complaint form (SH-J-420). All appeals shall be forwarded to the classification liaison supervisor at the permanent rank of sergeant or above. It is the responsibility of the classification liaison supervisor to review the inmate's classification fairly and based on articulable facts.

Inmates that are monitored by the Custody Investigative Services-Jail Liaison Unit shall have their classification appeal reviewed by the Jail Liaison Unit sergeant with oversight by the Restrictive Housing

Panel.

Upon completion of a classification appeal, the result shall be documented and stored in the inmate's record jacket. The inmate shall be notified, in writing, within ten days of the final decision.

## CLASSIFICATION REVIEW

A classification review can be requested by custody, vocational, educational, or volunteer personnel. The request for review shall be submitted to the PMB classification lieutenant or in his/her absence, the PMB Classification sergeant via email. This review shall be conducted within ten days of receiving the request.

Inmates can request a classification review once every 30 days. This request shall be submitted on an Inmate Request form. The inmate shall be notified of the pending review within fifteen (15) days of receiving the request. Refer to CDM section 8-02/010.00, "General Requests."

All inmates shall be periodically reviewed at least once every 45 days from the last date of review. Additionally, all inmates who have been found to have conducted a major violation of jail rules shall have their security level reviewed within ten (10) days of being placed in disciplinary segregation. The facility classification liaison or classification officer shall be responsible for ensuring all inmates in their facility are reviewed within ten (10) days of their assigned mitigating review date. This review can be conducted administratively or in a face-to-face meeting, at the discretion of the classification liaison or classification officer.

All inmates who were classified while un-sentenced shall be reviewed at sentencing. It shall be the sole responsibility of the PMB Classification Unit to ensure that all inmates are reviewed within ten (10) days of sentencing.

It shall be the responsibility of the classification officer or facility classification liaison performing the classification review to ensure that inmates are notified in writing whenever there has been a change in the inmate's security level, which would affect his/her housing (low, medium or high).

For inmates designated with a classification of [REDACTED TEXT], it shall be the responsibility of the CIS-Jail Liaison Unit to conduct regular reviews of the facts and circumstances initiating the Administrative Segregation classification of an inmate. After the initial review by CIS – Jail Liaison, a follow-up review will occur within the first 60 days and after that every 30 days. If facts or criteria have changed, the CIS-Jail Liaison Unit shall initiate a classification change.

### Reclassification Transfer Requests

All personnel who request to have an inmate relocated from their facility to another facility shall contact the appropriate Central Housing Unit (CHU) for approval. All reports relating to the transfer (e.g., discipline, first reports, medical, informational report, etc.), shall accompany the inmate. An inmate shall not be transferred from any facility until all reports or documentation regarding the transfer is complete.

### Emergency and Major Classification Changes

Unit commanders shall be responsible for developing and implementing a plan that provides for the temporary emergency reclassification of inmates for safety or security reasons, including but not limited to:

- Discipline
- Medical/mental health services/treatment
- Safety and security of inmates and/or custody personnel
- Security of facility operations

The watch commander shall have the administrative authority to reclassify inmates on an emergency basis. In the event of an emergency reclassification of inmates by an individual facility, the PMB Classification Unit shall be immediately notified. Facilities shall not transfer a large number of inmates (30 or more) without the approval of the PMB classification lieutenant (or the PMB sergeant if the PMB lieutenant is unavailable).

Any major changes in the classification level of groups of inmates, group segregation, facility housing requirements, and policy and procedure related to inmate classification shall only be made with the concurrence of the PMB unit commander, Custody Support Services unit commander, and the concerned division chief.

Inmates requiring emergent classification to Restricted Housing shall first temporarily be classified as a [REDACTED TEXT] and housed accordingly. Notification to the CIS - Jail Liaison Unit shall be made as reasonably possible upon placement into [REDACTED TEXT] housing. The purpose and reasons for placement (emergent or not) of the inmate [REDACTED TEXT] into Restricted Housing shall be reviewed by the CIS-Jail Liaison Unit supervisor within seven days of that placement. If the case has already been reviewed, approved or denied within that time frame, the need for the specific supervisor approval is no longer necessary.

### Classification Review Committee

The Classification Review Committee shall be chaired by the PMB Classification lieutenant and consist of designated personnel from the PMB Classification Unit. The committee shall meet in response to any identified problems with classification or policy issues that may arise during the weekly CHU briefing.

### Restrictive Housing Panel

Refer to CDM section 3-20/000.00, "Restrictive Housing Panel," for responsibilities of the Panel in the classification and reclassification of inmates within restricted housing.

### Custody Investigative Unit - Jail Liaison Unit's Responsibility

CIS-Jail Liaison Unit shall be guided by the following specific and approved criteria of the Restrictive Housing Panel:

- Interview and investigate all requests for inmates requiring administrative segregation that fall within the following classifications: [REDACTED TEXT].
- All incoming administratively segregated inmates, as listed above, should be assessed and reclassified within seven (7) days of initial classification.
- Monitor and manage the administratively segregated inmate population and ensure the criteria used to classify the inmates is consistent with the most current criteria established by the RHP.
- Monitor and work collaboratively with the jail facility to manage this population to maintain safety and

security of the facilities.
- Address systemic issues with this population.
- Handle and manage the appeal process for inmates that fall within the above classifications, ensuring their due process rights.

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## • 5-01/010.05 A Guide Through Custody - Los Angeles County Jail

The purpose of the section is to establish distribution guidelines regarding the “Guide Through Custody – Los Angeles County Jail” (Guide). The Guide is intended to inform all incoming inmates of inmate rules and regulations, and services available to them while incarcerated.

### Distribution

### It will be the responsibility of the Inmate Reception Center (IRC) and Century Regional Detention Facility (CRDF) watch commanders to order and distribute the Guide.

- The guide shall be issued to all inmates remanded to the custody of the Sheriff.
- IRC and CRDF shall maintain an adequate supply of the Guide.
- Custody personnel shall not arbitrarily throw away the Guide. It shall be recycled and reused, when presentable, to minimize costs.

### Updates

It will be the responsibility of Custody Support Services (CSS) to update and maintain the Guide.

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## • 5-01/020.00 Inmate Worker Assignments

Inmate workers housed at a jail facility shall be assigned to work groups by the Population Management Bureau (PMB), Prisoner Personnel Office (PPO). The Community Based Alternatives to Custody unit (CBAC) shall assign station inmate workers and work release inmates.

Assignment of inmate workers shall be made after considering the requirements of the job, the inmate worker's capabilities, and their classification. Some inmate work assignments may require additional

screening. The inmate worker selection process shall include, but not be limited to, the following: inmate's charge, bail amount, security level, special handling status, disciplinary history, and sentence status.

Inmates shall not be denied work opportunities based solely on a mental health diagnosis or prescription for psychotropic medication.

Correctional Health Services (CHS) has determined inmates with mental health conditions with a Level of Care P2 or lower are eligible to work, with the exception of Enhanced Mental Health (EMH) inmates and those found by the court to be mentally incompetent to stand trial (MIST), who will need a special evaluation by CHS prior to being hired. (Refer to CDM section 5-01/050.10, "Medical Treating Housing for Mentally Ill Inmates.") PMB shall coordinate with CHS staff to determine work eligibility status for inmates requiring Americans with Disabilities Act (ADA) accommodations, and/or inmates who have special needs. (Refer to PMB Unit Order #005, "Conservation Work Program Procedures," for a list of inmate worker assignments available for all inmates, including inmates with disabilities, special needs, and/or medical or mental health conditions.)

Department personnel shall document each inmate worker assigned to their housing location in the appropriate field of the electronic Uniform Daily Activity Log (e-UDAL).

In addition, personnel shall conduct a count of their inmate workers before and after each assigned shift and at least once during the shift, as well as conducting hourly safety checks. All counts and safety checks shall be conducted and documented in accordance with CDM section 4-11/030.00, "Inmate Safety Checks." Department personnel shall be responsible for inmate workers under their supervision. Female inmate workers must have access to, and be supervised by, female custody personnel.

Inmate workers shall not be given any authority over other inmates. Regulations governing inmate workers shall be specific to their assigned duties.

Inmate workers shall not be allowed to use power tools (no matter the power source: electric, pneumatic, liquid fuel, hydraulic, power actuated, or similar) unless a certified operator, teacher, or Department-authorized custody assistant or deputy is present;, and inmates are trained and have demonstrated competency in the equipment to be operated. All such training shall be documented, and Inmate Worker Training records shall be kept at the unit of assignment. Refer to the appropriate Inmate Services Bureau (ISB) unit order for guidelines on Department authorization of personnel who may supervise inmate use of power tools.

Under appropriate supervision, inmate workers may operate gardening equipment after they have been trained in safety and operating procedures, and demonstrated competency in the use of the equipment. The instructions and acknowledgment of competency shall be documented and kept on file at the unit of assignment. Gardening equipment includes the following, but is not limited to:

- lawn mower,
- grass/weed trimmer.

Inmate workers are strictly prohibited from operating or driving any heavy equipment or motor vehicles. Heavy equipment includes, but is not limited to:

- forklift;
- crane;

- wheel loader;
- backhoe;
- motor grader;
- bulldozer;
- or any other equipment which requires specialized training to operate.

However, inmates may operate a farm tractor after they have been trained in safety and operating procedures, and have demonstrated competency in operating the tractor. The instructions and acknowledgment of competency will be documented and kept on file with the custody work group officer and in the Ranch Operations office.

An inmate worker may request a job change after he or she has been working in his or her assigned job for at least thirty days. In such cases, the current work officer shall be consulted regarding capabilities and job performance. Line staff shall ensure proper documentation in the Inmate Reports Tracking System (IRTS) when inmates are discharged from inmate worker positions and the facility's PPO is appropriately notified.

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## • 5-01/020.05 Custody Conservation Work Program

The Conservation Work Program will award sentenced inmates additional time credits for participating in an in-custody work or job training program pursuant to Penal Code section 4019.1(a), in lieu of the traditional time credits as outlined in Penal Code section 4019.

Population Management Bureau (PMB), Prisoner Personnel Office (PPO), and facilities' PPO will identify current job and vocational programs available at each facility which qualify for the Conservation Work Program. Inmates will be made aware of the program through inmate orientation and town hall meetings. Inmates requesting admittance into the program will be classified through PPO at each facility. Inmates who meet the qualifying criteria will be placed on an approved list for available job or vocational programs.

### QUALIFYING GUIDELINES

A list of the current job and vocational programs available to the inmates in each facility shall be maintained by PMB. Eligibility criteria for the Conservation Work Program shall be maintained by each facility's PPO.

Inmates will not be allowed to transfer to any other job or vocational program for a period of thirty (30) days after being assigned to a work group. Inmates who are not eligible for the Conservation Work Program may be referred to the education programs for possible eligibility and enrollment.

### INMATE INCIDENTS, DISCIPLINE, AND GRIEVANCE PROCEDURES

Inmates who fail to conform to established jail rules may be subject to disciplinary action, in accordance with Custody Division Manual (CDM) sections 5-09/010.00, "Inmate Discipline," and 5-09/060.00, "Disciplinary Review Process."

Each concerned facility shall be responsible for managing their Disciplinary Review Board (DRB) process. Additionally, any inmates removed from the Conservation Work Program for disciplinary reasons will be advised at their DRB hearing of the potential for the loss of earned work time/good time credits. Should an

inmate be subjected to disciplinary action which results in their removal from the program, time credits will only be awarded for the time the inmate participated in the program. The DRB sergeant conducting the hearing will make a recommendation regarding the loss of credits on the DRB screen of the Inmate Discipline Report in the Inmate Reports Tracking System (IRTS).

Final approval for the removal of credits earned will be at the discretion of the PMB unit commander, area commander, and the Credit Revocation Panel.

The Credit Revocation Panel shall be comprised of at least two of the following personnel: the Inmate Reception Center (IRC) unit commander or a designated lieutenant, the Fire Camp/PMB unit commander or a designated lieutenant, and/or the IRC Classification/Records lieutenant.

Revocation of any good-time or work-time credits from an inmate in the Conservation Work Program shall be in accordance with the guidelines set forth in the California Code of Regulations, Title 15, section 3323, "Disciplinary Credit Forfeiture Schedule." Once the review panel makes a determination to remove earned credits from an inmate, the Conservation Work Program sergeant or designee shall personally inform the inmate of the panel's findings and serve the inmate with the "Notice of Credit Removal." The Conservation Work Program sergeant or designee shall ensure the inmate is advised of his/her right to appeal the revocation. If the inmate desires to appeal, the Credit Revocation Panel shall convene a "Serious Sanction Hearing" within seven (7) days of receiving the appeal. If the inmate requests aid in preparing his/her case, the IRC Classification and Records lieutenant shall represent him/her before the panel.

## EVALUATION AND REVIEW

PMB, IRC Classification and Records, and each facility's PPO, shall maintain statistical data and prepare detailed reports to be reviewed regularly by both Conservation Work Program Operations and the Data Analysis Unit. The reports shall be categorized by facility and include the number of participants currently in the program and which inmates are currently earning credits.

## CALCULATIONS OF CREDITS

The calculation of earned credits shall be the responsibility of IRC, under the direction of the Classification and Records lieutenant.

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# • 5-01/025.00 Housing Area Inmate Workers

Inmate workers assigned to housing areas shall be screened by housing area personnel and shall require final approval from the floor sergeant prior to being permitted to work. This screening shall consist of a review of the inmate’s current security level and discipline history in the Incident Reports Tracking System (IRTS) during

the time of his/her current incarceration period. The following shall be disqualifying factors for candidates being considered for inmate workers:

- Previous discipline for assaults against staff and/or inmates
- Previous discipline for serious acts of insubordination
- Security level of 8 or 9

Housing area personnel shall note the inmate(s) selected to work in their assigned housing area in the Title 15 Uniform Daily Activity Log (UDAL). This information shall be noted under each shift and shall include the inmate's name, booking number, and security level.

Variations from the above guidelines shall have Watch Commander approval at the permanent rank of sergeant or above. Unit Commanders shall have the discretion to be more restrictive, however the above criteria shall not be made less restrictive.

## • 5-01/030.00 Inmate Classification and Identification

INMATE TYPES

California Code of Regulations, Title 15 - Minimum Standards for Local Detention Facilities (Title 15) defines two types of inmates: General Population and Administrative Segregation.

The California Penal Code and Title 15 allow for additional classifications to be defined within these two types of inmates along with appropriate housing for each.

All inmates are considered as General Population except those administratively segregated (Title 15, sections 1053 and 3335). Several additional sub-types are specified within Administrative Segregation: Restrictive Housing, Extended Restrictive Housing, Protective Custody, and Discipline.

All administratively segregated inmates are classified as such at the discretion of the Chief of Custody Services Division, General Population, or the Chief of Custody Services Division, Specialized Programs. Should a conflict arise wherein an inmate's reclassification is questioned by the initial requestor (e.g., Homicide Bureau, Operation Safe Streets Bureau, or other investigative unit), the final classification decision shall be the responsibility of either chief or their designee.

**General Population**

General Population shall be utilized for all inmates not administratively segregated.

**Administrative Segregation**

Administrative Segregation shall be utilized for all inmates who require segregation from the general population due to the threat presented against them, or the threat they present to the jail, other inmates or personnel.

**Restrictive Housing**

Restrictive Housing shall be utilized as a classification to designate inmates who are administratively segregated and whose out-of-cell, programming and privileges are generally restricted (compared to the general population), due to security, facility, availability of resources and other factors.

**Extended Restrictive Housing**

Housing that separates the inmate from contact with the general population while restricting the inmate to their cell for at least 22 hours per day, and for more than 30 days for the safe and secure operation of the facility.

**Protective Custody**

Protective Custody is a sub-class of Administrative Segregation and shall be utilized for inmates who require segregation from the General Population and Administrative Segregation population due to threats or potential threats against them (either individually or in a larger group population).

**Discipline**

The discipline type is utilized for inmates currently serving discipline. The inmate may retain their classification; however, privileges and programming may be temporarily suspended. Disciplinary procedures can be found in Custody Division Manual (CDM) section 5-09/000.00, “Inmate Disciplinary Procedures.”

INMATE CLASSIFICATIONS

In addition to their categorization as General Population or Administrative Segregation, all inmates are further classified and identified using one or more of the following:

1. [REDACTED TEXT]

1. SECURITY LEVEL

The following security levels shall be used:

- [REDACTED TEXT]

  [REDACTED TEXT]

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## • 5-01/030.03 Specific Inmate Classifications

## BROAD DEFINITIONS

- [REDACTED TEXT] - Highly Dangerous inmates
  - Highly dangerous to staff and other inmates

- Escape history
- Assaultive toward staff (within last three years), including gassing
- Assaultive toward inmates
- Highly disruptive to jail operations
- Sentenced to the death penalty
- Prison Rape Elimination Act (PREA) Predator

- [REDACTED TEXT] - Highly Disruptive (Active) inmates
  - Active gang member or associate (CDCR STG I's or other active STG II's)
  - Disruptive to jail operations
  - Assaultive toward inmates
  - History of coercion, manipulation, control of staff, inmates or others
  - PREA Predator
- [REDACTED TEXT] - Highly Disruptive (Protective Custody) inmates
  - Alleged member or associate of a protective custody gang
  - Disruptive to jail operations
  - Assaultive toward inmates or staff
  - Current or past informant and having given open court testimony (confirmed)
  - Confirmed target due to crime, noteworthiness or other circumstances (determined by the Custody Investigative Services [CIS] - Jail Liaison Unit or the Restricted Housing Panel)
  - PREA victim
- [REDACTED TEXT] - Disruptive Inmates
  - Receiving medical or mental health services
  - Disruptive to jail operations
  - Assaultive toward inmates or staff
  - PREA predator
- [REDACTED TEXT] - Protective Custody inmates
  - Alleged member or associate of a protective custody gang
  - Current or past informant and having given open court testimony (confirmed)
  - Confirmed target due to crime, noteworthiness or other circumstances (determined by the Jail Liaison Unit or the Restricted Housing Panel)
  - PREA victim
- [REDACTED TEXT] - Temporary classification, pending evaluation for reclassification
  - Administratively segregated from the general population
  - Pending classification assessment by the Jail Liaison Unit

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## • 5-01/030.05 Identification and Classification Symbols for Pregnant

## Inmates

The status of “Pregnant” shall be reserved for all inmates who have received notification from Correctional Health Services (CHS) personnel that their pregnancy test has resulted in a positive result. The status of “Pregnant” shall require a mandatory Special Handling status.

The Special Handling status for pregnant inmates shall be designated as [REDACTED TEXT] and may be indicated on any color wristband. Additionally, an [REDACTED TEXT] loop shall be attached to the inmate’s wristband to aid custody personnel in identifying an inmate who is pregnant and utilize the appropriate restraint techniques when necessary. For additional information, refer to Custody Division Manual (CDM) section 5-01/030.00, “Identification and Classification Symbols for Special Handling Inmates” and CDM section 7-02/010.00, “Pregnant Inmates.”

A request for Special Handling status may be requested through Population Management Bureau (PMB), Classification Unit.

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## • 5-01/030.15 Magnetic Cell Door Placards

Magnetic cell door placards may be used to provide custody personnel with additional information regarding safety precautions and/or special handle information for select inmates.

Magnetic cell door placards shall not disclose medical information, ensuring the privacy and security of an inmate's health information.

Unit commanders shall maintain unit orders pertaining to the use of magnetic cell door placards. Each unit order shall address:

- magnetic cell door placards allowed for use;
- which inmate classifications, behaviors, and/or actions prompt the placement of a magnetic cell door placard;
- location for placement of magnetic placrds on cell doors;
- length of time a magnetic placard shall remain on a cell door;
- storage of magnetic door sign placards;
- replacement of damaged magnetic door sign placards.

If a magnetic cell door placard is applied to a cell door which houses an inmate classified as Mental Observation Housing (MOH) or High Observation Housing (HOH), a Correctional Health Services (CHS) clinician shall be notified.

Personnel shall document the date, time, name of the clinician notified, if applicable, and reason each magnetic cell door placard is applied and removed in the Uniform Daily Activity Log (e-UDAL).

Magnetic cell door placards shall not be used as a form of discipline or to deprive inmates of programs, services, food, medical treatment, or medication, in accordance with Custody Division Manual (CDM) section 5-12/005.05, "Anti-Retaliation Policy."

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## • 5-01/035.00 Medical and Mental Health Holds

Certain inmates within Custody Services Division have known medical and/or mental health conditions which require varying methods of treatment. Inmates who have acute and/or chronic medical and/or mental health conditions requiring treatment throughout their stay shall be identified by Correctional Health Services (CHS). In the event any Department member encounters an inmate who they believe is in need of healthcare treatment, Department members shall refer the inmate to the appropriate CHS staff.

Any inmate who requires healthcare treatment offered only within specified custody facilities shall have a medical or psychiatric hold placed in the Automated Justice Information System (AJIS). CHS staff shall be responsible for entering the medical and/or psychiatric hold into the “Electronic Medical Record.” Once the hold is entered, the information will automatically be updated into AJIS and shall be available on the IC10 screen.

In the event an inmate with a medical and/or psychiatric hold arrives at any custody facility not specified as a designated facility where treatment is offered, Department members shall notify the facility watch sergeant immediately. It shall be the responsibility of the watch sergeant to determine whether or not the medical and/or psychiatric hold is still in effect. In the event the medical and/or psychiatric hold is confirmed to be in effect, the watch sergeant shall ensure CHS staff is contacted immediately and appropriate arrangements are made to transport the inmate to the Inmate Reception Center (IRC) or Century Regional Detention Facility (CRDF) without delay. However, if it is determined the hold is no longer in effect, the watch sergeant shall notify medical and/or mental health staff and ensure the inmate’s classification status is updated. All reclassifications from medical and/or psychiatric hold shall be approved by CHS staff.

## • 5-01/040.00 Inmate Classification and Handling Requests

Requests to have inmates placed on "Special Handling" status shall be submitted using the Electronic Special Handling program to the Population Management Bureau (PMB) Classification Unit (male inmates) and Century Regional Detention Facility (CRDF) (female inmates). Telephone requests will be accepted only from those units or agencies who do not have access to the Electronic Special Handling program. Any personnel receiving a special handling request shall refer the person submitting the request to PMB or CRDF for special handling disposition. A copy of the Inmate Special Handling Request shall accompany the inmate to IRC or CRDF as appropriate.

When a special handle request is received, Classification Unit personnel shall review the request with the PMB Classification sergeant to ensure that each request is complete and justified prior to issuance of a special handling classification.

The special handling request shall include:

• Name and telephone number of the officer(s) making the original request;

• The reason for the special handling request, adequately explained and justified in writing. In the event that this information is not provided the inmate shall be temporarily classified as a [REDACTED TEXT].

All special handling requests shall be submitted to the PMB Classification Unit (male inmates) and CRDF (female inmates) for follow-up and processing. Whenever a classification request or Special Handling Request is received from an outside agency, involving the following classifications: [REDACTED TEXT], the request shall be forwarded to the Custody Investigative Services (CIS) - Jail Liaison Unit. The CIS-Jail Liaison shall contact the requesting officer/agency and based upon the information received, make a recommendation as to the special handling status of the concerned inmate. The special handling request and investigating unit's recommendation shall be forwarded to the PMB Classification lieutenant or sergeant who will make the final determination as to special handling status.

Any classification or reclassification of a special handle inmate shall be referred to the PMB Classification Unit for male inmates or the CRDF Prisoner Personnel Office (PPO) for female inmates. Any classification or reclassification of a [REDACTED TEXT] administratively segregated inmate shall be referred to the CIS-Jail Liaison Unit. After confirmation of the request by the Jail Liaison Unit, it shall be forwarded to PMB or PPO by the Jail Liaison Unit.

A reasonable effort shall be made to contact the original officer requesting the special handling prior to declassifying or reclassifying an inmate when such declass or reclass would directly affect the security intended by the requesting individual.

## INMATE SPECIAL HANDLING FILES

The PMB Classification Unit for male inmates, and the PPO classification unit for female inmates, are responsible for maintaining inmate special handling files, and for disseminating information to concerned units regarding prisoners who require a special handling classification.

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# • 5-01/045.00 Inmate Handling - Specific Classifications

## RESTRICTIVE HOUSING

Restrictive Housing is designated for inmates who are administratively segregated when their out-of-cell time is limited to less than two (2) hours per day. Housing areas that may meet this criterion include those inmates with the following classifications: [REDACTED TEXT].

**Short-term restricted housing** - locations where inmates are housed for a short period of time (less than 30 days) such as classification investigation housing.

**Long-term restricted housing** - locations where inmates are housed for more than 30 days.

Restricted Housing locations shall be visited by the facility captain or designee (minimum rank of sergeant) on a daily basis. Inmate requests, problems, or concerns received by the designee may be emailed to the Custody Investigative Services (CIS) - Jail Liaison Unit. Emergent requests, problems, or concerns shall be addressed by the facility's personnel and emailed to the CIS - Jail Liaison Unit.

CIS - Jail Liaison personnel shall visit Restricted Housing locations on a weekly basis. CIS - Jail Liaison personnel shall report or address any requests, problems, or concerns.

Personnel permanently assigned to Restrictive Housing locations shall be properly trained, have suitable experience, receive specialized training, and have a good working knowledge of the Custody Information Portal, Inmate Reports Tracking System (IRTS), and the Automated Justice Information System (AJIS). The criteria for placement into these restrictive housing locations is to be determined by the unit commanders and shall conform to the local unit's training and rotation policies and procedures.

When an inmate in long-term Restrictive Housing is deprived of any commonly authorized items or activity, a report of the action shall be made within the electronic Uniform Daily Activity Log (e-UDAL) and the floor sergeant or designee (noted above) shall be notified.

Jail Mental Health Evaluation Team (JMET) members shall be responsible for visiting all Restrictive Housing locations weekly to locate inmates with mental health needs who were not identified during screening or who have decompensated.

### Access to Programs

Access to programs shall not be curtailed simply due to the classification of inmates within Restricted Housing. Programs and offerings shall be made available depending on availability, accessibility, and facility security.

### Indoor and Outdoor Recreation

Title 15 Minimum Standards shall be maintained and any additional out of cell time (indoor and outdoor recreation) shall be afforded to inmates in Restricted Housing as facility availability, accessibility, and security allow.

### Behavior Based Reintegration "STEP" Program

Jail Liaison personnel monitors the facilities' Behavior Based Reintegration "STEP" Program and makes recommendations to the facility captains for placement of inmates into the program. Placement into the Behavior Based Reintegration "STEP" Program is dependent upon housing availability.

## SPECIFIC HANDLING

### [REDACTED TEXT] - Highly Dangerous Inmates

The following procedures shall be adhered to when handling [REDACTED TEXT] inmates:

- [REDACTED TEXT] inmates shall be the only inmates allowed in a recreation area at any one time, unless when secured to treatment chairs.

- A supervisor should be assigned to the [REDACTED TEXT] housing location (floor, module, or dorm) or shall be immediately available at all times due to the high-security level of these inmates.
- [REDACTED TEXT] inmates shall be waist chained when escorted outside of their cell. They shall remain isolated from the general population and other [REDACTED TEXT] inmates when housed in temporary holding areas such as visiting, medical facilities, court facilities, and during transportation.
- [REDACTED TEXT] inmates shall be waist chained while being transported.
- [REDACTED TEXT] inmates shall be housed in single person cells and kept away from all other inmates.
- No housing movements shall be made without approval by CIS-Jail Liaison Unit, unless emergent circumstances exist and the facility watch commander approves the move.

## [REDACTED TEXT] – Highly Disruptive (Active) Inmates

The following procedures shall be adhered to when specifically handling [REDACTED TEXT] inmates:

- A supervisor should be assigned to the [REDACTED TEXT] housing location (floor, module, or dorm) or shall be immediately available at all times due to the high-security level of these inmates.
- [REDACTED TEXT] inmates housed together shall be handcuffed and escorted while outside of their cell. They shall remain isolated from the general population and other inmates when housed in temporary holding areas such as visiting, medical facilities, court facilities, and during transportation.
- [REDACTED TEXT] inmates shall be waist chained while being transported.
- [REDACTED TEXT] inmates may be housed or recreate with **compatible** inmates as approved by the CIS-Jail Liaison Unit.
- [REDACTED TEXT] inmates shall be kept away from all inmates, other than their designated **compatible** inmates.
- No housing movements shall be made without approval by CIS-Jail Liaison Unit, unless emergent circumstances exist and the facility watch commander approves the move.

## [REDACTED TEXT] - Highly Disruptive (Protective Custody) Inmates

The following procedures shall be adhered to when specifically handling [REDACTED TEXT] inmates:

- A supervisor should be assigned to the [REDACTED TEXT] housing location (floor, module, or dorm) or shall be immediately available at all times due to the high-security level of these inmates.
- [REDACTED TEXT] inmates housed together are not required to be waist chained when escorted outside of their cell unless circumstances require it. They shall remain isolated from the general population and other inmates when housed in temporary holding areas such as visiting, medical facilities, court facilities, and during transportation.
- [REDACTED TEXT] inmates shall be waist chained while being transported.
- [REDACTED TEXT] inmates may be housed with **compatible** inmates as approved by CIS-Jail Liaison Unit.
- [REDACTED TEXT] inmates shall be kept away from all other inmates other than their designated **compatible** inmates or others within their classification.

- **Compatible** [REDACTED TEXT] inmates shall be the only inmates allowed in a recreation area at any one time.
- No housing movements or reassignments may be made without approval by CIS-Jail Liaison Unit, unless exigent circumstances exist and the facility watch commander approves the move.

## [REDACTED TEXT] - Disruptive and receiving additional medical or mental health services

The following procedures shall be adhered to when handling [REDACTED TEXT] inmates:

- A supervisor should be assigned to the [REDACTED TEXT] housing location (floor, module, or dorm) designated for cohabitating inmates or shall be immediately available at all times due to the high-security level of these inmates.
- [REDACTED TEXT] inmates housed together are not required to be waist chained when escorted outside of their cell unless other circumstances require it. They shall remain isolated from the general population and other inmates when housed in temporary holding areas such as visiting, medical facilities, court facilities, and during transportation.
- [REDACTED TEXT] inmates shall be waist chained while being transported.
- [REDACTED TEXT] inmates may be housed with **compatible** inmates as approved by the CIS - Jail Liaison Unit.
- [REDACTED TEXT] inmates shall be kept away from all other inmates other than their designated **compatible** inmates.
- No housing movements or reassignments may be made without approval by the CIS - Jail Liaison Unit, unless exigent circumstances exist and the facility watch commander approves the move.
- [REDACTED TEXT] inmates require consultation with mental health and/or health care staff for reassignments.

## [REDACTED TEXT] inmates:

| | [REDACTED TEXT] | [REDACTED TEXT] | [REDACTED TEXT] |
|---|---|---|---|
| Intra-module movement (within module) | Waist chained | Handcuffed | Handcuffed |
| Intra-Jail movement (between modules) | Waist chained | Handcuffed | Handcuffed |
| Major movements | Handcuffed and/or waist chained | Handcuffed | Handcuffed |
| Internal Escort (Deputy: Inmate) | 2:1 | 1:1 minimum | 1:1 minimum |
| Video Escort | As mandated | As mandated | As mandated |

| | | | |
|---|---|---|---|
| Sgt. Escort | As mandated | As mandated | As mandated |
| Leg Chains | As mandated | As mandated | As mandated |
| Black Box | As mandated | As mandated | As mandated |

### [REDACTED TEXT] - Pregnant Female Inmates

The following procedures shall be adhered to when handling K-8 pregnant females:

- Issued an [REDACTED TEXT] wristband loop.
- Shall not be housed in Extended Restricted Housing or isolation cells.
- See Custody Division Manual (CDM) section 7-02/010.00, "Pregnant Inmates" for additional handling and restraint guidance.
- Specific handling and guidance per Penal Code 3407.
  - (a) An inmate known to be pregnant or in recovery after delivery shall not be restrained by the use of leg irons, waist chains, or handcuffs behind the body.
  - (b) A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public.
  - (c) Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.

### [REDACTED TEXT] - Administrative Segregation for Pre-Arraigned Inmates

Case law stipulates that administratively segregated pre-arraigned inmates cannot be subjected to a strip search. A strip search of [REDACTED TEXT] inmates may be done with watch commander approval if "individualized suspicion and articulable facts" exist. The watch commander shall complete and sign a "Strip Search Authorization Record" (SH-R-399), which shall be forwarded to the unit commander for review.

## SUB-CLASSIFICATIONS – SPECIFIC HANDLING INSTRUCTIONS

The following procedures shall be adhered to when handling sub-classification inmates:

[REDACTED TEXT] - Lesbian, Gay, Bisexual, Transgender, Intersex (LGBTI):

- Shall not to be housed in Restricted Housing based on gender identity alone.
- Must be escorted at all times.
- If space is not available to segregate an inmate in a court lockup, the escorting officers may be required to remain with the prisoner until they are returned to the Inmate Reception Center (IRC).
- Depending on their keep-away classification, they require segregation during transportation and at

the court lockup.

- Inmates so classified, particularly [REDACTED TEXT], may, at the discretion of the IRC watch commander, be transported to court by the arresting/investigating unit or agency.
- If an inmate is classified with a reserve code, appropriate security should be provided regarding housing and transporting the inmate.
- See CDM for additional handling procedures.

[REDACTED TEXT] - Suicidal:

- See CDM section 5-01/050.00, "Handling of Suicidal Inmates" and other sections for handling guidelines and procedures.

[REDACTED TEXT] (court ordered keep-away)
[REDACTED TEXT] (escape risk)
[REDACTED TEXT] (fragile)
[REDACTED TEXT] (highly dangerous)
[REDACTED TEXT] (visually impaired)
[REDACTED TEXT] (psychotropic medication)
[REDACTED TEXT] (contempt of court)
[REDACTED TEXT] (noteworthy)
[REDACTED TEXT] (condemned):

- Must be escorted at all times.
- If space is not available to segregate an inmate in a court lockup, the escorting officers may be required to remain with the prisoner until they are returned to the Inmate Reception Center.
- Depending on their keep-away classification, they require segregation during transportation and at the court lockup.
- Inmates so classified, particularly [REDACTED TEXT], may, at the discretion of the IRC watch commander, be transported to court by the arresting/investigating unit or agency.
- If an inmate is classified with a reserve code, appropriate security should be provided regarding housing and transporting the inmate.
- See CDM section 5-01/030.00, "Inmate Classification and Identification" for additional handling procedures for these sub-classifications.

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## • 5-01/050.00 Handling of Suicidal Inmates

## IDENTIFICATION OF SUICIDAL INMATES

The identification of inmates who are suicidal or who may attempt suicide should begin when the inmate initially enters the custody of the Sheriff's Department. What the inmate says and how he or she behaves while being transported to the jail and/or booked, and during the medical screening process at the Inmate Reception Center (IRC) or Century Regional Detention Facility (CRDF), are vital for detecting suicidal behavior. The signs and symptoms exhibited by the inmate often foretell a possible suicide or suicide attempts.

All incidents involving suicidal gestures, self-injurious behavior, and verbal statements which indicate current suicidal intent or ideation are potentially life-threatening and shall be treated as serious incidents, requiring evaluation by medical and mental health personnel.

Custody personnel shall immediately interrupt, and if necessary, provide appropriate aid to an inmate who threatens or exhibits self-injurious behavior, in accordance with procedures delineated in CDM section 5-03/060.00, "Response to Inmate Medical Emergencies."

## SUICIDE ATTEMPTS

Any suicide attempt, suicide threat, self-injurious behavior, or other behavior which may indicate a decompensation of mental health status shall be brought to the immediate attention of a supervisor and to medical and mental health personnel. Personnel shall initiate a Behavioral Observation Mental Health Referral (BOMHR) report and immediately notify CHS mental health personnel of the need to assess the inmate as soon as possible.

### Initiation of a Behavioral Observation and Mental Health Referral Form

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 form (SH-J-407), or corresponding sections of the electronic BOMHR (e-BOMHR), as soon as reasonably practicable, but no later than the end of the shift. Custody personnel shall include in the BOMHR report the date and time the report was completed and the names of any witnesses. If there were no witnesses to the event, this shall be indicated. Custody personnel shall notify Correctional Health Services (CHS) staff upon the submission of an e-BOMHR. Refer to Custody Division Manual (CDM) section 4-05/000.00, "Behavioral Observation and Mental Health Referral Reports."

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 CHS mental health clinician. In these cases, the BOMHR will be completed by the respective mental health clinician.

An inmate who suffers an adverse triggering event, such as a suicide attempt, suicide threat, self-injurious behavior, or displays behavior indicative of a decompensation of mental health status, shall be placed under unobstructed visual observation. If personnel are unable to place the inmate under unobstructed visual observation, they shall be placed in a suicide-resistant location with safety checks conducted every 15 minutes, until a CHS mental health clinician has completed their evaluation.

(“Unobstructed Visual Observation” is continuous but not necessarily uninterrupted observation within a reasonable physical distance of the inmate. While maintaining unobstructed visual observation, custody personnel are permitted to perform other routine tasks if the at-risk inmate[s] remain[s] in view with clear sight lines. A "Suicide Resistant Location" is an area or housing assignment where known or apparent suicide hazards do not exist or have been removed.)

At no time shall an inmate who suffers an adverse triggering event such as a suicide attempt, suicide threat, self-injurious behavior, or any clear decompensation of mental health status be placed inside of a

cell wearing a waist chain. If the inmate refuses to comply with custody personnel's orders, the procedures outlined in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates" shall be followed.

### Suicide Intervention

Custody personnel shall immediately interrupt, and if necessary, provide appropriate aid to an inmate who threatens or exhibits self-injurious behavior, in accordance with procedures delineated in CDM section 5-03/060.00, "Response to Inmate Medical Emergencies." In the event of the discovery of an attempt or completed suicide, personnel shall:

- Call for assistance and notify main control.
- Notify medical personnel and request paramedics if necessary.
- Lockdown the immediate area.
- Obtain the emergency response kit.
- In the case of hanging, use the "cut down tool" from the emergency response kit to immediately cut down the inmate. The preservation of life should be staff's primary concern.
- Monitor the inmate's airway, breathing, and circulation.
- Render first aid and/or Cardiopulmonary Resuscitation (CPR) if necessary.
- Provide a brief summary of known, relevant events, and possible mechanisms of injury to responding medical personnel.
- Notify the watch sergeant and the watch commander as soon as practical.

Should the inmate die as a result of a suspected suicide, the procedures described in CDM section 4-10/050.00, "Inmate Death - Reporting and Review Process" shall be followed.

Each "secure" staff station has been assigned an emergency response kit. All housing areas shall maintain an emergency response kit. The emergency response kit is contained in a white waterproof container with red stenciling on the sides labeled "EMERGENCY RESPONSE KIT." The emergency response kit shall only be removed from the staff station to assist with medical emergencies or during training drills. Refer to CDM section 3-14/090.00, "First Aid and Suicide Intervention Kits," for a list of items contained in the emergency response kits.

Personnel responsible for the staff station shall inspect the emergency response kit at the beginning of their shift to ensure the tamper-resistant tape is intact. This inspection shall be documented in the Uniform Daily Activity Log (UDAL) or the e-UDAL. If the tamper-resistant tape is broken or the kit appears to have been opened, custody personnel shall open the kit to inspect and ensure the required items are inside of it. As soon as reasonably practical, the kit shall be replaced by the facility's Training Unit personnel, or a designated supervisor. If the tamper-resistant tape is secure on the kit, inspection of the contents inside is not necessary.

## Post-Suicide Attempt Follow-up

Subsequent to an attempted suicide, custody personnel shall:

- Arrange for the inmate to be escorted to the medical clinic for evaluation.

- Notify CHS mental health personnel of the need to assess the inmate as soon as possible.
- If necessary, transport the inmate to the appropriate hospital designated by medical personnel for further treatment.
- After treatment and/or evaluation, escort the inmate to the appropriate housing location as directed by a CHS mental health clinician.
- Wristband the inmate with a [REDACTED TEXT] wristband coded [REDACTED TEXT].
- Ensure the Mental Health Movement Sheet (SH-J-472) form is completed by the CHS mental health clinician and submitted to Population Management Bureau's (PMB) Classification Unit. The Mental Health Movement Sheet (SH-J-472) form may be submitted to the Classification Unit via e-mail, fax, or through the Mental Health Tools application found in the intranet and through the e-UDAL. The inmate's classification shall be updated in the Automated Justice Information System (AJIS) with the CHS mental health clinician's recommendations prior to housing the inmate.

## Required Reports

- Complete an Incident Report (SH-R-49).
- Complete an electronic Behavioral Observation and Mental Health Referral Report (SH-J-407).
- Complete an Inmate Injury Report (SH-J-212).
- Ensure the Mental Health Movement Sheet (SH-J-472) form is completed and submitted to the Classification Unit.

When completing an Incident Report (SH-R-49) and all other required reports, custody personnel shall not indicate a suicide attempt as feigned.

Refer to CDM section 4-07/010.00, "Notification and Reporting of Significant Incidents."

Should the inmate die as a result of suicide, the procedures described in CDM section 4-10/050.00, "Inmate Death - Reporting and Review Process," shall be followed.

# NOTIFICATIONS OF AN ATTEMPTED SUICIDE

In cases where an inmate must be sent to IRC or CRDF from an outlying facility for a psychological evaluation, the originating facility watch sergeant shall make a notification of the transfer to the Twin Towers Correctional Facility (TTCF) or CRDF watch sergeant.

The originating facility's watch sergeant shall ensure an Incident Report (SH-R-49) is completed, documenting the inmate’s suicide attempt. The originating facility's watch sergeant will also provide the TTCF or CRDF watch sergeant with the Uniform Reporting Number (URN) of the Incident Report so that TTCF or CRDF personnel can complete the Final Housing Information and Watch Commander's Review section of the e-BOMHR report.

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 shall accompany the inmate from initial observation to final housing, including the medical assessment, any transportation, and

the mental health assessment.

For information on required notifications of attempted suicides by minors in custody, refer to CDM section 5-03/140.00, “Sick or Injured Inmate in Serious or Critical Condition.”

## Inmates Transported to a Medical Facility After an Attempted Suicide

Each custody facility shall develop and maintain a unit order outlining the procedures below for notifying custody personnel from the Los Angeles County + University of Southern California (LAC+USC) Medical Center Jail Ward when an inmate is transferred to their custody after having attempted suicide. The watch deputy from the inmate's housing facility shall contact the booking deputy from LAC+USC via telephone and notify them the inmate being transferred to their custody attempted to commit suicide. The watch deputy shall document on the e-UDAL the name and employee number of the Jail Ward booking deputy who was contacted. Regardless of the duration of the inmate's stay at LAC+USC, the inmate shall be transferred to IRC (male inmates), CRDF (female inmates), or another facility as determined by CHS staff. The inmate shall be cleared by medical and mental health personnel from IRC, CRDF, Urgent Care, or another facility, as directed by CHS staff, prior to being rehoused in another custody facility.

In cases where the inmate is escorted to LAC+USC, but does not enter the jail ward (e.g., enters the hospital's main emergency room only) and is not transferred to the custody of LAC+USC Jail Ward personnel, custody personnel from the inmate's current housing facility shall transfer the inmate to IRC or CRDF after being medically discharged. The inmate shall be cleared by medical and mental health personnel at IRC, CRDF, or Urgent Care, as directed by CHS staff, prior to returning to their previous housing location or being rehoused in another custody facility.

All inmates who are escorted to other medical facilities after attempting to commit suicide shall be transferred to IRC or CRDF after being discharged. The inmate shall be directed to IRC, CRDF, or Urgent Care's healthcare personnel prior to returning to their previous housing location or being rehoused in another custody facility.

## Inmates Identified as Suicidal by Medical Facility Staff

When an inmate is being treated at a medical facility for any medical reason, and is later identified as suicidal by medical staff, the inmate shall be transferred to IRC (male inmates), CRDF (female inmates), or another facility as determined by CHS staff after being medically discharged, regardless of the duration of the inmate’s stay at the medical facility. The inmate shall not return to their previous housing location. The inmate shall be cleared by CHS medical and mental health personnel from IRC, CRDF, Urgent Care, or another facility prior to being rehoused.

## Suicidal Inmates Transferred to the Inmate Reception Center or Century Regional Detention Facility from Outlying Custody Facilities

All outlying custody facilities (including court lockups and station jails) that transfer any suicidal or potentially suicidal inmate to IRC (for male inmates) or CRDF (for female inmates) for mental evaluation shall ensure the following before the transfer of that inmate:

- The inmate's wristband is replaced with a [REDACTED TEXT] wristband coded with an [REDACTED TEXT].
- Sections 1 through 6 of the BOMHR report, or respective sections of the e-BOMHR, are completed.
- Any healthcare transfer documents are transported with the inmate.

## HOUSING FOR SUICIDAL INMATES - HIGH OBSERVATION HOUSING

Custody personnel shall visually inspect all High Observation Housing (HOH) cells prior to initially housing a mentally ill inmate and document the inspection on the e-UDAL. Refer to CDM 5-08/010.00, "Searches" and CDM section 3-06/080.00, "Security of Medication."

### Safety Checks

Inmates who have been identified as potentially suicidal shall be assigned to the proper suicide housing locations at the direction of mental health personnel (refer to CDM 5-01/050.10, "Housing for Mentally Ill Inmates"). Safety checks for inmates who are housed in HOH shall be conducted every 15 minutes (refer to CDM section 4-11/030.00, "Inmate Safety Checks").

### Safety Garments, Bedding, Personal Items

Inmates who require a high level of observation may be subject to clinically appropriate property restrictions in order to maintain a safe environment. Upon initial placement in HOH, except when transferred directly from Forensic Inpatient Program (FIP), inmates will only be provided with suicide-resistant blankets, gowns, and approved mattresses, unless otherwise specified, as determined and documented by a CHS mental health clinician.

Property restrictions in HOH beyond 24 hours will be based on an assessment by a CHS mental health clinician as necessary and documented in the electronic medical record. Within 24 hours, a CHS mental health clinician will make recommendations regarding allowable property based upon an individual clinical assessment (refer to JMHS policy 70.7, Suicide Prevention).

CHS mental health clinicians will communicate allowable property recommendations and/or restrictions via an "Inmate Property Door Sign." Custody personnel shall retrieve and print the Inmate Property Door Sign using the Mental Health Tools web application in the e-UDAL (refer to CDM section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates").

Custody personnel shall ensure that suicidal inmates are provided with all of the items identified on the Inmate Property Door Sign. If custody personnel find in the inmate's possession property not listed on the door sign, those items shall be removed from the concerned inmate's environment.

### Placement of Suicidal Inmates in a Suicide Prevention Gown for Housing in a High Observation Housing Area

Personnel from the facility initiating the BOMHR shall transport the inmate to the appropriate facility in their regular jail issued clothing. Once the inmate arrives to the receiving facility, personnel from the facility initiating the BOMHR shall order the inmate to remove their clothing and don the suicide

prevention gown. If the inmate refuses, a sergeant from the receiving facility shall assume the responsibility of ensuring the removal of the inmate's clothing prior to housing them in an HOH cell, and personnel shall provide the inmate with a suicide prevention gown immediately upon housing them in the HOH cell.

In exceptional circumstances where the clothing exchange does not occur inside a cell, personnel shall take all reasonable measures to conduct the exchange in an area of privacy where the inmate cannot be observed by persons not participating in the exchange.

# SUICIDE PREVENTION

## Suicide Prevention and Intervention Drills

Each custody facility shall conduct random drills regarding the handling of suicidal inmates and suicide prevention. The drills shall consist of an inspection sheet asking custody personnel specific questions regarding the handling of suicidal inmates and suicide prevention. Custody personnel shall be required to participate in the following scenarios:

- Hangings
- Wrist cuts
- Overt acts that demonstrate suicidal or self-injurious behavior
- Drug overdoses
- Verbal threats of suicide

The scenarios shall also involve practical applications of first aid and CPR procedures. These drills shall be conducted on a quarterly basis and their records shall be maintained at each custody facility's Training Unit.

Custody Training and Standards Bureau (CTSB) shall be responsible for the development and routine distribution of Instructional Bulletins detailing suicide and attempt suicide prevention and handling.

## Audits by Custody Support Services Bureau

Custody Support Services Bureau (CSSB) shall conduct an annual audit of every Custody Services Division facility regarding suicide prevention. California Code of Regulations, Minimum Standards for Local Detention Facilities, Title 15, mandates that each Custody Division facility develops a policy regarding suicide prevention. The unit policy should address specific needs and unique characteristics of that facility with regard to suicide prevention.

Audits conducted by CSSB shall minimally cover the following issues in regard to suicide prevention:

- Proper housing assignments and the completion of safety checks for suicidal inmates.
- The use of safety garments.
- Distribution of Instructional Bulletins.
- Distribution of medication to inmates.
- Department personnel's compliance with policy and procedures and their knowledge of current

policy.
- A review of any training provided for suicide prevention.

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## • 5-01/050.05 Telephone Suicide Risk

Access to telephones may pose a risk for inmates with suicidal tendencies. There is the possibility that an inmate may hang himself from a telephone cord. Inmate telephone cords in Custody Division should be 18 inches or less in length. Personnel working in areas where suicidal inmates are housed should exercise caution when allowing an inmate to use the telephone.

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## • 5-01/050.10 Housing for Mentally Ill Inmates

When an inmate is diagnosed by Correctional Health Services' (CHS) mental health personnel as suffering from a mental illness, the inmate shall be assigned the special handling code sub-classification [REDACTED TEXT] ("Mental Health"). The [REDACTED TEXT] sub-classification indicates the inmate is in need of mental health housing.

In addition, the following definitions have been approved by CHS to indicate inmate mental health levels of care, as determined by mental health staff:

- Level of Care [REDACTED TEXT] - No current mental health impairments. Does not require special mental health housing.
- Level of Care [REDACTED TEXT] - Mild impairment. Generally does not require special mental health housing.
- Level of Care [REDACTED TEXT] - Moderate impairment. Generally requires moderate observation housing (MOH) in jail with mental health supervision.
- Level of Care [REDACTED TEXT] - Significant impairment. Generally requires high observation housing (HOH) in jail with mental health supervision.
- Level of Care [REDACTED TEXT] - Severe debilitating symptoms, priority for hospitalization, housing in jail with HOH or Correctional Treatment Center (CTC).

There are times when an inmate's medical condition will supersede the mental health needs of the inmate. When this occurs, the inmate shall be housed in the appropriate medical housing area until cleared by medical personnel to be transferred to mental health housing. The inmates shall retain the [REDACTED TEXT] sub-classification throughout their stay in the medical housing area. This will prevent inmates from being transferred to a non-mental health housing area after being discharged from a medical housing area.

In the event any inmate requires both High Observation Housing (HOH) and medical housing, personnel shall consult with CHS staff to determine the appropriate housing location.

Department personnel shall ensure inmate safety checks and documentation are in compliance with Custody Division Manual section 4-11/030.00, "Inmate Safety Checks."

## • 5-01/050.15 Property Restrictions for Mentally Ill Inmates

### HIGH OBSERVATION HOUSING

The allowable property of inmates may have to be temporarily restricted for inmates who present a higher risk of self-harm. Inmates who require a high level of observation may be subject to clinically appropriate restrictions in order to maintain a safe environment (refer to CDM sections 5-06/010.05, "Allowable Inmate Property - Male Inmates," and 5-06/010.10, "Allowable Inmate Property - Female Inmates").

Using the Mental Health Tools web application, clinicians will specify or indicate allowable property recommendations and/or restrictions via an "Inmate Property Door Sign." Custody personnel shall retrieve and print a door sign using the same web application. The "Inmate Property Door Signs" shall be placed on the cell door by custody personnel. The "Inmate Property Door Signs" will communicate the allowable inmate property to any custody personnel based on the last clinical assessment.

Upon initial placement in High Observation Housing (HOH), except when transferred directly from Forensic Inpatient (FIP), inmates shall be provided only suicide-resistant blankets, gowns, and approved mattresses, unless otherwise specified, as determined and documented by a Jail Mental Health Services (JMHS) clinician.

Upon initial placement in HOH from Inmate Reception Center or Century Regional Detention Facility, an "Inmate Property Door Sign" will be printed by the clinician in reception. Upon initial placement from any other housing location into HOH, the door sign shall be printed by custody personnel. The door sign shall accompany the inmate when being escorted to housing. Custody personnel at HOH housing locations shall not accept the inmate without the door sign.

Within 24 hours of initial placement in HOH, a clinician will make recommendations regarding allowable property based upon an individual clinical assessment (Refer to JMHS policy 70.7 Suicide Prevention).

Property restrictions in HOH beyond 24 hours will be based on an assessment by a clinician as necessary and documented in the electronic medical record.

As changes to the allowable property are made, the clinician will notify custody personnel via the Mental Health Tools web application in the electronic Uniform Daily Activity Log (e-UDAL). If new or updated Door Tags exist, a button in the e-UDAL Modules entry form will appear onscreen which says, "PENDING Door Tags: xx." Upon seeing this prompt, new or updated door signs shall be printed and replaced accordingly by custody personnel.

In the event that the Mental Health Tools web application is inaccessible, custody personnel shall notify the clinician and request a handwritten door sign.

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## • 5-01/050.20 Declassification of Mental Observation Inmates

All declassifications or reclassifications of mental observation inmates shall be approved by Correctional Health Services (CHS) mental health personnel. Upon notification by CHS that an inmate's mental health classification has been revised, the Population Management Bureau (PMB) shall ensure inmate records reflect the updated classification. Housing assignments for mental health inmates shall be determined in accordance with Custody Division Manual (CDM) sections 5-01/030.00, "Inmate Classification and Identification," and 5-01/050.10, "Housing for Mentally Ill Inmates."

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## • 5-02/000.00 Special Housing Needs

[Title Only]

## • 5-02/010.00 Juveniles

The Inmate Reception Center (IRC) shall not accept confirmed or unconfirmed juveniles for booking into the jail system.

The housing facilities within the Los Angeles County Sheriff's Department's Custody Division and Correctional Services Division shall not accept confirmed or unconfirmed juveniles into their housing areas.

Century Regional Detention Center (CRDF) booking-front will accept juveniles and may hold them for up to six hours, so that they may be relinquished to their parents or the proper authority.

Court Services Division and Correctional Services Transportation personnel shall not accept a juvenile who is being remanded to the County Jail without prior approval from the Chief of Custody Operations Division or Correctional Services Division.

## • 5-02/020.00 Alleged Juvenile Inmates

When an inmate is booked as an adult, then alleges to be a juvenile, they shall be referred to as an inmate of undetermined age. The watch commander of the facility where the inmate is housed shall ensure the inmate is classified as a [REDACTED TEXT]– Temporary Classification inmate, and complete the Inmate of Undetermined Age Report.

If the inmate of undetermined age has not made their initial court appearance and does not have a remand holding them in custody, the watch commander has the discretion to contact the arresting

agency and advise them that they must take back custody of the inmate until their age has been determined.

The watch commander of the facility where the inmate is housed shall immediately contact the Inmate Reception Center (IRC) watch commander and the IRC Records watch deputy to ensure the inmate of undetermined age is ordered to court the following day for certification.

All inmates of undetermined age shall be segregated from other inmates and they shall be housed in Twin Towers Correctional Facility (TTCF)[REDACTED TEXT] (Century Regional Detention Facility [CRDF] for females) until their age is determined.

The IRC watch commander shall ensure the following:

- The Centralized Housing Unit (CHU) shall be advised that the inmate is of undetermined age and classified as a [REDACTED TEXT]– Temporary Classification inmate with a [REDACTED TEXT];
- An investigation shall be conducted under the supervision of the IRC watch commander to establish the age of the inmate. The investigation shall be completed within six hours of notification;
- If it is determined the inmate is a juvenile, the IRC watch commander shall contact the Los Angeles County Probation Department to arrange the transfer of the juvenile to their custody and contact the court of jurisdiction to advise them of the results of the investigation;
- If the watch commander's investigation is unable to verify the inmate of undetermined age's birth date, the inmate shall continue to be housed in TTCF or CRDF [REDACTED TEXT];
- The IRC Records watch deputy shall ensure the inmate is scheduled to appear at the court of jurisdiction on the next court day to determine the inmate of undetermined age's birth date;
- Court Services Transportation (CST) deputies shall transport the inmate to the Court Services Division (CSD) [REDACTED TEXT] and provide CSD personnel with a copy of the Inmate of Undetermined Age Report and supporting documents, which they shall obtain from the Court Box located at IRC Records;
- If the judge determines the inmate is a juvenile, CSD personnel shall arrange for the Los Angeles County Probation Department to transfer the subject to the appropriate juvenile facility;
- If the judge determines the inmate is an adult, CSD personnel shall arrange for the subject's transportation to IRC on the next CST bus.

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## • 5-02/030.00 Informant Housing

Custody Division personnel shall not house any inmate with another inmate(s), in any housing location, for the purpose of obtaining information for a criminal case. Exceptions to this policy shall be made only by court order.

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## • 5-02/040.00 Administrative Segregation Housing Definitions

# ADMINISTRATIVE SEGREGATION

For the purposes of housing definitions, Administrative Segregation housing includes: Restrictive Housing, Extended Restrictive Housing, Protective Custody Housing and Discipline Housing.

Each unit commander shall provide for the administrative segregation of inmates who are determined to be an escape risk, assaultive towards staff or other inmates, in need of protection from other inmates, or are pending a disciplinary hearing.

Administrative segregation shall consist of separate and secure housing but shall not involve any other loss of privileges, other than is necessary to protect inmates, staff, and maintain facility security.

Absent the exception noted above, inmates within Administrative Segregation shall be afforded the same privileges and services granted to the General Population, including but not limited to:

- Writing and receiving letters per the Manual of Policy and Procedures (MPP) section 5-03/190.10, "Regulations - Writing Personal Correspondence" and Custody Division Manual (CDM) section 5-06/070.00, "Inmate Correspondence";
- Inmate visiting per CDM section 5-10/010.00, "Inmate Visiting";
- Reading materials per CDM section 5-13/150.05, "Minimum Library Contents";
- Access to a telephone per Title 15 section 1067, "Access to Telephone";
- Access to legal materials per CDM section 5-13/160.00, "Law Library and Legal Documents";
- Access to medical and mental health care per CDM sections 5-03/020.00, "Medical/Mental Health Procedures Manual," and 5-04/010.00, "Psychiatric and Psychological Services";
- Basic personal items per CDM section 5-06/010.05, "Allowable Inmate Property - Males" and 5-06/010.10, "Allowable Inmate Property - Female Inmates";
- Laundry services (bedding and clothing exchange) per CDM section 5-11/060.00, "Bedding, Linen, and Clothing Exchange";
- Hair care services per CDM 5-13/050.00, "Hair Care Services for Inmates";
- Religious counseling or services.

## Restrictive Housing

Restrictive Housing is defined as housing that requires an inmate to be confined to a cell at least 22 hours per day for the safe and secure operation of the facility.

## Extended Restrictive Housing

Extended Restrictive Housing is defined as housing that separates the inmate from contact with general population while restricting the inmate to his/her cell for at least 22 hours per day and for more than 30 days for the safe and secure operation of the facility.

## Protective Custody Housing

Protective Custody Housing is defined as housing that requires an inmate to be administratively

segregated from the general population due to specific or vague threats against them or an affiliated group to which they identify. They may be "restricted" to a cell at least 22 hours per day for the safe and secure operation of the facility or they may be housed within a larger dorm or module style housing.

### Discipline Housing

Discipline is a sub-set of administrative segregation and may require the inmate's privileges be temporarily suspended while serving their "discipline time." An inmate serving discipline may be "restricted" to their cell or it may be served within a dorm or module setting depending on the inmate's classification, availability of facility resources and other pertinent factors.

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## • 5-02/050.00 Classification, Screening, and Housing of Gay, Gender Non-Conforming, Intersex, and Transgender Inmates

The Department shall adhere to the Prison Rape Elimination Act of 2003 (PREA) and shall make individualized determinations on how to ensure the safety of each inmate who discloses they are LGBTI (lesbian, gay, bisexual, transgender, intersex) or gender non-conforming during the classification and housing process. The classification and housing of gay, gender non-conforming, intersex, and transgender inmates is also established in connection with, and shall adhere to, the legal settlement of *Robertson, Belisle, and Rumph v. Sherman Block et al.* (1985) 82 1442 WPG.

### DEFINITIONS

Refer to the Manual of Policy and Procedures (MPP) 5-09/560.00, "Interactions with Transgender and Gender Non-Confirming Persons," for appropriate language to use when speaking to LGBTI inmates.

### SCREENING AND CLASSIFICATION

The Population Management Bureau (PMB) Classification is responsible for the initial screening of all inmates. Male-assigned inmates who disclose themselves to be or are perceived to be gay, bisexual, gender non-conforming, intersex, or transgender are separated and upon medical clearance are transferred to an appropriate housing location for further screening and classification by the [REDACTED TEXT] Processing Detail and/or the Gender Identity Review Board (GIRB). Female-assigned inmates who disclose themselves to be or are perceived to be intersex, or transgender are separated and upon medical clearance are transferred to an appropriate housing location for further screening and classification by GIRB. Inmates shall not be disciplined for refusing to answer, or for not disclosing, whether they are gay, bisexual, gender non-conforming, intersex, or transgender.

[REDACTED TEXT] is a classification used for administratively segregated inmates who are confirmed members of the LGBTI community. The [REDACTED TEXT] Processing Detail is responsible for all screening, record keeping, files, and determining factors related to the classification or de-classification of gay, bisexual, gender non-conforming, intersex, and transgender inmates designated as [REDACTED TEXT]. The [REDACTED TEXT] Processing Detail shall assess the housing assignments for LGBTI inmates at least twice per year to review any threats to health and safety experienced by a

LGBTI inmate.

The Inmate Reception Center (IRC) and Century Regional Detention Facility's (CRDF) PREA Compliance Manager shall interview all transgender and intersex inmates to identify the best housing location. Transgender and intersex inmates shall be screened and classified on a case-by-case basis. Their gender identity, outward appearance, and the inmate's own perception of vulnerability shall be taken into consideration. Department personnel shall not search or physically examine a transgender or intersex inmate for the sole purpose of determining the inmate's genital status. If the inmate's genital status is unknown, it may be determined during conversations with the inmate, or, if necessary, by learning that information as part of a broader medical examination conducted in private by a medical practitioner. If the inmate's gender identity cannot be determined, the inmate's case shall be referred to GIRB as listed in the section below.

If an inmate's gender identity cannot be determined, the inmate shall be administratively segregated temporarily and classified as a [REDACTED TEXT] for up to 72 hours, during which time GIRB will meet to determine the best housing for the inmate. The inmate shall not be moved from the receiving facility or placed in [REDACTED TEXT] housing. Immediate notification shall be made of the inmate's name, booking number, and temporary housing location to the following individuals/groups:

- The receiving facility's PREA Compliance Manager;
- Department PREA Coordinator;
- Custody Support Services PREA [REDACTED TEXT].

**The watch commander shall document the notifications in the Watch Commander's Log.**

**Circumstances and related documentation shall be referred to the GIRB to determine the appropriate housing location for the inmate.**

Inmates who have been sexually abused shall not be placed in restrictive housing, unless an assessment of all available alternatives has been made and there is no available alternative of separating the victim from likely abusers (see CDM section 5-02/040.00, "Administrative Segregation").

## REFERRALS TO THE GENDER IDENTITY REVIEW BOARD (GIRB)

The Department has created a Gender Identity Review Board consisting of the Department's PREA Coordinator, representatives from Correctional Health Services (CHS), Mental Health, Custody Division, and members from the LGBTI community. The purpose of this Board is to establish and address the needs and housing of LGBTI inmates whose gender identity cannot be determined.

Only personnel assigned to the [REDACTED TEXT] Processing Detail shall screen, classify, or de-classify any inmate who has self-identified as being LGBTI. No facility will refuse to accept an inmate based solely on either an inmate's disclosure or the Gender Identity Review Board's recommendation for housing.

Absent exigent circumstances regarding the medical or mental health of an inmate, no facility shall transfer or attempt to transfer any [REDACTED TEXT] inmate, or any inmate who is LGBTI between any facility or housing unit without first obtaining permission from the [REDACTED TEXT] Processing Detail, PMB Classification Lieutenant, or IRC watch commander and the Gender Identity Review Board. All

inmate transfers shall be coordinated through IRC. If an inmate discloses they are LGBTI, the involved housing facility will contact PMB Classification for instructions. Inmates shall not be transferred back to IRC unless permission is first obtained from IRC.

It is possible to ascertain whether or not an inmate has been screened, classified, or de-classified by accessing the [REDACTED TEXT] screens on the Automated Justice Information System (AJIS) terminal. The [REDACTED TEXT] Processing Detail may be contacted by calling [REDACTED TEXT]. The PMB Classification Lieutenant may be reached at [REDACTED TEXT], and the IRC Watch Commander may be contacted at [REDACTED TEXT].

### HOUSING

The housing placement of gay, bisexual, gender non-conforming, intersex, or transgender inmates will be based on the findings of PMB Classification, the [REDACTED TEXT] Processing Detail, and the Gender Identity Review Board. If it has been determined an inmate will be classified as a [REDACTED TEXT], they shall be housed separately from the general jail population at a designated, exclusive, housing location and may only be housed with other [REDACTED TEXT] inmates unless other factors regarding their classification preclude them from being housed there.

Unless other case factors dictate, female inmates who identify as lesbian shall not be housed separately from the general jail population.

Intersex and transgender inmates shall be given the opportunity to shower separately from all other inmates in their housing unit. Each facility that houses a transgender or intersex inmate shall have procedures in place to accommodate that inmate should they choose to shower separately.

For inmates who are temporarily housed at a station jail, Department personnel shall use the Station Jail Inmate Classification Questionnaire (SH-R-456) and the Arrestee Medical Screening Form (SH-R-422) to determine placement inside the station jail until that inmate is released or transferred.

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## • 5-02/060.00 Inmates with Charges of Sex Crimes Against Children

Inmates with charges of sex crimes against children shall generally be housed in protective custody, although exceptions may apply as indicated below. The Population Management Bureau (PMB) is responsible for identifying these inmates and referring them to the appropriate protective custody housing location at designated facilities. In all cases discussed below, discretion shall be used to determine the appropriate housing location for the inmate, with the inmate's safety being the primary concern. The following shall apply:

- Inmates coming into custody that have only a prior charge/conviction, over three years old, of any sex crime against children, can be housed in general population if the relevant charge/conviction is not displayed on the inmate's AJIS computer fields
- The following inmates may, upon request, be housed in general population if: (1) the relevant charge/conviction is not displayed on the inmate's AJIS computer fields, (2) the inmate signs the

appropriate waiver; and (3) the request is approved by the classification sergeant (see restriction below regarding habitual violators):

- Newly booked inmates coming into custody on a current charge of any sex crime against children
- State prison returnees housed in protective housing in prison
- Inmates currently housed in protective housing for a sex crime against children

- Once the inmate signs the “Threat Advisory-Waiver of Protective Custody” (form SH-J-477), all approved waivers shall be maintained in the inmate’s IRC jacket. PMB will make the following entry in the inmate’s AJIS/IC-10 screen remarks field: “WAIVER SIGNED REQ-G/P,” and include the date
- Inmates removed from protective housing will have a transfer restriction entered into the AJIS computer by PMB, restricting their return to the custody facility from which they were previously housed in protective housing
- Inmates shall not be removed from a protective housing assignment based solely upon behavior and/or compatibility issues. A problem inmate should be dealt with at the facility level, whenever possible, through use of available resources (e.g., discipline, additional keep-away status, administrative segregation, etc.)
- Inmates with habitual charges/convictions of sex crimes against children (inmates currently charged/convicted of a sex crime against children that have two previous charges/convictions of any sex crime against children) shall be housed in protective housing regardless of the date of their last charge/conviction
- Sexually Violent Predators (SVPs) shall always be housed separately from all other inmates

All administratively segregated inmates are classified as such at the discretion of the Chief of Custody Services Division, General Population, or the Chief of Custody Services Division, Specialized Programs. Should a conflict arise wherein an inmate’s reclassification is questioned by the initial requestor, the final classification decision shall be the responsibility of either chief or their designee.

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## • 5-03/000.00 Inmate Health Care

[Title Only]

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## • 5-03/010.00 Health Care Services

Each unit commander, in conjunction with the Director of Correctional Health Services (CHS), shall have the responsibility to ensure the provision of emergency and basic health care services to all inmates.

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## • 5-03/020.00 Medical and Mental Health Procedures Manual

Pursuant to The Minimum Standards for Local Detention Facilities, Title 15, section 1206, "Medical/Mental Health Care Procedures Manual," Correctional Health Services (CHS), in cooperation with the unit commanders, shall develop, in writing, a Medical/Mental Health Procedures Manual, which

shall be reviewed and updated at least annually. All policy and procedures shall be in conformance with applicable state and federal laws, and shall include, but are not limited to:

- Summoning and application of proper medical aid
- Contact and consultation with private physicians
- Emergency and non-emergency medical and dental services, including transportation
- Provision for medically required dental and medical prostheses and eyeglasses
- Notification of next of kin or legal guardian in case of serious illness which may result in death
- Provision for screening and care of pregnant and lactating women, including postpartum care, and other services mandated by statute
- Screening, referral, and care of mentally disordered and developmentally disabled inmates,
- Implementation of special medical programs
- Management of inmates suspected of or confirmed to have communicable diseases
- The procurement, storage, repackaging, labeling, dispensing, administration-delivery to inmates, and disposal of pharmaceuticals
- Use of non-physician personnel in providing medical care
- Provision of therapeutic diets
- Patient confidentiality and its exceptions
- The transfer of pertinent individualized health care information, or individual documentation that no health care information is available, to the health authority of another correctional system, medical facility, or mental health facility at the time each inmate is transferred
- Procedures for notification to the transferring health care staff shall allow sufficient time to prepare the summary. The summary information shall identify the sending facility and be in a consistent format that includes the need for follow-up care, diagnostic tests performed, medications prescribed, pending appointments, significant health problems, and other information that is necessary to provide for continuity of health care. Necessary inmate medication and health care information shall be provided to the transporting staff, together with precautions necessary to protect staff and inmate passengers from disease transmission during transport
- Forensic healthcare services, including drawing of blood alcohol samples, body cavity searches, and other functions for the purpose of prosecution shall not be performed by CHS personnel responsible for providing ongoing health care to the inmates

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## • 5-03/030.00 Pre-screening

Medical pre-screening shall be performed by a medically licensed person on all inmates prior to housing in a living area, in accordance with procedures established by CHS.

Medical pre-screening may include, but is not limited to, the following:

- Medical and mental health problems
- Mobility and/or sensory impairments
- Communicable diseases

Any inmate who appears in need of or requests psychiatric attention shall be brought to the attention of CHS personnel. Any inmate who has been identified during the intake process as having emergent or urgent mental health needs will be expedited through the booking process. An inmate who exhibits an urgent or emergent mental health need or who verbalizes or exhibits self-injurious behavior or suicidal intent shall be under unobstructed visual observation or in a suicide resistant location with safety checks conducted every 15 minutes. Refer to CDM section 5-01/050.00, “Handling of Suicidal Inmates,” for additional procedures.

An urgent or emergent mental health need is behavior that indicates immediate action is required to preserve life, prevent serious bodily harm, or relieve significant suffering.

“Unobstructed visual observation” is continuous but not necessarily uninterrupted observation within a reasonable physical distance of the inmate. While maintaining unobstructed visual observation, custody personnel are permitted to perform other routine tasks if the at-risk inmate(s) remain in view with clear sight lines. A “suicide resistant location” is an area or housing assignment where known or apparent suicide hazards do not exist or have been removed.

Any inmate who has given birth within the past year and is charged with murder or attempted murder of their infant shall receive mental health screening pursuant to Title 15 section 1207.5, "Special Mental Disorder Assessment."

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## • 5-03/030.50 Tuberculosis Screening

All inmates being processed for housing in the Los Angeles County Jail system shall be screened for tuberculosis by Correctional Health Services (CHS) personnel prior to being assigned to a housing area. The preferred screening method is the chest x-ray; however, a Purified Protein Derivative (PPD) skin test or blood test may also be used, as necessary.

If an inmate refuses a chest x-ray for tuberculosis screening, they shall be given the opportunity to take either a PPD skin test or blood test as an alternative. Inmates who are awaiting the results of alternative testing methods shall be medically segregated as directed by CHS personnel.

If the inmate refuses the chest x-ray and all screening alternatives, the Inmate Reception Center (IRC) Watch Commander shall be notified. The IRC Watch Commander, or their designee (of the rank of Sergeant or above), shall contact the inmate to determine the reason for the refusal.

If it appears the inmate is refusing due to a cultural issue such as a language barrier or religious belief, every reasonable effort shall be made to provide a translator and/or explain the necessity of the screening to the inmate. If the inmate continues to refuse screening, they shall be medically segregated as directed by CHS personnel.

If it appears the inmate is refusing due to a mental illness or developmental disability, the IRC Watch Commander, or their designee, should confer with Department of Mental Health (DMH) personnel to determine if the inmate can be persuaded to submit to tuberculosis screening. If the inmate continues to refuse the screening, they shall be medically segregated as directed by CHS personnel.

If it is determined that the inmate is refusing in an effort to delay an appearance in court or to otherwise

disrupt the intake process, the inmate shall be subject to disciplinary procedures per CDM section 5-09/030.00, "Disciplinary Guidelines." Additionally, the inmate shall be medically segregated as directed by CHS personnel.

If an inmate continues to refuse all tuberculosis screening methods, regardless of reason, the IRC Watch Commander shall make an entry detailing the refusal and all attempts by sworn personnel to convince the inmate to submit to tuberculosis screening in the Watch Commander Incident Notifications for Custody Facilities log (commonly referred to as the "Watch Commander's Log").

Subsequent to CHS personnel designating the appropriate housing location, the IRC Watch Commander shall notify the Watch Commander of the Custody Services Division facility designated to house the inmate of the pending transfer and the need to medically segregate the inmate due to tuberculosis screening refusal.

Twenty four (24) hours after the inmate's initial refusal to submit to the tuberculosis screening, the Watch Commander (or their designee) of the facility where the inmate is housed shall conduct a follow-up and offer the inmate another opportunity to submit to a tuberculosis screening. In the event the inmate agrees to submit to the tuberculosis screening, CHS personnel shall be notified and the screening shall be facilitated. Details regarding the follow-up shall be entered in the facility's Watch Commander's Log. Any subsequent or prior attempts by sworn personnel to convince the inmate to submit to tuberculosis screening and the inmate's refusal of and/or submission to tuberculosis screening shall also be entered in the Watch Commander's Log.

At the beginning of each shift, Watch Commanders shall review the Watch Commander's Log to monitor the status of inmates who have been medically segregated due to tuberculosis screening refusal and to ensure the above procedures are adhered to.

## • 5-03/040.00 Medical Segregation

Medical segregation of inmates and identification of special supervision and treatment requirements shall be determined by Correctional Health Services (CHS), in conjunction with Population Management Bureau (PMB), as delineated in Custody Division Manual (CDM) sections 5-01/050.10, "Housing for Mentally Ill Inmates,"5-02/040.00, "Administrative Segregation Housing Definitions," and 5-12/005.10, "Handling of Inmates with Mobility and/or Sensory Impairments."

## • 5-03/045.00 Inmate Lower Bunk and Lower Tier Assignments

The welfare of inmates in the custody of the Los Angeles County Sheriff's Department (LASD) is of utmost importance. It is paramount that the medical and mental health needs of inmates are handled in an expeditious manner. Assignment of inmates to lower tier and lower bunk housing shall adhere to the following:

- Inmates with mobility or sensory impairments as determined by Correctional Health Services (CHS) shall be assigned a lower bunk by custody personnel and/or other accommodations in accordance with CDM section 5-03/085.00, “Handling of Inmates With Mobility and/or Sensory Impairments.”
- Inmates with any mental health-related needs shall be assigned a cell on the lower tier by custody personnel upon referral from CHS mental health staff in accordance with CDM sections 5-01/050.00, “Handling of Suicidal Inmates,” and 5-01/050.10, “Housing for Mentally Ill Inmates.”
- Pregnant inmates shall be assigned a lower bunk and a cell on the lower tier by custody personnel.

Upon determining that an inmate requires a lower bunk or lower tier assignment, CHS shall notify custody personnel at their respective custody facility. Custody personnel shall assign the inmate to a lower bunk or lower tier and email the Population Management Bureau (PMB) Classification Unit. PMB classification personnel will update the inmate’s Automated Justice Information System (AJIS) Inmate Classification (IC) 10 and IC12 screens for tracking the lower bunk or lower tier assignment statuses. Only CHS personnel will determine and validate the status of an inmate to be assigned to a lower bunk or lower tier, not custody personnel. In the event an inmate claims they require a lower bunk or a cell on the lower tier, custody personnel assigned to the inmate’s housing area shall verify the inmate’s IC10 and IC12 AJIS screens.

Inmates that receive a lower bunk or lower tier status from CHS that have been verified via AJIS, shall immediately be re-assigned to a lower bunk or a cell on the lower tier.

In the event a lower bunk or a cell on the lower tier is not available, PMB Central Housing Unit (CHU) shall be notified to locate an appropriate housing location.

Generally, inmates with injuries will be assigned a lower bunk or a cell on the lower tier temporarily, until their injuries heal. This requires CHS to indicate a termination date for the lower bunk or lower tier status. However, some inmates with minor, but permanent, ambulatory disabilities, physical limitations, or a history of suicide attempts by jumping, may be assigned to a lower bunk or lower tier indefinitely, which also needs to be indicated on the IC10 and IC12 screens. The determination of temporary or permanent lower bunk or lower tier status shall be made by CHS personnel.

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## • 5-03/050.00 Access to Health Care

Access to health care shall include, but not be limited to:

- Medical/mental health history screening upon commitment to the facility
- Medical, dental, and mental health care services performed by qualified persons under the supervision or at the direction of a licensed provider
- Emergency health care treatment on a 24-hour basis
- Access to hospitalization
- Access to daily nurse clinic services for inmates to receive appropriate services for non-emergencies or injuries
- Self-referral procedures available to inmates to present their requests for medical, mental health, or dental services

- Prompt access to facility health care treatment areas when passes are issued (including but not limited to medical line, dental line, laboratory, radiology, mental health, nurse clinic, etc.)
- Access to pill call
- Drug and alcohol detox

Nurse Clinic

Nurse clinic is the process through which medical personnel identify, examine and/or care for inmate illnesses, injuries, and/or make appropriate referrals for specialized health care treatment.

Medical personnel provide nurse clinics at all custody facilities, Monday through Friday. Urgent and emergency services are provided in each facility's clinic on a 24-hour basis, including weekends and holidays. The Inmate Reception Center (IRC) is excluded from providing a nurse clinic for inmates with non-urgent or emergent medical needs who are in IRC for less than 24 hours.

Each facility shall develop unit orders which establish procedures for inmate nurse clinic as specified in Title 15, section 1211, "Sick Call."

These provisions shall include, but are not limited to the following:

- Procedures for inmates to make timely requests for nurse clinic. This may be accomplished by completing a Health Services Request Form
  - Custody personnel shall provide an inmate who requests sick call with a Health Services Request Form, and shall retrieve and provide the completed form to the line sergeant for handling, pursuant to Custody Division Manual (CDM) section 8-01/020.00, "Responsibilities."
- Inmates shall be advised of the process for daily nurse clinic during inmate orientation. Signs should be posted conspicuously in housing units that contain all nurse clinic procedures and information. Custody staff shall assist inmates who are unable to understand the nurse clinic procedures and information. Special provision must be made for inmates who are unable to read, non-English speaking inmates, and for inmates with certain disabilities to understand this information and to assist them with requests.

Health Care Passes

"Health care passes" refer to any order to deliver an inmate for health care services. It is the responsibility of custody personnel, medical personnel, and mental health personnel to work together to ensure all inmates receive appropriate health care services within a reasonable time period. Access to health care shall not be denied or discouraged by any Department or non-Department member.

Passes for health care services shall be given the utmost priority and shall take precedence over all other inmate programs. Upon receiving a health care pass for an inmate to respond to a specified location for health care services, custody personnel shall make an effort to ensure the inmate arrives as soon as possible.

If an inmate is not in the housing location when a health care pass is issued (e.g., visiting, inmate work assignment, etc.), custody personnel assigned to the housing location shall locate and advise the inmate

of a pending health care pass. If the inmate is out of the facility (e.g., court, hospital, etc.), the inmate shall be brought to the location indicated, as soon as practical, upon the inmate's return.

Urgent Care Clinic Passes

Custody personnel assigned to areas having inmates with Urgent Care Clinic passes shall ensure the identified inmate is notified of the Urgent Care Clinic pass. Urgent Care Clinic passes shall be considered a high priority. Personnel should contact their supervisor immediately if circumstances will cause a delay in the inmate's arrival at the Urgent Care Clinic. Otherwise, custody personnel shall ensure the inmate is brought to the designated location.

The respective facility's watch commander is available to resolve issues when there is a delay in bringing an inmate to the Urgent Care Clinic. When contacted by medical personnel or otherwise notified of a delay in an inmate's medical care, the watch commander shall take appropriate action immediately.

Should the identified inmate refuse an Urgent Care Clinic pass, refusal protocols shall be followed as stated in the "Refusals and Recalcitrant Inmates" section of this policy.

Urgent Care Clinic Passes During Facility Lockdown

When possible and if the situation permits, the watch commander shall notify the nursing supervisor prior to any planned facility lockdown. The watch commander shall adhere to the same procedures whenever possible as outlined above for all Urgent Care Clinic passes during a facility lockdown. If the Urgent Care Clinic passes cannot continue during a facility lockdown, they shall resume once facility operations are restored.

Emergency Medical Situations During Facility Lockdown

Custody personnel shall respond to emergency medical situations by adhering to the procedures delineated in CDM section 5-03/060.00, "Response to Inmate Medical Emergencies," regardless of facility lockdown status.

Pill Call

Pill call is the process through which medical personnel administer prescribed medication to inmates in housing units.

Each facility shall develop unit orders which establish procedures for inmate pill call; these provisions shall include, but are not limited to the following:

- Custody personnel shall log pill call in the electronic Uniform Daily Activity Log (e-UDAL).
- Custody personnel shall make an announcement notifying inmates when pill call is commencing.
- Custody personnel shall eliminate any potential distractions caused by television and phones, and shall ensure the module/dorm lights remain on for the duration of pill call.
- Custody personnel shall provide security for medical personnel by standing in close proximity to nursing staff for the duration of pill call.

- An inmate has the right to refuse their prescribed medication. Inmates who refuse to take their prescribed medication, must refuse directly to medical personnel administering the medication. In the event the inmate fails to acknowledge medical personnel, pill call shall continue unless the inmate is having a medical emergency. If medical personnel re-contact inmate(s) who did not comply with pill call procedures after the completion of pill call, custody personnel shall assist in re-contacting the inmate to attempt to gain compliance.
- Personnel shall adhere to the following pill call procedures based on an inmate's housing location:
    - Single-person housing areas: Custody personnel shall order inmates housed in single-person cells to stand and walk to the cell door/bars where medical personnel are dispensing medication. This will allow medical personnel to conduct a visual examination and determine if the inmate needs to be escorted to the clinic for further medical evaluation. If the inmate refuses to stand and walk to the cell door/bars, custody personnel shall make a reasonable effort to gain compliance. Accommodations shall be made for inmates with mobility disabilities.
    - Multi-person housing areas: Custody personnel shall order inmates housed in multi-person cells to walk to a centralized location where medical personnel are administering medication. This will allow medical personnel to conduct a visual examination to evaluate their health. If the inmate refuses to stand and walk to the centralized location, custody personnel shall make a reasonable effort to gain compliance. Accommodations shall be made for inmates with mobility disabilities.
- It is the responsibility of medical personnel to ensure each inmate places provided medication in their mouth and drinks water, as needed. Additionally, custody personnel shall make a reasonable effort to confirm that the inmate has ingested the medication, and that the inmate has not retained the medication as contraband. If ingestion is questioned, custody personnel may order each inmate to open their mouths to confirm the medication was ingested, and/or utilize a flashlight to see inside the mouth. In the event the inmate becomes insubordinate and refuses to allow the medical or custody personnel to confirm the consumption of medication, custody personnel shall follow the procedures outlined in the "Refusals and Recalcitrant Inmates" section of this policy.

Refusals and Recalcitrant Inmates

An inmate has a right to refuse medical treatment, medications, or to respond to a pass for health care services, including care by an outside medical provider; however, custody personnel shall inform the inmate that refusals for health care service must be made directly to medical personnel. If an inmate continues to refuse to communicate with health care personnel, or refuses medical treatment or medication, including refusing care by an outside medical provider or transport to an outside medical facility, or becomes recalcitrant as defined in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates," custody personnel shall notify a sergeant who shall respond to the inmate's location and attempt to gain the inmate's compliance. Special provision must be made for inmates with limited English proficiency or communicative disabilities.

If the sergeant is unable to gain the inmate's compliance, the sergeant shall contact the on-duty nursing supervisor (or designee) and notify them the inmate is refusing health care service, including refusing care by an outside medical provider or transport to an outside medical facility, or is recalcitrant. If it is determined by the nursing supervisor (or designee) the inmate does not need to be treated or seen in a health care area, custody personnel shall document the inmate's refusal (or implied refusal, in the case of recalcitrant inmates) as well as the name and the employee number of the nursing supervisor (or

designee) notified in the “Activities (by INMATE)” section of the e-UDAL. Custody personnel shall select “Medical Services” under the activities tab, check the refused box, record the inmate’s information, and indicate the reason for the refusal, name, and employee number of the nursing supervisor (or designee) who was notified in the “Comments” section.

If the nursing supervisor (or designee) determines the inmate must be medically treated, or seen in a health care area, including at an outside medical facility, and the inmate continues to refuse to report to the health care area, the sergeant shall contact mental health personnel to attempt to gain the inmate’s compliance.

If health care personnel determine that the inmate requires involuntary treatment, the sergeant shall contact the ACB lieutenant (or the on-duty watch commander if the ACB lieutenant is not available). The lieutenant shall respond to the inmate’s location and attempt to gain the inmate’s compliance. If the inmate continues to refuse health care service, including care by an outside medical provider or transport to an outside medical facility, or remains recalcitrant, the lieutenant shall inform the nursing supervisor that the inmate may be extracted, if necessary, or restrained in the inmate’s cell for the administration of medication, if feasible. If the nursing supervisor determines the inmate must be removed from their cell for necessary medical treatment or medication based on an in-person assessment, the lieutenant shall follow the extraction procedures set forth in CDM section 7-01/050.05, “Inmate Extraction Procedures,” to facilitate the medical treatment. The inmate cannot refuse to be transported to an outside medical facility if ordered by medical personnel; once at the outside medical facility, the inmate has the right to refuse care. The refusal must be communicated directly to medical personnel at the medical facility. If the nursing supervisor requests that the inmate be restrained in their cell, and the lieutenant determines that restraining the inmate is feasible, the lieutenant shall follow the procedures for planned uses of force delineated in CDM section 7-01/040.00, “Planned Use of Force.” The nursing supervisor’s determination shall be documented in the e-UDAL, as well as in the use-of-force package, the “Watch Commander’s Extraction Checklist” (SH-J-456), and on the extraction video.

In regard to the involuntary administration of prescribed medication for inmates adjudicated incompetent to stand trial and unable to provide informed consent, refer to CDM section 5-04/010.05, “Involuntary Medication Administration.”

Over-the-Counter Medications at Station Jails

Over-the-Counter (OTC) medications are drugs that are available without a prescription and regularly sold in retail stores. Since OTC medications have similar cautions as prescription medications, all OTC medications sold and distributed in all custody facilities shall have prior approval of the Medical Chief Physician.

A supply of approved OTC medications may be kept at each station. Trained custody personnel at station jails may distribute OTC medications directly to inmates upon reasonable request.

This process is not meant to circumvent nurse clinic procedures or restrict inmate access to medical personnel.

## • 5-03/050.05 Medications Brought Into Facility By Inmate, Inmate's Family, or Designated Representative

In the rare occasion that the pharmacy is unable to supply a particular medication for an inmate, the Correctional Health Services (CHS) may request the inmate to arrange for the medication brought to the jail facility.

Custody personnel shall contact the on duty supervising nurse or pharmacist to receive the medication for processing.

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## • 5-03/060.00 Response to Inmate Medical Emergencies

In the event of a medical emergency involving an inmate, the following shall apply:

## CUSTODY PERSONNEL RESPONSIBILITIES

- Custody personnel shall immediately notify the facility clinic and/or the facility control via handheld radio broadcast. Custody personnel shall describe the nature of the emergency (e.g., seizures, hanging, unresponsive, etc.), provide the location of the inmate, request medical personnel to respond to the location, and request an Automated External Defibrillator (AED) and the emergency response kit, as necessary. If a handheld radio is not available or working, the use of a facility telephone or other means of communication shall be used to relay the information.
- Custody personnel shall ensure there are sufficient personnel present prior to entering any location where an inmate is having a medical emergency. When there are officer safety concerns and/or the scene is not safe, a sergeant shall be notified immediately.
- First aid and cardiopulmonary resuscitation (CPR) shall be immediately administered by personnel whenever necessary and reasonably safe to do so prior to the arrival of medical personnel. CPR shall be conducted for an inmate who is not breathing and has no pulse.
    - Custody personnel shall use personal protective equipment when administering CPR or other medical care whenever feasible.
    - Custody personnel shall continue administering CPR or rescue breaths until the inmate is breathing or until healthcare staff or alternative medical responders arrive and take over.
- Custody personnel shall not make a medical diagnosis, but shall assess inmates.
- In cases where the inmate is found to be unresponsive, custody personnel shall administer Naloxone (Narcan Nasal Spray).
- In cases where the inmate is found to be unresponsive, is not breathing, or lacks a pulse, custody personnel shall employ the AED.
    - Custody personnel should not employ the AED if the inmate is conscious, breathing, or has a detectable pulse or other signs of circulation.
- The first CPR and/or first aid trained personnel on scene shall take over the application of

emergency medical attention if untrained persons have started CPR and/or first aid.

- When movement of an inmate is necessary (e.g., from a bunk to the floor or from a single-person cell to the tier), custody personnel shall exercise caution and consider the risk of injuries, including head, neck, and spinal trauma. Inmate movement should only occur when it is reasonably necessary and safe to do so based on the circumstances.
- If an inmate shows any sign of physical trauma or complains of pain/discomfort that could be the result of an assault or use of force, the employee requesting medical assistance shall also request a sergeant.
- Custody personnel shall continuously monitor the inmate and advise the facility control of any changes to their medical condition.
- Custody personnel shall notify the facility control when medical personnel arrive at the location.
- Medical personnel shall assume responsibility for treatment. However, if custody personnel are directed by medical personnel to continue emergency first aid or assist in treatment while medical personnel assess the emergency, they should comply.
- Medical personnel shall be responsible for determining if food or medicine should be administered to an inmate as treatment for a medical condition.
- Custody personnel shall document the inmate's medical emergency 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 to (i.e. clinic, urgent care, hospital, etc.)
  - The time the inmate was transported
  - The nature of the emergency (example: Inmate Smith, Bkg. # 4362432, was transported to the clinic at 1125 hours re: seizures.)
- Any appropriate injury report(s) shall be initiated per CDM section 4-01/020.05, "Inmate Injury Illness Reporting."

## FACILITY CONTROL'S RESPONSIBILITIES

The facility control shall coordinate the emergency response between custody personnel and medical personnel. In doing so, facility control shall:

- Repeat the radio broadcast with the information provided by the custody personnel requesting medical assistance.
- Notify custody personnel assigned to the clinic and request for medical personnel to respond to the location (if a medical response has not already been initiated).
- If requested by personnel on-site, notify fire department personnel via telephone.
- Notify the Medical Command Center and provide the following information:

- Inmate name and booking number
- Inmate housing location
- Date and time paramedics notified
- Engine/rescue number
- Reason for 911 call

- In addition to the above, the facility control shall also enter the following information into the facility log:
  - The name and booking number of the inmate with the medical emergency
  - The time when fire department personnel were requested
  - The time when the fire department personnel arrived on scene
  - The fire department/paramedic's unit designator and the fire captain’s name
  - The time when fire department personnel departed the facility
- Provide escort personnel, suited in full Sam/Sally Browne gun belt to escort the inmate to the outside medical facility (refer to CDM section 5-03/100.00, "Inmate Detentions at Hospitals"). In addition, escort personnel are encouraged to wear a protective vest (refer to Manual of Policy and Procedures section 3-03/350.00, "Protective Vest").
- Notify the watch sergeant when an inmate is transported to an outside medical facility for treatment. The facility control shall provide the watch sergeant with the inmate's name, booking number, the names of the transporting deputies, and the hospital to which the inmate is being transported.

## SERGEANT'S RESPONSIBILITIES

- In cases where the inmate is found to be unresponsive, does not appear to be breathing, or lacks a pulse or other signs of circulation, the sergeant shall ensure an AED has been requested and employed.
- In cases where an inmate is injured, the sergeant's responsibility is to assess whether the inmate's injury is the result of an assault by another inmate or an unreported use of force by Department personnel. The sergeant shall interview the inmate (if possible), medical personnel, and any employee, inmate, or third-party witnesses to determine if force was a factor contributing to the inmate's injury. If there is any indication that the inmate's injury is the result of unreported force used by a Department member, the sergeant shall initiate an allegation of force investigation per CDM section 7-06/000.00, "Use of Force Reporting Procedures."
- If the inmate's medical condition is the result of an assault from another inmate(s), the sergeant shall ensure a crime investigation is initiated.
- If a use of force by Department personnel is involved or alleged, the sergeant shall complete the Use of Force-Medical Report (SH-J-212F).
- If no use of force was involved or alleged, the sergeant shall complete appropriate sections of the

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

## WATCH COMMANDER'S RESPONSIBILITIES

- The watch commander shall ensure the sergeant's name and notation are present prior to approving the Inmate Injury Illness Report (SH-J-212) or the Use of Force-Medical Report (SH-J-212F).

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## • 5-03/060.05 Methodone Maintenance

A list of authorized methodone providers shall be provided to jail personnel by Correctional Health Services (CHS). This list is generated by the Los Angeles County Department of Health Services, Alcohol and Drug Program Administration. Methodone providers for inmates shall be identified from this authorization list, prior to entry into any jail facility. CHS is not responsible for the security clearance of the outside methodone clinic staff. This shall be the responsibility of the jail facilities.

Upon the verification of the methodone provider, these persons shall be allowed entry into the jail facility and shall be escorted by jail personnel to the medical area. Upon completion of administering the methodone, medical staff shall notify jail personnel the methodone provider is ready to be escorted from the medical area to the jail entry.

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## • 5-03/060.10 Transportation of Inmates

Some inmates who are not officially designated as special handle code "W (wheelchair)" (per Custody Division Manual (CDM) section 5-01/030.00 "Identification and Classification Symbols for Special Handling Inmates"), may require assistance when walking long distances within custody facilities. Custody personnel should make a reasonable attempt to accommodate these inmates through the use of wheelchairs, transportation chairs (wheelchair like devices with small wheels which do not allow inmates to push themselves), or gurneys.

The following are the only gurneys approved by Custody Support Services (CSS) for ordering by facilities for use within custody:

- The Mobi E Gurney
- The Ferno Model 28 Gurney

Both gurneys feature leg and shoulder safety straps which may be used for inmates who are at risk for falling out of the gurney, or for the safety of inmates who have been extracted per CDM section 7-01/050.05 "Inmate Extraction Procedures" and require medical treatment.

Gurneys may be used in either the flat position or the seated position; however, the seated position is the most convenient for transportation purposes.

**Inmates utilizing a gurney in the seated position shall never be left unattended. The high center of gravity increases the risk of the gurney falling on its side if the inmate quickly shifts their weight.**

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## • 5-03/060.15 Nasal Spray Administration for Suspected Overdoses

The deployment and administration of Naloxone Nasal Spray (Narcan) is authorized for trained personnel who suspect an opioid overdose or an exposure to Fentanyl/Carfentanil. Each custody facility and station jail shall be equipped with the nasal spray.

## TRAINING AND MAINTENANCE OF NALOXONE NASAL SPRAY

Training on the administration of the Naloxone Nasal Spray shall be facilitated by each facility's respective training unit or through a course directly provided by Custody Training and Standards Bureau (CTSB). Two (2) packages of the Naloxone Nasal Spray shall be placed in each area's Emergency Response Kit by the facility's training unit. All requests for replacement of the Naloxone Nasal Sprays will be handled by each respective facility's training unit, who shall be responsible for tracking and routinely inspecting each kit to ensure the sprays have not been removed and are not expired.

Facilities equipped with Contraband Watch Kits will ensure two (2) packages of the Naloxone Nasal Spray are contained inside the kit, which shall also be maintained by the respective facility's training unit.

## DEPLOYMENT AND ADMINISTRATION OF NALOXONE NASAL SPRAY

Prior to deploying the Naloxone Nasal Spray at a custody facility, custody personnel shall adhere to the procedures established in CDM section 5-03/060.00, "Response to Inmate Medical Emergencies," by immediately notifying the facility clinic and/or facility control via handheld radio broadcast of the healthcare emergency. After the scene has been secured and medical personnel have been requested, the handling deputy/custody assistant shall conduct an initial assessment of the inmate. If the inmate is unresponsive, custody personnel shall administer the Naloxone Nasal Spray. In cases where the inmate is found to be unresponsive, does not appear to be breathing, or lacks a pulse or other signs of circulation, custody personnel shall employ the AED. Custody personnel should not employ the AED if the inmate is conscious, breathing, or has a detectable pulse or other signs of circulation.

## POST-INCIDENT REPORTING

In all instances where the Naloxone Nasal Spray has been administered in any custody facility or station jail, including administration by medical personnel or inmates, custody personnel shall:

- Verbally advise medical personnel what time the Naloxone Nasal Spray was administered and any change in the inmate's condition;
- Complete the Los Angeles County Sheriff's Department Custody NARCAN (Naloxone) Use

Report electronic form, which can be accessed through the Los Angeles County intranet website. The form can be accessed under the “Web Applications” tab or through the following address: [REDACTED TEXT]

- Complete an Inmate Injury/Illness Report (SH-J-212);
- If necessary, such as in cases of death, attempted suicide, suspected crime, etc., complete an Incident Report (SH-R-49); and
- Submit all paperwork to the respective watch sergeant for review/approval.

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## • 5-03/070.00 Medical/Mental Health Referrals

Referrals for medical/mental health care shall be made by the facility medical and/or mental health staff in cases that require a level of care not available at that facility.

Where applicable, provisions shall be made for specialized medical attention to unique medical problems of females.

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## • 5-03/080.00 Handling of Medical Appliances

The term “medical appliance” refers to orthopedic and prosthetic appliances (orthopedic shoes, insoles, prosthetic limbs, or other manufactured body parts), assistive mobility devices (wheelchairs, walkers, crutches, walking canes, etc.), tapping canes, electrolarynx devices, as well as hearing aids, auditory aids, and cochlear implants. For procedures specific to orthopedic and prosthetic appliances, refer to CDM section 5-03/080.10, “Orthopedic or Prosthetic Medical Appliances.” For procedures specific to custom-fitted wheelchairs for paraplegic or quadriplegic inmates, refer to CDM section 5-03/080.15, “Wheelchairs for Paraplegic or Quadriplegic Inmates.”

Absent probable cause that an inmate’s possession of a medical appliance presents an immediate risk to the safety of staff or others, inmates shall not be deprived of the possession or use of ~~any~~ medical appliance~~,~~ if the medical appliance has been prescribed, recommended, and/or fitted by a physician, and is subsequently approved by a Correctional Health Services (CHS) medical provider, in accordance with this policy.

Probable cause that a medical appliance constitutes an immediate risk of harm to persons, or the security of the facility shall not be solely based on the appliance’s material, if the material is common to the composition of prosthetic appliances (e.g., reinforced plastics, metal alloys, etc.).

### INMATE RECEPTION RESPONSIBILITIES

Any medical appliances in the possession of an arrestee shall be transported with the arrestee when he or she is booked at either the Inmate Reception Center (IRC) or the Century Regional Detention Facility (CRDF). The arrestee may use the medical appliance in the reception/intake area, though the medical appliance is subject to search and further evaluation.

**Staff shall complete the Arrestee Medical Appliance Clearance Record (SH-R-423) if an arrestee arrives at IRC or CRDF with a medical appliance. Staff shall also initiate this form if "yes" has been checked for question 4 of the "Jailer Observations" section of the Arrestee Medical Screening Form (SH-R-422). The Arrestee Medical Appliance Clearance Record (SH-R-423) form shall be completed within 24 hours after it is initiated.**

To ensure accurate tracking, all personnel initiating the Arrestee Medical Appliance Clearance Record (SH-R-423) shall generate a reference number under the incident type "Inmate Medical Appliance." The facility's operations personnel shall ensure the completed Arrestee Medical Appliance Clearance Record (SH-R-423) is scanned and appended to the inmate's booking number in the Custody Automated Reporting and Tracking System (CARTS).

Custody personnel are responsible for inspecting and searching all medical appliances, and may temporarily remove the appliance for inspection, but shall not dismantle or disassemble an appliance beyond what is reasonably necessary for inspection. Custody personnel are also responsible for notifying the facility watch commander if an appliance is withheld. Any decision to withhold a medical appliance shall be documented on the inmate's Arrestee Medical Appliance Clearance Record (SH-R-423).

Facility watch commanders shall ensure that within **20 hours** of the removal of the medical appliance, an assessment of the inmate and their medical appliance is performed by appropriate CHS personnel, and the watch commander determines whether the inmate's possession of the appliance is approved or denied.

If the watch commander determines the appliance is to be withheld from the inmate, the watch commander shall ensure a telephonic or emailed notification is made to the Custody Services Division Americans with Disabilities Act (ADA) Compliance Team. The withheld appliance shall be booked in the inmate's property.

If the watch commander determines the appliance is not a security risk and approves the inmate's possession of the appliance, the appliance shall be returned to the inmate within **24 hours** of the removal.

## ASSISTIVE MOBILITY DEVICES

All inmates using a personally-owned assistive mobility device other than orthopedic or prosthetic appliances or custom-fitted wheelchairs for paraplegic or quadriplegic persons (i.e., inmates using standard wheelchairs, walkers, crutches, or walking canes), shall be evaluated by a medical provider during the intake medical screening to determine the necessity of the appliance, and whether an alternative County-issued assistive mobility device will be provided to the inmate.

If the inmate is permitted to retain a personally owned assistive mobility device while in custody, the inmate shall be required to sign the Personal Medical Appliance Waiver, a part of the Arrestee Medical Appliance Clearance Record (SH-R-423).

If a County-issued alternative device is issued to the inmate, staff shall remove and book into the inmate's property the personally owned assistive mobility device.

# VISUAL AIDS

## Corrective Lenses

**Staff are not required to complete the Arrestee Medical Appliance Clearance Record (SH-R-423)** for inmates who have corrective lenses (prescription glasses, spectacles, or contact lenses). Inmates possessing corrective lenses shall be handled in accordance with CDM section 5-03/105.00, "Acceptance of Prescription/Corrective Eyeglasses."

## Tapping Canes

Absent probable cause that an inmate's possession of a medical appliance presents an immediate risk to the safety of staff or other inmates, staff shall not deprive a blind or visually impaired inmate of the possession or use of his or her personally-owned tapping cane. As with all other medical appliances, the Arrestee Medical Appliance Clearance Record (SH-R-423) shall be completed whenever a tapping cane is brought into a custody facility.

Should there be a reason to believe an inmate's personally-owned tapping cane presents an immediate risk to the safety of staff or other inmates, staff shall confiscate the tapping cane and immediately notify the watch commander. Should the watch commander determine the tapping cane will be withheld, staff shall escort the inmate for examination by a CHS medical provider as soon as possible, but no later than 10 hours after the confiscation of the tapping cane.

The watch commander shall document the removal of the tapping cane and the reason for removal in the Watch Commander's Log, and make an electronic notification to the "ADA Compliance-Custody" e-mail group within 12 hours of the removal. Staff shall book the tapping cane into the inmate's property.

During the evaluation period, staff shall place the inmate in an area where custody personnel are able to maintain unobstructed visual observation. Alternatively, the inmate may be placed in a holding cell and staff shall conduct a safety check every thirty (30) minutes. Staff shall not intermix the blind or visually impaired inmate in a cell or pod with general population inmates, and the blind or visually impaired inmate must be escorted at all times by custody personnel when leaving their assigned location.

Additionally, custody personnel shall routinely inquire whether the blind inmate requires assistance. If yes, custody personnel shall provide assistance or supervise inmate workers in assisting the blind inmate with obtaining food/water or in reaching a restroom area.

# INMATES WITH MEDICAL APPLIANCES IN THEIR HOUSING LOCATIONS

Inmates arriving at housing locations with medical appliances shall be allowed to retain their appliances or will be given a County-issued replacement, if the above requirements are met, unless there is probable cause that an inmate's possession of a medical appliance presents an immediate risk to the safety of staff or other inmates. Housing facility concerns pertaining to an inmate's medical appliance shall be directed to the facility watch commander and the facility's Americans with Disabilities Act (ADA) coordinator.

The housing facility's watch commander is responsible for determining if the removal of the medical

appliance is appropriate, taking into consideration the decision of the IRC or CRDF watch commander and any changes in circumstances.

If the watch commander believes the inmate's possession of the medical appliance constitutes an immediate safety or security risk to the facility, the watch commander may direct custody personnel to take possession of the medical appliance, provide the inmate with a property receipt, and place the item in the inmate's property. The watch commander shall make a notification to the "ADA Compliance-Custody" email group, complete an Arrestee Medical Appliance Clearance Record (SH-R-423), and note any changes and/or safety concerns regarding the medical appliance.

Any medical appliance that has been altered from its original form or purpose shall be removed and handled as contraband, as outlined in CDM section 5-07/010.00, "Contraband Defined."

Any medical appliance that has been weaponized, or is being used as a weapon, shall be immediately confiscated from the inmate. An immediate notification to the watch commander shall also be made.

## REQUESTS FOR WITHHELD MEDICAL APPLIANCES

Any inmate who was not booked with their personally-owned medical appliance~~,~~ or had the appliance withheld at some point during their arrest or incarceration, and is desirous of obtaining their appliance or requesting a suitable county-issued replacement, shall be directed to submit an Inmate Request Form (SH-J-437) or Inmate Grievance Form (SH-J-420). The request for the items shall be handled in accordance with CDM section, 8-03/030.00 "ADA-Related Requests and Grievances." Retrieval of the items shall be handled as outlined in Access to Care Bureau (ACB) unit orders relating to the retrieval of medical appliances.

## ADA COMPLIANCE TEAM

The ADA Compliance Team shall track and ensure the timely handling of ADA-related inmate requests and grievances, and review all Arrestee Medical Appliance Clearance Record forms (SH-R-423) to ensure the appropriateness of the withholding of any medical appliance.

The ADA Compliance Team may be contacted at (213) 893-5500, RightFax [REDACTED TEXT], or e-mail to the "ADA Compliance-Custody" email group.

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# • 5-03/080.10 Orthopedic or Prosthetic Medical Appliances

Inmates shall not be deprived of the possession or use of any orthopedic or prosthetic appliance or footwear item that has been prescribed, recommended, and/or fitted by a physician.

If it comes to the attention of custody personnel that an inmate was not booked with their prescribed orthopedic or prosthetic appliance, or the appliance was withheld at some point during their arrest or incarceration, the inmate shall be directed to submit an Inmate Request Form (SH-J-437) or Inmate Grievance Form (SH-J-420). The request for the items shall be handled in accordance with Custody Division Manual (CDM) section 8-03/030.00, "ADA-Related Requests and Grievances." Retrieval of the items shall be handled as outlined in the Access to Care Bureau (ACB) unit orders relating to the

retrieval of medical appliances.

PROSTHETIC APPLIANCES

A prosthetic appliance is an artificial device that is not surgically implanted and that is used to replace a missing limb, appendage, or any other external human body part. Prosthetic appliances include devices such as artificial limbs, hands, fingers, feet, and toes, but exclude dental appliances and cosmetic devices such as wigs and artificial nails and eyelashes.

ORTHOPEDIC FOOTWEAR

Orthopedic footwear items include orthopedic boots, shoes, and orthotic insoles. Inmates shall not be deprived of orthopedic footwear that was individually prescribed by a specialist and/or custom fabricated to meet the inmate's needs.

Prescriptions (if available) for orthopedic footwear issued to inmates by an outside doctor may be reviewed by personnel from Correctional Health Services (CHS). If the inmate already possesses orthopedic footwear, personnel from CHS will assess the inmate's medical need for the orthopedic footwear.

Orthopedic footwear manufactured by Los Angeles County + University of Southern California (LAC+USC) Medical Center is permitted for inmate possession and does not require CHS approval. Orthopedic footwear from LAC+USC is black in color, made from faux leather, and has a rubber sole. They fasten with Velcro straps and have no brand name markings.

Approved orthopedic footwear shall be inspected by custody personnel to ensure it does not contain any materials which would be inappropriate in a jail environment. Issued orthopedic footwear shall be inspected during all random and routine searches.

REMOVAL OF AN ORTHOPEDIC OR PROSTHETIC APPLIANCE OR FOOTWEAR ITEM

If there is probable cause to believe possession of an orthopedic or prosthetic appliance or footwear item constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, the appliance or item shall be temporarily removed for inspection and its removal shall be documented on the Arrestee Medical Appliance Clearance Record (SH-R-423), pending an assessment by Correctional Health Services (CHS) and a determination by the watch commander.

Probable cause that a prosthetic appliance constitutes an immediate risk of harm to persons, or the security of the facility shall not be solely based on the appliance’s material, if the material is common to the composition of prosthetic appliances (e.g., reinforced plastics, metal alloys, etc.).

Medical appliances shall not be dismantled or disassembled beyond what is reasonably necessary for inspection.

### CHS Assessment

An inmate whose appliance is removed shall be expedited to CHS medical staff as soon as practical

but no later than within **ten (10) hours** of the removal of the appliance, to allow for a timely examination of the inmate's orthopedic or prosthetic appliance or footwear item. CHS's assessment, including whether the removal negatively impacts the health or safety of the inmate and if it is recommended that the inmate retain possession of the medical appliance, shall be documented in the Arrestee Medical Appliance Record.

In exigent circumstances where CHS is unable to complete this assessment within **20 hours** of the removal, the watch commander shall be notified and shall expedite their evaluation and determination of whether the appliance is to be returned to the inmate.

**Watch Commander Determination**

The watch commander shall consider the recommendation from CHS when determining whether to approve or deny possession of the medical appliance by the inmate. The watch commander's determination shall additionally be based on factors such as the inmate's charge, security level, special handle classification, and/or prior history of assault towards staff or other inmates.

**Approval or Denial of Inmate Possession of the Appliance**

If the watch commander determines the appliance is to be withheld from the inmate, the watch commander shall provide the inmate with the proper form to petition the Superior Court for return of the appliance, pursuant to Penal Code section 2656, "Orthopedic or Prosthetic Devices," and ensure a telephonic or emailed notification is made to the Custody Services Division Americans with Disabilities Act (ADA) Compliance Team. The withheld appliance shall be booked in the inmate's property.

If the watch commander determines the appliance is not a security risk and approves the inmate's possession of the appliance, the appliance shall be returned to the inmate within **24 hours** of the removal.

HANDLING OF CONTRABAND

Any orthopedic or prosthetic medical appliance or footwear item found to have been altered from its original form or purpose to pose a safety hazard, or whose prescription has been rescinded as determined by CHS, shall be considered contraband (refer to CDM section 5-07/010.00, "Contraband Defined").

The altered orthopedic or prosthetic medical appliance or footwear item shall be removed from the inmate, and released to a designated person in accordance with section 5-07/020.00, "Contraband Disposal." In addition, personnel may remove any orthopedic or prosthetic medical appliance or footwear item found to be used by the inmate in a manner that poses a safety risk to other inmates or the security of the facility, and shall ensure the watch commander is immediately notified.

Upon the removal of an orthopedic or prosthetic medical appliance or footwear item, a new Arrestee Medical Appliance Clearance Record (SH-R-423) shall be completed. The removal of the orthopedic or prosthetic medical appliance or footwear item, and reason for removal, shall be documented in the Watch Commander's Log and an electronic notification made to the "ADA Compliance-Custody" e-mail group. Custody personnel shall promptly expedite the inmate to CHS for evaluation as outlined in this policy, and in compliance with Penal Code section 2656.

## • 5-03/080.15 Wheelchairs for Paraplegic and Quadriplegic Inmates

Any Americans with Disabilities Act (ADA) paraplegic or quadriplegic inmates arriving at any custody facility with a custom-fitted wheelchair shall not be deprived of the possession or use of their personal wheelchair.

Custody personnel shall ensure the inmate and wheelchair are promptly escorted to a Correctional Health Services (CHS) medical provider for evaluation after the intake medical screening. The inmate's Arrestee Medical Screening Form (SH-R-422) shall also be provided to the medical provider for completion. At the conclusion of the medical evaluation, custody personnel shall relay CHS personnel's findings to the facility watch commander, and also provide the watch commander with the completed Arrestee Medical Screening Form (SH-R-422). The watch commander shall complete the Arrestee Medical Appliance Clearance Record (SH-R-423) and make a determination as to whether the inmate will be allowed to keep their personal wheelchair or whether a county issued alternative will be authorized.

As outlined in Custody Division Manual (CDM) section 5-03/080.00, "Handling of Medical Appliances," the Arrestee Medical Appliance Clearance Record (SH-R-423) shall be completed within sixteen (16) hours of the initiation of the form. A Personal Wheelchair Waiver Form shall also be provided for the inmate to complete. Copies of the completed Personal Wheelchair Waiver Form, along with a notification to the "ADA Compliance-Custody" e-mail group shall also be made, noting that an inmate possessing a custom-fitted wheelchair is in our custody, within two (2) business days.

### WITHHOLDING A CUSTOM-FITTED WHEELCHAIR

If there is reason to believe that allowing a paraplegic or quadriplegic inmate to retain their custom-fitted wheelchair poses a greater risk to facility safety and security than the need for allowing an inmate to navigate their surroundings independently, the wheelchair shall be removed and the watch commander shall be notified immediately. If after conference with the watch commander, it is determined the wheelchair shall be withheld, the inmate shall be escorted for examination by a CHS medical provider as soon as practicable. The final determination related to the withholding of the wheelchair shall be made by the watch commander within twenty-four (24) hours of the removal. The removal of the wheelchair and reason for removal shall be documented in the Watch Commander's Log and an electronic notification made to the "ADA Compliance-Custody" e-mail group. The custom-fitted wheelchair shall be booked into the inmate's property.

During the evaluation period, the paraplegic or quadriplegic inmate shall be placed in a suitable county-issued wheelchair or gurney, in an area where custody personnel are able to maintain unobstructed visual observation of him/her. The inmate shall be escorted at all times by custody personnel when leaving their assigned location. Additionally, custody personnel shall routinely inquire whether the inmate requires assistance. If yes, custody personnel shall provide assistance, or supervise inmate workers in assisting the inmate obtain food/water or reaching a restroom area.

Any wheelchair found to have been altered from its original form or purpose to pose a safety hazard, or whose prescription has been rescinded as determined by CHS, shall be considered contraband (refer to CDM section 5-07/010.00, "Contraband Defined"). The altered wheelchair shall be removed from the

inmate, and released to a designated person in accordance with section 5-07/020.00, "Contraband Disposal." In addition, personnel may remove any wheelchair found to be used by the inmate in a manner that poses a safety risk to other inmates or the security of the facility, and shall ensure the watch commander is immediately notified. Upon the removal of a wheelchair, a new Arrestee Medical Appliance Clearance Record (SH-R-423) shall be completed. The removal of the wheelchair and reason for removal shall be documented in the Watch Commander's Log. Custody personnel shall promptly expedite the inmate to CHS for evaluation. The final determination related to the withholding of the wheelchair shall be made by the watch commander within twenty-four (24) hours of the removal.

### HANDLING REQUESTS FOR PERSONAL CUSTOM-FITTED WHEELCHAIRS

If it comes to the attention of custody personnel that a paraplegic or quadriplegic inmate was not booked with their custom-fitted wheelchair, or the wheelchair was withheld at some point during their arrest or incarceration, the inmate shall be directed to submit an Inmate Request Form (SH-J-437) or Inmate Grievance Form (SH-J-420). The request for the items shall be handled in accordance with CDM section, 8-03/030.00 "ADA-Related Requests and Grievances." Retrieval of the items shall be handled as outlined in the Access to Care Bureau (ACB) unit orders relating to the retrieval of medical appliances.

### MAINTENANCE OF PERSONAL CUSTOM-FITTED WHEELCHAIRS

Any facility allowing a paraplegic or quadriplegic inmate to retain their custom-fitted wheelchair shall advise the inmate of their personal responsibility in maintaining the item. If an inmate's custom-fitted wheelchair requires maintenance, they will be required to submit an Inmate Request Form (SH-J-437) stating their need for a repair. The concerned facility's ADA coordinator will then meet with the inmate, obtain the contact information of a designee, and schedule a date/time of when the wheelchair can be retrieved by the designee. While the wheelchair is being serviced, the inmate will be provided with a suitable county-issued wheelchair or gurney.

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## • 5-03/085.00 Handling of Inmate with Mobility and/or Sensory Impairments

The Americans with Disabilities Act of 1990 (ADA) and California Civil Code section 54.1 (the California Disabled Persons Act) provide in general that no disabled individual shall be excluded from participation in, denied the benefits of, or be subjected to discrimination in any services, programs, or activities of a public entity based upon the disability.

The ADA and California Disabled Persons Act apply to all custody facilities that house inmates with mobility and/or sensory impairments. Inmates with disabilities are entitled to the same rights, privileges, and services as other inmates of the same level of classification. In accordance with the ADA, inmates with mobility and/or sensory impairments shall be allowed to participate in inmate programs available in custody facilities.

Housing

Inmates with mobility and/or sensory impairments shall be housed at designated housing areas

equipped and staffed to provide reasonable accommodations (i.e., telephones, lower bunks, sinks, shower benches, toilets, and assistive devices). Inmates requiring a lower bunk indicated by medical personnel shall be assigned to one in an expeditious manner. If an inmate with a mobility and/or sensory impairment cannot be assigned to a lower bunk pursuant to CDM section 5-03/045.00 “Inmate Lower Bunk Assignments” and/or if Automated Justice Information System (AJIS) records do not indicate a lower bunk assignment, and the inmate otherwise cannot be reassigned to a lower bunk, custody personnel shall instruct the inmate to submit an Inmate Request Form (SH-J-437).

Shower access shall be available at least every other day or more often if possible. Benches shall be available in the shower areas to accommodate inmates with mobility impairments. Custody personnel should allow extra time for inmates to shower due to their physical impairments. Refer to CDM section 5-13/040.00, “Showering.”

Accomodations

Inmates with mobility impairments shall receive reasonable accommodations when they request them and as prescribed by Correctional Health Services (CHS) personnel. Initial decisions and ongoing evaluation regarding an inmate’s need for a mobility assistive device are made by CHS. Refer to CDM section 5-03/080.00, “Handling of Medical Appliances.”

A watch commander who believes possession of a medical orthopedic or prosthetic appliance or footwear item poses a security risk shall adhere to procedures delineated in CDM sections 5-03/080.10, “Orthopedic or Prosthetic Medical Appliances,” and 5-03/080.15, “Wheelchairs for Paraplegic or Quadriplegic Inmates.”

Inmates with mobility and/or sensory impairments shall receive thermal clothing as a reasonable accommodation for their disability. Custody personnel shall ensure inmates classified as such receive thermal clothing upon their arrival to an ADA housing module, and exchange soiled thermals with clean thermals during weekly laundry exchange. Individual facilities may distribute thermal clothing bi-weekly so long as two sets of thermal clothing are provided with each laundry exchange.

Custody personnel shall provide reasonable assistance to inmates with mobility and/or sensory impairments in the movement to and from court and attorney visits. Extra time shall be permitted to travel to inmate visiting and attorney and professional room visits. Refer to CDM sections 5-10/010.00, “Inmate Visiting,” and 5-10/030.00, “Attorney and Professional Room Visits.”

Inmates whose special handle classification is [REDACTED TEXT] (Wheelchair) shall be allowed to take their wheelchairs from their housing facility for transportation to court and medical appointments, and shall be safely secured in wheelchair-accessible vans during transportation.

Inmates with a [REDACTED TEXT] classification (Prosthetic, Crutches, Cane, or Walker) will be safely secured and transported to court in a Court Services Transportation (CST) bus. In instances where an inmate with a [REDACTED TEXT] classification is unable to board the CST bus, the concerned facility shall provide reasonable accommodations in arranging for alternative transportation (i.e., radio car or van) of the inmate to court.

Access to Programs

Unless inmates are restricted by medical personnel for medical reasons, by mental health personnel for mental health reasons, or by the unit commander (or their designee) for discipline, safety, or security reasons, custody personnel shall not exclude inmates with mobility and/or sensory impairments from regular scheduled recreation, programs, and activities. Custody personnel shall provide inmates with mobility and/or sensory impairments with reasonable assistance in movement to and from their housing location, and accommodations while in custody including, but not limited to, the following:

- Reasonable assistance to attend town hall meetings. Information regarding all available inmate programs shall be provided during town hall meetings in either paper or electronic form. Refer to CDM section 5-14/005.00, “Town Hall Meetings.”
- Reasonable assistance to attend all education programs provided by Education Based Incarceration (EBI). Refer to CDM section 5-13/130.00 “Inmate Education.”
- Opportunity to have their eligibility for work assignments, including those on the same floor on which they are housed, determined by Population Management Bureau (PMB) personnel and CHS, as applicable. Refer to CDM section 5-01/020.00, “Inmate Worker Assignments.”

Outdoor Recreation

Recreational activities shall be available to all inmates with mobility and/or sensory impairments. Inmates shall have a minimum of three (3) hours of activities over a period of seven (7) days. Custody personnel shall allow mobility impaired inmates to travel outside housing areas for recreation activities with their prescribed assistive device (such as a wheelchair or crutches), if any. In addition, custody personnel should allow extra time for inmates with mobility impairments to travel to and from their housing location. For recordkeeping purposes, the inmates’ recreation time begins when inmates arrive at the recreation location. When possible, the starting times of inmate recreational activities shall be rotated between housing locations to ensure fairness. Refer to CDM section 5-13/120.00, “Exercise and Recreation.”

Grievances

All inmate grievances involving mobility assistive devices and physical accessibility within the facility shall be designated as ADA, regardless of whether the inmate who filed the grievance checked or did not check the “ADA” box. ADA grievances shall be handled in accordance with CDM sections 8-03/030.00, “ADA-Related Requests and Grievances,” and 8-04/040.00, “Time Frames.”

ADA Coordinator

ADA coordinators shall have authority to make recommendations regarding the provision of reasonable accommodations to inmates with mobility and/or sensory impairments including, when necessary, the authority to bring issues to the attention of the unit commander and, if necessary, the concerned division chief for resolution.

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## • 5-03/090.00 Ambulance and Paramedic Services

Each unit commander shall implement a program establishing ambulance services for injured or ill

employees, inmates, and visitors.

The following guidelines shall be followed:

- Paramedic services shall be immediately requested for serious injuries or illness to an employee, inmate, or a visitor of the facility
- Medical staff, when available, should make the determination for the necessity and urgency of paramedic response and ambulance transportation for an employee, inmate, or a visitor
- Any facility personnel may make this determination in the absence of medical personnel
- Correctional Health Services (CHS) staff shall coordinate all ambulance transportation and notify the watch sergeant of the impending transfer
- The watch commander shall be advised of all ambulance service requests
- Contracted ambulance service directories shall be readily accessible at each facility

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## • 5-03/095.00 Inmate Medical Transportation Tags

In order to ensure that inmates requiring medical treatment from outside medical facilities are transported in a time frame appropriate for their required level of care, an Inmate Medical Transportation Tag system shall be utilized. This system will ensure that inmates who are injured, or have a medical emergency, receive proper medical care in an efficient manner which is appropriate for their medical needs. It will also ensure that inmates are medically transported as necessary during periods of facility unrest, or during times when facilities are busiest, such as shift change.

Inmate Medical Transportation Tags shall be utilized for all **non-appointment** transportation of inmates to medical facilities. Once the inmate has been transported, the medical tag shall be removed and discarded. In the event of a mass casualty situation, mass casualty triage tags shall be used in place of the Inmate Medical Transportation Tags.

### Colored Medical Tags

When it is necessary for an inmate to be transported to an outside medical facility for treatment, the following color codes shall apply:

**Red Tag** (Immediate)

Red Tags will be used when an inmate's medical needs require that he/she is transported **immediately** via paramedics.

**Yellow Tag** (Delayed)

Yellow Tags will be used when an inmate's medical needs require that he/she is transported within a **two** hour period. This type of transportation may be done by either ambulance or radio car.

*Note: "Non-emergency ambulance transportation is used for patients who need medical monitoring or medical services during transport," Medical Services Bureau, Policy #313, Non-Emergency*

*Response By Ambulance.*

## Correctional Health Services Staff Responsibilities:

CHS staff shall follow established CHS policies and procedures governing the medical transportation of inmates. The treating physician/registered nurse practitioner (RNP) will determine if it is necessary for an inmate to be transferred to an outside medical facility. He/She will designate whether the inmate must be transported immediately or within two hours.

The treating physician/RNP will issue a transfer order indicating the necessary transportation method. It is the responsibility of medical personnel to inform custody personnel of the pending transfer, method of transportation, and estimated time of ambulance arrival (if applicable.)

While awaiting transportation, inmates shall be monitored by medical staff. The treating physician/RNP has the option of changing an inmate's transportation method at any time to reflect the current medical condition of the inmate. In the event that security demands do not allow an inmate to be transported before the required deadline, medical staff shall conduct an immediate evaluation of the inmate to determine if emergent treatment is required.

## Custody Personnel Responsibilities:

After a transfer order has been issued, custody personnel will fill out the appropriate Inmate Medical Transfer Tag. This tag must then be affixed to the inmate's wristband. This tag will serve as an indicator of the inmate's current transportation status and will help ensure that the inmate receives transportation to a medical facility within the appropriate time frame.

In the event of a red tag, (immediate transport) standard emergency transportation procedures shall be followed. In the event of a yellow tag (within 2 hours transport), custody personnel shall be prepared to conduct transportation, by either radio car or as ambulance escort, within the permitted time limit. Custody personnel should always take into account the security needs of the facility when arranging and conducting transportation.

If security demands do not allow transportation of an inmate within the required time limits, notification shall be made to the facility watch commander, as well as the physician or facility supervisor/lead nurse on duty. A missed transportation deadline shall be entered in the facility log, along with the reason why the transportation requirements could not be met. The involved inmate shall then be evaluated by medical staff to determine the appropriate course of action.

*Note: When ambulance and/or paramedic services are required, refer to Custody Division Manual section, 5-03/090.00, Ambulance and Paramedic Services.*

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# • 5-03/100.00 Inmate Detention at Hospitals

[REDACTED TEXT]

## • 5-03/105.00 Acceptance of Prescription / Corrective Eyeglasses

Per Custody Division Policy 5-06/010.05, “Allowable Inmate Property - Male Inmates” and 5-06/010.10, “Allowable Inmate Property - Female Inmates,” Inmates are authorized to have one pair of prescription eyeglasses in their possession.

Custody facilities shall accept all approved prescription / corrective eyeglasses, as described in the Correctional Health Services (CHS), Medical/Mental Health Procedures Manual, received during visiting hours or in the U.S. Mail. Once the eyeglasses are accepted by the facility, they shall be delivered to the inmate in a timely manner.

If eyeglasses are brought to a facility within the same complex (i.e., Men’s Central Jail / Twin Towers complex), then the facility shall direct the person to deliver the eyeglasses to the appropriate housing facility. Personnel shall NOT direct the person to deliver the eyeglasses from one complex to another (i.e., from Men’s Central Jail to North County Correctional Facility).

Each facility Unit Commander shall be responsible for maintaining written unit orders that address the acceptance of prescription / corrective eyeglasses according to the standards set in the Custody Division Policy, and the Correctional Health Services (CHS), Medical/Mental Health Procedures Manual. Eyeglasses are inmate property items and appropriate acceptance and delivery documentation is required unless the inmate is present upon acceptance.

If the inmate is not housed at the receiving facility, the eyeglasses shall be packaged, labeled to reflect new housing location, and placed in the receiving facilities medical clinic or nursing office outgoing mail. A completed Inmate Personal Property Inventory sheet shall be attached to the packaging containing the prescription / corrective eyeglasses.

Access to Care Bureau will be responsible for the transportation of prescription / corrective eyeglasses to and from the various jail complexes. Once the eyeglasses are transported to the appropriate facility, CHS personnel shall ensure that the eyeglasses are delivered to Inmate Services sergeant.

## • 5-03/110.00 Non-Emergency Optical and Dental Services

Non-emergency optical and dental services shall be available to all inmates who meet the following requirements:

- Inmates must be certified by the medical staff as being in need of the service;
- Inmates must be sentenced and have a balance of at least 60 days to serve on their sentence;
- Inmates must have sufficient funds on deposit with the jail cashier to defray expenses and materials.

Indigent Inmates

Inmates who are indigent and unable to afford reading glasses can order a pair of glasses through the commissary vendor. The reading glasses will be provided to the inmate; however, the total cost of the glasses will be deducted from the inmate's trust fund account any time the funds become available.

Court Orders

Custody personnel will consult with Correctional Health Services (CHS) regarding the issuance of prescription eye wear or hearing aids, or repairs to existing dentures and bridges, for inmates who have court orders.

## • 5-03/120.00 Meningitis Line Procedures

When a suspected case of meningitis has been diagnosed in the inmate population, the facility charge nurse shall notify the watch commander and the inmate(s) shall be transferred to the nearest contract hospital for evaluation. The Chief Physician or his designee shall notify the concerned facility's watch commander of the following:

- The name and booking number of the inmate
- The hospital where the inmate is being treated
- The most recent housing area(s) of the inmate
- The necessity of restricting the transfer of inmates that were housed with the inmate being treated to other housing areas. This restriction of inmate movement is not a quarantine. Inmates should not be restricted to their housing unit, only transfers should be restricted
- The names of exposed inmates to be evaluated and treated, if necessary

Upon completion of the diagnosis, the Chief Physician shall notify the concerned facility's watch commander of the following:

- The nature or type of disease diagnosed
- When inmates may resume regular activities, if applicable
- Other information as may be deemed appropriate

The watch commander shall disseminate information concerning inmates in the facility who have been exposed to or infected by Meningitis to all employees, medical personnel, contract persons, and volunteers who may have direct contact with the exposed inmates. He shall also notify the appropriate Classification Unit and the next shift watch commander.

## • 5-03/140.00 Inmates in Critical Condition and/or Death Imminent

Personnel providing security for inmates who are admitted to a hospital outside of a custody facility, and where the inmate is in critical condition and/or death imminent, shall provide an updated status of the inmate's medical condition to the concerned watch commander at least once per shift.

In special circumstances where an inmate in the custody of the Sheriff's Department becomes ill or is

injured to the extent that they are diagnosed by the proper medical authority to be in critical condition and/or death imminent, an expedited “compassionate release” may be sought. CDM section 5-03/145.00, “Compassionate Release Procedures,” shall be adhered to when the Department determines that the compassionate release of an inmate is appropriate. In cases where an inmate is in critical condition and/or death imminent and a compassionate release is not appropriate, personnel shall adhere to the procedures below.

NOTIFICATIONS

It is the responsibility of the shift watch commander to notify the Access to Care Bureau (ACB) captain, or designee, when an inmate is in critical condition or has been deemed death imminent. The concerned watch commander shall also contact Homicide Bureau in instances where the inmate has been declared death imminent.

Upon notification by the concerned watch commander that an inmate is in critical condition or has been declared death imminent, the ACB captain or designee shall make notification to the Custody Compliance and Sustainability Bureau (CCSB), the Inmate Reception Center (IRC) records office, the respective division chief(s) or designee(s), the Public Defender’s Office, and the following Correctional Health Services (CHS) entities: the Risk Assessment Team (RAT), the Comprehensive Care Team (CCT), the Medical Command Center (MCC), the Chief Nursing Officer, and the Chief Medical Officer.

The concerned watch commander shall also notify the CCSB captain or designee in the event of a suicide attempt, serious illness, or injury of a minor in a Custody Services Division jail facility or station jail where the minor is under the supervision of Department personnel. The CCSB captain or designee shall make notification to the court of jurisdiction and the 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." In the event of a suicide attempt, serious illness, or injury of a minor in a court lock-up, refer to Court Services Division Manual section 2-05/035.30, "Juvenile Handling Procedures."

INMATES WHO ARE DEATH IMMINENT

Inmates who are declared death imminent may be allowed visitation absent immediate safety concerns or exigent circumstances. Visitation will be at the discretion of the concerned watch commander. Upon notification to the next-of-kin, potential visitors shall be checked for possible officer safety threats.

No more than two (2) visitors shall be permitted to visit at one time. The number of visitors may be increased or decreased at the discretion of the concerned shift watch commander. Visitation shall be allowed for a reasonable time period and all visitors are subject to search. All approved visitors shall complete and sign a "Los Angeles County Sheriff's Department Visitation Agreement and Civil Claims Release" form (SH-J-474) prior to visitation. All visits shall be logged in the inmate's "Hospital Visitation Log" (SH-J-476) and shall denote the name of the visitor and the times the visit began and ended.

Visits may be cancelled at any time if a security or safety concern arises. Hospital personnel may make a determination a visit cannot occur or must be terminated due to operational or medical concerns. If a visit was denied or terminated for any reason, the name of the person denying/terminating the visit, the reason, and the time of denial/termination shall be noted in the Hospital Visitation Log (SH-J-476) and in the concerned Watch Commander’s Log. All visits shall be conducted in accordance with Custody

Division Manual (CDM) section 5-10/010.00, "Inmate Visiting." All visiting rules set forth by the respective hospital or medical facility treating the inmate shall apply.

## • 5-03/145.00 Compassionate Release Procedures

In instances where an inmate in the custody of the Sheriff's Department is deemed by the examining physician to be death-imminent or in such physical condition that he or she is rendered incapable of causing harm to others upon or after release from custody, the Department may determine that a compassionate release of the inmate is appropriate.

California Government Code sections 26605.5 and 26605.6 establish the criteria that must be met before the Department seeks the compassionate release of an inmate.

SECTION 26605.5: INMATES DEEMED TO BE SEVERELY PHYSICALLY INCAPACITATED

Government Code section 26605.5 establishes that the Sheriff, after conferring with a physician who is neither a County employee nor under a preexisting contract with the County, may release a sentenced or unsentenced inmate, from a County jail for transfer to a medical facility or residential care facility, when the following criteria are met:

- The inmate, upon diagnosis by the examining physician, is deemed to be so severely physically incapacitated that he or she poses no threat to the safety of others;
- The examining physician has no reasonable expectation that the inmate's physical condition will improve to the extent that he or she could pose a threat to the safety of others;
- The inmate's medical needs would be better served in a medical facility or residence other than a County correctional facility.

SECTION 26605.6: INMATES WITH A LIFE EXPECTANCY OF LESS THAN SIX MONTHS

Government Code section 26605.6 establishes that the Sheriff or a designee, after conferring with the appropriate Correctional Health Services (CHS) medical authority or designee, may release an inmate from a County jail when the following criteria are met:

- The inmate has been sentenced to a County jail;
- The inmate has been deemed by the examining physician to have a life expectancy of six (6) months or less;
- The Sheriff has determined that the inmate does not reasonably pose a threat to public safety;
- The Sheriff or a designee has secured a placement option for the inmate in the community, and in consultation with the County welfare department or another applicable County agency, examined the inmate's eligibility for federal Medicaid benefits or other medical coverage that might assist in funding the inmate's medical treatment while in the community.

Refer to Government Code section 26605.6, subsections (c) through (h), for additional guidelines and requirements for the compassionate release of an inmate under this criteria.

COMPASSIONATE RELEASE REQUEST PROCESS

Upon determination by the Department of Health Services (DHS) or outside competent medical authority that an inmate's compassionate release may be appropriate, a designated CHS supervisor shall coordinate with Access to Care Bureau (ACB) to gather the following information:

- The inmate's name;
- The offense or offenses for which the inmate was incarcerated, if applicable, and the pending charges, if applicable;
- The date of sentence, if applicable;
- The physician's diagnosis of the inmate's condition;
- The physician's prognosis for the inmate's recovery;
- The inmate's address after release (e.g. residence, medical facility for transfer, etc.).

The ACB unit commander shall ensure the compassionate release is documented and tracked in the electronic Line Operations Tracking System (e-LOTS), in accordance with CDM section 4-01/025.05, "Electronic Line Operations Tracking System (e-LOTS)," and shall submit all required documentation to the concerned division chief. The division chief shall submit a memorandum and all appropriate supporting documentation to the Sheriff for review and approval.

SHERIFF APPROVAL AND NOTIFICATIONS

Upon approval of a compassionate release under Government Code section 26605.5 and prior to inmate's release, the Sheriff shall notify the presiding judge of the superior court of their intention to transfer a severely incapacitated inmate to a medical facility or residence for the provision of medical care and other services. This notification shall include all required information and documentation as gathered by ACB and CHS.

Upon approval of a compassionate release under Government Code section 26605.6 and prior to inmate's release, the Sheriff or a designee shall notify the presiding judge of the superior court of their intention to release the inmate. This notification shall include all required information and documentation as gathered by ACB and CHS.

In both instances, designated ACB personnel shall make immediate notification of the compassionate release to the Office of Inspector General (OIG) and the Los Angeles County Department of Mental Health (DMH) Family Assistance Advocate (FAA) or designee.

The completed packet containing all pertinent documentation and approved memoranda shall be forwarded to Inmate Reception Center (IRC) Document Control personnel, who shall initiate release procedures in accordance with the appropriate unit order, and place the packet in the inmate's record jacket. Copies of the packet shall be retained by ACB.

In the event of a death following a compassionate release, Custody Compliance and Sustainability Bureau (CCSB) personnel shall follow the policies delineated in CDM section 4-10/050.00, "Inmate Death – Reporting and Review Process."

## • 5-03/150.00 Intoxicated Inmates

When custody personnel identify an inmate who is intoxicated (under the influence of alcohol or drugs to a point where the inmate is unable to exercise care for his or her safety), the inmate shall be separated and placed in area under unobstructed, continuous but not necessarily uninterrupted visual observation. Refer to Custody Division Manual (CDM) section 4-11/030.00, "Inmate Safety Checks." The deputy identifying the intoxicated inmate shall document his/her observations as noted below. The deputy shall also take note of the inmate's objective symptoms of intoxication (e.g. slurred speech, droopy or watery eyes, the odor of an alcoholic beverage on their breath or person, an unsteady gait, etc.) and immediately notify a sergeant of their findings. It is recommended that a portable video camera be used to document the incident, refer to Custody Division Manual (CDM) 7-06/010.00 "Video Recording Procedures."

Consideration should be given to having the inmate complete a Preliminary Alcohol-Screening (PAS) test in an effort to establish the inmate's blood alcohol level.

### Transportation

If the inmate is visibly unable to balance themself, requests assistance with walking, or is restrained, it is recommended they be transported on a wheelchair, or gurney for their safety.

For inmates that are insubordinate or recalcitrant, CDM sections 7-04/000.00 "Escorting Procedures for Combative or Uncooperative Inmates" and 7-02/020.00 "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates" shall be followed.

### Medical Evaluation

All inmates discovered to be intoxicated shall be evaluated by medical personnel as soon as reasonably possible. Medical personnel will determine the treatment of the intoxicated inmate.

### Documentation

In all cases where an inmate is suspected of being intoxicated, an Inmate Injury/Illness Report Form (SH-J-212) shall be initiated by custody personnel. If medical personnel determine the inmate is intoxicated, applicable and appropriate information will be reported on the Injury/Illness Report Form. Once the medical evaluation and treatment of the inmate is completed, and prior to an inmate being returned to any housing location, medical personnel shall document the authorization for the inmate to return to housing on the Injury/Illness Report Form. Only medical personnel can authorize an inmate's return to a housing location.

When applicable, the incident should be documented in the Inmate Reports Tracking System (IRTS).

If the inmate is found in criminal possession of alcohol or drugs per 4573.8 PC, an incident report shall be written and any material of evidentiary value shall be booked into evidence as described in Manual of Policy and Procedures (MPP) section 5-04/010.60 "Packaging of Evidence."

## • 5-04/000.00 Inmate Mental Health Services

[Title Only]

## • 5-04/005.00 Telemental Health Services

Telemental Health Services is the use of telecommunication technologies to deliver mental health services to inmates in the custody of the Los Angeles County Sheriff's Department.

Telemental Health Video Teleconferencing allows for a two-way, real time, live interactive audio and video connection between Jail Mental Health Services (JMHS) personnel and an inmate located at a custody facility.

At the request of JMHS personnel, inmates shall be taken to the designated telemental health site by custody personnel. While allowing inmates as much privacy as is feasible, custody personnel shall remain immediately available during the telemental health assessment in case the inmate is no longer able to remain safely in the designated location.

For additional information, refer to JMH 70.2.4 Telemental Health Services.

## • 5-04/010.00 Psychiatric and Psychological Services

The Correctional Health Services (CHS) mental health staff provide psychiatric and psychological services to inmates housed within the County jail system.

Mental health programs administered in the Custody Services Divisions' facilities consist of a Forensic Inpatient Program and a Men's and Women's Forensic Outpatient Program. The staff includes social workers, psychiatrists, psychologists, mental health counselors, registered nurses, psychiatric technicians, community workers, recreational therapists, and various support staff who ensure the delivery of appropriate mental health services.

Mental health services are available to all inmates upon request or by referral:

- At the time of booking or during the intake process, as documented in the Arrestee Medical Screening Form (SH-R-422) and the Behavioral Observation and Mental Health Referral report (BOMHR) (refer to Custody Division Manual [CDM] sections 4-05/000.00, "Behavioral Observation and Mental Health Referral" and 4-05/005.00, "Electronic Behavioral Observation and Mental Health Referral Report [e-BOMHR]")
- Through the healthcare assessment and screening by CHS staff
- After assignment to a housing area, by a Jail Mental Health Evaluation Team's (JMET) assessment and referral (refer to CDM section 7-02/030.00, "Jail Mental Health Evaluation Team [JMET]")
- Through the submission of a Health Services Request Form

- By custody staff's observation and completion of the BOMHR.

In addition, on-call mental health clinicians in each custody facility may be contacted via handheld radio broadcast or a designated phone number. Unit commanders shall ensure applicable unit orders delineate procedures for the contacting of on-call mental health clinicians, or the appropriate CHS office.

In the event of an on-call clinician unavailability in a custody facility, personnel may contact the Medical Command Center (MCC), which will facilitate communication with CHS mental health staff, and/or coordinate telephonic consultations.

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## • 5-04/010.05 Involuntary Medication Administration

Inmates who fall within the below criteria may receive involuntary medication in an effort to restore competency or prevent decompensation of their mental health. The administration of involuntary medication is only permitted when authorized by law and court order as described below.

### AUTHORITY FOR INVOLUNTARY MEDICATION

Inmates who have been adjudicated incompetent to stand trial and are unable to provide informed consent to prescribed medication, may have a court order authorizing the administration of involuntary medication pursuant to Penal Code sections 1370.01, 2603, or other lawful authority.

Inmates who have been ordered subject to a conservatorship by the court may have an order authorizing the conservator, which may be a named person or the Public Guardian, to give consent for medical treatment on behalf of the inmate-conservatee.

### PROCEDURES FOR THE ADMINISTRATION OF INVOLUNTARY MEDICATION

The inmate shall always be given the opportunity to accept the medication voluntarily by the administering Correctional Health Services (CHS) personnel prior to any involuntary administration. An attempt immediately prior to the administration is not necessary as long as there were previous opportunities given to the inmate which may include attempts on recent preceding days.

When inmates have effective court orders authorizing the administration of involuntary medication and upon the request of CHS personnel, custody personnel will assist with the administration of the medication by providing security as CHS personnel administer the medication.

The supervisor, minimum rank of sergeant, shall collaborate with CHS personnel to determine the time, method, manner, specific location, and terms for involuntary administration of the prescribed medication(s). The safety and well-being of each individual inmate and involved staff will be considered. Refer to Custody Division Manual (CDM) section, 7-02/000.00 "Planned Use of Force for Inmates with Special Needs." The discussion will include consideration of where the inmate is to be placed and a prescribed route to that safe location inside the module. Additionally, any specific medical concerns and sites of the body intended for the administration of the medication will be discussed.

The supervisor, with the minimum rank of sergeant, shall participate directly in the planning and supervision of the administration of the medication. In all cases, the supervisor will review the court order to confirm it is still valid prior to initiating the procedure for the involuntary administration of psychotropic medication(s). The sergeant shall direct someone to video record both the approach and administration of medication. Refer to CDM sections 7-01/040.00, "Planned Use of Force," and 7-06/010.00, "Video Recording Procedures." The sergeant shall assemble a team of deputies and shall direct all actions throughout the involuntary medication administration. If force becomes necessary, custody personnel shall only use that level of force which is objectively reasonable for the involuntary administration of psychotropic medication(s). Refer to CDM section 7-01/010.00, "Force Prevention Principles."

After the medication is administered, mental health personnel shall assume the responsibility to monitor the inmate. However, if CHS personnel advises custody personnel of an arising medical issue, custody personnel shall notify the sergeant and ensure the inmate receives the appropriate medical attention. Refer to CDM section 5-03/060.00, "Response to Inmate Medical Emergencies."

### REPORTING

All Department personnel that participate in or witness an incident that involves the use of force during the involuntary medication administration, including use of force not related to an inmate extraction, are required to report and document the use of force in accordance with CDM section 7-06/000.00, "Use of Force Reporting Procedures."

All instances of involuntary medication administration shall be documented with a memorandum from the handling sergeant to the unit commander, including events where force was **not** used.

When force is used, in addition to completing the "Supervisor's Use of Force Report" (SH-R-438S), the sergeant overseeing the involuntary medication administration shall submit a memorandum to the facility unit commander. The memorandum shall include a copy of the court order, the electronic Line Operations Tracking System (e-LOTS) number drawn for the use of force, a synopsis of the force used by department personnel, names of participating medical and mental health members, a copy of the video recording, and any medical attention the inmate received as a result of the involuntary administration. The memo shall be submitted prior to the end of the shift during which the incident occurred.

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## • 5-04/030.00 Electronic Entertainment Devices for High Observation Mentally Ill Inmates

In an effort to increase the amount of recreation time by high observation mentally ill inmates, the following electronic entertainment devices have been purchased through the Inmate Welfare Fund:

- Nintendo Wii game console (and accessories)
- GPX CD+G Karaoke system, and a
- CD “boombox” portable radio

All of the aforementioned equipment shall only be used by Department of Mental Health personnel for the

purpose of enticing the high observation mentally ill inmates, in appropriate housing, to participate in out-of-cell recreation time. Under no circumstances shall any Department personnel use any of the above equipment for their own personal use.

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## • 5-04/035.00 Mandatory Training on Mentally Ill Inmates

It is the mission of Custody Services Division to provide a secure, safe, and constitutionally managed jail environment for both staff and inmates. The prevention of inmate suicides and the recognition of mentally ill inmates is the responsibility of all custody staff. Custody Training and Standards Bureau (CTSB), in conjunction with Correctional Health Services (CHS), individual facilities and units, shall provide training on suicide prevention and various mental health topics to custody personnel working in Custody Services Division facilities.

Annual mandatory suicide prevention training is required for all deputies and custody assistants assigned to the Custody Services Division in order for personnel to learn to recognize behavior that may indicate an inmate needs emergent or non-emergent-mental or medical health care, and to effectively interact with mentally ill inmates in crisis. The goal of this training is to prevent injury to an inmate in crisis by developing the employee's observational and verbal skills to recognize key actions and statements made by an inmate that may be indicative of mental illness. If an employee believes an inmate needs mental health services, the appropriate referrals shall be made.

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## • 5-05/000.00 Inmate Management

[Title Only]

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## • 5-05/010.00 Inmate Counts

Each facility, with the exception of the Inmate Reception Center, shall conduct at least one inmate count on each shift on a daily basis.

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## • 5-05/020.00 Inmate Wristband Count

All custody facilities shall conduct a daily inmate wristband count during [REDACTED TEXT]. When conducting a wristband count, wristbands shall be compared to facility records (e.g. Automated Justice Information System [AJIS] printouts) to verify inmates' names and booking numbers and that inmates are in their assigned housing location. **Personnel shall verify that every inmate is secured in their assigned cell (or on their assigned bunk for dormitory environments).** If an inmate is not in their assigned cell and/or bunk during inmate wristband count, custody personnel shall escort them back to their assigned cell and/or bunk prior to submitting the count for that housing location. Depending on the reason the inmate was in the wrong location, the inmate may be considered "roaming" and be subject to disciplinary action.

During inmate wristband count, wristbands shall be examined for legibility, proper fit, and for signs of fraying or tampering by touching and tugging on the wristband. Facilities should be placed on "lockdown" or "modified lockdown" status to expedite an accurate count, while providing maximum security and safety of personnel.

Damaged, Illegible, or Missing Wristband

If a wristband is found to be damaged to the point of being illegible or missing, the inmate shall be escorted from their housing area and kept away from all other inmates until they have been positively identified and have received a new wristband.

If the wristband has become worn due to normal wear, and the inmate's name and booking number are still legible, a new wristband may be made and placed on the inmates left wrist without fingerprinting them for positive identification.

When an inmate has been found to have an illegible, damaged, altered, or missing wristband, they shall be positively identified before being provided with a replacement wristband. This shall be accomplished by fingerprinting the inmate using a Live Scan machine or mobile fingerprint scanner (refer to Custody Division Manual (CDM) section 5-05/020.05 “Mobile Fingerprint Scanners”), if available on site. Once the inmate's identity has been confirmed, a new wristband may be made and placed on the inmate’s left wrist.

Facilities not having a Live Scan or mobile fingerprint scanner available shall have the inmate transported to the nearest unit with such a device or the Inmate Reception Center (IRC) for positive identification and re-banding.

Before transporting the inmate for positive identification, verify the name and booking number given by the inmate using AJIS and the Los Angeles County Regional Identification System (LACRIS), if available. If the information matches, place a temporary wristband on the inmate’s left wrist with their name, booking number, and the designation "IRC - POS ID" on it. The unit establishing the inmate’s identification shall replace the wristband when a positive identification of the inmate has been established.

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## • 5-05/020.05 Mobile Fingerprint Scanners

Personnel may utilize mobile fingerprint scanners should the need arise to positively identify an inmate. Only personnel trained in the operation of a mobile fingerprint scanner shall be permitted to use such devices. Facility training units are responsible for providing training on the use of mobile fingerprint scanners to personnel assigned to their facility and shall maintain records of personnel who have received training. Mobile fingerprint scanners access the same databases as the Live Scan machine and may be utilized in lieu of using a Live Scan machine.

Mobile fingerprint scanners are issued by the Los Angeles County Regional Identification System (LACRIS) unit who is responsible for managing the mobile identification program. Mobile fingerprint scanners shall be maintained in a centralized location (e.g., armory, main control, etc.) in the facility. Each facility shall maintain a master log of their mobile fingerprint scanners and who they are assigned

to on each shift.

If a mobile fingerprint scanner is not in use due to equipment/network failure, personnel shall:

- Notify the watch sergeant
- Enter the issue and notification into the e-UDAL
- Contact the LACRIS Help Desk, [REDACTED TEXT], for troubleshooting

After troubleshooting steps have been taken with the LACRIS Help Desk and the device could not be repaired, personnel shall give the device to the watch sergeant to send to the LACRIS Help Desk for repair or replacement.

If any of the mobile fingerprint scanners are damaged, lost, or stolen, immediate notification shall be made to the watch sergeant and an appropriate SH-R-49 incident report shall be written and a copy forwarded to LACRIS prior to a replacement device being issued.

## • 5-05/030.00 Early Morning Count Procedure

[REDACTED TEXT]

## • 5-05/040.00 Update of Inmate Transfer Lines

Upon receipt of an inmate transfer line, an immediate AJIS computer update of all inmates' locations shall be completed by the receiving facility.

All inmates housed in multi-person or dorm housing shall be transferred utilizing the "Transfers IN/OUT" feature in the electronic Uniform Daily Activity Log (e-UDAL).

All inmates housed in any single-man cell, or any other area in which no other inmates are housed, shall be transferred utilizing the "Cell Checklist" feature of the e-UDAL.

## • 5-05/050.00 Escape Procedures

Each unit commander shall develop and implement procedures to be followed after an inmate escapes.

## • 5-05/060.00 Escape Notifications

Whenever an inmate is suspected or known to have left a place of confinement (with or without fences) without authorization, the watch commander shall ensure the following notifications are made immediately:

- Facility Main Control
- Unit commander and area commander

- Custody Support Services Bureau (CSSB)
- Custody Investigative Services Unit (CISU)
- Department Operations Center (DOC)
- Major Crimes Bureau, Escape Unit by telephone (If the escape is made during evening or early morning hours, notification shall be made to the DOC)
- Inmate Reception Center (IRC)
- The local police agency or appropriate Sheriff's station
- Sheriff's Communication Center for broadcast
- Request Aero Bureau support if warranted
- Court Services Transportation Bureau
- Other notifications as directed by the unit commander or appropriate authority

All other notifications shall be recorded in the facility log.

## JUDICIAL NOTIFICATION

Notification to the appropriate Superior Court judge is required under the following circumstances:

- An inmate escapes from Sheriff's custody
- An inmate is erroneously released
- An inmate walks away from a custodial work detail.

Judicial notification is not required for inmates who violate the terms of electronic monitoring.

Upon notification during normal business hours, the Inmate Reception Center (IRC) shall, as soon as possible, notify the Court Services Security Operations Unit of the escape. The Court Services Security Operations Unit will then make proper notification to the trial judge.

When notification of an escape is received after normal business hours, IRC shall contact DOC, who will notify the on-call Court Services Security Operations personnel.

When an escapee is captured, Major Crimes Bureau - Escape Unit will immediately contact the Court Services Security Operations Unit. The Court Services Security Operations Unit will notify the trial judge that the inmate is in custody.

## ESCAPED PRISONER STATUS - IRC NOTIFICATION

Pursuant to Department Manual of Policy and Procedures (MPP) section 5-03/185.00, "Escaped Adult Prisoners," the watch commander of the facility where the escape occurred shall immediately notify IRC. The facility shall follow-up and confirm all escape information via Justice Data Interface Controller (JDIC) teletype to IRC.

The IRC watch deputy shall be responsible for ensuring that a "want" for the escaped inmate is immediately entered into the Countywide Warrant System (CWS). Based on the "want" information, any law enforcement agency inquiring into the CWS regarding the escapee would be advised to detain the individual and notify Sheriff's Department personnel. There is no bail associated with a "want."

Document Control personnel at IRC shall attach a copy of the CWS "want" and a copy of the confirming JDIC teletype to the inmate's original booking jacket and forward to the Major Crimes Bureau, Escape Unit.

**The Escape Unit assumes jurisdiction of the escape case, cancels the CWS "want" and obtains a warrant for the escaped inmate.**

**REQUIRED DOCUMENTATION - CSS NOTIFICATION**

The unit commander or his designee shall be responsible for ensuring that the following documentation is forwarded in a timely manner to the CSSB Incident Review Team

- Copy of the Inmate Escape Load Sheet (SH-J-435)
- Copy of the signed Chief's Memorandum from the Captain of the facility to the Chief of the Division
- Copy of the Incident Report (SH-R-49)
- Copy of all supplemental reports.

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## • 5-05/070.00 Re-booking of Escapees

Booking numbers of escaped inmates shall immediately be updated as "escaped" by the Inmate Reception Center, when notified that an escape has occurred. When the escapee is apprehended, the escapee shall be re-booked with a new booking number.

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## • 5-05/110.00 Dress Code for Inmates

Each facility shall establish and regulate inmate dress codes including, but not limited to, the following:

- Standard jail clothing shall be worn at all times
- The wearing of optional shorts and wave caps that are available for purchase via the inmate commissary
- Clothing shall be clean and in good repair
- Standard jail footwear shall be worn at all times. Appropriate footwear for work assignments shall be issued. Footwear prescribed for medical conditions may be obtained through court order and reviewed and authorized by Correctional Health Services personnel, or ordered by the facility physician
- Alteration in any way of jail clothing is not permitted, and once altered, is considered contraband

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## • 5-05/130.00 Exchange of Four-Man Security Chains

When an inmate is transported from a Custody Division facility to any other facility, court, or transportation unit, while wearing a four-man security chain, the receiving unit shall provide the delivering unit a set of replacement four-man security chains. The exchange of chains shall be made on a one-for-one basis. If there is an insufficient supply of chains at the receiving unit to supply the delivering unit with the appropriate amount of chains, an immediate notification to the receiving unit's Watch Commander shall be made.

It shall be the responsibility of the receiving unit's Watch Commander to ensure that any discrepancies are handled quickly and efficiently. In the event that the receiving unit's Watch Commander does not have sufficient chains to complete a one-for-one trade, notification shall be made to the delivering unit's Watch Commander.

The delivering unit shall not be delayed in surrendering custody of an inmate as a result of lack of sufficient chains. In the event that the receiving unit does not provide a replacement chain, the inmate(s) shall be delivered to the receiving unit and the chain shall be recovered from the inmate once secured. Recalcitrant or combative inmates shall not be unchained without the presence of a supervisor at the rank of sergeant or above.

Personnel retrieving inmates from another facility (e.g. court returnees from IRC) shall ensure that they bring sufficient chains when responding to the facility.

Personnel shall not stop the exchange of an inmate or chain in the event that chain contains the marking of a specific facility. Facilities purchasing chains shall not place a facility marking on the chain other than the words "Custody Division."

## • 5-05/150.00 Recall of Commitment

Pursuant to California Penal Code § 1170(d), inmates committed to the custody of the Sheriff's Department may have their sentences and commitments to custody recalled at the request of the Assistant Sheriff of Custody Operations, and the approval of the sentencing court.

The court may recall a previously ordered sentence and resentence the inmate, provided the new sentence is no greater than the initial sentence.

Inmates considered for recall of commitment shall be nominated by a sworn supervisor holding the minimum rank of supervising line deputy, and must meet the following criteria:

- The inmate must display exceptional behavior that is extraordinarily beyond simply complying with all regulations and procedures during their incarceration, and it is evident the inmate has changed as a person and would be a positive asset to the community
- The inmate has participated in and completed rehabilitative, educational, or vocational programs while incarcerated (e.g. Education Based Incarceration, Fire Camps, etc.)
- The inmate has served at least six months of their sentence, *and* has at least 18 months left to serve
- The inmate has not violated any rules or committed any crimes within the two years preceding the consideration for an 1170(d) recall of sentencing
- The inmate was not convicted of M-7 charges (serious or violent crimes; refer to the appropriate Inmate Reception Center [IRC] release criteria guidelines)
- No additional warrants, holds, and/or detainers

Once the nominating supervisor has identified an eligible inmate, they shall submit the inmate's information to the supervisor's assigned unit's operations office, who shall prepare a recall report that serves as a diagnostic study of the inmate's eligibility for an 1170(d) recall of sentencing.

The recall report shall be submitted on a SH-AD-32A form, and include the following information:

- Inmate's name and booking number
- Charge
- Sentence, time served, and time remaining
- Sentencing Court
- Case number
- Criminal history
- Programs attended and completed
- Reasons recommended for 1170(d) recall of sentencing
- Inmate's post-release plan
- Final recommendation
- Supporting documentation

Upon review and approval by the nominating supervisor's unit commander, the recall report shall be forwarded to a panel consisting of:

- The captain and commander from the inmate's housing facility
- The Inmate Services Bureau unit commander or designee
- The Population Management Bureau unit commander or designee
- The Assistant Sheriff of Custody Operations or designee

Upon approval by the Assistant Sheriff of Custody Operations, they, or their designee, shall submit the recall report and request for recall of commitment to the sentencing court.

The concerned inmate shall remain in custody pending adjudication from the court.

## Inmate Initiated Requests

Requests for 1170(d) recalls shall not be accepted from inmates, family members of inmates, or any other third-party or entity. All such requests shall be responded to promptly with a formal letter stating the Department's policy and directing the requesting party to the sentencing court.

## Attorney Initiated Requests

Attorneys representing sentenced inmates may request a recall of commitment due to changes in sentencing guidelines only.

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## • 5-06/000.00 Inmate Property

[Title Only]

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## • 5-06/010.00 Allowable Inmate Property

The items listed in CDM sections 5-06/010.05 (male inmates) and 5-06/010.10 (female inmates) are acceptable for possession by inmates. All personal property and county property (excluding bedding) possessed by an inmate must fit inside one inmate property bag, as delineated in CDM section 5-06/050.00, "Individual Inmate Storage of Personal Property." Any other property items or excess property shall be considered contraband and shall be disposed (refer to CDM sections 5-07/010.00, "Contraband Defined," and 5-07/020.00, "Contraband Disposal").

Exceptions to the approved allowable inmate property list, for special inmate work assignments or weather conditions, shall require individual units to establish unit orders specific to their needs (e.g., hats, additional blankets, boots, jackets, etc.). In addition, inmates shall be allowed to possess extra items of county-issued clothing and/or blankets that have been prescribed as a reasonable accommodation for their disability, as delineated in CDM section 5-12/005.10, "Handling of Inmates with Mobility and/or Sensory Impairments."

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## • 5-06/010.05 Allowable Inmate Property - Male Inmates

The items listed below are acceptable for possession by male inmates. Transgender, gender-expansive, and intersex (TGI) inmates may receive any items reflective of their gender identity. The quantity is not specified; however, all personal property and county property (excluding bedding) must fit inside one inmate property bag, in accordance with Custody Division Manual (CDM) section 5-06/050.00, “Individual Inmate Storage of Personal Property.”

| PERSONAL PROPERTY |
|---|
| Beverage/Food items |
| Books (personal, religious, and library) |
| Clear zip lock baggy |
| Comb (non-metal, non-rat-tail) |
| Contact lenses with plastic case |
| Cough drops |
| Dental Floss (“Cybersonic Floss” or equivalent, pre-strung plastic arch) |
| Denture cleaner |
| Denture grip |

| | |
|---|---|
| Dentures | |
| Deodorant (non-aerosol) | |
| Document file folder 15"x10" | |
| Earplugs (noise reduction) | |
| Envelopes (clasp type) | |
| Envelopes (legal or regular) | |
| Eraser | |
| Eyeglasses | |
| Facial Tissues | |
| Greetings cards (5” x 7” max) | |
| Hair conditioner | |
| Hair gel | |
| Hearing aid (extra batteries kept by medical staff only) | |
| Legal folder | |
| Legal material including correspondence | |
| Lotion | |
| Magazines | |
| Mail (personal letters, post cards, telegrams) | |
| Medical alert bracelet | |
| Medication | |
| Mentholatum | |
| Mouthwash (alcohol free) | |

| | |
|---|---|
| Note book paper | |
| Pencils (wooden without metal eraser tip) | |
| Petroleum jelly | |
| Phone cards | |
| Photos (3” x 5” min – 4” x 6” max) | |
| Playing cards | |
| Razor (disposable only, quantity 1)* | |
| Religious articles | |
| Reusable Razor (purchased through commissary, quantity 1)* | |
| Shampoo | |
| Shaving brush | |
| Shaving cream | |
| Shorts (may be purchased from commissary, maximum 2 pairs are allowed per inmate) | |
| Soap dish | |
| Department-approved pocket AM/FM radio (quantity one) and headphones** | |
| Stamps (U.S. postage) | |
| Styrofoam cup | |
| Sunglasses (medically prescribed or as needed while performing work assignments) | |
| Thermals | |
| Tooth brush | |
| Tooth paste | |

| |
|---|
| Vending cards (only those assigned to inmate, up to three) |
| Wave caps |
| Wedding band (plain, no stones) |
| Wipes (disinfectant) |
| Writing tablet |

*Inmates who purchase reusable razors through commissary shall have the protective cover on the razor at all times. Any razors that are found without the protective cover shall be considered contraband and disposed of in accordance with CDM section 5-07/020.00, "Contraband Disposal."

**In approved housing locations, inmates may be allowed to possess one Department-approved pocket AM/FM radio, one set of headphones, and two AA batteries. Any excess property, including radio accessories, shall be considered contraband and disposed of pursuant to CDM section 5-07/020.00, "Contraband Disposal." In addition, inmates shall only be permitted to use their Department-approved radio while they are in their housing module.

The items listed below are acceptable for possession by male inmates with the allowable quantities indicated.

| **LINEN AND CLOTHING ITEMS** | **QUANTITY** |
|---|---|
| Blanket | 1 |
| L.A. County issued jail uniform | 1 set |
| L.A. County issued jail shoes or "V4orce" (athletic shoes) | 1 pr. |
| Sheet or mattress cover* | 1 |
| Shower shoes | 1 pr. |
| Socks | 2 pr. |
| Towel | 1 |
| Underpants | 3 |
| Undershirt | 3 |
| Wash cloth | 1 |

*To maintain compliance with California Code of Regulations (CCR) Title 15, two blankets may be issued in place of one mattress cover or sheet at the request of the inmate.

**Exceptions:**

Individual custody facilities shall establish unit orders outlining any allowable additional clothing and/or property specific to the needs of the facility, special inmate work assignments, weather conditions, or for safety reasons (e.g. additional blankets, boots, jacket, thermal underwear, etc.).

Excess clothing and linen items (any clothing or linen other than those issued to inmates for a particular unit's clothing schedules or work assignments) are considered contraband.

Inmates shall be allowed to possess extra items of County-issued clothing and/or blankets that have been prescribed as a reasonable accommodation for their disability (refer to CDM section 5-12/005.10, "Handling of Inmates with Mobility and/or Sensory Impairments").

TGI inmates shall be allowed five (5) bras and five (5) panties, and/or three (3) undergarments (e.g., boxers/briefs) and three (3) undershirts, respective of their identity. These items shall be appropriately sized. If, for any reason, the appropriate size is not immediately available, the correct size shall be ordered and provided to the inmate as soon as possible.

Inmates who menstruate shall have access to sanitary napkins, panty liners, douches, and tampons.

Property restrictions for inmates in mental health housing shall be determined by a mental health professional after a clinical assessment has been conducted (refer to CDM section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates").

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## • 5-06/010.10 Allowable Inmate Property - Female Inmates

The items listed below are acceptable for possession by female inmates. The quantity is not specified; however, all personal property and county property (excluding bedding) must fit inside one inmate property bag, in accordance with Custody Division Manual (CDM) section 5-06/050.00, "Individual Inmate Storage of Personal Property."

| PERSONAL PROPERTY |
|---|
| Baby oil |
| Baby powder |
| Beverage Items/Food items |

| | |
|---|---|
| Books (personal, religious, and library) | |
| Clear zip lock baggy | |
| Cold cream | |
| Comb (non-metal, non-rat-tail) | |
| Contact lenses with plastic case | |
| Cough drops | |
| Dental Floss (“Cybersonic Floss” or equivalent, pre-strung plastic arch) | |
| Denture cleaner | |
| Denture grip | |
| Dentures | |
| Deodorant (non-aerosol) | |
| Disposable douche | |
| Document file folder (15'x10") | |
| Earplugs (noise reduction) | |
| Emery boards | |
| Envelopes (clasp type) | |
| Envelopes (legal or regular) | |
| Eraser | |
| Eye shadow | |
| Eyebrow pencil | |
| Eyeglasses | |
| Face Cleanser | |

| | |
|---|---|
| Facial Tissues | |
| Greetings cards (5” x 7” max) | |
| Hair brush | |
| Hair conditioner | |
| Hair gel | |
| Hair net | |
| Hair pick | |
| Hair rollers | |
| Hand lotion | |
| Hearing aid (extra batteries kept by medical staff only) | |
| Legal folder | |
| Legal material including correspondence | |
| Lipstick | |
| Liquid makeup | |
| Lotion | |
| Magazines | |
| Mail (personal letters, post cards, telegrams) | |
| Mascara | |
| Medical alert bracelet | |
| Medication | |
| Mentholatum | |
| Mouthwash (alcohol free) | |

Notebook paper

Panty liners

Pencils (wooden without metal eraser tip)

Petroleum Jelly

Photos (3” x 5” Min – 4” x 6” Max)

Playing cards

Pony O's

Q-tips

Razor (disposable only, quantity 1)*

Religious articles

Reusable Razor (purchased through commissary, quantity 1)*

Rosary

Sanitary napkins

Shampoo

Shower cap

Soap dish

Department-approved pocket AM/FM radio (quantity one) and headphones**

Stamps (U.S. postage)

Styrofoam cup

Sunglasses (medically prescribed or as needed while performing work assignments)

Tampons

Thermals

| |
|---|
| Tooth brush |
| Tooth paste |
| Vending cards (only those assigned to inmate, up to three) |
| Wave caps |
| Wedding band (plain, no stones) |
| Wipes (disinfectant) |
| Writing tablet |

*Inmates who purchase reusable razors through commissary shall have the protective cover on the razor at all times. Any razors that are found without the protective cover shall be considered contraband and disposed of in accordance with CDM section 5-07/020.00, "Contraband Disposal."

**In approved housing locations, inmates may be allowed to possess one Department-approved pocket AM/FM radio, one set of headphones, and two AA batteries. Any excess property, including radio accessories, shall be considered contraband and disposed of pursuant to CDM section 5-07/020.00, "Contraband Disposal." In addition, inmates shall only be permitted to use their Department-approved radio while they are in their housing module.

The items listed below are acceptable for possession by female inmates with the allowable quantities indicated.

| **LINEN AND CLOTHING ITEMS** | **QUANTITY** |
|---|---|
| Blanket | 1 |
| Bras | 5 |
| Jacket | 1 |
| L.A. County issued jail shoes or "V4orce" (athletic shoes) | 1 pr. |
| L.A. County issued jail uniform | 1 set |
| Nightgown | 1 |
| Panties | 5 |

| | |
|---|---|
| Sheet or mattress cover* | 1 |
| Shower shoes | 1 pr. |
| Socks | 2 pr. |
| Towel | 1 |
| Undershirt | 2 |
| Wash cloth | 1 |

*To maintain compliance with California Code of Regulations (CCR) Title 15, two blankets may be issued in place of one mattress cover or sheet at the request of the inmate.

**Exceptions:**

Individual facilities shall establish unit orders outlining any allowable additional clothing and/or property specific to the needs of the facility, special inmate work assignments, weather conditions, or for safety reasons (e.g. additional blankets, boots, jackets, thermal underwear, etc.).

Excess clothing and linen items (any clothing or linen other than those items issued to inmates for a particular unit's clothing schedules or work assignments) are considered contraband.

Inmates shall be allowed to possess extra items of County-issued clothing and/or blankets that have been prescribed as a reasonable accommodation for their disability (refer to CDM section 5-12/005.10, "Handling of Inmates with Mobility and/or Sensory Impairments").

TGI inmates shall be allowed five (5) bras and five (5) panties, and/or three (3) undergarments (e.g., boxers/briefs) and three (3) undershirts, respective of their identity. These items shall be appropriately sized. If, for any reason, the appropriate size is not immediately available, the correct size shall be ordered and provided to the inmate as soon as possible.

Inmates who menstruate shall have access to sanitary napkins, panty liners, douches, and tampons.

Property restrictions for inmates in mental health housing shall be determined by a mental health professional after a clinical assessment has been conducted (refer to CDM section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates").

## • 5-06/010.15 Proper Handling of Razors

All razors, whether purchased through commissary, or issued upon admissions or in indigent kits, include a

plastic, reusable protective cover.

Reusable razors without a protective cover shall be considered contraband and disposed.

All razors shall have the protective cover on at all times, other than during intended use. (Refer to Custody Division Manual, sections 5-06/010.05 "Allowable Inmate Property - Male Inmates" and 5-06/010.10 "Allowable Inmate Property - Female Inmates").

In accordance with CDM sections 5-06/010.05 – .10, inmates, including those with [REDACTED TEXT] classifications, may retain razors received upon admission, provided in indigent kits, or purchased through the commissary. In instances where inmates may use razors but cannot retain razors as part of their allowable property (e.g., administrative segregation, classification, or as indicated by CHS mental health staff [REDACTED TEXT] classifications, listed property restrictions],etc.), razors shall be returned immediately after their permitted use. It is the responsibility of custody personnel to inventory and account for these razors.

It is the responsibility of the inmate to ensure razors are returned with the protective cover intact and placed properly over the blade(s) of the razor.

In cases where disposable razors purchased through commissary must be retained by custody personnel for reuse by an inmate, each razor shall be properly inspected upon receipt. Any razor that appears to have been altered or has been returned without the protective cover as described in the above manner, shall be considered contraband and disposed of in an appropriate contraband container.

Used razors shall be considered and treated as contaminated "sharps." Gloves should always be worn by custody personnel while handling used razors. All used razors shall be disposed of immediately, or as soon as feasible, and not allowed to accumulate. The disposal of razors deemed as contraband shall be handled in with CDM section 5-07/020.00, "Contraband Disposal."

Each custody facility shall develop and implement procedures for the safe handling of razors by custodial personnel.

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## • 5-06/015.00 Inmate Trust Funds

Inmates will be allowed to have a maximum of $300 in a trust fund account for their use during their stay in a custody facility. Trust fund account expenditures include, but are not limited to, phone cards, vending, commissary, and third party withdrawals.

An exception to the $300 trust fund account limit shall be made for inmates who had more than $300 in their possession at the time of their arrest, and did not release that money during the booking process. Such inmates shall not be allowed to receive deposits until their account contains less than $300. Deposits that place an account over the $300 limit shall be refused or mailed back to the sender.

The maximum amount that an inmate may withdraw for personal use is $195 a week. This includes money spent for phone cards, vending, and commissary.

A maximum of three (3) transactions (i.e., deposits and/or withdrawals) by a third party individual is permitted,

per day. Cashier personnel shall complete the appropriate electronic documentation whenever an individual's daily maximum number of transactions is met. In addition, Cashier personnel shall maintain communication with other Cashier windows to ensure the proper enforcement of the provisions of this policy.

The maximum amount that may be withdrawn from an inmate's account by a third party is $200 a week. Third party withdrawals are not considered an inmate expenditure and do not affect the inmate's personal spending limit of $195 a week.

All third party deposits and withdrawals made at the Cashier window will require a valid governmental identification, with photo. This includes all identification issued by foreign governments, as well as those issued by local, state, or the federal government. For each transaction made by a third party whose identification is one other than a California identification card or driver license, cashier personnel shall make a color copy of the identification document and attach it to the deposit or withdrawal slip.

Any deviation to this policy must be approved by the Inmate Reception Center watch commander.

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## • 5-06/020.00 Inmate Money

No inmate in a Custody Services Division facility shall be allowed to possess money. Inmates shall be permitted to establish an account and deposit funds for use while in custody.

No money shall be given to inmates during visits. Visitors shall be afforded the opportunity to deposit funds for the inmate visited. Visitors may deposit cash, United States Postal Money Orders, or Cashier's Checks issued within California, in any amount not exceeding $200.00.

Inmates shall not be permitted to transfer money from any inmate account, their own or another's, nor shall an inmate lend, borrow, or hold money of another inmate.

## MAILED DEPOSITS

Negotiable instruments may be sent to an inmate through the United States Postal Service in an amount not exceeding $200.00, and shall be deposited directly into the inmate's account. Acceptable negotiable instruments include:

- United States Postal Money Orders
- Cashier's checks issued within California
- Certified checks issued within California
- Travelers checks issued within California

Negotiable instruments should be made payable to the inmate, including the booking number, and should be addressed as follows:

Inmate's First and Last Name
Booking Number
P. O. Box 86164, Terminal Annex
Los Angeles, CA. 90086

The following items are not acceptable for deposit:

- Cash
- Personal or second-party checks
- Out-of-state checks
- Payroll checks
- Checks or money orders that increase the inmate's trust funds in excess of the $300.00 limit

## UNCLAIMED MONEY

Money left on account by a released inmate shall be held for 90 days before being transferred to the County General Fund.

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## • 5-06/020.05 Confiscated Money

Any money found in the possession of an inmate is considered contraband and shall be confiscated and deposited into the inmate's account or "held" as evidence. An Inmate Discipline Report or a Complaint Report shall be prepared whenever an inmate is found with money.

A cashier's receipt shall be issued for monies deposited to an inmate's account. This does not apply to money held as evidence, nor does it affect the imposition of discipline for possession of money. Confiscated money deposited to an inmate's account may be designated "Hold Until Inmate Released." The facility watch commander must authorize the release of funds from "hold" status.

If an investigation indicates that the money was obtained by criminal means, the money shall be "held" as evidence, properly identified, and placed in the watch commander's safe pursuant to the Department Manual of Policy and Procedures, section 5-04/090.20, "'Hold' Currency" and section 5-04/090.40, "'Deposit' Money." Pending the final outcome of the investigation, the "hold" will be released by the facility watch commander, allowing the money to be deposited into the inmate's account.

If no inmate claims found money, it shall be booked as found property and a complaint report shall be written.

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## • 5-06/030.00 Inmate Reading Material

Inmates shall be permitted to purchase, receive, and read any book, newspaper, or periodical accepted for distribution by the United States Postal Service (USPS), provided that:

- The publication is not available or cannot be obtained through the jail library
- The publication is mailed directly from the publisher or a bookstore
- The publication does not have a hard cover
- The publication does not contain metal or plastic binding
- The publication does not contain any material as follows:
    - Is pornographic, sexually explicit, and/or depicts full or partial nudity and/or sexual acts

- Depicts violent acts or cruelty to animals
- Depicts or describes how to create weapons or defeat jail security
- Depicts or describes how to commit crimes
- Contains drug- or gang-related imagery or content
- Concerns illegal gambling or an unlawful lottery

Inmates shall not be permitted to receive books, newspapers, periodicals, or any other publications from visitors. Inmates may receive a maximum of three books, periodicals, or publications per week.

Custody Support Services Bureau (CSSB) shall maintain a list of publications that have been deemed inappropriate for inmate possession in custody facilities. This list shall be accessible to the public through the Department's website.

## REVIEW OF PUBLICATIONS BY THE IRC MAILROOM

Publications received shall be opened and inspected for contraband. This inspection may include the use of fluoroscope or X-ray type devices.

The Inmate Reception Center (IRC) unit commander shall designate a sergeant responsible for documenting and reviewing any publications deemed by mailroom personnel to contain questionable content, in accordance with the guidelines in this policy. If the sergeant determines the publication is acceptable, the inmate shall be provided the publication without delay. If the sergeant determines the publication contains unacceptable content, the rejection of the publication and the reason for the rejection shall be documented.

The sergeant shall ensure the concerned inmate is notified of the publication's rejection through the "Returned Mailed Item - Inmate Notification" form (SH-J-466), which shall be provided to the inmate within ten (10) days of the sergeant's determination to reject the publication. The original copy of the form shall be retained by the mailroom for a period of two (2) years.

The sergeant shall ensure the sender, if identifiable, is notified of the publication's rejection through the "Returned Mailed Item - Sender Notification" form (SH-J-465), which shall be sent by the USPS to the sender within ten (10) days of the sergeant's determination to reject the publication. The original copy of the form shall be retained by the mailroom for a period of s two (2) years.

The rejected publication shall be maintained by the mailroom either until the appeal process is completed, or if no appeal is filed, for a period of fifteen (15) days from the date the inmate and sender are notified of the publication's rejection, after which the rejected publication shall be added to the inmate's non-institutional personal property. If upon receipt of the rejection notification the inmate elects not to file an appeal and expresses they would like the publication to be mailed back to the sender, and if the publication's return address is available, mailroom personnel may mail back the publication to the sender in lieu of placing the publication in the inmate's non-institutional personal property.

## REVIEW OF PUBLICATIONS BY ISB

Publications available for inmate purchase shall be reviewed by the Inmate Services Bureau (ISB) unit commander or their designee, to determine their suitability. Publications found to be questionable shall be referred to the Legal Advisory Unit for final determination.

The Office of Religious and Volunteer Services (RVS) is responsible for all religious inmate reading materials and shall adhere to the following guidelines:

- All religious materials must come from facility chaplains or can be purchased and delivered via the USPS (e.g. Bibles, Qurans, religious periodicals, etc.)
- All religious reading materials must be approved by RVS for distribution
- Uncommon or hard to find religious reading materials may be brought in by the public (e.g. Wiccan book of Witch Craft, Bhagavata Purana, etc.); these religious materials shall be inspected and reviewed by RVS which will then deliver the materials to the requesting inmate.

Books which have been donated to the inmate libraries by members of the public shall be reviewed by ISB to determine the appropriateness of their content, in accordance with the guidelines in this policy. If a publication is determined to be unsuitable for the inmate libraries, a sergeant or designee, as specified in a unit order, shall document the review and the reason for the rejection in a memorandum that shall be submitted to the appropriate CSSB supervisor.

## REVIEW OF PUBLICATIONS BY CUSTODY FACILITIES

Publications delivered to inmates that are deemed by line staff to be questionable may be withheld pending a review by the unit commander to determine their suitability. Publications awaiting the unit commander's review shall be stored in a designated location of the facility until the review is completed, or, if no appeal is filed, for a period of fifteen (15) days from the date the inmate and sender are notified of the publication's rejection, after which the rejected publication shall be added to the inmate's non-institutional personal property. If upon receipt of the rejection notification the inmate elects not to file an appeal and expresses they would like the publication to be mailed back to the sender, and if the publication's return address is available, facility personnel may mail back the publication to the sender in lieu of placing the publication in the inmate's non-institutional personal property.

If the unit commander determines the publication is acceptable, the inmate shall be provided the publication without delay.

If the unit commander determines a publication is unsuitable, the unit commander or a designee shall document the reason for the determination in a memorandum that shall be submitted to the appropriate CSSB supervisor. The rejected publication shall be placed in the inmate's non-institutional personal property, for retrieval upon the inmate's release.

Within ten (10) days of the unit commander's rejection of the publication, the concerned inmate and sender, if identifiable, shall be notified of the publication's rejection through the appropriate "Returned Mailed Item" forms.

### APPEALS OF REJECTED PUBLICATIONS

Inmates may appeal the rejection of a publication by filing an inmate grievance within fifteen (15) days of their receipt of the notification, as delineated in CDM section 8-03/005.00, "Inmate Grievances." Senders may appeal the publication's rejection by submitting a complaint through the Department's website within fifteen (15) days of the receipt of the notification.

Within fifteen (15) days of the Department's receipt of an inmate's or sender's appeal of a rejected

publication, the concerned area commander shall review the appeal and determine whether the publication is acceptable for inmate possession. The review of the appeal of a rejected publication shall be coordinated and documented by CSSB personnel.

If the area commander determines a publication is acceptable for inmate possession, the publication shall be provided to the inmate without delay. If the area commander determines a publication is unacceptable for inmate possession, the publication's name and other pertinent information shall be added to the Department's list of prohibited items for inmate possession, maintained by CSSB and available for public view on the Department's website.

The sender shall be notified of the rejection appeal decision within fifteen (15) days of the Department's receipt of the appeal. In cases where the Department is unable to respond to the appeal within fifteen (15) days, the sender shall be notified that an extension of time is necessary.

The inmate shall be notified of the rejection appeal decision within fifteen (15) days of the Department's receipt of the inmate's grievance. In cases where the Department is unable to respond to the grievance within fifteen (15) days, the inmate shall be provided with an extension, in accordance with CDM section 8-04/040.05, "Extensions."

### READING MATERIALS IN DISCIPLINARY HOUSING

Inmates housed in administrative segregation shall have the same access to reading materials as the general inmate population. Inmates housed in a disciplinary dorm/module, subsequent the Disciplinary Review Board (DRB) hearing, shall be allowed at minimum one book and one religious text. Any additional reading materials for disciplinary inmates shall be at the discretion of the unit commander. Unit commanders shall establish unit orders for the distribution and rotation of reading materials in disciplinary units.

### CONTRABAND READING MATERIALS

Excessive amounts of reading material, as specified by the CDM, section 5-06/050.00, "Individual Inmate Storage of Personal Property," or inappropriate publications which are already in the possession of an inmate, are considered contraband, and shall be confiscated (refer to CDM section 5-07/010.00, "Contraband Defined"). Inmates may elect to destroy the publications, mail the items through the USPS at their own expense, or arrange for release of the items to a designated person (refer to CDM section 5-07/020.00, "Contraband Disposal").

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## • 5-06/040.00 Non-institutional (Civilian) Clothing Storage

The Inmate Reception Center (IRC) is responsible for the acceptance, storage, and release/disposition of all non-institutional inmate clothing and personal property which was accepted at initial intake. The IRC unit commander shall be responsible for developing procedures to accommodate the receiving, safekeeping, and the return of inmate personal property and clothing which was accepted at initial intake.

All inmates processed through IRC shall be issued specified jail clothing. At the time of intake, all inmate personal property and clothing shall be documented, bagged, and stored until the inmate is released. Contaminated or heavily soiled clothing shall be destroyed.

Inmates may not receive an exchange of clothing or additional personal property while being housed at any County jail facility, except by court order or authorized by a physician. However, an inmate may release personal property and/or clothing to a designated person at any time by completing a "Los Angeles County Jail Order For Release Of Prisoner's Property" (SH-J-18).

## Special Clothing For Funerals

Inmates eligible to attend funerals shall be allowed to receive personal clothing for that one specified, court ordered, event. Clothing for a funeral shall be delivered to IRC no sooner than one day preceding the funeral and shall be retrieved the day immediately following the funeral. Those persons delivering the clothing shall be advised that IRC will not permanently store the clothing to be worn to the funeral, and if not retrieved immediately following the funeral, it will be destroyed.

## Released Inmate

Personal property and clothing belonging to sentenced inmates released to the custody of the California Department of Corrections and Rehabilitation or the California Department of State Hospitals shall be transported with the inmate at the time of release.

Inmates released into the community may retrieve all personal property and clothing while being processed for release in IRC. If any personal property is not collected at that time, the inmate has one month following release to retrieve clothing, and four months from the date of release to retrieve personal property.

Inmates released from court are "dressed-out" in jail-issued clothing. That clothing must be returned to IRC in order to collect any personal, non-institutional clothing and property which the inmate had, and was received through IRC at the time of intake.

Inmates released to the custody of another law enforcement agency are "dressed-out" in their personal clothing and transported to that agency along with their personal property.

Inmates whose clothing has been destroyed due to contamination or soiling are issued "salvage" or "give-me" clothing provided by Central Property.

## Released Inmate's Accumulated Property

Unit commanders shall develop and implement procedures for the disposition of a released inmate’s personal property which was accumulated while the inmate was in custody. For those inmates released without retrieving their property, procedures shall include, but not be limited to:

- Obtaining all remaining property from the inmate's housing unit
- All edible and perishable items shall be destroyed
- All remaining property not deemed to be contraband shall be bagged and forwarded to Central Property
- Bulk property shall be bagged and affixed with the official Property Tag (SH-CR-35)
- All property removed pursuant to this section shall be stored at Central Property for a period of six (6) months, after which time it will be destroyed

In the event that an inmate alleges property is missing or damaged, the inmate shall be supplied with a

"Prisoner Claim For Missing Or Damaged Property" (SH-AD-495). Claims shall be investigated and submitted to the Board of Supervisors for consideration and appropriate disposition.

## • 5-06/050.00 Individual Inmate Storage of Personal Property

All inmates within any Custody Services Division facility shall store all personal and county issued property (with the exception of bedding items) in a "new generation inmate property bag." The inmate property bags will be issued at the inmate's first housing location. Inmates are responsible for their issued inmate property bag and all of its contents.

All inmate property bags shall be subject to search and inspection at any time. The inmate property bag shall be retained by the inmate, and returned to Department personnel at the time of their release.

All personal property and county property possessed by any inmate must conform with Custody Division Manual (CDM) section 5-06/010.00, "Allowable Inmate Property" and must fit inside one inmate property bag. Any other property items or excess property will be considered contraband and shall be disposed (refer to CDM section 5-07/010.00, "Contraband Defined"). The inmate shall be given the choice of which property they wish to dispose of without compensation, in accordance with procedures delineated in CDM section 5-07/020.00, "Contraband Disposal."

Exceptions to this restriction may be made for inmates who have been prescribed extra items of county-issued clothing and/or blankets as a reasonable accommodation for their disability (refer to CDM 5-12/005.10, "Handling of Inmates with Mobility and/or Sensory Impairments"), and for pro per inmates who may be issued an additional inmate property bag(s) to store their legal paperwork.

Excess property, within the housing areas, creates a possible fire hazard; impacts already crowded living areas; and has the potential to create sanitation and hygiene problems. Facilities shall not forward excess inmate property to the Inmate Reception Center to be placed into an inmate's personal property.

## • 5-06/060.00 Safeguarding Inmate Property

Unit commanders shall develop and implement unit orders delineating procedures for the safe removal, locked storage, and transfer of all inmate personal property.

Personal property belonging to inmates who are transferred to another custody facility, healthcare facility, or to another location within the same facility, and who are unable or unwilling to take their personal property, shall be removed from the housing area and placed in a secure container. If the inmate is not transferred to another facility, the inmate's property shall be stored in a designated location until the inmate returns. In the event the inmate is transferred, the property shall be transported to the inmate's newly assigned housing location by the originating facility. The Inmate Reception Center (IRC) will not accept any property for inmates that are being transferred to other facilities.

### CUSTODY DIVISION INMATE PERSONAL PROPERTY INVENTORY

All custody personnel shall be responsible for the safekeeping of property belonging to inmates incarcerated

within the Los Angeles County jail system. Inmate workers may assist in the collection and packaging of an inmate's personal property. However, custody personnel shall supervise the entire collection and packaging process as the removal and packaging occurs. Custody personnel shall be responsible for the storage of all packaged inmate personal property.

All excess or "bulk" property which is collected shall be packaged and affixed with an Official Property Tag (SH-CR-35) and forwarded to Central Property for storage.

### STORAGE OF INMATE PERSONAL PROPERTY

Unit commanders shall ensure that inmate property is transferred to the inmate's new housing assignment as soon as the new location can be determined. Once per week a purge shall be conducted to ensure the timely transfer of inmate property and prevent the accumulation of property.

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## • 5-06/070.00 Inmate Correspondence

Each Custody Services Division facility shall develop procedures to inspect incoming mail in accordance with the Department Manual of Policy and Procedures (MPP), section 5-03/190.20, "Requirements of the Incoming Mail Inspection Officer." Mail Inspection Officers may be any member of the Department.

### PERSONAL CORRESPONDENCE

The following procedures shall be followed concerning inmates receiving personal correspondence:

- All incoming inmate correspondence shall be inspected for contraband at the Inmate Reception Center (IRC) or Century Regional Detention Facility (CRDF) mailroom (refer to CDM section 5-07/010.00, "Contraband Defined"). If IRC/CRDF mailroom staff identify possible contraband in an addressee's mail, the Jail Investigation Unit (JIU) shall be contacted to determine whether the mail will be confiscated by JIU or returned to the sender. If the addressee's mail is confiscated, notification to the intended addressee shall be made utilizing the "Confiscated Mail Form" within twenty four (24) hours.
- Any enclosure of currency, bank drafts, money orders, checks, or other negotiable instruments shall be handled in accordance with MPP section 5-03/200.15, "Incoming Money," and CDM section 5-06/020.00, "Inmate Money."
- All processed mail shall be expediently routed to the addressee.
- Photographs may be given to inmates, subject to the following guidelines:
    - Photographs or computer generated pictures shall be unadorned; size shall be a minimum of 3 inches by 5 inches, not exceeding 4 inches by 6 inches.
    - Photographs or pictures that are sexually explicit, depicting nudity and/or sexual acts, or displaying gangs, gang tattoos, or hand gestures (signs) are prohibited.
    - Polaroid photographs shall be cut open for examination.
    - Unit commanders may prohibit the possession of photographs or computer generated images that they deem capable of compromising the security of the facility.
- Books, papers, or periodicals delivered by the United States Postal Service (USPS) are permitted,

subject to the provisions of CDM section 5-06/030.00, "Inmate Reading Material."

- Bulk mail, solicitations, and advertisements addressed to specific inmates shall not be withheld, subject to the provisions of CDM section 5-06/030.00, "Inmate Reading Material."
- All inmate personal property, including mailed items, letters, reading materials, and photographs or computer generated images are subject to the provisions of CDM section 5-06/050.00, "Individual Inmate Storage of Personal Property."

It is the goal of the Department to ensure proper care and expedient delivery of inmate mail. In the event inmate mail is sent to a custody facility in which the addressee is no longer being housed, the addressee's mail shall be forwarded to the custody facility in which they are currently housed by the In-Custody Mail Handler.

In order to ensure compliance, each custody facility shall have designated personnel (In-Custody Mail Handler) to process, deliver, and forward inmate mail. After the inmate mail has been delivered to the addressee's housing location, it is the responsibility of the module officer to deliver the mail to the addressee. If the module officer finds the addressee is no longer housed in that housing location, it is the responsibility of the module officer to write the addressee's current housing location on the correspondence and ensure the re-routed mail is given to the facility's In-Custody Mail Handler. The delivery of an addressee's mail in the housing area shall occur at minimum once per day, and shall be documented in the Uniform Daily Activity Log (electronic or paper).

The facility's In-Custody Mail Handler shall collect each housing location's re-routed mail once daily. After collection of the re-routed mail, the In-Custody Mail Handler shall ensure the collected mail is sent to the appropriate custody facility.

Department members shall not automatically send mail for an inmate back to IRC/CRDF after it has been processed simply because the addressee is no longer housed at their facility. When an addressee's personal correspondence is received at a jail facility upon delivery from the USPS (bypassing the IRC/CRDF mail room), the mail shall not be automatically re-routed back to the IRC/CRDF mailroom. The jail facility's In-Custody Mail Handler shall confirm the addressee's current housing location. If housed at that jail, the mail shall be opened and examined for contraband at the jail facility. If no contraband is detected, the mail shall be forwarded to the addressee's housing area. If possible contraband is detected, mail shall be forwarded to JIU. If the addressee is not in the properly identified housing location but is still housed within the same facility, the module officer who received the correspondence shall deliver the mail to the appropriate housing location prior to the conclusion of his/her shift.

In the event mail is received for an addressee who has been released, the mail shall be forwarded to the IRC/CRDF mail room where it shall be returned to the sender. It shall be the responsibility of the IRC/CRDF mail room to forward all returned mail to its original sender. Prior to forwarding any mail back to its original sender, personnel shall ensure the letter is properly resealed.

CORRESPONDENCE BETWEEN INMATES

Inmates may correspond via the USPS with other inmates in all custody facilities or with inmates in other institutions.

OUTGOING CONFIDENTIAL/LEGAL CORRESPONDENCE

Confidential correspondence is defined as any inmate correspondence with any licensed physician or licensed psychiatrist, Correctional Health Services (CHS) personnel, outside victim advocate, rape crisis center counselors, or PREA Auditor.

Legal correspondence is defined as any document addressed to or received from any attorney or court, including but not limited to; letters, pleadings, petitions, or writs requesting some type of relief (Stay of Execution, Notice of Appeal, Writ of Habeas Corpus, Petition for Court Order, etc.), or correspondence with any member of the State Bar or the ACLU.

The preparation and submission of legal documents shall be done in accordance with MPP section 5-03/195.00, "Confidential/Legal Correspondence of Inmates," and the following guidelines:

- Department members shall not read confidential/legal correspondence addressed to or from an inmate.
- Department members shall open and inspect legal/confidential mail to search for contraband in the presence of the inmate.
- Following the inspection, the inmate will be instructed to seal the envelope and give it to a Department member.
- A Department member accepting the mail shall place their initials and employee number on the flap of the envelope prior to forwarding the documents for delivery/mailing.
- A Department member may, without opening the envelope, make a final manipulative or fluoroscopic examination before forwarding the documents for delivery/mailing.
- After processing, all confidential/legal correspondence shall immediately be deposited with the United States Postal Service.
- There shall be no limit to the number of pieces of confidential/legal correspondence sent by an inmate.

COURT-ORDERED CORRESPONDENCE MONITOR

Upon notification of a court-ordered mail monitor for an inmate, the inmate shall be reclassified as a [REDACTED TEXT] and be placed in a single-person housing cell (refer to CDM section 5-01/030.00, "Inmate Classification and Identification").

Male [REDACTED TEXT] inmates discovered at another facility with an active court-ordered mail monitor shall be rehoused in Men's Central Jail (MCJ), coordinated by the Jail Liaison and Population Management Bureau's Central Housing Unit.

Female inmates with an active court-ordered mail monitor shall be housed in a single-person housing cell at CRDF.

All correspondence received for [REDACTED TEXT] inmates on court-ordered mail monitoring shall be collected by the IRC/CRDF Mail Room and retained for the Jail Liaison Unit.

Jail Liaison personnel shall screen all [REDACTED TEXT] correspondence for active mail monitors and photocopy all targeted correspondence. Once screened and photocopied, all incoming correspondence not designated as contraband in accordance with CDM section 5-07/010.00, "Contraband Defined" shall be delivered to the [REDACTED TEXT] addressee within two-(2) business days. All outgoing correspondence, once screened by Jail Liaison personnel, will be returned to the IRC Mail Room and mailed.

It is the responsibility of the Jail Liaison to notify all concerned detectives regarding photocopied mail. The detectives shall have 21 business days to collect photocopied mail or it will be destroyed. Jail Liaison personnel shall notify handling detectives regarding any court-ordered status changes.

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## • 5-07/000.00 Contraband

[Title Only]

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## • 5-07/000.05 Contraband Watch Procedures

The objective of placing an inmate on contraband watch is for the safety of the inmate suspected of having concealed the contraband, the retrieval of the concealed contraband, and to ensure the contraband does not get into the inmate population. Placement on contraband watch should be utilized as a last resort when all other reasonable means to recover the contraband have failed.

In accordance with Custody Division Manual (CDM) section 7-03/000.00, “General Principles of Security Restraints and Handcuffing Inmates,” all contraband watch operations are considered emergency circumstances and restraints applied as part of contraband watch procedures shall be applied for the shortest time needed to retrieve concealed contraband or confirm that an inmate is not in possession of contraband. The procedures outlined in CDM section 5-08/010.00, “Searches,” shall also be adhered to, with specific consideration to the handling of pre-arraigned inmates.

An inmate may be placed on contraband watch when Department personnel develop reasonable suspicion (e.g., direct observation, use of the body scan system, canine alerts, etc.) supported by articulable facts that the inmate has concealed contraband in their body, either physically or through ingestion, and the inmate refuses to confirm the presence or absence of contraband.

If, at any time during their incarceration, an inmate admits to Department personnel that they have concealed narcotics or other life-threatening contraband (e.g., cutting instruments) in their body, personnel shall initiate an Inmate Injury/Illness Report (SH-J-212) and, in accordance with CDM section 4-01/020.05, “Inmate Injury and Illness Reporting,” notify Correctional Health Services (CHS) personnel as soon as possible for assessment and determination of whether the inmate necessitates immediate care. If an inmate exhibits life-threatening medical symptoms, medical personnel shall be summoned immediately, in accordance with CDM section 5-03/060.00, “Response to Inmate Medical Emergencies.”

If, at any time during their incarceration, an inmate admits to CHS personnel that they have concealed contraband in their body, CHS will determine whether the inmate necessitates immediate care.

## DRY CELLS

*Definition of a “dry cell” - a dry cell has a toilet and sink with the capability to shut-off water to ensure any concealed contraband is not discarded. The dry cell shall be a cell that can provide the necessary security precautions of the facility and large enough to accommodate a fully extended sleeping mattress. The dry cell lights should be dimmed during normal hours of darkness. The dimming of lights should not adversely impact staff's ability to observe and monitor the inmate. The setting may be in a general population area or*

*in a segregated housing area of the facility.*

For the purpose of contraband watch and unless exigent circumstances exist (e.g., unavailability of personnel or contraband watch dry cells, incidents affecting facility operations, etc.), the following shall apply:

- Male inmates housed in a south County facility shall be housed in pre-designated contraband watch dry cells in the Men's Central Jail (MCJ)
- Male inmates housed in a north County facility shall be housed in pre-designated contraband watch dry cells in the North County Correctional Facility (NCCF)
- Female inmates shall be housed in pre-designated contraband watch dry cells in the Century Regional Detention Facility (CRDF)

**Inmates who have been determined by a mental health professional to require P3 or P4 level of care shall not be placed into a contraband watch dry cell (refer to CDM section 5-01/050.10, "Housing for Mentally Ill Inmates").** In cases where there are concerns for concealed contraband involving an inmate with a P3 or P4 mental health level of care, mental health personnel shall be notified and consulted for the best course of action.

If the inmate becomes uncooperative at any time during the contraband watch process, staff shall adhere to procedures set forth in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

**During the course of the inmate detention (either prior to or during contraband watch), if for any reason custody personnel observe a decline in the inmate's health or it is believed that the inmate's health is affected by the concealed contraband, CHS medical personnel shall be immediately contacted to conduct an assessment of the inmate's condition. The inmate shall not be denied access to healthcare and medical personnel shall be notified if the inmate requests healthcare treatment.**

## PRE-PLACEMENT PROCEDURES

Prior to requesting that an inmate be placed on contraband watch, the watch commander at the inmate's assigned housing facility shall ensure the following:

- There shall be a reasonable suspicion supported by articulable facts that the inmate has concealed contraband in their body, either physically or through ingestion, and the inmate refuses to confirm the presence or absence of contraband.
- Notification shall be made to the Custody Investigative Services (CIS) on-call supervisor.
- A Custody Services Division Contraband Watch Checklist form (SH-J-467) shall be initiated, and the Pre-Placement Procedures section completed. Upon transfer, the checklist shall be forwarded to the watch commander of the facility where contraband watch will take place.
- The inmate shall be immediately segregated and handcuffed.
- A strip search shall be completed in accordance with CDM section 5-08/010.00, "Searches." Refusal to submit to a strip search shall not, in itself, constitute reasonable suspicion that the inmate has concealed contraband in their body.
- Transgender and intersex inmates shall be searched by a staff member of the same gender the inmate

identifies as per CDM section 5-08/010.00, “Searches.”

- Male inmates shall be placed in the following newly-issued and searched clothing: one pair of briefs, one t-shirt, one pair of socks, one pair of County-issued orange top and pants.
- Female inmates shall be placed in the following newly issued and searched clothing: one pair of underwear, one brassiere, one t-shirt, one pair of socks, one pair of County-issued orange top and pants.
- The inmate shall be restrained with approved contraband watch restraint equipment and/or waist-chained with the handcuffs positioned on the side of the inmate’s hips, double locked, and in accordance with CDM sections 7-03/000.10, “Security Restraints and Separation/Isolation of Inmates.”
    - Use of restraints on inmates confirmed or suspected by medical staff to be pregnant shall be subject to the restrictions noted in CDM section 7-02/010.00, “Pregnant Inmates” and California Penal Code section 3407 and requires immediate notification to the unit commander of the inmate’s assigned facility.
    - Unclothed inmates shall not be waist-chained or secured with the contraband watch restraint equipment and should have direct supervision.
    - Inmates shall not be secured to a fixed object while in waist-chains.
- The waistband and ankles of the inmate’s pants shall be taped closed with medical-quality tape and/or secured with approved Velcro® or Velcro®-type fastening straps to restrict the inmate’s access to their body cavities. The tape or Velcro®-type fastening straps shall never be applied in a manner to restrict circulation or directly on or over the inmate’s skin.

- Absent exigent circumstances, a pregnant inmate’s clothing shall not be taped or secured in any way.
- Note: If the inmate is uncooperative with donning newly-issued clothing, staff should proceed to taping and/or applying Velcro®-type fastening straps on worn clothing. At no time should the inmate be purposely secured with waist-chains and/or the contraband watch restraint equipment while unclothed.

- If the inmate to be placed on contraband watch is newly-booked and has not completed the intake screening process to be housed in a facility housing location, the following shall occur:

- Male inmates shall be transported to the Inmate Reception Center (IRC) to complete the intake process and be medically assessed and approved for general population housing prior to placement in a dry cell.
- Female inmates shall complete the intake process and be medically assessed and approved for general population housing by CRDF nursing staff prior to placement in a dry cell.
- Refusals by an inmate to be assessed by nursing staff shall be video recorded.

- If feasible, prior to transporting to a medical/clinic facility, measures should be taken to verify the presence or absence of concealed contraband (i.e., visual confirmation, body scanner, inmate admittance, and canine alerts).

*Note: All transport vehicles and/or clinic areas will be thoroughly searched before and after the inmate is in the area.*

## INITIATION OF CONTRABAND WATCH

The CIS supervisor shall contact the CIS unit commander (captain or above) to seek approval for placement on contraband watch.

The CIS supervisor shall notify the watch commander of the contraband watch facility once placement on contraband watch has been approved and the above pre-placement procedures have been completed.

The watch commander of the contraband watch facility shall ensure the Custody Services Division Contraband Watch Checklist form (SH-J-467) is received from the originating unit, completed, and included in the contraband watch packet.

Upon arrival, the inmate shall be placed on contraband watch based on guidelines under the subsection titled, "Placement in Dry Cell." Department personnel shall maintain constant visual contact of the inmate prior to and during the placement into the dry cell. A supervisor shall ensure Closed Circuit Television (CCTV) in the contraband watch cell location is operational and recording prior to placement.

The CIS supervisor shall be responsible for providing status updates to the on-duty watch commander and CIS unit commander.

Department personnel shall utilize the Contraband Watch Activity Log (SH-J-468) to document the following information, when applicable:

- dates/times the inmate was placed in the dry cell;
- visual and physical checks conducted by on-duty watch commanders and shift sergeants;
- fifteen minute checks with brief description of the inmate's activity;
- notifications;
- medical/mental health assessments and inmate requests for healthcare;
- meals served;
- water placed in cell;
- hygiene/hands sanitized;
- body scan, x-ray assessments, canine alerts;
- range of motion evaluations;
- opportunities to use the toilet;
- inmate cooperation advisement;
- any other pertinent information.

Department personnel who are assigned to the position of observing an inmate on contraband watch shall ensure the Contraband Watch Activity Log is thorough and accurate.

## PLACEMENT IN A DRY CELL

Prior to an inmate being placed into the dry cell, the watch commander shall ensure the following procedures are adhered to:

- The inmate shall be informed that healthcare personnel will be contacted if at any point during the contraband watch the inmate reports experiencing medical distress, requests healthcare treatment, or exhibits visible signs of medical distress.
- The inmate shall be informed that they will be released from contraband watch if at any point:

- the inmate agrees to cooperate with medical assessment and/or body scan examination and the assessment or examination confirms the absence of contraband, or
- the inmate admits to concealing contraband, agrees to remove it or expel it through bowel movements, and produces three (3) full bowel movements.
    - If the inmate produces the three (3) full bowel movements and a body scan confirms the absence of contraband, the inmate shall be released from contraband watch absent additional articulable facts to prolong the contraband watch.

- The inmate shall be transferred to the contraband watch housing location and updated in the Automated Jail Information System (AJIS).
- Supervisors shall ensure there is continuous CCTV recording of the inmate while on contraband watch. If CCTV is unavailable, a handheld video camera shall be used to record the contraband watch.
- The video equipment (CCTV/handheld video camera) shall be checked by an on-duty supervisor at the minimum rank of sergeant at least once per shift to ensure the recording equipment is working properly.
- Upon placement into the dry cell, Department personnel shall notify CHS personnel to inquire about any pre-existing medical condition or contraindication that may require modification to the contraband watch restraint equipment and/or waist chain procedures.
- Mental health personnel shall be notified regarding any inmates who may be perceived to have a mental illness, or who have been determined by a mental health professional to require P1 or P2 level of care. The mental health clinician's recommendation and any actions shall be based on clinical assessment and in compliance with CHS policy. Inmates deemed to need behavioral observation shall be placed into contraband watch under the constant supervision of attending deputies for the duration of the operation. Once released from contraband watch, the inmate shall be appropriately housed for behavioral observation as needed.
- The dry cell shall be searched and inspected for contraband.
- If available, the water to the dry cell shall be shut off and the toilet flushed to remove any excess water.
- Any open toilet shall be covered and/or sealed to avoid destruction of any contraband.
- All moveable objects in the dry cell shall be removed, with the exception of a mattress (from 2000 hours to 0800 hours), blanket, and stationary fixtures. Any deviation from this protocol shall be approved by the watch commander and documented in the Contraband Watch Activity Log.
- Drinking water shall be placed in the cell and made available for the inmate throughout the duration of the contraband watch.
- Hand sanitizer shall be available for the inmate throughout the duration of contraband watch.
- The assigned shift sergeant shall conduct checks every two hours as delineated under subsection, "Safety and Medical Monitoring of Inmate" of this policy. Inspection of all documentation shall be reviewed during the check to ensure it is thorough and accurate.
- The watch commander shall conduct a check once per shift as delineated under subsection, "Safety and Medical Monitoring of Inmate" of this policy. Inspection of all documentation shall be reviewed during the check to ensure it is thorough and accurate and the check should be conducted towards the end of their shift.

## MEALS

In accordance with CDM section 5-13/010.00, "Inmate Meals," the inmate shall be provided regularly-scheduled meals. Prior to serving the meal, the inmate shall be afforded the opportunity to sanitize their hands.

A minimum of one (1) staff member shall be present while the inmate is eating and shall maintain constant observation. The contraband watch restraint equipment or waist chains shall be removed from one (1) hand and the inmate shall be allowed to eat their meal. The inmate shall be provided a minimum of fifteen (15) minutes to consume their meal, as mandated by California Code of Regulations, Minimum Standards for Local Detention Facilities, Title 15.

After finishing their meal, the inmate shall be provided with the opportunity for dental hygiene. The contraband watch equipment or waist-chain shall then be re-secured on the inmate. Inmates shall have drinking water available to them throughout the placement in the dry cell. If the inmate is already prescribed a special diet, Food Services Unit shall be contacted in order to accommodate the special diet.

## RANGE OF MOTION

In order to provide range of motion to a restrained extremity, the inmate shall be allowed free movement of each arm for at least five (5) minutes, at least once every two (2) hours, or more frequently at the direction of healthcare personnel, during AM and PM shifts. As appropriate to the situation, only one (1) extremity needs to be released at a time. Each free movement period shall be documented in the Contraband Watch Activity Log. Following each free movement period, personnel shall conduct a pat down/cursory search of the inmate and search the cell.

## SAFETY AND MEDICAL MONITORING OF INMATE

The following procedures relating to security, supervisory, and medical review shall occur for the duration that an inmate is on contraband watch and be documented in the Contraband Watch Activity Log:

- Medical personnel shall be immediately notified if custody personnel observe a decline in the inmate's health at any time during the contraband watch period, the inmate reports experiencing medical distress, or the inmate requests healthcare treatment.
- For inmates identified with a mental health condition, mental health assessments shall be conducted in accordance with CHS policy. If the inmate displays bizarre behavior or requests to see a mental health clinician, staff shall promptly notify mental health staff.
- One (1) deputy/custody assistant trained in contraband watch shall maintain constant visual observation of the inmate during contraband watch and shall document safety checks every fifteen (15) minutes in a Contraband Watch Activity Log, which includes a brief description of what the inmate is doing (e.g., sleeping, standing, eating, sitting, yelling, etc.). The inmate shall be continuously video recorded via CCTV or handheld camera. The watch commander may, at their discretion, assign additional personnel to monitor the inmate.
- Watch commanders shall conduct a check of the inmate once per shift (towards the end of shift, if possible) to determine the inmate's well-being and ensure staff's adherence to contraband watch procedures. A physical check of the waist chains and/or contraband watch restraint equipment shall be conducted during this check. In addition, the watch commander shall inform the inmate that their cooperation with providing bowel movements, along with any medical and/or body scan examination which confirms the absence of contraband, will end the contraband watch thereafter. The watch commander shall also inform the inmate that if the inmate reports experiencing medical distress, exhibits visible signs of medical distress, or requests healthcare treatment, healthcare personnel shall be immediately contacted. This shall be documented in the Contraband Watch Activity Log.

- The assigned shift sergeant shall conduct a check of the inmate every two (2) hours to determine the inmate's well-being and ensure staff's adherence to contraband watch procedures. A physical check of the waist chains and/or contraband watch restraint equipment shall be conducted at least once per shift. In addition, the sergeant shall inform the inmate that their cooperation with providing bowel movements, along with any medical examination which confirms the absence of contraband, will end the contraband watch thereafter. This shall be documented in the Contraband Watch Activity Log.
- If an inmate in contraband watch is scheduled to attend a court proceeding, the watch commander or a designee shall contact the appropriate courthouse to determine if the inmate must appear. If it is determined that the inmate must attend the court proceeding, the inmate shall be escorted to court by deputies trained in contraband watch procedures. The deputies shall maintain control of the inmate throughout the court proceeding to ensure no contraband is passed or discarded. Notifications to the court and the inmate's attendance in a court proceeding shall be documented in the Contraband Watch Checklist and the Contraband Watch Activity Log.

In a medical emergency situation or when it is determined by CHS personnel that the concealment of the contraband poses an imminent threat to the inmate's health and safety, the inmate shall be transferred to the appropriate medical/clinic facility.

If at any point during the contraband watch the inmate agrees to cooperate with medical assessment and/or body scan examination, the assessment or examination shall be conducted as soon as reasonably practical. If the inmate produces three (3) full bowel movements and a body scan confirms the absence of contraband, the inmate shall be released from contraband watch, absent articulable facts presented to the CIS unit commander that support the continuation of the contraband watch.

## HEALTH AND SAFETY CONCERNS

Personal hygiene is an essential tool to maintain a healthy environment within a dry cell. Each inmate shall have the opportunity to wash (soap and water) and/or apply hand sanitizer to their hands after each use of the restroom, prior to eating a meal, or when necessary to ensure appropriate hygiene. The inmate shall also be afforded the opportunity to brush their teeth.

Running water may be substituted with portable alternatives such as a hand basin filled with water. During these periods, Department personnel must take precaution that the inmate does not dispose of any contraband. Entries of hygiene safety shall be entered into the Contraband Watch Activity Log.

## URINATION AND VOLUNTARY BOWEL MOVEMENTS

When the inmate requests to use the restroom to urinate or pass a bowel movement, only a staff member(s) of the same gender as the inmate shall monitor the inmate. Transgender and intersex inmates shall be monitored by a staff member of the same gender of the inmate's identification. Special precaution should be considered, and a sergeant shall be present, during the following procedures:

- Provide the inmate with toilet paper and a portable toilet, bed pan, or the previously lined toilet in the isolated setting.
    - Female inmates shall be afforded appropriate female sanitary supplies.
- Remove the necessary restraint device from one (1) hand to allow the inmate the ability to facilitate their bodily functions.

- For urination, once the inmate has completed their bodily function, the inmate shall be allowed appropriate personal hygiene, after which restraints shall be reapplied.
- For voluntary bowel movements, once the inmate has completed their bodily functions, the portable toilet, bed pan, or toilet liner shall be immediately retrieved or removed to a safe distance to avoid destruction of evidence. The inmate shall be allowed proper hygiene before being re-secured in the restraints.
- An immediate search for contraband shall be conducted of the fecal matter utilizing the safety gear as noted in Manual of Policy and Procedures (MPP) section 3-02/040.25, "Employee Exposed to Communicable Disease." If contraband is discovered, the contraband shall be processed as evidence in accordance with MPP section 5-04/010.00, "Evidence Handling" and CDM section 5-14/080.00, "Narcotic Evidence Booking Procedures" or regular booking procedures.

The above activity shall be documented in the Contraband Watch Activity Log.

## LENGTH AND REPORTING OF CONTRABAND WATCH

The maximum initial 72 hour observation period approved by the CIS unit commander (captain or above) shall begin as soon as the inmate is placed inside the dry cell. During each eight (8) hour period, the CIS supervisor shall provide status updates to the CIS unit commander throughout the operation. Upon the conclusion of the initial 72 hour period, retention of the inmate for a second 72 hour period requires another medical assessment and articulable facts (visual confirmation, body scanner, x-ray, canine alert, etc.) to support the continued contraband watch and approval by the respective Division chief. Authorization to continue the contraband watch beyond six (6) days/144 hours requires the approval of the Assistant Sheriff of Custody Operations. All contraband watch operations continuing beyond the six (6) days shall require daily (every 24 hours) approval by the Assistant Sheriff. The Assistant Sheriff shall be provided with an overview of the inmate's medical and mental health based upon assessments conducted by medical staff, contraband watch personnel observations, and continued information provided by the CIS supervisor overseeing the contraband watch.

## REMOVAL FROM CONTRABAND WATCH

The inmate shall be removed from contraband watch when it is reasonably believed that the contraband has been relinquished or it is determined the inmate is contraband-free.

If after three (3) full bowel movements, no contraband has been retrieved, the CIS supervisor shall consult with the on-duty watch commander, CIS lieutenant, and medical professional, to determine the best course of action. Approval from the CIS unit commander to continue contraband watch is required.

At any time during the contraband watch process, the CIS supervisor, with concurrence of the CIS unit commander, has the authority to cancel the contraband investigation and remove the inmate from contraband watch.

After contraband is retrieved or expelled during a contraband watch, custody staff shall notify CHS personnel of the outcome of the contraband watch. The inmate shall be asked if they require any medical or mental health care and shall be referred to healthcare personnel as needed. Inmates who have been determined by a mental health professional to require P1 or P2 level of care or who exhibit signs of potentially necessitating mental healthcare shall be assessed by a qualified mental health clinician prior to their return to a housing

location.

## DOCUMENTATION

The originating unit shall be responsible for initiating the following documents:

- A Chief's Memorandum noting the circumstances leading to the contraband watch, CIS supervisor's name, and authorizing CIS unit commander (refer to CDM section 4-07/010.00, "Notification of Significant Incidents")
- Appropriate section(s) of the Custody Services Division Contraband Watch Checklist form (SH-J-467)
- An incident report (SH-R-9)

Copies of the documents and any additional supplemental reports shall be submitted to CIS and MCJ, NCCF, or CRDF, as appropriate.

The contraband watch facility shall be responsible for the following:

- Completing the appropriate section(s) of the Custody Services Division Contraband Watch Checklist form (SH-J-467)
- A Supplemental Report (SH-R-77) shall be completed at the conclusion of the contraband watch documenting the outcome, regardless if contraband was recovered
- The facility unit commander or designee shall verify and approve that all supporting documentation is completed and included in the contraband watch packet.
- All supporting documentation associated with the contraband watch (Incident Report [SH-R-49], Supplemental Report [SH-R-77], medical and/or mental health assessments, video recordings, body scans, x-rays, activity logs, checklists, etc.), shall be provided to the CIS supervisor
- Ensuring the contraband watch incident is entered into the Custody Automated Reporting and Tracking System (CARTS)
- The CCTV video and/or video or audio recording shall be downloaded and stored in a video medium (e.g., a compact disc [CD], digital video disc [DVD], or secure digital [SD] card) and shall be provided to the CIS supervisor.

At the conclusion of the contraband watch, the CIS supervisor will be responsible for submitting a closure memorandum summarizing the incident as well as identifying any corrective actions needed. A CIS investigator will be assigned to investigate the contraband watch to determine if a crime was committed by the inmate. CIS shall have overall responsibility for tracking all contraband watch incidents in CARTS, and ensuring the appropriate documentation is gathered and retained and/or booked into evidence. The CIS lieutenant (or their designee) shall forward copies of the documents and reports relating to the contraband watch incident to Custody Support Services Bureau (CSSB) for retention purposes within 45 days of the conclusion of the contraband watch.

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## • 5-07/010.00 Contraband Defined

Contraband includes, but is not limited to:

- Any goods brought illegally into the jail
- Property not listed in the Custody Division Manual (CDM) sections 5-06/010.05 and 5-06/010.10, "Allowable Inmate Property"
- Allowable inmate property in excess of authorized limits (i.e. that does not fit inside one property bag) as delineated in CDM section 5-06/050.00, "Individual Inmate Storage of Personal Property"
- Any item legally possessed which has been altered from its original form, contents, or purpose
- Any material which is pornography, contains sexually explicit content that depicts full or partial frontal nudity and/or sexual acts; depicts violent acts, cruelty to animals; depicts or describes how to create weapons or defeat jail security; depicts or describes how to commit crimes; or any matter concerning illegal gambling or an unlawful lottery
- Any item illegally in the possession of an inmate, or in violation of posted facility rules
- Any medication, medical appliance, mobility assistive device, or item not prescribed for use by an inmate
- Any medication, medical appliance, mobility assistive device, or item that is expired, has been depleted, altered from its original form or purpose, or whose prescription has been rescinded, as determined by Correctional Health Services (CHS) staff
- Possession of illegal drugs, guns, handmade weapons, lethal weapons, knives, shanks, and tattoo equipment
- Any item that is worn, carried or displayed that denotes gang affiliation
- Any gambling paraphernalia such as dice, chips, markers and marked decks of cards
- Perishable items, which will be disposed of.

Contraband shall be disposed of in accordance with CDM section 5-07/020.00, "Contraband Disposal."

Inmates found to be in possession of contraband may be subject to discipline (refer to CDM section 5-09/030.00, "Disciplinary Guidelines").

## • 5-07/020.00 Contraband Disposal

All custody facilities shall maintain unit orders to regulate the disposal of contraband.

Inmates found to be in possession of allowable personal property in excess of authorized limits (refer to CDM section 5-06/050.00, "Individual Inmate Storage of Personal Property") may elect to discard the property, mail the item(s) through the United States Postal Service (USPS) at their own expense, or arrange for the release of the item(s) to a designated person.

Custody personnel shall directly supervise inmates who handle facility waste containers used by sworn personnel.

Each unit shall maintain a contraband container for the disposal of all potential contraband such as glass containers, bottles, cans, plastics, metals, razors (disposable and reusable), and rubber. Reusable razors without a protective cover shall be considered contraband and disposed.

Broken and disposable hypodermic needles and syringes shall be kept in a secure area designated by the medical staff. Disposal of all medical contraband, as defined in CDM section 5-07/010.00, "Contraband Defined," shall be supervised by Department personnel as designated in facility unit orders, at the nearest appropriate disposal site approved by Correctional Health Services (CHS).

Inmates found to be in possession of any medical appliance or custom-fitted assistive mobility device that has been altered from its original form or purpose, or whose prescription has been rescinded, as determined by CHS, may arrange for its release to a designated person.

Each facility shall develop, implement, and maintain a written unit order establishing the procedures for the collection of all used batteries. Inmates will be allowed to have two AA batteries for their Sony SRF-39FP pocket AM/FM Radio. All excess or used batteries collected by each facility shall be delivered to the Inmate Services Bureau for disposal.

Weapons and narcotics shall be placed into evidence pursuant to Manual of Policy and Procedures, Volume 5 Chapter 4, "Property & Evidence Procedures," and CDM section 5-14/080.00, "Narcotic Evidence Booking Procedures."

Discarded narcotics and firearms shall be processed according to Departmental guidelines.

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## • 5-07/030.00 Inmate Body Jewelry, Hair Weaves, and Fingernails

Body-piercing jewelry and hair weaves are considered and treated as an inmate's personal property. Those items that are removable should be removed by the inmate and stored in the inmate's property. If an inmate refuses to remove body jewelry, hair weaves, or reduce excessive fingernail length, an inmate discipline report shall be completed via the Inmate Reports Tracking System (IRTS), and the inmate will be subject to discipline. Custody personnel shall not remove inmate body jewelry or fingernails.

Inmates with fingernails, jewelry, and/or hair weaves that are impossible to remove may be assigned to special housing areas for security or safety reasons.

Any item that cannot be removed by the inmate and poses a health risk, shall be referred to Correctional Health Services (CHS) personnel for assessment. CHS personnel will only remove the item if they deem it is medically necessary.

Any item removed by CHS personnel will be given to the escorting deputy. The escorting deputy shall be responsible for placing the item into the inmate's property.

Hair Weaves

Hair weaves that are glued or stitched in will not be removed unless they present a safety or security risk, or a health hazard; however, those that are clipped in or attached with metal fasteners shall be removed by the inmate and stored in their property (excluding lice infested hair).

Hair weaves initially retained by the inmate, but later removed, shall be placed in the inmate's property.

Jewelry

Inmate jewelry includes, but is not limited to, finger and toe rings, earrings, body piercing rings, studs, and bars.

Fingernails

Excessively long fingernails that pose a health risk, shall be clipped to an appropriate length. The nail trimming may be done by the inmate, or by CHS personnel, if medically indicated.

## • 5-08/000.00 Search Procedures

[Title Only]

## • 5-08/010.00 Searches

Each custody facility shall implement procedures governing searches in strict accordance with this policy to ensure the security and safety of the facility is maintained. Objectives of searches include:

- Control the intake of contraband into the facility
- Recover missing or stolen property
- Preserve internal order and the security and safety of both inmates and Department personnel
- Ensure inmates identified as potentially suicidal or at risk of self-harm do not possess items that would enable them to harm themselves
- Ensure the integrity of the facility and its perimeter

Searches are tools intended to maintain the safety and security of inmates and employees and to control the accumulation of contraband and narcotics by inmates. Searches shall be conducted in a way that minimizes the likelihood that an inmates' legitimately owned or obtained property will be damaged or destroyed. Searches shall not be used to inflict physical stress or punishment on inmates. Inmates shall not be required to remain in any search position for more time than is reasonable and necessary to complete a search.

Department personnel are encouraged to conduct random searches whenever possible. Inmate housing areas and areas commonly accessed by inmates should be searched on a regular basis in a staggered rotation. All housing areas should be searched at least twice a month and all other common areas should be searched at least once a month for any contraband and weapons. Common areas include, but are not limited to, the kitchen, clinic, visiting, elevators, holding cells, dayrooms, indoor/outdoor recreation areas, etc.

Prior to any search, the area should be cleared of inmates. The line sergeant shall be notified prior to the start of the search, and the line sergeant or supervising line deputy must be present during the entire search. There shall be a sufficient number of Department personnel to conduct the search. The number of personnel needed shall be determined by the number of inmates and size of the area to be searched. Additional consideration

may be given to the inmate's classification and other known security factors. Deputies and custody assistants shall search in an orderly and professional manner.

Department personnel shall search in an orderly, professional, and respectful manner that preserves the dignity of the inmate. All searches shall be conducted in the least disruptive manner possible while still being thorough.

Housing areas should be searched thoroughly, paying close attention to any crevices or areas where contraband may be hidden. When searching clothing, bedding, and mattresses, custody personnel should inspect for any lumps and/or any irregular seams. Any excess food, clothing, or contraband shall be removed from cells and housing areas. All contraband items shall be documented, and the inmates responsible for the contraband should be disciplined accordingly.

Any reusable items recovered during a search that are in good condition shall be reused. Such items include, but are not limited to, religious items issued by chaplains (e.g., religious texts, religious head coverings, prayer beads, etc.) and forms issued by the Department.

When it is determined an inmate is hoarding medication, Department personnel shall do the following:

- Return the found medication to medical staff
- Provide medical staff with the name and booking number of the inmate in possession of the hoarded medication

Hoarding medication is defined as an inmate retaining in their possession any medication in any quantity or form, for which retention is not allowed by the prescriber as self-medication ("self-med") **or** when the medication is intended for another inmate. Prescriptions labeled as self-medication shall not be considered contraband.

Department personnel shall obtain authorization for searches from a supervisor of the rank of sergeant or above. All searches shall be logged and signed in the electronic Uniform Daily Activity Log (e-UDAL) by the line sergeant or supervising line deputy. The line sergeant or supervising line deputy shall ensure a search report (SH-J-434) is generated and submitted to the watch commander.

All search reports shall be processed through the Custody Automated Reporting and Tracking System (CARTS). The deputy or custody assistant designated to complete the search report shall be responsible for generating a reference number and submitting the form to the line sergeant for approval as specified through the CARTS Home Page. In addition, all search reports shall be completed and approved by the watch commander by the end of shift.

All search reports pending approval by sergeants may be accessed through the following link:

CARTS Sergeant Approval

All search reports pending approval by lieutenants may be accessed through the following link:

CARTS Lieutenant Approval

The line sergeant or supervising line deputy who supervised the search shall remain at the location until the

conclusion of the search and shall ensure all complaints have been noted and/or handled (refer to Custody Division Manual [CDM], section 8-03/005.00, “Inmate Grievances”).

PERIMETER SEARCHES (SECURITY CHECK)

Each unit shall implement a procedure or checklist for conducting perimeter searches (security check). A perimeter search shall be conducted at least once per shift by the facility watch commander or their designee. The perimeter shall be checked for any security risks, damage, or vandalism. Also, all exterior gates, doors, and razor wire shall be checked for integrity and to ensure all are secured. The perimeter search shall be documented in the Facility Log and the Watch Commander’s Log. Main control shall be notified immediately of any security concerns, problems, or situations requiring emergent response or action.

CARE AND CONTROL OF INMATE PROPERTY

Department personnel conducting searches shall take all reasonable measures to ensure inmate property is handled with care.

- If inmates are temporarily removed from their housing area and their property is left behind, the property shall be searched and all contraband items removed (refer to CDM section 5-07/010.00, “Contraband Defined”). The property shall be left on top of the inmates’ bunks
- If inmates are removed from their housing area and they take their personal and County issued property (excluding mattress), the property should be searched in their presence. When all contraband items are removed, the remainder of the property shall be returned to the inmate
- All bunks shall be searched whether the inmate is present or not
- All personal property listed in CDM sections 5-06/010.05, “Allowable Inmate Property - Male Inmates” and 5-06/010.10, “Allowable Inmate Property - Female Inmates” (including commissary) and County issued property (with the exception of an inmate’s sheet and blanket), that does not fit properly inside the inmate property bag, will be considered contraband and shall be confiscated and disposed of without compensation. Refer to CDM sections 5-06/050.00, “Individual Inmate Storage of Personal Property” and 5-07/020.00, “Contraband Disposal”
- In order to ensure clean and sanitary housing for all inmates, perishable foods served with inmate meals not consumed within a four-hour period after the meal service will be considered contraband and **shall** be destroyed
- Pictures, drawings, etc., determined to be lewd or inappropriate shall be properly disposed of in the designated contraband disposal container.

SEARCHES IN HIGH OBSERVATION HOUSING (HOH) CELLS

Department personnel shall visually inspect all High Observation Housing (HOH) cells prior to initially housing a mentally ill inmate and document the inspection in the e-UDAL.

PRISON RAPE ELIMINATION ACT OF 2003

In accordance with the Prison Rape Elimination Act of 2003 (PREA), each custody facility shall enable inmates to shower, perform bodily functions, and change clothing without non-medical staff of the opposite gender viewing their breasts, buttocks, or genitalia, except in exigent circumstances or when such viewing is incidental to routine safety checks. Department personnel shall announce their presence whenever

they enter areas where inmates of the opposite gender are showering, performing bodily functions, or changing clothing.

INMATE SEARCHES

Definitions

- Pat Down/Cursory Search: A search that requires the physical “patting” of a person over their clothing
- Strip Search: A search that requires a person to remove or re-arrange some or all of their clothing to permit a visual inspection of the underclothing, breasts, buttocks, or genitalia
- Visual Body Cavity Search: This search is the visual inspection of a person's body cavities (i.e., skin folds, rectal and vaginal cavities)
- Physical Body Cavity Search: This search is the intrusion into a person's body cavity for the purpose of discovering and/or retrieving any object concealed within the cavity

Pat Down/Cursory Search

A pat down/cursory search shall be conducted on all new bookings before accepting them from any arresting agency.

This search may be conducted at any time on any inmate in order to discover and retrieve concealed weapons and/or contraband that may be hidden under an inmate’s clothing. Absent exigent circumstances, all pat down/cursory searches of female inmates shall be performed by female Department personnel.

Note: If there is prior knowledge an inmate is transgender or intersex and a pat down search is required, the search should be conducted by staff of the same gender as the one with which the inmate identifies.

Strip and Visual Body Cavity Searches

Department personnel conducting strip or visual body cavity searches shall take all reasonable measures to protect the inmate from undue distress or embarrassment. When operationally practical, every effort shall be made to conduct these searches in a location equipped with privacy screens or partitions. To ensure the inmate is protected from undue distress or embarrassment, facilities shall develop, implement, and maintain unit orders establishing procedures for instances when the search is being conducted in an area where privacy screens or partitions are unavailable (e.g., smaller groups, single line searches, restricting access to uninvolved persons, etc.).

All strip and visual body cavity searches shall be conducted by personnel of the same gender as the inmate being searched, unless exigent or emergency circumstances exist. This provision shall not preclude personnel, based on gender, from employment opportunities or positions with duties that may include strip searching inmates of the opposite gender. In the event exigent circumstances require that a person of the opposite gender participate in a strip search, all reasonable actions shall be taken to prevent the person of the opposite gender from viewing the body cavities, breasts, buttocks, or genitalia of the person being searched. All cross-gender strip searches shall be documented in an incident report.

Absent exigent circumstances, Department personnel shall not conduct a strip search or visual body cavity search of an inmate alone.

Personnel shall not deliberately touch the breasts, buttocks, or genitalia of the person being searched.

**Arrestees/Inmates Eligible to be Strip Searched**

In accordance with the United States Supreme Court's decision in *Florence v. Board of Chosen Freeholders of County of Burlington* (2012) 132 S. Ct. 1510 and Penal Code section 4030, all arrestees/inmates are subject to being strip searched immediately before or during their jail housing unless they are being held pre-arraignment for misdemeanor/infraction offenses that do not involve weapons, controlled substances, or violence. All inmates held post-arraignment are subject to being strip searched regardless of the nature of their criminal charges or detention.

Department personnel may conduct a strip search or visual body cavity search of any pre-arraigned inmate charged with a **felony** offense. If a strip search or visual body cavity search is necessary for any pre-arraigned misdemeanor inmate and Department personnel reasonably suspect, based on specific and articulable facts, that a pre-arraigned inmate charged with a misdemeanor offense is concealing a weapon or contraband, and that a strip search would likely result in the discovery of the weapon or contraband, the watch commander shall complete and sign a Strip Search Authorization Record (SH-R-399) which shall be forwarded to the unit commander for review.

All inmates may be strip searched after they have had direct contact with third parties. Such third-party contacts include inmate contact visits with friends, families, or outside professionals, such as chaplains and volunteers; inmates returning from court without a release order; and inmates returning from an out-of-facility activity such as a medical appointment, temporary release, or transfer between facilities.

Reasonable Suspicion Factors

Reasonable suspicion to conduct a strip search must be based on specific and articulable facts, which may include:

- The arrestee's criminal history, arrest history, parole/probation history, and/or in-custody history (involving violence, weapons, drugs, serious types or significant numbers of disciplinary violations), and/or other factors that would indicate the possibility the arrestee might carry or attempt to conceal weapons or other contraband into the facility.
- The particular appearance of the arrestee/inmate, including conduct prior to, during, or following arrest; conduct at the jail during the booking process; or general actions indicating the arrestee/inmate is possibly concealing weapons or other contraband.

Department personnel's reasonable suspicion an arrestee/inmate is concealing a weapon or contraband, and that a strip search would result in the discovery of the weapon/contraband, may also be based on reliable information provided by persons who are not Department personnel.

Strip and Visual Body Cavity Searches of Civil Commitment Inmates

Civil commitment inmates, including sexually violent predator (SVPs) detainees, who must be housed separate and apart from all other inmates, are not subject to strip searches or visual body cavity searches unless, and **only** under, one or more of the following exceptions:

- The civil commitment inmate or SVP detainee is returning to the jail for housing after a court

appearance, or returning from another housing facility (e.g., any outside hospital or medical facility).

- There is reasonable suspicion to believe the civil commitment inmate or SVP detainee is in possession of drugs, weapons, or other contraband.
- Whenever any SVP detainee is received at a County jail facility from a state prison or psychiatric facility.

Transgender and Intersex Inmate Searches

- In all cases, a transgender or intersex inmate shall have their identity respected and be treated with dignity. Under no circumstances shall Department personnel search any person for the purpose of determining genital status or presence/absence of breasts or for the purpose of demeaning transgender or intersex inmates.
- If the inmate's genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or by referring the inmate to the K-6G Processing Detail. If needed, the K-6 Processing Detail shall refer the inmate to the Gender Identity Review Board (GIRB). Under no circumstances should this information be shared with other Department personnel unless directly pertinent to ensure an inmate's safety.
- Under no circumstance shall transgender or intersex inmates be subject to more invasive search procedures than non-transgender or cisgender individuals.
- Absent exigent circumstances, a pat-down/cursory search of a **transgender** or intersex inmate shall be conducted by a staff member of the same gender as that with which the inmate identifies.
- More invasive searches, including strip searches, visual body cavity searches, and physical body searches shall be, in **all** circumstances, conducted by personnel of the gender requested by the transgender or intersex person. No Department personnel may be present who are not directly relevant to the search, and the search shall be conducted in private.
- If any deviation occurs regarding the policy for transgender and intersex searches, to include emergencies, an immediate supervisor shall be notified of the deviation, and it shall be documented in the e-UDAL.

Initiation of Contraband Watch

If contraband is identified in a body cavity of an inmate during a strip search or visual body cavity search or by use of the LINEV Clearpass system ("body scanner"), Department personnel shall immediately notify a supervisor (sergeant or higher). Department personnel shall verbally encourage the inmate to remove the secreted contraband but shall not force the inmate to remove the secreted contraband. Sound officer safety tactics should be employed in case the secreted contraband is a weapon. If the inmate does not comply, Department personnel shall initiate contraband watch procedures in accordance with CDM section 5-07/000.05, "Contraband Watch Procedures."

Physical Body Cavity Searches

- Except in an imminent health emergency, no inmate shall be subjected to a physical body cavity search absent a search warrant or court order specifically authorizing such a search
- No person shall be present during a physical body cavity search unless such person is necessary for conducting the search, or their official duties, relative to the search, require them to be present at the time of the search (e.g., collection of evidence). All deputies present during the search shall be of the same gender as the inmate
- Except in an imminent health emergency, a physical body cavity search shall be conducted by medical

personnel who are not involved in the primary care of the inmate. If the secreted object affects the inmate's condition, medical personnel will arrange for the inmate to be sent to a medical facility for treatment
- Physical body cavity searches shall only be conducted in a clinical setting

Custody Safety Screening Program Searches

- Department personnel are encouraged to use the LINEV Clearpass body scanner on a routine basis or when personnel suspect an inmate may be concealing any form of contraband, per CDM section 5-08/020.00, "Custody Safety Screening Program"
- When the body scanner is used on transgender or intersex inmates, the operator shall be of the same gender with which the inmate identifies.

Inmates Returning From Court

Inmates who have been ordered released by the Court (and have no holds) but remain in temporary custody pending release within a 24-hour period shall not be strip searched unless there is reasonable suspicion to believe the inmate is concealing a weapon or contraband, and that a strip search would result in the discovery of the weapon/contraband. Such reasonable suspicion shall be documented by the watch commander on a Strip Search Authorization Record (SH-R-399) which shall be forwarded to the unit commander for review.

Suicidal and/or Self-Harm Inmates

While conducting any of the searches described above as a risk precaution, Department personnel should try to identify inmates who may be at risk of suicide or self-harm. Signs of suicidal and/or self-harm behavior can include, but are not limited to, verbal statements, visible superficial "hesitation marks," excess medication, and bizarre behavior. If Department personnel believe they have identified a potentially suicidal inmate, they should immediately refer the inmate to Correctional Health Services (CHS) mental health personnel for an evaluation. While conducting any of the searches described above on inmates who have already been identified as a suicide risk, Department personnel shall ensure those inmates do not possess items they can use to harm themselves or others (refer to CDM section 5-01/050.00, "Handling of Suicidal Inmates").

In accordance with CDM section 5-07/000.05, "Contraband Watch Procedures," inmates who have been determined by a mental health professional to require [REDACTED TEXT] level of care shall not be placed into a contraband watch dry cell (refer to CDM section 5-01/050.10, "Housing for Mentally Ill Inmates"). In cases where there are concerns for concealed contraband involving an inmate with a [REDACTED TEXT] mental health level of care, mental health personnel shall be notified and consulted for the best course of action.

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## • 5-08/020.00 Custody Safety Screening Program

The LINEV Clearpass is a pass-through safety screening system that is capable of revealing contraband concealed in clothing as well as inside body cavities without the need to remove an inmate's clothing. This technology is aimed at curtailing the supply of contraband entering custody facilities while providing additional privacy during intake and routine searches. Instituting this safety screening program in Custody Services Division facilities is meant to reduce the amount of contraband that enters undetected.

The Clearpass is intended to reduce the need to perform routine visual body cavity searches of newly-booked inmates, court returnees, or during routine movement of inmates. **Pre-arraigned inmates have no exemption from the safety screening process.**

Clearpass searches shall be conducted on all new bookings, court returnees, or any other inmates that have already been through the booking process and arriving at facilities equipped with scanners. In an effort to reduce contraband, inmates may also be screened on a routine basis, arriving for housing from another facility, or when personnel have a suspicion an inmate may be concealing ***any*** form of contraband.

**REFUSAL PROCEDURES**

Inmates who refuse to be screened shall be separated and processed separately from those other inmates consenting to the Clearpass.

**If at any time an inmate becomes recalcitrant during any part of the screening or subsequent searching process they shall be handled as described in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."**

Depending on the type of inmate refusing the body scan (i.e., felony, misdemeanor, infraction), custody personnel shall follow the below list of procedures and guidelines:

**Felony inmates:**

Felony inmates, including pre-arraigned felony inmates, who refuse to submit to a body scan, shall be subject to a visual body cavity search as described in CDM section 5-08/010.00, "Searches."

Inmates who are on parole or post release community supervision (PRCS), shall be handled in the same manner as felony inmates. This includes inmates entering IRC for a flash incarceration (Penal Code 3454).

**Pre-arraigned misdemeanor and infraction inmates:**

Pre-arraigned **misdemeanor and infraction** inmates **shall not** be subjected to a visual body cavity search based upon refusal alone. The act of declining the screening option does not meet the *"individualized suspicion and articulable facts"* required to authorize the visual body cavity search.

If *"individualized suspicion and articulable facts"* exist, custody personnel shall only perform a visual body cavity search upon completion of a "Strip Search Authorization Record" (SH-R-399) with approval from the watch commander.

Inmates who have already been arraigned shall be handled in the same manner as the **felony** inmates described above.

**Inmates with Physical Disabilities:**

The Clearpass screening system is equipped with an ADA ramp and should accommodate most inmates with physical impairments, including those with wheelchairs, other assistive mobility devices, or other medical appliances. Inmates with unforeseen physical impairments or those physically too large to pass through the

machine shall be searched as described in CDM section 5-08/010.00, “Searches.” Medical personnel shall be consulted if there is any question as to whether or not an inmate can be screened.

**Inmates who are known to be pregnant shall not be screened**. Inmates who are unsure of their pregnancy status may request a pregnancy test from Correctional Health Services (CHS) personnel. Pregnant inmates shall be subject to visual body cavity searches in lieu of the Clearpass safety screening process as described in CDM section 5-08/010.00, “Searches.”

Clearpass safety screenings do not preclude custody personnel from continuing other types of thorough and routine searches, as needed to maintain a safe and secure jail environment. Custody personnel shall continue to conduct routine contraband searches of all inmates and their environments.

## CLEARPASS OPERATORS

All Clearpass screening system operators shall be trained by each unit’s respective training staff or their designee(s), in the operation of the system and how to properly identify contraband within a scanned image displayed on the screens.

Custody assistants should be assigned as the primary staff responsible for operating and evaluating the scanned images for detection of contraband. However, deputies may occasionally be required to operate Clearpass equipment. Deputies will primarily staff the Clearpass security positions. Custody assistants may, on occasion, be placed in the security positions under the supervision of sworn personnel.

Personnel who have not been formally trained on the operation of the Clearpass screening system or personnel who are pregnant, shall not operate the system. Any other exceptions shall be the decision of the on-duty watch commander. If a trained operator is not available, alternative searching procedures shall be utilized as described in CDM section 5-08/010.00, “Searches.”

Clearpass screening operators, and any personnel in a position to directly observe the Clearpass display, shall be of the same gender as the inmates being screened.

A video camera shall be permanently stored at each Clearpass screening system for use when an inmate becomes recalcitrant. At the beginning of each shift, the Clearpass operator shall inspect the camera to make sure it functions, the battery is full, and recording media are available and have sufficient storage space.

Clearpass screening systems are for use on inmates only. No other persons shall be asked or ordered to submit to be scanned under any circumstances. Custody personnel may ***voluntarily*** submit to a screening in order to test the function of the machine, instruct in its use, and/or demonstrate if or how concealed items appear on the display.

## EQUIPMENT REPAIR

Requests for service shall be made by the facilities by calling the Clearpass vendor:

LINEV Systems US

13631 Poplar Circle, Conroe, TX 77304, USA

E-mail: info@linevsystems.com

+1-936-588-2064

+1-844-989-6789 (toll-free line)

When a request for service has been made to the vendor, notification shall be made to Custody Support Services Bureau via email.

**FOUND CONTRABAND**

Whenever contraband is discovered as the result of a Clearpass screening or during an alternate search initiated by an inmate's refusal or inability to enter the Clearpass screening system, the handling sergeant shall make an entry into the electronic Line Operations Tracking System (e-LOTS), prior to the conclusion of the shift on which the contraband was discovered. The handling sergeant shall also ensure any necessary criminal or disciplinary reports are completed in a timely manner.

In order to enter the incident into e-LOTS, the handling sergeant shall select the "Body Scanner Found Contraband" option on the drop down selection box on page 1, then indicate if the inmate refused the body scan by selecting the appropriate option. Follow up questions will automatically populate based on responses entered by the handling sergeant until the entry is completed.

**UNIT ORDERS**

Each facility utilizing Clearpass screening systems shall generate a unit order describing when and where inmates shall be screened, the staffing requirements to do so safely, and the logistical considerations pertaining to their facility. Unit orders shall be written with the understanding that the goal is to screen all inmates entering the custody facility where Clearpass body scanners are installed.

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## • 5-08/030.00 Trace Detection and Screening Program (Mobile Trace)

The MobileTrace Ion Spectrometry System is a minimally intrusive screening device designed to simultaneously test for a wide range of narcotics. The device is capable of detecting microscopic particles of narcotics.

The MobileTrace device allows the user to swipe a designated test area (e.g. skin, personal belongings, mail, packages, etc.) to detect the presence of illegal substances. The device also samples vapors from objects, containers, luggage, backpacks, etc. A positive hit from the device does not indicate the presence of a substance, but merely that the object or person being screened had recently come into contact with the substance.

MobileTrace screenings may only be conducted on inmates and their belongings.

### MOBILETRACE OPERATORS

Only those operators who are trained by certified personnel in the operation of the MobileTrace device can

collect samples from individuals or items being screened.

### UNIT ORDERS

Each Unit Commander assigned a MobileTrace device shall generate a unit order describing when and where persons shall be screened, the staffing requirements to safely do so, and logistical considerations pertaining to their facility. Unit orders shall be written with the understanding that the devices are portable and the goal is to enhance facility security by screening persons entering the custody environment.

Each unit shall forward copies of any new or revised unit orders to Custody Support Services (CSS) for review, prior to implementation (CDM 1-09/000.00).

### FIXED ASSET

Each MobileTrace device is a fixed asset/serialized item and shall be controlled in accordance with the Department Manual of Policy and Procedures, Volume 3, Chapter 6 "Equipment, Supply and Maintenance."

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## • 5-08/060.00 Visual Inspection During Bath Process

When it has been determined that a prisoner will be permanently housed in the jail facility, the inmate shall be showered and issued jail clothing. An inmate may only be assigned to a permanent housing location in the general jail population if:

- The prisoner is not eligible for cite, own recognizance release (O.R.) or other type of release
- The prisoner is unable to post bail within a reasonable time. Subject to space limitations, this time frame may be expanded but shall in all cases be at least three hours

Prisoners may be housed in the general jail population at any time if there is a documented emergency and no reasonable alternative to such placement.

Deputy personnel shall observe inmates during the bath process to identify inmates who may require medical attention and to prevent inmate violence upon others, by inmates who may possess weapons, drugs or other contraband. Inmates having symptoms of infection or disease shall be immediately removed from the bathing process and transported for evaluation by Correctional Health Services (CHS) personnel.

Inmates who are suspected of concealing weapons, drugs or other contraband may be subjected to a strip search during the bathing process. There must exist a reasonable suspicion based upon articulable facts that the person to be searched is concealing a weapon or contraband and such search will result in the discovery of the contraband. Deputies may base reasonable suspicion on the inmate's conduct during the bathing process. All strip searches and visual body cavity searches authorized by this policy shall have the prior approval of the watch commander, who shall evaluate the need for the search as outlined by section 5-08/010.00.

Inmates suspected of impersonating a member of the opposite sex shall be immediately removed from the

bath area and transported for evaluation by CHS personnel. Inmates found to be impersonating a member of the opposite sex shall be immediately removed from the bath area and transported to a gender appropriate facility.

## • 5-09/000.00 Inmate Disciplinary Procedures

This chapter outlines the procedures to be followed by the Custody Services Divisions relating to inmate disciplinary procedures, in accordance with the California Code of Regulations, Title 15, Minimum Standards for Adult Detention Facilities, Article 7, Discipline.

DEFINITIONS:

(For definitions of terms related to discipline of specialized program inmates, refer to CDM 5-09/020.00, “Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act [ADA], and/or Inmates with Special Needs.”)

“Discipline” defined: punitive action taken against an inmate who violates or refuses to comply with jail rules and regulations and may consist of any or all of the following: segregation in a disciplinary housing area, loss of privileges, removal from work detail, revocation of inmate credit.

“Disciplinary housing” defined: housing area designated by the facility for those inmates on disciplinary status, which consists of single, double, or multi-person cells and shall have space and minimum furnishings as specified in the California Code of Regulations, Title 24, Part 2 1231.2.7 and 2.8 (i.e., bunk, toilet, wash basin, and source of drinking water).

“Discipline in place” defined: inmates having their privileges revoked within their current housing location.

“Disciplinary cell” defined: a cell for inmates on disciplinary status who have been determined, based on their classification and/or disciplinary violation, to be highly dangerous to staff or other inmates and/or pose a security risk for the facility. Refer to CDM section 5-01/010.00, “Inmate Classification Responsibilities and Policies” and 5-01/030.00, “Inmate Classification and Identification” for inmate classification criteria. The cell is equipped with a solid hard door with limited visual and verbal access to others. The cell shall have space and minimum furnishings as specified in California Code of Regulations, Title 24, Minimum Standards for Adult Detention Facilities, Part 2, sections 1231.2.6 and 1231.2.7 (i.e. bunk, toilet, wash basin, and source of drinking water).

“Jail rules” defined: a list of prohibited conduct by an inmate which may result in punitive action. Jail rules are outlined in the Custody Division - Inmate Rules and Regulations (SH-J-386).

“Loss of privileges” defined: a punitive action taken against an inmate for violations of jail rules and regulations and consists of any or all of the following: access to phones, television, hot water pot, vending, commissary, dayroom, outdoor recreation yard, visiting and/or removal from work detail.

“Pre-discipline” defined: the period, not to exceed 72 hours, during which an inmate who is being charged with

a disciplinary violation is waiting for their Disciplinary Review Board (DRB) hearing. During this time, the inmate's existing privileges shall not be revoked. An inmate may waive the DRB hearing by not contesting the charged disciplinary violations. If the inmate waives the DRB hearing, the pre-discipline period ends, and any disciplinary sanctions shall commence as soon as practicable.

"Pre-disciplinary housing" defined: a designated housing location, typically consists of single- or double-person cells, to which an inmate who is in the pre-discipline period may be moved while waiting for the DRB, when the violation is one necessitating the inmate's removal from their current housing location (e.g., involving an assault against staff or another inmate, gang activity, a jail-made weapon, an attempt escape, arson, etc.). While waiting for the DRB in pre-disciplinary housing, the inmate shall retain all existing privileges until disposition of the case by the DRB, unless exceptional circumstances warrant the suspension of certain privileges prior to the DRB (e.g., temporary suspension of telephone access if the inmate coordinated an assault by communicating via telephone call).

- Inmates in general population may be removed from their housing location and into designated pre-discipline housing for the pre-discipline period.
- Inmates in mental health housing may be removed from their housing location for the pre-discipline period depending on the severity of the charged offense, in accordance with CDM sections 5-09/020.00, "Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act [ADA], and/or Inmates with Special Needs," and 5-09/030.00, "Limitations on Disciplinary Actions."

UNIT COMMANDER RESPONSIBILITIES

Unit commanders shall ensure the following:

- Unit orders are established to address facility-specific needs relating to inmate disciplinary procedures, including but not limited to:
    - Designation of housing locations utilized for disciplinary housing
    - Designation of isolation cells utilized for disciplinary housing
    - Unique needs relating to mental health inmates, inmates requiring accommodations under the ADA, and inmates with special needs (refer to CDM 5-09/020.00, "Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act [ADA], and/or Inmates with Special Needs")
    - NOTE: unit orders shall be forwarded to Custody Support Services Bureau (CSSB) for review
- Jail rules (Inmate Rules and Regulations [SH-J-386]) in English and Spanish are clearly posted in housing and booking areas, and/or issued to each inmate at the time of booking or initial housing at a facility. For those inmates who are unable to read English or Spanish, and for persons with disabilities, provisions shall be made for the jail staff to verbally instruct them or provide them with material (in an understandable form) regarding jail rules and disciplinary procedures and penalties.
- A Disciplinary Review Board (DRB) is established per CDM section 5-09/060.00, "Disciplinary Review Process."
- Review and approval of DRB findings.
- When inmates are transferred to any new housing location within the facility or to another facility, all personal property is transferred with the inmate.

- Female inmates who are pregnant, who are postpartum, those who have recently had a miscarriage, or those who have recently had a terminated pregnancy **shall not** be housed in an isolated cell. Custody personnel shall collaborate with Correctional Health Services (CHS) staff to ensure these inmates are placed in an appropriate housing location that is conducive to their access to necessary prenatal/medical care. Further policy and procedures regarding pregnant inmates are delineated in CDM sections 5-09/030.00, “Limitations on Disciplinary Actions,” and 7-02/010.00, “Pregnant Inmates.”
- Inmates who have been identified by mental health staff as suicidal shall be under unobstructed visual observation, or in a suicide-resistant location with safety checks conducted every 15 minutes. Unobstructed visual observation is continuous but not necessarily uninterrupted observation within a reasonable physical distance of the inmate. Absent security concerns or exigent circumstances, suicidal inmates shall not be placed in an isolated cell unless such housing is determined by mental health staff to be appropriate.

Credit Revocation

- Ensure timely notification is made to inmates who have credits revoked, including an explanation.
- The DRB findings and completed Inmate Incident/Discipline Report generated in the Inmate Reports Tracking System (IRTS) shall be submitted to the Inmate Reception Center (IRC) Records Unit specifying the number of good-time, work-time, and/or early release credits to be revoked. Only the IRC Records Unit has the authority to change an inmate’s release date.
- Upon the Records Unit’s final approval of credits revoked, the housing unit shall ensure the inmate is notified of his/her new release date.
- All information and results are updated in the IRTS.

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## • 5-09/010.00 Inmate Discipline

In accordance with California Code of Regulations, Title 15, Minimum Standards for Adult Detention Facilities, Article 7, inmate discipline shall be based on rules and disciplinary penalties which are clear and uniformly applied. Discipline shall be fair, prompt, and consistent. There shall be no cruel and/or unusual punishment. Force shall never be used as a form of discipline or corporal punishment against an inmate.

The purpose of disciplinary action is to achieve one or more of the following:

- Hold inmates accountable for inappropriate behavior
- Maintain security, order, and compliance with facility rules
- Protect and maintain the facility and the well-being of inmates, staff, and the public.

Any Department member may report a violation of jail rules by an inmate. Deputies and custody assistants may write reports alleging infractions of rules and regulations for consideration of disciplinary action.

Discipline procedures for inmates under the care of mental health staff, inmates who require accommodations under the Americans with Disabilities Act (ADA), or inmates with special needs, are governed by CDM section 5-09/020.00, “Discipline Involving Inmates with Mental Illness, Inmates Requiring Accommodations Under the Americans with Disabilities Act (ADA), and/or Inmates Who Have Special Needs.”

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## • 5-09/020.00 Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the American with Disabilities Act (ADA), and/or Inmates with Special Needs

## DEFINITIONS

Correctional Health Services (CHS) - Mental Health Level of Care (MHLOC). Mental health staff will monitor and evaluate the inmates at clinically appropriate intervals and update the level of care as needed:

- MHLOC [REDACTED TEXT] - No current mental health impairments. Does not require special mental health housing.
- MHLOC [REDACTED TEXT] - Mild impairment. Generally, does not require special mental health housing.
- MHLOC [REDACTED TEXT] - Moderate impairment. Generally, requires moderate observation housing (MOH) with mental health supervision.
- MHLOC [REDACTED TEXT] - Significant impairment. Generally, requires high observation housing (HOH) with mental health supervision.
- MHLOC [REDACTED TEXT] - Severe debilitating symptoms, priority for hospitalization, housing in HOH or Correctional Treatment Center (CTC).

“Contraindicated” defined: a symptom or condition that makes the imposition of a particular discipline inadvisable.

“Mental health inmate” defined: inmates who have been clinically assessed and designated with a MHLOC of [REDACTED TEXT]. General population inmates who commit jail rule violations and display bizarre behavior or exhibit symptoms of mental illness shall be referred to mental health staff in accordance with CDM section 4-05/000.00, “Behavioral Observation and Mental Health Referral Reports,” prior to the initiation of the disciplinary process.

“Mitigation assessment” defined: the process whereby inmates in mental health housing are evaluated by a qualified mental health clinician to determine if there are any mental illness related contraindications to serving a particular type of discipline or a higher level of mental health housing is clinically indicated.

“Special needs” defined: for disciplinary purposes, refers to any inmate who requires special assistance with the disciplinary process due to developmental disabilities, cognitive impairments (e.g., Parkinson’s Disease, Dementia, neurologic disorders, etc.), sensory impairments (i.e., hearing or vision loss), or for any inmate who speaks an uncommon foreign language for which on-site interpreters are not readily available. See specific procedures below.

## LIMITATIONS ON THE USE OF DISCIPLINE AND DISCIPLINARY HOUSING

Discipline shall only be imposed on mental health inmates or inmates with developmental disabilities or cognitive impairments for major violations. Minor jail violations shall be documented in IRTS as “Information Only” and brought to the attention of appropriate mental health staff. Refer to CDM section 5-09/030.00, “Limitations on Disciplinary Actions” for the inmate discipline schedule.

# MENTAL HEALTH INMATES CLASSIFIED AS MHLOC [REDACTED TEXT] AND INMATES WITH DEVELOPMENTAL OR COGNITIVE DISABILITIES

Mental health inmates classified as MHLOC [REDACTED TEXT] and inmates identified by CHS or the Department's Regional Center Liaison as developmentally or cognitively impaired shall not be issued discipline, nor placed in disciplinary housing. Jail rule violations by mental health inmates classified as MHLOC [REDACTED TEXT] and developmentally or cognitively impaired inmates shall be documented as noted in CDM section 5-09/050.00, "Disciplinary Guidelines." This documentation shall be forwarded by the Disciplinary Review Board (DRB) sergeant to mental health staff and the Department's Regional Center Liaison so they may be notified of the inmate's behavior and work to incorporate patient needs into the treatment plan, if applicable, or in order to relocate the inmate to another housing location, when appropriate.

In cases where mental health staff and custody personnel believe the rule violation is grave such that imposition of discipline is recommended, all pertinent documentation shall be forwarded by the DRB sergeant or a designee to Custody Support Services (CSS) (through an email to Exchange Group, "CCC Notification Group"), which will arrange for a review by the Complex Case Committee (CCC) (refer to CDM section 3-19/000.00, "Complex Case Committee"). The CCC will review relevant factors including the rule violation and inmate's mental health before providing a ruling regarding discipline. The ruling will be documented within the Inmate Reports Tracking System (IRTS).

# MENTAL HEALTH INMATES CLASSIFIED AS MHLOC [REDACTED TEXT]

Mental health inmates classified as MHLOC [REDACTED TEXT] may be subject to discipline, but those classified as MHLOC [REDACTED TEXT] shall not be housed in a disciplinary isolation cell, unless authorized by the CCC.

## Discipline Hearings

In addition to the procedures outlined in CDM section 5-09/050.00, "Disciplinary Guidelines," unit commanders shall ensure the DRB has consulted with a mental health clinician or qualified healthcare staff (where applicable) prior to a discipline hearing involving any mental health inmate classified as MHLOC [REDACTED TEXT].

The DRB will request and consider the mitigation assessment completed by a mental health clinician prior to imposing any discipline. The DRB staff will document the date the mitigation assessment was received and the mental health staff's name within the IRTS as noted in CDM section 5-09/060.00, "Disciplinary Review Process". If the mitigation assessment indicates that the proposed discipline and/or disciplinary housing is contraindicated and/or a higher level of mental health housing is clinically indicated, the DRB shall follow that recommendation.

In accordance with CDM section 5-09/060.00, "Disciplinary Review Process," inmates shall have 72 hours to appeal the decision of the DRB.

## Revocation of Inmate Credits Involving Mental Health Inmates

Any recommendation to revoke inmate credits for disciplinary purposes involving mental health inmates classified as MHLOC [REDACTED TEXT] requires a review by the Restrictive Housing Panel (RHP) (refer to

CDM section 3-20/000.00, “Restrictive Housing Panel”). The DRB staff will forward all documents from the disciplinary hearing to the RHP. The RHP, which includes a mental health representative, will review relevant factors including the rule violation and inmate’s mental health before providing a ruling regarding loss of credits. The RHP will consider information from a mental health clinician regarding the inmate’s underlying mental illness, the potential effects of the discipline being considered, and whether transfer of the inmate to a higher level of mental health housing is clinically indicated. The RHP will return their findings to the DRB staff and Complex Case Committee so the inmate can be notified of the RHP findings. The DRB staff will follow procedures listed in CDM section 5-09/070.00, “Revocation of Inmate Credits”.

### Location of Discipline

Mental health inmates classified as MHLOC [REDACTED TEXT] shall serve their discipline in place (refer to CDM section 5-09/000.00, “Inmate Disciplinary Procedures”), or within a non-disciplinary housing area that provides the same level of care. Mental health inmates classified as MHLOC [REDACTED TEXT] shall continue to receive their prescribed treatment plan as designated by mental health staff and continue to be offered structured and unstructured out-of-cell time.

Mental health inmates classified as a MHLOC [REDACTED TEXT] shall serve their discipline within a housing area where they are able to receive their prescribed treatment plan as designated by mental health staff. If the inmate will be moved to pre-discipline or disciplinary housing, the Inmate Discipline Report shall include a justification for the relocation.

Personnel shall promptly notify mental health staff of an inmate’s pre-discipline status and/or placement in pre-discipline housing to ensure a clinician can review the proposed discipline and evaluate the inmate within 24 hours to determine whether pre-discipline and/or discipline housing is clinically contraindicated, and/or whether placement in a higher level of mental health housing is clinically indicated and will thereafter follow the recommendation of the clinician.

## MENTAL HEALTH INMATES CLASSIFIED AS LEVEL OF CARE [REDACTED TEXT]

Jail Mental Health Evaluation Team (JMET) custody personnel shall monitor the Custody Automated Reporting and Tracking System (CARTS) for mental health inmates classified as MHLOC [REDACTED TEXT] who are placed into disciplinary housing. JMET custody personnel shall promptly notify mental health staff to ensure a review and meeting is conducted within 24 hours of the inmate’s placement in disciplinary housing, to determine if placement is contraindicated and/or whether transfer of the inmate to mental health housing is clinically appropriate. JMET custody personnel shall ensure the mental health staff’s determination on the appropriate course of action is followed. JMET custody personnel shall make daily notification to mental health personnel of mental health inmates in disciplinary housing.

Loss of inmate credits for mental health inmates classified as MHLOC [REDACTED TEXT] who are not in mental health housing will follow normal procedures listed in CDM section 5-09/070.00, “Revocation of Inmate Credits.”

## MOBILITY- OR SENSORY-IMPAIRED INMATES REQUIRING ADA ACCOMMODATIONS AND INMATES WHO SPEAK AN UNCOMMON FOREIGN

## LANGUAGE

The DRB sergeant shall consider the severity of an inmate's sensory impairment or non-fluency in English and whether these factors caused or contributed to the violation when determining the appropriateness of the imposition of discipline for sensory-impaired or non-English-speaking inmates.

Inmates who are deaf or hard of hearing, or who speak an uncommon foreign language, shall have a qualified interpreter present, either in person or via Video Remote Interpreting (VRI) Services when attending any formal proceeding (i.e., Discipline Review Board [DRB] hearing). Refer to CDM section 5-14/060.00, "Use of Interpreter" and Manual of Policy and Procedures (MPP) section 2-04/030.05, "International Liaison Unit."

Mobility- or sensory-impaired inmates requiring Americans with Disabilities Act (ADA) accommodations shall serve their disciplinary penalties in an ADA-compliant disciplinary housing area. If the facility lacks an ADA-compliant disciplinary housing area, these inmates shall serve their discipline in place.

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## • 5-09/030.00 Disciplinary Guidelines

Pursuant to the California Code of Regulations, Title 15, Minimum Standards for Adult Detention Facilities, Article 7, Discipline, inmates who violate or refuse to comply with facility rules and regulations shall be subject to discipline. The degree of punitive actions taken by the Disciplinary Review Board (DRB) shall be directly related to the severity of the rule violation. Facility rule violations are categorized as follows:

## MINOR VIOLATIONS

Violations of rules not posing a threat to facility safety or security are considered minor violations. Minor acts of non-conformance or minor violations may be handled informally by any staff member through a harmony transfer or counseling and advisement of conduct expected. Any counseling of inmates or advisement of expected behavior shall be conducted in normal traffic areas. When possible, counseling shall be conducted by two (2) Department members. Acceptable forms of discipline for minor violations are limited to the following:

- Temporary loss of privileges for less than 24 hours (refer to CDM section 5-09/000.00, "Inmate Discipline Procedures")
- Removal from a work detail without loss of work time credit
- Discipline in place (refer to CDM section 5-09/000.00, "Inmate Discipline Procedures").

Minor violations or acts of non-conformance shall be documented in the Inmate Reports Tracking System (IRTS). For minor violations, at the request of the inmate, an informal review of the proposed discipline may be conducted by a supervisor at the sergeant level. After conducting the discipline review, the sergeant shall either impose discipline as outlined above or exonerate the inmate.

Procedures for addressing minor violations involving inmates housed in mental health housing are referenced in CDM section 5-09/020.00 "Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act (ADA) and/or Inmates Who Have Special Needs."

Except when involving a mental health inmate or an inmate with special needs, an accumulation of three (3)

minor violation reports within a 30-day period for a single inmate shall result in a major violation.

## MAJOR VIOLATIONS

Violations of rules which affect the safety, security, efficiency, or operation of the facility are considered major violations. Major violations shall be handled on a formal basis and acceptable forms of discipline are limited to the following, subject to procedures in CDM section 5-09/020.00 “Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act (ADA) and/or Inmates Who Have Special Needs”:

- Assignment to a designated disciplinary housing area
- Loss of privileges
- Discipline in place
- Removal from work details
- Revocation of inmate credits (refer to CDM section 5-09/070.00, “Revocation of Inmate Credits”)
- And/or criminal prosecution.

When a major violation has occurred, an Inmate Incident Report (SH-J-213) should be generated, which is located in IRTS and, if applicable, a criminal Incident Report (SH-R-49) shall be written. Discipline shall not be imposed unless an Inmate Discipline Report is completed. A narrative description of the incident need not be duplicated on the Inmate Discipline Report. The Inmate Discipline Report shall be concise, explain the facts of the violation, how the inmate was identified as committing the offense, and provide a basis for evaluation by the Disciplinary Review Board (DRB). If the involved inmate is in mental health housing and will be moved to pre-discipline or disciplinary housing, the Inmate Discipline Report shall include a justification for the relocation (e.g. inmate’s violation involved an assault against staff or another inmate, gang activity, a jail-made weapon, an attempt escape, arson, etc.). A reference to the Uniform Report Number (URN) from the Incident Report (SH-R-49) may be placed in the narrative of the Inmate Discipline Report. A copy of the approved Incident Report (SH-R-49) shall be attached to the Inmate Discipline Report.

The DRB will assess each Inmate Discipline Report, conduct a discipline hearing, and impose discipline, when appropriate, as outlined in CDM section 5-09/060.00, “Disciplinary Review Process.” The DRB has the discretion to impose loss of privileges without disciplinary segregation, as well as the ability to reduce the imposed discipline based on good behavior while the inmate is in disciplinary housing.

## INMATE DISCIPLINE SCHEDULE

The inmate discipline schedule describes the type of discipline and the range of days that may be imposed in disciplinary housing or for revocation of inmate credits, per incident. The totality of the circumstances, severity of the offense, prior discipline history, and, if applicable, the inmate’s mental health level of care or any developmental or cognitive impairments, shall be considered when issuing the amount of discipline days and/or revoking inmate credits. Prior discipline history refers to the inmate’s discipline history during the inmate’s incarceration under their current booking number.

Inmates shall be afforded due process as described in CDM sections 5-09/060.00 “Disciplinary Review Process” and 5-09/070.00, “Revocation of Inmate Credits.”

The following guidelines shall serve as a reference for use in determining appropriate disciplinary

segregation.

| OFFENSES AGAINST PERSONS | (FOR MENTAL HEALTH INMATES ONLY)<br><br>QUALIFYING CHARGE FOR DISCIPLINE HOUSING | DISCIPLINE<br><br>HOUSING | LOSS OF INMATE CREDITS | |
|---|---|---|---|---|
| | | | 1st Offense | With Priors |
| **MAJOR VIOLATIONS** | | | | |
| Assault on Employee | YES | 20 – 30 | 30 – 90 | 90 – 120 |
| Assault on Inmate (Felony) | YES | 10 – 20 | 30 – 60 | 60 – 90 |
| Assault on Inmate (Misdemeanor) | YES | 5 – 10 | 1 – 10 | 10 – 30 |
| Assault: Multiple Suspects, One Victim | YES | 10 – 20 | 30 – 90 | 90 – 120 |
| Fighting (Mutual Combat) | YES | 5 – 10 | 1 – 10 | 10 – 30 |
| Promoting Gang Activity | YES | 10 – 20 | 10 – 30 | 30 – 90 |
| Robbery/Extortion/Embezzlement | YES | 10 – 20 | 30 – 90 | 90 – 120 |
| Threatening Staff | YES | 5 – 15 | 1 – 10 | 10 – 30 |
| Threatening Inmate | YES | 5 – 10 | - | - |
| Engaging in Sexual Acts (Illegal) | YES | 20 – 30 | 30 – 90 | 90 – 120 |
| Engaging in Sexual Acts (Consensual) | YES | 5 – 10 | - | - |
| Indecent Exposure/Lewd Conduct | YES | 5 – 15 | 1 – 10 | 10 – 30 |
| Poisoning Food | NO | - | 10 – 30 | 30 – 90 |
| Tampering with Food | NO | - | - | - |
| Theft (other than food) | NO | - | 1 – 10 | 10 – 30 |

| | | | | |
|---|---|---|---|---|
| All other offenses against persons not already covered (e.g., inciting others or conspiring with others to commit act of force or violence, tattooing, etc.) | YES | 10 – 30 | 30 – 90 | 90 – 120 |
| **MAY BE CHARGED AS MAJOR OR MINOR VIOLATIONS ("WOBBLER")** | | | | |
| Resisting/Obstructing/Delaying Staff | YES IF MAJOR | 5 – 15 | 1 – 10 | 10 – 30 |
| Insubordination/Refusing Order by Staff | YES IF MAJOR | 5 – 15 | 1 – 10 | 10 – 30 |
| Insubordination/Refusing Re-Housing or Transfer (i.e., "Wayside Refusal") | YES IF MAJOR | 5 – 15 | 1 – 10 | 10 – 30 |

| **OFFENSES AGAINST PROPERTY** | **(FOR MENTAL HEALTH INMATES ONLY)<br><br>QUALIFYING CHARGE FOR DISCIPLINE HOUSING** | **DISCIPLINE HOUSING** | **LOSS OF INMATE CREDITS** | |
|---|---|---|---|---|
| | | | **1st Offense** | **With Priors** |
| **MAJOR VIOLATIONS** | | | | |
| Arson (with fire damage) | YES | 20 – 30 | 30 – 90 | 90 – 120 |
| Damage of County Facility/Equipment (over $400) | YES | 10 – 20 | 30 – 90 | 90 – 120 |
| Tampering with Gates, Doors, Cameras, Medical, or Fire Equipment | YES | 5 – 10 | 1 – 10 | 10 – 30 |
| **MAY BE CHARGED AS MAJOR OR MINOR VIOLATIONS ("WOBBLER")** | | | | |
| Damage of County Facility/Equipment (under $400) | YES IF MAJOR | 5 – 10 | 1 – 10 | 10 – 30 |
| Altering Wristband or Clothing | YES IF MAJOR | 5 – 10 | - | - |

| | | | | |
|---|---|---|---|---|
| Theft of Food | YES IF MAJOR | 1 – 5 | - | - |
| **MINOR VIOLATIONS** | | | | |
| Damage of County-Issued Property (e.g. clothing, blankets, shoes, mattresses) | NO | - | 1 – 10 | 10 – 30 |
| Flooding of Cell - no equipment damage | NO | - | 1 – 10 | 10 – 30 |

| SECURITY VIOLATIONS | (FOR MENTAL HEALTH INMATES ONLY)<br><br>QUALIFYING CHARGE FOR DISCIPLINE HOUSING | DISCIPLINE HOUSING | LOSS OF INMATE CREDITS | |
|---|---|---|---|---|
| | | | 1st Offense | With Priors |
| **MAJOR VIOLATIONS** | | | | |
| Possession of and/or Manufacture of Weapon | YES | 10 – 20 | 30 – 90 | 90 – 120 |
| Attempting Escape or Escape | YES | 10 – 20 | 30 – 90 | 90 – 120 |
| Manufacturing/Distributing Alcohol (e.g. “Pruno”) | YES | 10 – 20 | 1 – 10 | 10 – 30 |
| Being under the Influence of Drugs/Alcohol (e.g. “Pruno”) | NO | - | 10 – 30 | 30 – 90 |
| Smuggling/Possessing Illegal Narcotics | YES | 10 – 20 | 30 – 90 | 90 – 120 |
| Smuggling/Possessing Cell Phone | NO | - | 30 – 90 | 90 – 120 |
| Contraband: Possession of Alcohol (e.g. “Pruno”) | NO | - | 10 – 30 | 30 – 90 |
| Hoarding of Medication | NO | - | 30 – 90 | 90 - 120 |

| | | | | |
|---|---|---|---|---|
| Create and/or Participate in Major Disturbance | YES | 10 – 20 | 30 – 90 | 90 – 120 |
| All Major Security Violations Not Already Covered (Refusal to Submit to Body Scanners or Narcotic Detectors, etc.) | NO | - | 30 – 90 | 90 – 120 |
| **MAY BE CHARGED AS MAJOR OR MINOR VIOLATIONS (“WOBBLER”)** | | | | |
| Contraband: Possession of Non-Permitted Items | NO | - | - | - |
| Contraband: Possession of Any Item Issued or Purchased that Has Been Altered From Its Original Form or Purpose, Non-Weapon (e.g. razors, toothbrush, etc.) | NO | - | 1 – 10 | 10 – 30 |
| Creating and/or Participating in Minor Disturbance | YES | 5 – 10 | 1 – 10 | 10 – 30 |
| Violating Visiting Regulations | YES IF MAJOR | 5 – 10 | - | - |
| **MINOR VIOLATIONS** | | | | |
| Hoarding of Food/Commissary | NO | - | - | - |
| Contraband: Possession of Excess Permitted Items | NO | - | - | - |
| Creating a Visual Obstruction (e.g. “tenting”) | NO | - | 1 – 10 | 10 – 30 |
| All minor security violations not already covered (roaming, unauthorized communication/kites, etc.) | NO | - | - | - |

| OTHER OFFENSES | (FOR MENTAL HEALTH INMATES ONLY)<br><br>QUALIFYING CHARGE FOR DISCIPLINE HOUSING | DISCIPLINE<br><br>HOUSING | LOSS OF INMATE CREDITS | |
|---|---|---|---|---|
| | | | 1st Offense | With Priors |
| **MAJOR VIOLATIONS** | | | | |
| Gambling | NO | - | 30 – 90 | 90 – 120 |
| Making a False Report | NO | - | 30 – 90 | 90 – 120 |
| **MAY BE CHARGED AS MAJOR OR MINOR VIOLATIONS ("WOBBLER")** | | | | |
| Work or program violations (e.g. AWOL,<br><br>late, poor work habits, disruptive, participating in strike/work Stoppage, etc.) | NO | - | - | - |
| **MINOR VIOLATIONS** | | | | |
| All minor violations not already covered (using vulgar language, loud talking, failing to maintain proper grooming, unauthorized barbering, etc.) | NO | - | - | - |

## DISCIPLINARY MEASURES FOR VIOLATIONS OF THE PRISON RAPE ELIMINATION ACT (PREA)

Any inmate who is found to have engaged in inmate-on-inmate sexual abuse or harassment shall be subject to disciplinary procedures, and/or criminal charges based on the severity of the crime. Disciplinary procedures for inmates in mental health housing shall be in accordance with CDM section 5-09/020.00, "Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the American with Disabilities Act (ADA), and/or Inmates with Special Needs."

Inmates may be disciplined for falsely reporting an incident of sexual abuse or filing a PREA-related grievance containing information the grievant knows to be false, in accordance with CDM section 5-09/060.00, "Disciplinary Review Process." Inmates shall not be disciplined for making a report or reporting sexual abuse in good faith based upon a reasonable belief that the alleged incident occurred.

## • 5-09/040.00 Location of Discipline

The facility requesting or initiating disciplinary action against an inmate shall be responsible for the disciplinary review process and administering the discipline.

When an inmate commits certain major violations for which they may serve discipline time in disciplinary housing, as specified in CDM section 5-09/030.00, “Disciplinary Guidelines” (e.g., involving an assault against staff or another inmate, gang activity, a jail-made weapon, an attempt escape, arson, etc.), the inmate may be removed from their current housing area and reassigned to a designated pre-disciplinary housing pending a hearing by the Disciplinary Review Board (DRB). The inmate shall retain all existing privileges until disposition of the case by the DRB, unless exceptional circumstances warrant the suspension of certain privileges prior to the DRB.

In instances where it reasonably appears that the removal of certain property items from an inmate’s possession will prevent a future use of force (e.g., inmate extraction), a supervising sergeant may authorize the removal of non-essential commissary items from the inmate’s possession prior to the move to a pre-discipline housing area.

An inmate may waive the DRB hearing by not contesting the charged disciplinary violations. If the inmate waives the DRB hearing, the pre-discipline period ends, and any disciplinary sanctions shall commence as soon as practicable.

Inmates on disciplinary status may be transferred from one facility to another, if necessary for facility security, protection of the inmate, or to reduce or prevent overcrowding of the facility disciplinary housing area. Watch commanders transferring inmates to another facility for discipline shall confer with the watch commander of the receiving facility. Inmates transferred to another facility prior to completing their imposed discipline time shall be required to complete the remainder of their discipline time at their new facility. All discipline reports for inmates transferred during the course of disciplinary segregation shall accompany the inmate to the new facility.

Facilities that house inmates under the care of mental health staff or inmates who are receiving psychotropic medication shall develop unit orders as referenced in the Custody Division Manual (CDM) sections 5-09/000.00, “Inmate Disciplinary Procedures” and 5-09/020.00, “Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act, and/or Inmates Who Have Special Needs.”

Custody staff shall immediately notify a mental health staff member when it appears that an inmate is suffering from an adverse mental health event, such as a suicide attempt, suicide threat, self-injurious behavior, or displays behavior indicative of a decompensation of mental health status while in disciplinary housing. Inmates who suffer from mental health events while in disciplinary segregation shall be transferred as soon as possible to mental health housing as determined by a mental health clinician. Custody staff shall follow the procedures outlined in CDM section 4-05/000.00, “Behavioral Observation and Mental Health Referral Reports.” The unit commander or their designee (at the rank of lieutenant), in consultation with CHS, shall determine whether an inmate who is transferred from disciplinary housing to mental health housing and who is released from mental health housing, will return to disciplinary housing to resume the remainder of their

disciplinary time.

## • 5-09/050.00 Limitations on Disciplinary Actions

The California Code of Regulations, the California Penal Code, and State and Federal Constitutions expressly prohibit all cruel and/or unusual punishment. The following limitations shall be applied to disciplinary actions:

- No inmate shall receive more than 30 consecutive days in disciplinary segregation for any one occurrence of a jail rule violation unless the inmate commits another jail offense while in disciplinary housing. If an inmate is subject to discipline for more than 30 consecutive days, the concerned inmate shall be referred to the Complex Case Committee (CCC) for assessment of the appropriateness of continued discipline. Refer to section 3-19/000.00, “Complex Case Committee.”
- Disciplinary limitations involving inmates under the care of mental health staff, inmates requiring accommodations under the Americans with Disability Act (ADA) or those inmates with special needs are referenced under Custody Division Manual (CDM) section 5-09/020.00, “Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act (ADA), and/or Inmates Who Have Special Needs.”
- Inmates who are pregnant, postpartum, have recently had a miscarriage, or have recently had a terminated pregnancy, **shall not** be housed in an isolated cell. Custody staff shall collaborate with medical staff to ensure these inmates are placed in an appropriate housing location that is conducive to their access to necessary prenatal and/or medical care.
- Inmates shall not be deprived of the implements necessary to maintain an acceptable level of personal hygiene.
- Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours without the approval of the unit commander or a designee.
- Legal correspondence or access to counsel shall not be suspended.
- Pro Per inmates shall not be prohibited from working on their own defense. Access to the law library and communication, through approved channels, with persons pertinent to their case, shall not be restricted.
- Inmates in disciplinary housing shall be issued standard bedding and clothing. Exceptions are those inmates who engage in the destruction of these items. The decision to deprive inmates of such articles shall be reviewed by the unit commander or the concerned watch commander during each 24-hour period.
- Food shall not be withheld as a disciplinary measure.
- Pursuant to Penal Code section 4019.5, “Kangaroo Court and Sanitary Committee,” the delegation of authority to any prisoner or group of prisoners to exercise the right of punishment over any other prisoner or group of prisoners is prohibited.
- Custody personnel are strictly prohibited from issuing mass discipline to inmates. Individual violators of jail rules shall be identified and expedited through the disciplinary process, according to the procedures which have been established at each facility, and in accordance with CDM section 5-09/010.00, “Inmate Discipline.” This shall include making an entry in the Inmate Reports Tracking System (IRTS) and the attendance of a Disciplinary Review Board (DRB) for any inmate who is confined in their cell for disciplinary reasons for longer than 24 hours.

## • 5-09/060.00 Disciplinary Review Process

Pursuant to California Code of Regulations, Title 15, Minimum Standards for Adult Detention Facilities, Article 7, inmates involved in any disciplinary action other than counseling or reprimand shall have the right to an administrative process (discipline hearing) that adheres to the constitutional principles of due process and equal protection and to ensure that disciplinary findings and conclusions are not erroneous. The discipline hearing is not a judicial or adversarial proceeding.

Unit commanders shall appoint at least two sergeants to act as the facility Disciplinary Review Board (DRB) who will conduct the disciplinary hearing. The DRB is charged with the disciplinary review process and shall have the authority, in conformance with policy and procedures, to take any of the following actions that are appropriate to the circumstances:

- Conduct a further investigation into the incident, including interviewing inmates and staff who may have pertinent information regarding the incident
- Impose discipline
- Change the disciplinary location
- Recommend a revocation of inmate credits (refer to CDM section 5-09/070.00, “Revocation of Inmate Credits”)
- Terminate the discipline and/or expunge the inmate's disciplinary record
- Consult with mental health staff regarding inmates who are in mental health housing or inmates who are receiving psychotropic medications
- Consult with medical staff regarding inmates who are being treated for a medical condition, have disabilities requiring accommodation under the Americans with Disabilities Act, and/or may have special needs

Discipline guidelines for inmates under the care of mental health staff, inmates who require accommodations under the Americans with Disabilities Act (ADA), or those with special needs are referenced under CDM section 5-09/020.00, “Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act (ADA), and/or Inmates Who Have Special Needs.”

The DRB shall ensure the following guidelines are adhered to:

- An inmate who has been charged with a disciplinary offense but has not had a DRB hearing is in the pre-discipline period and their existing privileges shall not be revoked
- The inmate shall be informed of the charge(s) in writing through the Notice of Disciplinary Violation
- The inmate shall acknowledge the Notice of Disciplinary Violation by writing “yes” or “no” in the respective lines and signing the Notice of Disciplinary Violation. A refusal to sign shall be annotated on the Notice of Disciplinary Violation, and witnessed by a line supervisor or sergeant.
- Inmates have the right to a discipline hearing no sooner than 24 hours, and no later than 72 hours, after having been notified in writing that they are subject to discipline
- The 24-hour limitation following written notification will allow the inmate time to prepare a defense for the discipline hearing
- The inmate may agree by written waiver that the hearing be conducted within 24 hours of being informed of the charges

- In exigent circumstances, the hearing may be postponed beyond the 72 hours after the inmate has been informed of the charges. Exigent circumstances include inmate court appearances, unforeseen shifts/schedule changes of necessary personnel, or the need for more information/investigation).
- The inmate may waive a DRB hearing by not contesting the disciplinary violations with which they have been charged and signing the corresponding waiver field in the Notice of Disciplinary Violation. If the inmate waives the DRB process, any disciplinary sanctions imposed shall commence as soon as practicable.
    - If an inmate is in pre-disciplinary housing when they elect to waive the DRB hearing and there is no available space in disciplinary housing to house them, the inmate may serve their discipline time in pre-disciplinary housing facility (i.e. the facility may impose the disciplinary sanctions in the pre-disciplinary housing location)
- The inmate shall be permitted to appear on their own behalf at the time of the hearing, make a statement, and present evidence and/or witnesses to appear on their behalf
- The DRB shall determine if the charges are founded and shall impose discipline when warranted in accordance with CDM section 5-09/030.00, “Limitations on Disciplinary Actions”
- The inmate shall be advised of the action taken by the DRB through the Notice of Action by Disciplinary Review Board. The inmate shall sign the Notice of Action by Disciplinary Review Board. A refusal to sign shall be witnessed by a line supervisor or sergeant.
- DRB personnel shall not be personally involved in the original violation or infraction of the rules
- Pursuant to California Code of Regulations, Title 15, Minimum Standards for Adult Detention Facilities, Article 7, section 1084, and Penal Code section 4019.5(e), records shall be kept of all disciplinary violations and discipline imposed by the DRB. Inmate disciplinary records are automatically generated and recorded in the Inmate Reports Tracking System (IRTS).

The unit commander or a designated lieutenant shall review the final disposition of disciplinary charge(s) and the action taken within IRTS to ensure that discipline is administered fairly and impartially.

## APPEALS

- If an inmate desires to appeal the DRB’s decision, an appeal hearing shall be conducted by the unit commander or their designee (at the rank of lieutenant)
- The inmate shall be provided with an appeal form located within IRTS
- Inmates shall have 72 hours from the time they have been provided the appeal form to appeal the decision by the DRB
- The unit commander or a designee shall have up to seven (7) days from the DRB hearing to conduct the appeal hearing with the inmate
- The inmate shall be notified of the findings
- The findings shall be documented in IRTS

### Appeals Involving Revocation of Credits

If the discipline imposed by the DRB includes the revocation of inmate credits, the inmate shall be advised of the right to an appeal review by the Restrictive Housing Panel (CDM section 3-20/000.00, “Restrictive Housing Panel). Procedures for handling these appeals are referenced in CDM section 5-09/070.00, “Revocation of Inmate Credits.”

- **5-09/070.00 Revocation of Inmate Credits**

## GOOD-TIME AND WORK-TIME CREDITS

Pursuant to California Penal Code, sections 2900.5, "Time in custody credited to term of imprisonment," and 4019, "Deductions from confinement period," prisoners/inmates confined in or committed to the county jail, will be credited with one day work-time credit and one day good-time credit for every two (2) days commitment to such facility unless it appears by the record that the inmate has not satisfactorily complied with the reasonable rules and regulations established by the Sheriff. Good-time credits are also known as “behavior credits.”

## EARLY RELEASE CREDITS

Also known as “Sheriff’s Credits,” early release credits are derived from a combination of credits given under Penal Code sections 4018.6 and 4024.1, in which an inmate can receive a maximum of eight additional days off his/her sentence.

## CONSERVATION CREDITS

Pursuant to Penal Code section 4019.1(a), this program grants sentenced inmates additional time credits for participating in an in-custody work or job training program. Refer to CDM section 5-01/020.05, “Custody Conservation Work Program.”

## FIRE CAMP CREDITS

Pursuant to Penal Code section 4019.2, upon completion of training, inmates are granted a credit reduction of two (2) days for every one (1) day served, while awaiting assignment to one of five Los Angeles County Inmate Fire Suppression Camps. Refer to CDM section 5-13/130.10, “Inmate Fire Camp Program.”

## MILESTONE CREDITS

Pursuant to Penal Code section 1170(h), additional time credits are given to inmates who participate in approved rehabilitation programs as described in Penal Code section 4019.4(a)(1) and delineated in Assembly Bill 109. Refer to CDM section 5-13/130.15, “Performance Milestones Program.”

## COMPUTING CREDITS

All allowable credits, pursuant to Penal Code sections 2900.5 and 4019, are computed as follows:

- The court shall compute only those credits earned for pre-sentence time served, and will direct the Sheriff's Department to compute the allowable good-time and work-time credits
- When directed by the courts, the Sheriff's Department shall compute all credits
- Credits shall not be denied because of unavailability of work assignments
- Credits shall not be denied because of inmate classifications negating work assignments (e.g., security risk)

- All credits involving inmates under the care of mental health staff shall not be denied solely upon diagnosis or prescribed medications.

All allowable credits computed are then deducted from the inmate's actual sentence to determine the inmate's release date.

## REVOCATION OF EARNED CREDITS

Inmates who fail to conform to established jail rules may face disciplinary procedures as noted in CDM section 5-09/000.00, “Inmate Disciplinary Procedures,” which includes the revocation of good-time and/or eligible work-time credits. Revocation of credits is considered serious discipline and shall be imposed in accordance with CDM section 5-09/030.00, “Limitations on Disciplinary Actions.”

Work-time credits may be denied from an inmate for refusal to work or for violations of conduct leading to an inmate’s removal from work status. Prior work credits already earned may not be revoked from an inmate. Credits that an inmate would be eligible for, from the date of the work violation to the end of his/her sentence, may be denied.

### Credit Revocation Involving Mentally Ill Inmates

Revocation of credits earned involving inmates under the care of mental health staff will occur only as outlined in CDM 5-09/020.00, “Discipline Involving Mental Health Inmates, Inmates Requiring Accommodations Under the Americans with Disabilities Act (ADA) and/or Inmates Who Have Special Needs.”

### Fire Camp, Conservation Work Program and Performance Milestone Credit Revocation

Revocation of credits earned under these sections will occur only as outlined in CDM sections 5-01/020.05, “Custody Conservation Work Program,” 5-13/130.10, “Inmate Fire Camp Program,” and 5-13/130.15, “Performance Milestones Program.”

## INMATE APPEALS

The unit commander shall ensure inmates are notified of their right to appeal the decision of the Disciplinary Review Board (DRB) including revocation of credits. The appeal hearing shall be conducted by the unit commander or their designee (at the rank of lieutenant).

In cases where credits are revoked, inmates shall be advised of their option to request a review of the unit’s appeal findings by the Restrictive Housing Panel (RHP) (refer to CDM section 3-20/000.00, “Restrictive Housing Panel”). The following procedures shall be adhered to:

- Unit commanders shall ensure a timely notification to the RHP of a pending review is made
- The RHP will conduct a review and return their findings to the unit commander within 15 working days of notification
- The concerned unit commander will then ensure timely notifications are made once the RHP findings are finalized (refer to CDM 5-09/000.00, “Inmate Disciplinary Procedures” for unit commander responsibilities).

## • 5-10/000.00 Visiting Procedures

[Title Only]

## • 5-10/010.00 Inmate Visiting

Each facility shall develop and implement an inmate visiting plan consistent with the Custody Division Visiting Mission Statement. Visiting plans shall include procedures that are reasonable and necessary to ensure facility security and the safety and welfare of the inmates, visitors, and staff.

Facilities that house female inmates shall outline visiting procedures for pregnant inmates during labor, childbirth, and post-partum recovery while hospitalized to ensure compliance with Penal Code section 3408(m).

### VISITING LOBBIES

All visiting lobbies shall have informational material available which pertains to Custody Division facilities. This information shall be disseminated to the public upon request and shall include, but is not limited to, the following information regarding each facility:

- Complete street address and telephone number;
- General map location;
- Visiting information such as days of the week, times of the day;
- Visiting rules and regulations;
- Other pertinent information.

The public may also be directed to look for Department, community, and inmate information through the Department's website at www.lasd.org.

### VISITING RULES AND REGULATIONS

Each inmate shall be allowed at least two visits, totaling one hour per week. Visits consist of a face-to-face or video visit. Extended visits or additional visits exceeding an inmate’s weekly quota per Title 15 Section 1062, “Visiting,” will be made at the discretion of the visiting supervisor or unit commander.

All public, professional, and law enforcement visitors shall be registered and scheduled through the Inmate Video Visitation System (IVVS) scheduling application. Adult public visitors will be required to be photographed at the time of the account creation and/or on-site check-in. Attorney and law enforcement visitation accounts will contain updated information, in addition, it will contain a current photo or a photo of a valid picture identification. Visiting personnel will ensure the information in the visitor’s account profile is accurate and up to date.

- All public, face-to-face, or video teleconferencing visits at any custody facility or station jail shall be scheduled by the visitor via the Internet, on-site scheduling kiosks, or by authorized personnel.
- All Los Angeles County Sheriff's Department (LASD) investigators, outside law enforcement agencies, or local/state/federal government branches shall enter their arranged or non-scheduled visits into IVVS by means of the Internet or by authorized personnel in order to physically interview or remotely video conference with an inmate at any custody facility or station jail.
- All professional, on-site visits and interviews, or video teleconferencing, shall be entered into the IVVS by the professional via the Internet, on-site scheduling kiosks, or by authorized personnel to visit or interview an inmate at any custody facility or station jail.

All remote, public video visits (public) and/or video teleconferencing (professional) categorized as a non-professional visit will be [REDACTED TEXT], and may be [REDACTED TEXT] by authorized visiting personnel.

Minors, under the age of sixteen, shall be registered and accompanied by, and remain under the close supervision of, their parent or verifiable legal guardian. Upon prior request from an inmate, their minor children, over the age of twelve (12) years and under sixteen (16) years, may be permitted to visit unaccompanied by an adult with the approval of the facility unit commander.

Visitors and their property shall be inspected for contraband prior to entering public visiting areas. Vehicles entering or parked in a custody facility parking lot may be visually inspected for contraband. Adequate signs shall be visible to give visitors notice that they and their vehicles are subject to search at any time while within the boundary of a custody facility.

## Cancellation of Visits - Documenting and Reporting

Visits may not be cancelled unless a legitimate operational or safety and security concern exists. These may include, but are not limited to:

- When medical clearance for an inmate is not granted
- When an inmate is on a restricted status
- When an inmate is relocated to a temporary or new housing location
- When security conditions of the facility preclude visitation for a temporary period of time
- Any person with the intent of misrepresenting visitor account information
- Any person who is in violation of facility rules and guidelines
- Any person who poses a security or safety threat to the facility, staff, or other visitors may be excluded from visiting

All cancelled visits shall be documented by visiting staff in the IVVS and by housing floor staff in the electronic Uniform Daily Activity Log (e-UDAL). Floor supervisors shall review the entries concerning cancelled visits during their daily e-UDAL audits.

[REDACTED TEXT] Per Custody Division Manual (CDM) section 5-10/010.05, "Inmate Video Visitation System," absent a court order, privileged communications between inmates and their attorneys, religious advisors, and physicians shall not be recorded.

## Ex-Felons and Recently Released Inmates

A potential visitor who has been recently released from the custody of any Los Angeles County jail facility shall not be denied visiting privileges based solely on their date of release from the County jail.

Potential visitors who have been previously convicted of a felony, confined in any state prison, or who have subsequently been placed on parole following their release from any state prison, shall submit a written request to the applicable unit commander requesting permission to enter the facility. The unit commander shall review the request and, upon a determination that the ex-convict has satisfactorily completed their parole and has no other significant issues that would make them a threat to facility security, shall grant approval to visit. The unit commander's written response to the request for visitation shall be provided to the requesting party within 30 days of the date the request was received by the unit commander. The approval shall be documented in the IVVS. In those cases where visiting privileges are denied, the reason(s) will be documented, and the requesting party will be informed in writing of those reason(s).

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## • 5-10/010.05 Inmate Video Visitation System

The Inmate Video Visitation System (IVVS) is a visitation management system capable of scheduling and managing on-site visits and remote video teleconferencing. This includes, but is not limited to, all public and professional on-site face-to-face and video teleconferencing visits at any Department visitation center, Department approved interview rooms, Los Angeles County courts, and patrol stations. All remote video teleconferencing by local/state/federal government departments, outside law enforcement agencies, and other county approved organizations shall be scheduled and managed using IVVS.

IVVS maintains secured and encrypted data storage for both professional and general public visitations. The system provides live video monitoring of public video teleconferencing by authorized sworn staff and temporary storage of audio-video recordings of inmate visits with the general public.

Absent a court order, privileged communications between inmates and their attorneys, religious advisors, and physicians shall not be recorded. If Department personnel discover the recording of any privileged communication, they shall immediately notify the IVVS Administrative and Technical Section.

IVVS is divided into two sections, the Administrative and Technical Section as well as the Investigative Section.

The Administrative and Technical Section is located in Custody Operations within the Correctional Innovative Technologies Unit (CITU). This section is overseen by the Custody Services Division Administration commander. It shall be the responsibility of the Administrative and Technical Section to:

- manage the application, data base maintenance, recording server, video end-point hardware, and software support issues while collaborating with the contractual solution provider, Data Systems Bureau (DSB), and the Sheriff's Data Network (SDN);
- oversee the daily management of the IVVS maintenance and support contract in Los Angeles County jails, detention facilities, and Sheriff's stations.

The IVVS Investigative Section is managed by CITU personnel. It shall be the responsibility of the IVVS Investigative Section to:

- Approve and issue internal IVVS local user accounts by all Department and non-Department personnel.
- Approve the creation and issuance of the general public IVVS user accounts.
- Oversee the daily management and documentation of all monitoring and recording requests by internal and external investigating bodies or court orders.

## GENERAL PROCEDURES

IVVS access is available to all Department personnel who have an approved Sheriff Data Network (SDN) user account. The level of access will be determined by the administrator and is dependent upon the reason for access. All public and professional data pertaining to visitations, official interviews, or court hearings with an inmate or new booking at any visitation center or Sheriff's station shall be documented, securely stored, and managed in IVVS.

Each unit's visitation center shall be responsible for logging the visits into the IVVS. However, it shall be the responsibility of the individual custody facility's officers to ensure the inmate's visitation pass is processed.

All audio or video public recording requests made by an investigative officer, analyst, or by court order, will be managed by the "IVVS Support Help Desk" group within CITU. Visiting center personnel shall be responsible for processing and monitoring all on-site and remote public video visits with inmate unless otherwise assigned by Custody Services Division Administration commander.

All IVVS maintenance issues/problems discovered by the IVVS user shall be promptly reported to the IVVS Support Help Desk for resolution. IVVS users shall not make direct or indirect contact with the contractual provider for any issue/problem regarding the IVVS.

Access to the IVVS web scheduling applications by attorneys or other individuals defined as a priority or professional visitor shall be given "professional status" once their identity and title is authenticated and confirmed by Department personnel. All attorney and professional face-to-face or video teleconferencing shall not be monitored or recorded.

The IVVS Administrative and Technical Section shall conduct weekly IVVS user accounts audits. User accounts deemed inactive for more than sixty (60) days will have their password deactivated and must be reactivated by the IVVS administrator. The IVVS Administrative and Technical Section can revoke access to the IVVS upon founded misuse of the IVVS with respect to the Department's policies and procedures.

The IVVS Administrative Section provides analytical support to Department personnel. The IVVS Administrative Section shall maintain a training program and shall provide necessary training and support to users. The IVVS Help Desk within CITU provides technical and customer service assistance to the user, general public, and professional visitors if the visiting center or other staff member is unable to provide an adequate resolution of a visitation transaction, complaint, or inmate Americans with Disabilities Act (ADA) visitation matter. Support can include an in-person interaction, a phone call, the local self-service kiosk, or other means to ensure completion.

In addition to providing support regarding all visitation matters with custody personnel, all downloaded IVVS data, recordings, and records generated as a result of a system's search are confidential and may be deemed legal evidence. A CITU Administrator must approve all data extracts/downloads from the IVVS database. All downloaded data, recordings, and records deemed to be pertinent to an investigation shall be

handled, retained, and stored in accordance with Department evidentiary procedures.

All court orders and subpoenas for IVVS data, records, or recordings shall be processed by the IVVS Investigative Section. IVVS Investigative Section personnel and/or representatives from the contracted provider shall be available for courtroom testimony.

All public, attorneys, investigators, or authenticated and confirmed professional visitors requesting to visit or interview inmates by means of face-to-face or video teleconferencing are required to have an active visitation account in the IVVS. All adult public visitation accounts shall contain updated information and a current photo. Attorney and law enforcement visitation accounts will contain updated information, in addition, it will contain a current photo or a photo of a valid picture identification. All visiting files, records, and reports shall be retained in the IVVS. Any public or professional visitor who schedules a visit under prohibited circumstances or knowingly uses false identification with intent to misinform Department personnel, shall immediately have all their visitation privileges voided and their account deactivated.

Department personnel shall immediately report any evidence of criminal activities involving officer safety issues, conversations involving criminal threats of harm to witnesses or victims, inappropriate behavior, or information regarding jail security issues discovered during routine public monitoring of inmate visitation to their supervisor.

All users are responsible for adhering to the Department's electronic communications policy, as described in Manual of Policy and Procedures sections, 3-07/210.05, “Permissible Use,” 3-07/210.25, “Security,” and 3-07/220.00, “Prohibitions.”

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## • 5-10/020.00 Visitor Identification

All persons requesting visitation privileges must be in possession of a valid governmentally issued photo identification including:

- State Driver's License
- State Identification Card
- A valid school photo identification card
- Military Identification
- International Passport
- Alien Registration Card issued by the United States Citizenship and Immigration Services (USCIS)
- Employment Authorization Document issued by the USCIS
- Identification card issued by the Mexican Consulate's Office - Mexican citizens have the option of providing their passport or a valid identification card issued by the Mexican Consulate's Office, when requesting a visit
- Credentials issued by the U.S. State Department or by the Sheriff.

When doubt exists as to the validity of identification, verification shall be made prior to allowing the visitor to enter the facility.

Record checks may be made if it is considered necessary for the security of the inmates, employees, visitors,

or the facility.

## • 5-10/020.05 News Media Interview Requests

All news media requests to interview a prisoner must be authorized by the Custody Division Chief. The decision to grant or deny the interview will depend on a variety of circumstances, and each request shall be carefully scrutinized. Interviews shall be granted only if the safety of all inmates and the security of the jail will not be compromised.

The media representative must be from a bona fide news gathering agency and possess valid identification. Sheriff's Headquarters Bureau shall coordinate all news media interviews that take place in any Department Custody Facility, Station or Court Lockup. News media interviews shall not be granted for:

- Prisoners who have not been arraigned. This applies to all prisoners confined at a Department Custody Facility, Station or Court Lockup. Any exception to this policy will require a court order,
- Prisoners suffering from mental disorders or undergoing court ordered psychiatric evaluations,
- Federal prisoners, including media information and/or photographs, which are prohibited without the written approval of the U.S. Marshal,
- Prisoners at a Department Court Lockup without the approval of the Chief of Court Services Division or his designated Area Commander.

The officer handling the request shall complete a News Media Interview Record (SH-CR-550) and shall inform the concerned prisoner, in private, through an interpreter if necessary, of the request for an interview. The News Media Interview Record (SH-CR-550) shall be checked and signed by the prisoner indicating an understanding of his constitutional rights and acceptance or refusal of the interview.

If the prisoner:

- Refuses the interview, the requesting news media shall be so notified,
- Refuses an interview, he shall be requested to sign or indicate refusal of the interview on the News Media Interview Record (SH-CR-550),
- Requests consultation with his attorney prior to granting approval for an interview, or wishes his attorney to be present during the interview, the Unit Watch Commander shall provide the inmate with the opportunity to contact the attorney of record,
- Is represented by the L.A. County Public Defender's Office, it shall be noted on the SH-CR-550. It is the policy of the Public Defender's Office that their clients shall not give media interviews. If the prisoner insists on the interview, the Watch Commander shall call the Chief of Central Superior Court Trials Division, Public Defender's Office, at (213) 974-2901, who will arrange for a public defender to represent the prisoner at the interview. The news media representative shall be advised of Public Defender requirements.
    - If the Public Defender's Office is closed or permission cannot be obtained, the interview shall be denied.

News media interviews shall take place in a security area designated by the Unit Commander. Sworn personnel shall be present; however, they shall not participate in the interview.

## Recording Devices

News media recording devices, including tape recorders, television cameras and still cameras shall not be allowed inside security areas. Any exception to this policy requires the approval of the Chief of Custody Division or his designated Area Commander. General or random filming of prisoners shall not be permitted.

News media personnel wishing to enter custody security areas at a Sheriff's facility for the purpose of recording or filming, in any form, for any reason other than a prisoner interview requires the Sheriff's approval via Media Liaison Section of Sheriff's Headquarters Bureau. Advance notification of not less than two business days is required for approval.

News media Interview Records shall be maintained at the originating Unit for two years.

This policy cross references with MPP 5-03/060.10 News Media Interview Requests.

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## • 5-10/025.00 Custody Division Security Cards

[REDACTED TEXT]

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## • 5-10/030.00 Attorney Room and Professional Visitors

Each facility shall develop and implement a plan which shall provide legal and professional representatives with reasonable access to interview inmates, pursuant to the California Penal Code (PC) section 825(b), "Appearance Before a Magistrate, Extension of Time," PC section 834c (a) (3) “Consular Visits,” and the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1068, "Access to the Courts and Counsel."

All court orders verified by the legal unit or in their absence, by the on-duty watch commander, shall be adhered to.

In the event a professional visitor presents a court order, custody personnel shall immediately make notifications for the verification process to commence.

Professional visitors must present a valid form of identification and, when applicable, a court order, professional license or certification, required forms (e.g., SH-J-9, SH-J-20, SH-J-319, SH-J-86, etc.), and any other documentation authorizing access to the attorney room.

The following professional visitors shall have access to attorney rooms and/or pass-through privileges:

- Anyone affiliated with an inmate support group that has been approved by the Chief of Custody Division
- American Civil Liberties Union (ACLU) Interns
- Attorneys

- Bondsmen
- Certified Law Students
- Clergy (Ministers, Priests, Chaplains)
- Court Appointed Experts
- Department of Children and Family Services (DCFS) Workers
- Department of Public Social Services (DPSS) Workers
- Facility Yellow Access List Representatives
- Foreign Embassy Personnel
- Interpreters
- Investigators for the Public Defender/Alternate Public Defender/Independent Defense Counsel Office
- Law Clerks
- Legal Runner
- Material Witnesses
- Medical Staff, Physicians, Psychiatrists, and Psychologists
- Medication-Assisted Treatment Program Assessors
- Mitigation and Defense Experts
- Non-County Social Services Employees
- Notary Public
- Own Recognizance (O.R.) Investigators from the Superior Court
- Paralegal
- Parole or Probation Officer
- Process Server
- State Licensed and Court Appointed Private Investigators
- U.S. Department of Health, Education, Welfare Personnel
- **Law Enforcement Official***
- **News Media****

***Law enforcement officials** shall make arrangements in accordance with CDM section 5-10/055.00, “Inmate Interview Procedures for Law Enforcement.” These arrangements include, but are not limited to the following officials:

- Any deputy sheriff personnel (not assigned to custody)
- District Attorneys or District Attorney Investigators
- Federal or State Law Enforcement Officers
- U.S. Attorneys or U.S. Attorney Investigators

****News media** personnel shall be authorized in accordance with CDM section 5-10/020.05, “News Media Interview Requests.”

NOTE: All visitors indicated above are subject to specific limitations detailed in unit orders.

NOTE: Access is dependent on physical limitations or safety and security concerns.

## ATTORNEY ROOM VISITS

Attorneys shall be in possession of a valid, government-issued photo identification and a valid California State Bar card, with the exception of an attorney from the Los Angeles County Public Defender or Alternate Public Defender's Office. A Los Angeles County Public Defender or Alternate Public Defender's identification card shall be acceptable identification for access. The Public Defender or Alternate Public Defender law clerks and interns shall be allowed access if they are accompanied by a Public Defender attorney or paralegal in possession of a valid Public Defender or Alternate Public Defender's identification.

Attorneys in possession of a valid California State Bar card, representatives from the Office of Inspector General (OIG), and American Civil Liberties Union (ACLU) representatives (staff, interns, or volunteers with a marked "PROPERTY OF ACLU" laptop) may use laptop computers or tablets in the attorney and public visiting rooms during their professional visit with their client, and upon signature and agreement to the terms and conditions outlined on the Custody Division "Laptop Request and Acknowledgment Form (SH-J-460)." The form shall be provided by the facility's attorney room personnel and shall be completed for each visit by an attorney requesting to use a laptop computer in a custody facility.

## FACE-TO-FACE VISITS

Professional visitors may request a "face-to-face" visit (a visit without a physical barrier between the professional visitor and the inmate) with a valid court order. The court order shall be pre-verified by the respective facility's legal unit personnel and the order must include use of laptop computers or computer tablets if such device use is desired. Verification of the court order for face-to-face visits without prior verification from the legal unit may be verified by the on-duty watch commander on a case-by-case basis.

An approved court order is required for use of face-to-face visiting rooms by attorneys from the Los Angeles County Public Defender and Alternate Public Defender's Office, however court orders are not required for use of a laptop computer or tablet during the visit.

Visits with detainees classified as a sexually violent predator (SVP) may be scheduled without obtaining a court order.

Public Defenders assigned to Department 95 shall be allowed face-to-face contact, at the cell/dorm door, with inmates who are either court refusals or pose other problematic issues affecting the determination of the competency to stand trial. A court order is not required.

Professional visitors shall not possess an unauthorized wireless communication device including, but not limited to, a cellular telephone, pager, or any wireless internet device as described in PC section 4575(a) and Custody Division Manual (CDM) section 3-01/090.05, "Wireless Communication Devices."

Laptops computers or tablets shall not be used to record audio, video, take photographs, or to stream video/audio. All wireless connectivity functions shall be turned off and/or set to "airplane mode" or the equivalent.

Consular officers shall be in possession of credentials issued by the U.S. State Department or by the Sheriff. Consular officers are entitled to use the attorney room.

Attorneys not licensed to practice law in the state of California shall not be admitted to the attorney interview

area unless:

- Accompanied by a California licensed attorney; or
- In possession of a Pro Hac Vice order (a court order allowing an out-of-state attorney to temporarily practice law in California) authorizing the attorney to visit the inmate; or
- Attorneys licensed by another state may visit inmates held on their state's fugitive warrant and need not be accompanied by a California licensed attorney.

All attorney room rules shall be posted in a conspicuous place in plain view of both visitors and inmates. Violation of these rules may result in the termination of the visit.

The term “professional visitors” includes, but is not limited to, persons representing inmate advocate groups.

For procedures related to the Inmate Video Visitation System (IVVS), refer to CDM section 5-10/010.05, “Inmate Video Visitation System.”

**Exceptions to Attorney Room Posted Hours**

After the arrest, any attorney entitled to practice in the courts of record of California, may, at the request of the inmate or any relative of the inmate, visit the inmate. If the concerned inmate is a foreign national, any consular officer in possession of credentials issued by the U.S. State Department or by the Sheriff, may, at the request of the inmate or after proper notification, visit the inmate.

Diplomatic and consular officials shall be entitled to unlimited visitation rights when a foreign national they represent is in the custody of the Sheriff. These visits will not count as a personal visit and shall be considered a legal/business visit.

When such a request is made during the booking process, the request shall be acted upon as soon as the inmate is booked and searched, but no later than three (3) hours after their arrival at the facility. The same access, when requested, shall be afforded to bail agents.

**DOCUMENTATION OF PROFESSIONAL VISIT CANCELLATIONS**

Professional visits may be cancelled based on legitimate operation or safety and security concerns. These instances shall be documented by visiting staff in IVVS and by the housing floor staff in the electronic Uniform Daily Activity Log (e-UDAL). Floor supervisors shall review the entries concerning cancelled visits during their daily e-UDAL audits.

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## • 5-10/040.00 Exceptions to Attorney and Professional Room Posted Hours (Rescinded 02/17/21)

## RESCINDED

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## • 5-10/050.00 Psychiatric Visiting Policy

Each unit commander shall develop and implement an inmate psychiatric visiting policy to facilitate psychiatric interviews and testing pursuant to a court order. Suitable space shall be designated for psychiatric interviews and testing by court appointed psychiatrists. Court-ordered psychiatrists shall be permitted access, including face-to-face visits, to inmates for professional consultation in all Custody Division facilities.

A list of "court-ordered" psychiatrists shall be maintained in facility control. This list includes psychiatrists assigned by the courts to facilitate the mental health needs of the inmates. Psychiatrists allowed entry into a facility are pre-screened and approved by the court pursuant to Evidence Code, section 730, "Appointment by court of expert; Construction regarding requirement of license," prior to inclusion on the list. The psychiatrist's name must be on the current list and he must be in possession of, and present, the valid court order, a current picture identification, and medical/psychiatric identification at the time of the visit. Most court-ordered psychiatric visits occur during normal business hours or stated facility visiting hours. However, psychiatric visits are not restricted or limited to posted inmate visiting hours. Unusual hour requests for visits shall be by pre-arranged appointment and approved by the watch commander.

"One-time" or specially ordered visits by psychiatrists not on the court-ordered list may be conducted pursuant to court order. At the time of entry, the psychiatrist must present the court order, picture identification, and medical/psychiatric identification. Court ordered psychiatric visits are conducted on a first-come, first-serve basis depending on the number of psychiatric visits processed at each facility.

The inmate's name, booking number, and the court order number shall be recorded on the Court Order Tracking Log and the Facility Log.

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## • 5-10/055.00 Inmate Interview Procedures for Law Enforcement

Law enforcement investigators **(not assigned to LASD Custody Operations)** requesting to interview an inmate housed in any Los Angeles County Jail facility shall make arrangements through the facility's watch commander, or their designee.

Law enforcement investigators are required to present their agency identification for examination, schedule their visit in the Inmate Video Visitation System (IVVS), and to obtain the watch commander approval for entry into the secured area of the facility. Refer to Custody Division Manual (CDM) section 5-10/010.05, "Inmate Video Visitation System" and CDM section 3-10/015.00, "Custody Division Entry and Exit Procedures." Failure to comply with any of these requirements will result in denial of the interview. Absent a court order, inmates shall not be transported to another facility to be interviewed.

Once approved, the interviews shall occur in the area(s) designated by the facility watch commander, or their designee. Absent a court order, inmates shall not be transported to another facility to be interviewed.

Investigators include but are not limited to:

- Any deputy sheriff personnel (not assigned to custody)
- Outside law enforcement officers
- District attorneys or district attorney investigators
- Federal or state law enforcement officers

## Confidential Interviews

When a law enforcement investigator has the need to confidentially interview a person in our custody, CDM section 3-10/015.00, "Custody Division Entry and Exit Procedures" shall apply.

Investigators shall advise the facility watch commander in person of their need to conduct a confidential interview and obtain approval for any electronic devices being brought into the secured area of the facility. Once advised, the watch commander shall ensure the appropriate personnel are notified and what electronic devices are allowed to be used during the interview in accordance to CDM section 3-01/090.05, "Wireless Communication Devices." Sheriff's Department investigator's shall document their case file listing the date, time, facility and name of the watch commander who approved the electronic devices. The inmate shall be returned to their housing location once the interview is complete.

## Unit Orders

Each facility shall develop and implement a unit order which allows law enforcement investigators reasonable access to interview inmates. If the investigator is unsure where the inmate is housed, the investigator shall contact the IVVS Support Group by emailing [REDACTED TEXT] or by calling [REDACTED TEXT].

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# • 5-10/055.05 Special Investigative Operations

[REDACTED TEXT]

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# • 5-11/000.00 Health and Sanitation

[Title Only]

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# • 5-11/010.00 Use of Tobacco Products

Pursuant to the Los Angeles County Code, Title 2 Administration, Chapter 2.126, Ordinance #85-0093, regarding smoking in county facilities, employees, visitors and inmates are restricted and/or prohibited from using tobacco products.

## Employees

On duty members shall not smoke, or possess any form of tobacco, including smokeless tobacco, within the secured areas of Custody Operations facilities. Members may use tobacco products during authorized breaks and only in designated smoking areas. Each facility shall have specified smoking areas that have been designated by the unit commander. Signs advising "No Smoking" shall be posted for effective compliance with County Code requirements. The following policy shall be enforced at all Custody Operations facilities:

- Smoking tobacco shall only be allowed in designated smoking areas

- Smoking is prohibited in County vehicles
- Personnel shall restrict the use of tobacco products to authorized breaks. Additional breaks shall not be authorized or taken for the purpose of using tobacco products
- Employees shall discard all used tobacco products (including smokeless tobacco) in a manner mindful of hygiene and prevents inmate retrieval
- Tobacco products shall not be displayed in the presence of inmates

For purposes of this section, smoking shall include, but is not limited to, using, lighting, and/or carrying any lighted or activated device including any cigarette, electronic cigarette, electronic vaping device, cigar, or pipe emitting smoke, odor, vapor, or similar substance.

### Inmates

The entire custody environment is tobacco and smoke-free. Inmates are strictly prohibited from smoking or using tobacco products in all Custody Operations facilities. Tobacco products observed within any Custody Operations facility shall be confiscated as contraband and disposed of in a manner that will prevent inmate retrieval. Inmates using/possessing any type of tobacco products are subject to disciplinary action.

Tobacco products (unopened) inventoried during the booking process shall be placed in the inmate's property. Opened products shall be disposed of.

### Visitors

Smoking is prohibited in all County facilities and vehicles. Smoking areas are available to visitors in open air areas adjacent to jail visiting facilities.

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## • 5-11/020.00 Sanitation

Each facility shall have a written housekeeping, sanitation, and inspection plan. Each facility shall provide supplies and equipment necessary for the continuous maintenance of highly sanitary conditions.

- Floors shall be swept and mopped daily
- Bars shall be washed frequently
- Walls shall be washed frequently (with a commitment to regularly remove graffiti)
- Unless protected by trash can liners, garbage and trash receptacles shall be emptied and sanitized frequently
- Windows shall be washed frequently, and screens (where applicable) shall be kept clean at all times
- Toilets, urinals, sinks, showers, and basins shall be cleaned daily
- Trash shall be removed from all housing, shower, and medical areas daily
- Clinic areas shall be cleaned and sanitized daily – according to acceptable healthcare standards.

In addition, each facility shall develop specific procedures to provide for cleanliness of problem areas which are unique to that facility.

Module/dorm officers shall visually inspect their assigned inmate housing areas and document the cleanliness in the electronic Uniform Daily Activity Log (e-UDAL) for each shift. Areas which require cleaning shall be cleaned and documented in the e-UDAL accordingly. A supervisor shall inspect each module/dorm for cleanliness at least once per day and document that inspection in the e-UDAL.

If custody personnel or healthcare personnel conclude that unsanitary conditions in a cell pose a health risk to the inmate housed in the cell, custody personnel shall request the cell to be cleaned as soon as reasonably practical. Unit commanders shall ensure unit orders address the process by which personnel may request the cleaning of cells, and designate duties, as appropriate, according to the specific needs of the facility.

**Note: If custody personnel observe that significant food/fluids that have not been consumed by an inmate, which may indicate abnormal eating and/or drinking patterns, custody personnel shall immediately notify healthcare personnel via the facility-specific "Food Intake Monitoring" email group. The facility access to care lieutenant shall also be notified via email. Refer to Custody Division Manual (CDM) section 5-15/000.00, "Inmate's Refusal to Eat and/or Drink."**

## UNSANITARY CONDITIONS AND UNCOOPERATIVE INMATES

In instances where inmates may become uncooperative with custody personnel's efforts to properly clean a cell and/or refuse to be removed from their cell in order for it to be properly cleaned, custody personnel shall make every effort to gain an inmate's cooperation. If a cell is unable to be properly cleaned due to an inmate's refusal, custody personnel shall notify the floor sergeant, who shall respond to the location and attempt to gain the inmate's compliance.

Should the inmate continue to refuse, the sergeant shall contact the on-duty watch commander. The watch commander shall respond to the inmate's location and attempt to gain the inmate's compliance. If the inmate continues to refuse, the watch commander shall inform healthcare personnel the inmate may be extracted and discuss any viable alternatives. If, after conferring with mental health personnel, the watch commander determines the inmate must be removed from a cell, custody personnel shall follow the procedures set forth in CDM section 7-01/050.05, "Inmate Extraction Procedures" to facilitate the cleaning of the cell. Custody staff will consult with the nursing supervisor and mental health staff prior to extraction, pursuant to the procedures outlined in the above referenced CDM section. Once the inmate is removed from a cell containing unsanitary conditions, the cell shall be properly cleaned and all items creating unsanitary conditions shall be properly disposed.

## HANDLING OF INFECTIOUS WASTE

Unsanitary conditions may include infectious waste. Infectious waste can include any used material derived from medical treatment, liquid blood, vomit, or any materials saturated in blood, vomit, or human waste.

Upon observation by custody personnel and/or healthcare personnel that an inmate's cell has become contaminated with infectious waste, custody personnel shall attempt to gain the inmate's cooperation in having their cell cleaned. If the inmate refuses to cooperate in allowing custody personnel to facilitate the cleaning of their cell, the floor sergeant shall be notified. The floor sergeant shall attempt to gain the inmate's compliance in exiting the cell. Should the inmate continue to refuse, healthcare staff shall be contacted to evaluate the inmate. The inmate shall not be allowed to remain within the contaminated cell for more than 48 hours. If 48 hours has lapsed, and the inmate has continually refused to exit their cell, the on-duty watch commander shall be notified. The watch commander shall respond to the inmate's location and make a final attempt to gain

their compliance. If the watch commander is unsuccessful in obtaining the inmate's compliance, the watch commander shall initiate the removal of the inmate from their cell, adhering to the procedures outlined in CDM section 7-01/050.05, "Inmate Extraction Procedures."

The 48-hour refusal period in which an inmate is allowed to remain within a contaminated cell does not preclude medical and/or mental health personnel from requesting an inmate's prompt removal from the cell. In these instances, and if deemed necessary, established procedures related to inmate extractions shall be adhered to.

Once the inmate is removed from a cell containing infectious waste, the cell shall be properly cleaned and all infectious waste shall be properly disposed. Cells containing human waste or potentially infectious materials shall be cleaned utilizing personal protective equipment which includes: gloves, masks, and gowns. Blood or items saturated with blood, shall be disposed of in biohazard containers. Vomit, urine, or feces which do not visibly contain blood, shall be disposed of in a double-bagged, standard trash bag and securely fastened. These materials may be combined with other garbage for disposal.

## • 5-11/030.00 Control of Vermin

Each Custody Services Division facility shall, in conjunction with Correctional Health Services (CHS), develop and implement procedures for the treatment of vermin-infested inmates and inmate housing areas. The procedures shall also address vermin found in medical units, kitchen, and food storage areas. The following procedures shall be followed:

- If CHS personnel determine vermin are present, all inmates in the immediate vicinity or adjacent bed areas shall:
  - Receive a complete change of bedding and clothing. The infected bedding and clothing shall be kept segregated and shall be sterilized according to procedures established by CHS. Refer to the Custody Division Manual (CDM), section 5-06/040.00, "Non-institutional Clothing Storage"
  - Scrub their entire bed area, including bed frames, lockers, cabinets, and drawers, with a delousing solution approved by CHS
  - Use a delousing shampoo supplied by CHS to wash all body hair
- The inmates shall be re-checked by CHS personnel in forty-eight (48) hours, and the previous steps repeated as necessary. Inmate re-examination may be accomplished at the next regularly scheduled sick call.

### Pest Control Agreement

Facilities having a contractual agreement with a licensed pest control company must provide pest control throughout housing areas, medical units, kitchen, and food storage areas.

Facilities having a contractual agreement with a licensed pest control company may utilize the company to delouse the affected housing area, rather than scrubbing the area.

## • 5-11/040.00 Food Handling

The Director of Correctional Health Services (CHS) shall be responsible for establishing and maintaining health standards regulating the assignment of inmates to all phases of food handling. Facility PPO/Classification (i.e. job assignment) shall ensure that inmates assigned to food preparation and service are examined by the Medical Staff, and are certified to be free of communicable diseases.

The initial medical screening of these inmates shall consist of a visual evaluation by a licensed nurse to exclude inmates with infected skin lesions, tenderness of the liver, and jaundice. Also to confirm the absence of exposure to, and symptoms of, food borne contagious diseases, especially hepatitis and diarrheal disease, by history.

Supervising personnel shall ensure that a high standard of personal hygiene is maintained by all food handlers. On-site kitchen supervisors shall conduct a daily cursory examination of all food handlers for obvious signs of infection and disease, including, but not limited to:

- Open sores/lesions
- Skin rashes
- Puncture wounds/marks indicating intravenous drug use
- Obvious signs of respiratory infections (i.e., sneezing, coughing, eye irritation, etc.)

All inmate food handlers shall be required to wear hair nets or paper hats to contain loose hair and prevent contamination of food. Additionally, food handlers shall wear clean, washable outer garments. They shall wash their hands, including their forearms, with soap and hot water (temperature between 100-108 degrees Fahrenheit) for at least 20 seconds, and shall use appropriate serving devices such as tongs, ladles, etc. All food handlers shall wear gloves when serving food. Refusal to comply with this directive shall result in the immediate re-assignment of the inmate to a job not related to food handling.

> *Note: Mere refusal of medical screening (i.e., blood test, physical, etc.) by an inmate shall not be cause for administering discipline.*

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## • 5-11/050.00 Accountability for Food Items

The unit commander and the on-site Food Services Manager of each facility shall be held jointly accountable for all food resources at their respective facilities. They shall jointly develop a written policy describing the acquisition and use of all food products within the facility.

Food services policy should include, but not be limited to, the following:

- Conservation of costly food resources available through facility kitchens
- Maintenance and control of hygiene and sanitary conditions
- Food items introduced into and/or removed from dining areas
- Control of metal utensils and glass containers outside of designated dining areas

- Control of special food trays and items not on the daily menu
- Maintaining kitchen safety and security

## • 5-11/060.00 Bedding, Linen, and Clothing Exchange

Each facility shall develop unit orders describing procedures for the exchange and management of inmate clothing, linen, and bedding.

Unit commanders shall ensure that every Wednesday facility personnel request the amount and type of clothing, linen, and bedding required to meet the coming week's anticipated needs from the main laundry.

Facilities encountering any emergency or unusual needs shall telephone the laundry manager or laundry shift supervisor with specific orders and follow-up with an email.

The standard issue for inmates shall consist of:

- One (1) mattress
- One (1) sheet or mattress cover*
- One (1) blanket***
- Two (2) blankets and no sheets for one-man cells***
- One (1) towel*
- One (1) pair of socks**
- One (1) pair of jail-issued shoes
- One (1) inmate uniform (shirt and pants)*
- One (1) thermal shirt and one (1) thermal pants*
- For males - one (1) underpants, and one (1) undershirt**
- For females - two (2) pairs of panties and one (1) bra**
- For transgender inmates - one (1) bra**

Items marked with an asterisk (*) indicate additional information applies; see corresponding notes below for further detail.

*Sheets, mattress covers, towels, thermal clothing, and outer garments, except footwear, shall be exchanged at least once a week. Individual facilities may distribute thermal clothing bi-weekly so long as two sets of thermal clothing are provided with each laundry exchange.

**Undergarments and socks shall be exchanged twice a week, or two sets issued once a week.

***If a top sheet is not issued, blankets shall be exchanged at least once a month*** or more often if necessary. If a top sheet is issued, blankets shall be exchanged at least every three (3) months.

All issued and exchanged clothing shall be clean and free of holes or tears, reasonably

fitted, durable, easily laundered, and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.

Mattresses shall meet the standards outlined in Title 15, Section 1272, “Mattresses.”

Mattresses shall be free of holes and tears. Mattresses with holes, tears, or that lack sufficient padding shall be replaced when observed by personnel (e.g., housing newly arrived inmates, Title 15 inmate safety checks, upon notification by the inmate, etc.).

Facilities may issue additional clothing/undergarments at their discretion.

Inmates with a medical order shall receive clothing and/or linen exchanges as determined by medical personnel.

Unit commanders may augment the standard clothing issue during extreme weather conditions or other unusual occurrences. The laundry manager shall be notified promptly of any additional laundry needs.

Clothing, linen, and bedding exchanges are intended to take place on a one for one basis. However, custody personnel shall ensure that all inmates receive the proper replacement item in the event that they do not have a soiled item to exchange. Custody personnel shall conduct frequent inspections to ensure that inmates are not hoarding or destroying items and that appropriate disciplinary measures are taken for violations of this order.

Soiled items collected by each facility shall be sorted individually and placed into bags. Inmate uniforms (shirt and pants) shall be sorted by individual color. If sufficient carts or bags are not available, like items shall be placed into blankets and tied into bundles. Worn or unserviceable items shall be bagged and tagged as rags. The laundry staff shall determine whether the items are repairable and repair or dispose of them.

The Inmate Reception Center (IRC) unit commander shall make every attempt to recover all County issued clothing prior to releasing an inmate. In the event an inmate to be released is without clothing of their own (soiled, misplaced, etc.), County issued clothing shall be made available according to need.

Unit commanders shall be responsible for ensuring compliance with this policy.

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## • 5-11/070.00 Guidelines for Limiting the Possibility of Infection by Methicillin Resistant Staphylococcus Aureus (MRSA)

Methicillin Resistant Staphylococcus Aureus (MRSA) is a resistant bacterial infection that can be spread in housing areas, such as the Los Angeles County Jails. Since this infection can be spread rapidly through touch and/or sharing of personal items (such as towels, sheets, razors, etc.) it is important for custody personnel to understand its infectious nature. The following guidelines will assist personnel in reducing and preventing the transmission of MRSA to employees, family members, and inmates.

It shall be the responsibility of the Inmate Reception Center unit commander to ensure that all inmates view the MRSA training video.

Correctional Health Services (CHS) personnel are responsible for identifying and treating cases of MRSA. However, when custody personnel suspect any symptoms of MRSA, they shall advise Medical Services staff immediately.

Personnel should understand that frequent hand-washing and the use of hand sanitizers are essential infection control components. Personnel should be washing their hands:

- After contact with inmates
- After searching inmate housing areas
- Prior to starting a break
- Prior to eating
- Prior to leaving the facility

In order to limit the spread of MRSA, personnel should encourage all inmates to do the following:

- Inmates who develop boils, wounds that resemble spider bites, and skin infections should be directed to the medical clinic as soon as possible to be evaluated
- Inmates should refrain from having other inmates pop boils or skin lesions, or share items including bedding, clothing, and toiletries
- Inmates should improve personal hygiene by hand washing and using soap
- Inmates should shower frequently (daily if possible) especially in those cells and housing areas where there is an active case of MRSA

Personnel shall ensure that soap is available for use by inmates.

Once an inmate has been identified with MRSA, CHS personnel shall provide custody personnel the name and booking number. Inmates housed with an infected inmate shall be evaluated by CHS personnel. The area in which the inmate was housed shall be vacated until the area is cleaned.

Once the cell is no longer occupied, custody personnel shall ensure that the cell is thoroughly cleaned with an EPA approved antimicrobial cleaner. Personnel shall exercise caution when handling caustic chemicals. The area cleaned shall include the sinks, beds, toilets, walls, and showers. Mattresses shall be removed and cleaned as well. Those mattresses that are torn or have any cuts in them shall be discarded. If two or more cases of MRSA are discovered in the same dorm/housing area within one month, the entire dorm/housing area shall be thoroughly cleaned as noted above.

Upon diagnosis with MRSA, inmates shall receive a shower, a complete change of linen, and jail clothing; including jump suits, underwear, socks, sheets, towels, and blankets. This should occur on the same day as the cleaning of the housing area prior to returning any inmates to the area.

While an inmate is being treated for MRSA, inmates and staff should be aware of the possibility of infections caused by touching or handling soiled bandages. All bandages shall be removed and destroyed by CHS personnel. Custody personnel shall exercise appropriate sterile procedures and avoid touching bandages. Additionally, infected inmates shall have the frequency of jail clothing, underwear, and linen exchanges increased.

Per the Manual of Policy and Procedures section 3-02/040.05, “Occupational Injury/Illness,” personnel who

believe they have become infected with MRSA shall “report the circumstances to his supervisor as soon as possible.” All other procedures regarding the injury/illness shall be followed in compliance with Department and Divisional policies and procedure.

## • 5-12/005.00 Treatment of Inmates

Inmates are entitled to fair and impartial treatment. At the same time Department members must be firm and resolute in requiring compliance with rules and regulations. Members shall treat all persons in custody with respect and dignity and shall not humiliate them, use slurs regarding race, gender, ethnicity, sexual orientation, or use any obscenities. Department member’s relationships and communications with inmates shall remain professional at all times.

Department members shall not harass or verbally provoke an inmate into a confrontation for the purposes of justifying a use of force. Department members also shall not cause or facilitate inmate-on-inmate violence, or subject inmates to unreasonable risk of being assaulted by other inmates.

Members shall consider inmate inquiries as potentially legitimate. When appropriate, refer an inmate to personnel who can address the inquiry, or to the inmate complaint procedure. Members are prohibited from discouraging inmates from voicing complaints or concerns about their incarceration. Retaliation is defined per Custody Division Manual section 5-12/005.05, Anti-Retaliation Policy.

## • 5-12/005.05 Anti-Retaliation Policy

Inmates shall not be subject to retaliation for any reason. When inmate conduct requires a response from Department members, it shall be handled through the criminal justice system, inmate disciplinary system, or other methods consistent with the Department's Core Values, policies, and procedures.

Inmates shall not be mistreated and/or abused for exhibiting disruptive or assaultive behavior. Inmates shall not be threatened, intimidated, mistreated, abused, denied privileges, denied access to programs or services, or disciplined in retaliation for speaking with a legal representative, any inmate advocacy organization, any investigative entity, or for expressing dissatisfaction with any Department personnel or any conditions of confinement such as:

- Meals
- Housing
- Exercise
- Visiting
- Mail
- Showers
- Phones
- Commissary

- Medical treatment or medications
- The performance of duties of Custody, or Correctional Health Services (CHS) personnel.

Department members shall not deprive an inmate of food, medical treatment, toilet access, or other basic human necessities as a form of retaliation.

Inmates are part of a community inside the jail system and shall not be discouraged from filing or expressing grievances, requests, or recommendations to Department members. Inmates shall also have the right to communicate with legal representatives, inmate advocacy organizations, or any investigative entities about grievances or personal legal matters. Department members shall not ask inmates for details of their communications, or interfere with the intent to discourage complaints. Department member's relationships and communications with inmates shall remain professional at all times.

Department members shall not remove, destroy, or deprive an inmate from correspondence, including names, phone numbers, contact information, or any information that is used for legitimate and lawful purposes.

Unit commanders shall immediately forward a copy of any inmate grievance alleging retaliation to Custody Services Division Headquarters. Grievances alleging retaliation shall be reviewed by the area commander, as directed by the respective division chief, and forwarded to the appropriate unit for handling within the fifteen (15) day time frame as outlined in the inmate grievance policy.

Upon their approval of the disposition, reviewing unit commanders shall ensure any grievance against staff alleging force was used to retaliate against the aggrieved inmate is scheduled for review by the Custody Force Review Committee (CFRC). CFRC shall review the grievance at its next meeting, or the meeting thereafter, following the unit commander's approval of the disposition. Refer to CDM section 7-07/020.00, "Custody Force Review Committee."

## • 5-12/005.10 Handling of Inmates with Mobility and/or Sensory Impairments (Rescinded 12-19-22)

## RESCINDED

## • 5-12/010.05 Inmate Passes/Requests for Service

There are various reasons a pass/request will be sent for an inmate to respond to a specified location aside from medical or mental health reasons (e.g. visiting, attorney visits, interviews, chaplain services, release, add-charge acknowledgement (“WIS”), court, change of housing location, etc.). Units such as Educational Based Incarceration and the Office of Religious and Volunteer Services may also request to visit inmates or conduct activities for which passes are not issued. It is the responsibility of all custody personnel to accommodate these requests and to ensure that all inmate passes are fulfilled in an expeditious manner. Delayed or unfulfilled passes may cause noncompliance with Title 15 standards, inmate overdetentions, and adversely affect jail operations.

Absent exigent circumstances, custody personnel shall ensure all inmate passes/requests for service are fulfilled in a reasonable amount of time.

Unit commanders shall create unit orders delineating procedures for floor sergeants, or their designee, to ensure all pending passes/requests for service for their assigned housing locations are completed prior to the end of their shift. In the event a pass/request for service was not completed, and/or a pass/request for service was cleared from the Automated Justice Information System (AJIS) absent the physical movement of an inmate to the requested location, the reason(s) shall be documented in the electronic Uniform Daily Activity Log (e-UDAL), and verified by the floor sergeant.

In addition, if a pass generated by the Inmate Reception Center (IRC) or the Population Management Bureau's Central Housing Unit (PMB CHU) cannot be completed, IRC Document Control, personnel and the IRC watch commander, or PMB CHU personnel shall be notified immediately by personnel from the location responsible for completing the pass. Proper notification to the oncoming shift shall be made of any pending inmate pass/request for service so that the pass can be completed.

Once the action for which a pass/request for service was issued is completed, it is imperative that personnel promptly clear the pass in AJIS to ensure accurate documentation of inmate movement and facility population counts, as well as allow any additional passes to be issued.

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## • 5-12/035.00 Responsiveness to Independent Oversight

The Los Angeles County Sheriff's Department is committed to operating its jail system in a safe and secure environment for staff and inmates, with respect for the dignity of all people. The Department ensures compliance with all policies, procedures, and California Code of Regulations (CCR), Title 15, "Minimum Standards for Local Detention Facilities," and upholds the public’s trust through fairness, impartiality, and openness. In order to objectively critique and review its effectiveness, the Department receives direct independent oversight from the Office of the Inspector General (OIG) and works closely with the American Civil Liberties Union (ACLU) for specified issues.

The OIG and ACLU shall have fair access to jail facilities, and direct communication with designated Sheriff’s Department personnel for the following purposes:

- Inform the Department of inmate grievances/requests for services
- Initiate investigations regarding inmate grievances
- Monitor timeliness of grievance investigations/dispositions
- Review investigative grievances through the OIG
- Review case dispositions through the OIG

Department personnel shall be responsive to the OIG and ACLU by documenting grievances, requests, and recommendations to their unit commander. Unit commanders have an obligation to ensure all grievances, requests, and recommendations by the OIG and ACLU are addressed, and communicated to Department executives when appropriate. Regardless of the outcome, unit commanders shall ensure that grievances, requests, and recommendations are reasonably addressed and responded to in a timely manner.

## • 5-13/000.00 Services for Inmates

[Title Only]

## • 5-13/010.00 Inmate Meals

Meals shall be served three times during each 24 hour period. At least one of these meals shall include hot food. If more than 14 hours elapse between these meals, supplemental food shall be provided.

Food carts and/or insulated food containers on flatbed carts shall be used to transport food to areas located some distance from the kitchen, in order to serve foods at their appropriate temperature. At the time of service, hot food should be served at or above 140 degrees Fahrenheit and cold food at or below 41 degrees Fahrenheit, to limit the growth of bacteria that can cause food borne illness.

A minimum of 15 minutes shall be allowed for the actual consumption of each meal, except for those inmates on medical diets where the responsible physician has prescribed additional time. If the inmate misses a regularly scheduled facility meal, he shall be provided with a sandwich and beverage in lieu of that meal. Inmates on medical diets shall be provided with a full diet meal. Food shall be served only under the immediate supervision of custodial staff.

Inmates shall be allowed to converse in a moderate tone during meals with other inmates at the same table. Inmates shall regulate their conversation to enable them to complete their meal and avoid unnecessary delay of the meal serving routine. When or where conditions warrant, unit commanders may limit or omit the privilege of inmate talking during meals.

## • 5-13/010.05 Eating Utensils and Tableware

Appropriate utensils shall be provided for the serving of meals. Compartment trays or pans shall be used to keep various foods separated. Bowls and cups shall be used when applicable. Tableware shall be replaced if chipped, cracked or otherwise unserviceable.

Paper tableware may be used, with prior approval of the unit commander or his designee, when facility security is threatened. Disposable utensils shall be used to prevent inmate self-injury or injury to others.

Disposable utensils may be used, with the approval of the Medical Staff, to serve meals to inmates with communicable diseases. These utensils shall be disposed of in accordance with the procedures established by the Medical Staff.

## • 5-13/010.10 Special Diets

Special Diets are designed to help assist inmates' general physical health and well-being. Inmates may be placed on a *medical diet* by Correctional Health Services (CHS) personnel to assist with an improvement of their health. *Religious diets* are another form of special diets and may be made available upon the inmate's request through the Office of Religious and Volunteer Services (RVS).

## Medical Diets

Medical diets are prescribed by CHS personnel to assist with an inmate's pre-conditioned or diagnosed health status. If a medical diet is prescribed for an inmate, it shall take precedence over the religious/lifestyle diet.

Medical diets may include but are not limited to:

- 2 Gram Sodium Diet
- Diabetic Diet
- Wired Jaw/Pureed Diet
- Dialysis Diet
- High Calorie/High Protein Diet
- Gluten Free Diet
- Mechanical Soft Diet
- Liquid Diet
- Prenatal Diet

## Religious Diets/Lifestyle Diets

Religious/lifestyle meals shall not be restricted from inmates based on their classification.

Inmates undergoing the intake process at receiving areas in the Inmate Reception Center (IRC) and Century Regional Detention Facility (CRDF) who are requesting religious/lifestyle diets will be provided a meal consistent with their faith/lifestyle. Custody personnel providing a religious/lifestyle meal to an inmate during intake shall notify RVS within two (2) business days. The notification shall include the inmate's name, booking number, and type of religious/lifestyle diet provided to the inmate. After the inmate has been assigned to their housing location, RVS will ensure an interview is conducted by a chaplain to determine if the inmate is permitted to maintain their religious diet, in accordance with Custody Division Manual (CDM) section 5-13/100.00, "Religious Programs." Inmates requesting a lifestyle diet do not require a chaplain interview. The Food Services Unit (FSU) will ensure there are sufficient amounts of Kosher, Halal, vegetarian, and vegan meals readily available at intake areas for inmates requesting these items.

Inmates in housing locations requesting a religious/lifestyle diet shall be directed to document their request on an Inmate Request Form (SH-J-437), which shall be handled by the facility pursuant to the procedures outlined in Custody Division Manual (CDM) section 8-02/010.00, "General Requests," and forwarded to RVS. Once the Inmate Request Form (SH-J-437) is received by RVS, RVS will then direct a chaplain, or designee of a corresponding faith, to interview the inmate. If the chaplain approves the request for an inmate's religious diet, the chaplain shall have the inmate sign the Religious Diet Agreement form. Final approval of religious diets will be given by RVS.

There are four types of religious/lifestyle diets:

- Kosher (Inmates of Jewish beliefs)
- Halal (Inmates of Islamic beliefs)
- Vegetarian (Lifestyle meal - does not require a chaplain interview to receive)
- Vegan (Lifestyle meal - does not require a chaplain interview to receive)

After a religious diet request has been received by RVS, RVS will have 30 days to process the order. In conjunction with the FSU, RVS staff shall make every effort to have religious meals delivered to the inmate.

Religious events requiring ceremonial meals and/or religious snack foods are available through FSU. FSU utilizes the services of registered County approved vendors to facilitate these orders. Orders for these events are received by RVS from Department approved chaplains and submitted to FSU by RVS. Requests of this nature shall be submitted 60 days prior to the event date, for review and approval. After it is approved, FSU shall prepare and deliver the ordered food to the originating program for the event. Such meals shall be made available to **all** inmates approved for receiving religious diets for that particular faith. If it is determined by a chaplain (or their designee) that an inmate does not qualify for a religious diet, the inmate shall be offered a vegetarian diet as an alternative choice.

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## • 5-13/020.00 Telephone Calls

Each unit commander shall develop and implement unit orders that allow inmates reasonable telephone usage, beyond those calls which are required by California Penal Code, section 851.5, “Telephone Call Right of Arrested Person,” and pursuant to Minimum Standards for Adult Local Detention Facilities, title 15, section 1067, “Access to Telephone.” This unit order shall ensure inmates are given access to the telephones, which does not conflict with any other activities (e.g., showers, commissary, etc.), at least once per 24 hours.

Inmates with sensory impairments shall have access to auxiliary services as a reasonable accommodation under the Americans with Disabilities Act (ADA). Inmates who are deaf or hard of hearing and require the use of auxiliary devices such as teletypewriters (TTY), Telecommunications Device for the Deaf (TDD), or additional auxiliary aids, shall have access to them during inmate programming. Access to auxiliary devices shall not be restricted or delayed during programming.

The access to telephones shall be given for, but not be limited to, the following requests:

• Bail bondsmen, for initial contact or change in bail status
• Attorney, for initial contact or change in status of case
• In an emergency situation where a letter would not reach the party in time
• When an inmate has a hold placed against him
• When a new charge is added to an inmate’s jacket
• An emergency or death in an inmate’s family
• General calls to friends or relatives

Any restriction on phone use shall require the approval from a supervisor at the permanent rank of supervising line deputy or above. Any restriction on phone use, excluding court orders, that goes beyond the first 24 hours

shall require the written approval of the unit commander.

Personnel should be aware of inmate telephone use to ensure inmates do not misuse or exert control over the phones.

## • 5-13/030.00 Special Clothing/Footwear

Unit commanders are responsible for establishing and implementing procedures for the distribution and reclamation of specialized clothing and footwear for inmates assigned to specialized work details.

Inmates shall be issued appropriate clothing and footwear to enable them to perform special work assignments such as food service, medical, farm, sanitation, mechanical, or other specified work. Footwear issued for specific job assignments shall only be worn while working the designated assignments.

In the event that an inmate assigned to a special work crew, and who is in possession of specialized clothing, is transferred, all inmate worker clothing shall be taken from the inmate and replaced with general population inmate clothing prior to transfer to IRC or to another facility.

Inmates shall be provided County issued footwear. Special footwear required because of a medical condition may be obtained through court order or upon the written prescription of a medical doctor.

## • 5-13/040.00 Showering

Inmates shall be permitted to shower upon assignment to a housing unit~~,~~ and at least every other day or more often if possible. Inmates on work assignments and those making court appearances shall be permitted to shower daily.

Absent exigent circumstances, no inmate shall be prohibited from showering at least every other day. If showering is prohibited, it shall be approved by the unit commander or designee, and the reason and approval shall be documented in the electronic Uniform Daily Activity Log (e-UDAL).

**Accessible showers:**

For inmates with disabilities: (a) accessible showers shall be available for their use to allow them to shower at the same frequency as other inmates, including at least every other day or more often if possible; and (b) inmates on work assignments and those making court appearances shall be permitted to shower daily. When accessible showers are used, they shall be specifically recorded in the e-UDAL

## • 5-13/050.00 Hair Care Services for Inmates

Head and facial hair shall be kept clean and groomed at all times. Unit commanders may implement necessary restrictions regarding extreme hair styles that relate to safety, security, health, or hygiene issues and standards. Restrictions may result in exclusion from certain work assignments.

The following guidelines apply:

- Hair care services shall be available to all inmates
- Inmates, except those who may not shave for reasons of identification in court, shall be permitted to shave daily and receive hair care services at least once a month
- Hair care equipment shall be cleaned and disinfected before each use by approved methods of the State Board of Barber Examiners, pursuant to the Business and Professions Code, section 6578.5(h), "Grounds For Disciplinary Action"

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## • 5-13/080.00 Indigent Inmates

An inmate shall be considered indigent if he has less on account with the cashier than the standardized established price needed to purchase an indigent kit.

Inmates with funds shall be expected to purchase all items necessary for daily personal hygiene and care before purchasing candy and other snack items.

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## • 5-13/090.00 Personal Care Items and Supplies for Inmates

The following general guidelines have been established for the distribution of personal care and hygiene items to inmates in accordance with Title 15, Minimum Standards for Local Detention Facilities, section 1265, "Issue of Personal Care Items."

All inmates, at the time of initial housing into a custody facility, shall receive an "Admissions Kit," which includes the below listed items:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Shaving implements
- Deodorant
- Shampoo

All inmates, regardless of their length of time within a custody facility who are unable to supply themselves with the above listed personal care items, will be provided the needed item upon request from the module officer. Module officers shall ensure personal care items are available for distribution upon request. Bulk items are available to facilities through Inmate Services.

Each menstruating inmate shall have ready access to sanitary napkins, panty liners, and tampons.

**Indigent Inmates**

Inmates who are indigent and unable to supply themselves with personal care items at the time of their commissary order may select the "Indigent Kit," which includes the same personal care articles as the "Admissions Kit."

The following items are included in the "Indigent Kit" supplied by the commissary vendor:

- "Admissions Kit" items
- Stationary
- Postage stamps
- Pencil
- Envelope

If an inmate has less money than the price of the indigent kit in their trust fund account at the time of ordering, the indigent kit will be provided to the inmate and the total cost of any indigent kits provided to the inmate will be deducted from the inmate's trust fund account at any time that funds become available.

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## • 5-13/100.00 Religious Programs

### Religious Vetting Procedures

Inmates interested in participating in religious programming or services will be required to interview with a representative from the Office of Religious and Volunteer Services (RVS). Religious programming and/or services which require vetting consist of: religious diets, religious headwear, and other associated religious garments, when applicable. After receiving a request for religious programming and/or services, RVS will direct a chaplain or designee of corresponding faith to conduct an interview with the inmate. This interview consists of a conversation to determine the sincerity of the inmate's religious belief. If an appropriate chaplain cannot be identified, the request will be processed directly through RVS. RVS will temporarily authorize the program and/or issue the requested item or meal until a chaplain or designee is available to conduct the inmate interview.

Inmates receiving medical diet meals will not be precluded from participating in religious diet programming. For more information regarding religious diets and headwear, refer to sections 5-13/010.10, "Special Diets," and 5-13/100.05, "Handling of Religious Headwear and Articles," of the Custody Division Manual (CDM).

### Religious Services

Each facility shall:

- Create a master schedule for the purpose of providing religious programs to all inmates who wish to participate
- Arrange a scheduled time period to permit inmates to worship or meditate that does not conflict with general facility operations
- Provide access to appropriate facilities for worship or meditation
- Refer private clergymen wishing to counsel inmates to RVS
- Permit religious literature and publications acceptable through the U.S. Mail, subject to the provisions of

CDM section 5-06/030.00, "Inmate Reading Material"

- Not preclude attendance by an inmate solely based on a mental health diagnosis or prescription for medication

## Religious Candles

Use of open flame religious candles within custody facilities on special occasions may be granted by the facility unit commander. The unit commander (or their designee), may authorize by whom, how, and where open flame candles may be used. Unit commanders shall ensure the use of ceremonial open flame candles do not impact the safety and security of their facility.

If permission is granted by the unit commander, the following procedures shall be adhered to:

- Under no circumstance shall an inmate possess or have control over candles, candle holders, incense, lighters, matches, or any open flame device used during group religious services or activities
- All above mentioned items shall be inventoried by custody personnel prior to entry and exiting to account for all items
- There shall be direct supervision by custody personnel whenever an open flame device is used
- When approved for use, candles should only be allowed to remain lit for the shortest period of time necessary to complete the religious ceremony
- Candles shall not be left unattended
- A fire extinguisher must be immediately available during the ceremony. All candles must be lit by the person officiating the religious ceremony and under direct supervision of custody personnel
- If there is not sufficient custody personnel to provide direct supervision, authorization shall not be given.

Due to inmate classification and safety concerns the following facilities shall not use open flame candles:

- Inmate Reception Center (IRC)
- Correctional Treatment Center (CTC)
- Pitchess Detention Center - South Facility
- Los Angeles County + University of Southern California Medical Center (LCMC)

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# • 5-13/100.05 Handling of Religious Headwear and Articles

In conjunction with the Office of Religious and Volunteer Services (RVS), custody facilities, inmate reception areas, court lock ups, and station jails, will make every effort to provide reasonable accommodations for inmates of all faith groups to wear religious headwear, in accordance with their religious beliefs and practices.

The Department's decision to issue or allow an inmate to retain issued religious headwear may be influenced by factors such as security level, special handling status, and disciplinary history. In all instances, the facility watch commander will retain the authority to remove, or restrict the use of approved religious headwear based on any possible threat to the safety and security of staff, inmates, or the facility.

Correctional Health Services (CHS) mental health personnel shall make the final determination to remove any

religious articles from a mental health inmate, as described in Custody Division Manual (CDM) section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates." Permitted religious articles for High Observation Housing (HOH) inmates shall be noted on their corresponding "Inmate Property Door Sign."

## Requests and Provision of Religious Headwear

In order to accommodate religious practices, as prescribed by distinct faith groups, RVS will provide a supply of Department approved religious headwear, such as, but not limited to, Hijabs (Muslim faith), Turbans (Sikh faith), Yamakas/Kippahs (Jewish faith), and Taqiyahs (kufi cap) at reception areas, court lock ups, and station jails, for inmates who may be requesting to wear these religious articles during their intake process and incarceration.

Inmates arriving at reception areas wearing religious headwear will have the item removed, searched, and placed in their property. A Department approved replacement article will be offered to the inmate by custody personnel, to be worn at the inmate's discretion. If the item is not immediately available, custody personnel shall make best efforts to provide or find an alternative item. Any inmate not wearing religious headwear at the time of their arrest may also request, and will be provided, a Department approved article during intake.

If approved religious articles are provided to an inmate during the intake process, a notification via email to [REDACTED TEXT] shall be made to RVS within two (2) business days. The notification should include the inmate's name, booking number, and the religious article provided to the inmate.

After the inmate has been assigned to their housing location, RVS will ensure an interview is conducted by a chaplain to determine if the inmate is permitted to retain their religious article, in accordance with CDM section 5-13/100.00, "Religious Programs."

Inmates assigned to housing locations may request Department-approved religious headwear at any time during their incarceration. Such requests shall be documented on an Inmate Request Form (SH-J-437), and will be forwarded to RVS, pursuant to the procedures outlined in CDM section 8-02/010.00, "General Requests." RVS will ensure an interview is conducted by a chaplain of the corresponding faith as soon as practical but no later than 10 business days after the request. The chaplain will provide the Department approved religious headwear to the requesting inmate if able to confirm the requested items conform to the inmate's religious beliefs. If a chaplain is unable to interview the inmate to confirm if the requested religious headwear conforms with the inmate's religious beliefs within 10 business days, the requested Department approved religious headwear will be provided. However, when the interview with a chaplain is later conducted, the chaplain will determine whether the inmate is permitted to retain the religious headwear provided.

## Religious Headwear Worn by Women

Absent exigent circumstances, only female personnel are to be present when handling the search of a female inmate who has removed her religious headwear, as well as the search of the religious headwear. If feasible, any searches of a female inmate not wearing her religious headwear should be conducted in a private screening area, away from the view of male personnel.

In circumstances where female personnel are available to conduct the routine booking process, and where possible, a booking photo shall be taken of the female inmate with and without the religious headwear. In circumstances where only male personnel are available to conduct the booking photo and fingerprint process, a singular booking photo with the religious headwear will be taken. The religious headwear will be pulled back

behind the female inmate's ears, but shall not reveal the top of the female inmate's head or back portion of her hair. Upon the female inmate's arrival at the Century Regional Detention Facility (CRDF), a secondary booking photo without the religious headwear will be taken, in accordance with the procedures outlined above for same-gender searches and booking photos.

Any booking photos that may be subsequently used for posting within a respective custody facility (e.g. mental health or discipline related "door signs") must be the version of the female inmate wearing her religious headwear.

## Permitted Use and Possession of Other Religious Items

Sikh inmates issued Turbans, who are requesting additional religious items prescribed by their faith (i.e., Kangha, Kara, and Kirpan) may be provided with alternative items which do not compromise the safety or security of personnel and inmates such as a standard photocopied image of the items. The standardized images or other alternative items will be provided by RVS and made available to intake facilities.

As outlined in CDM section 3-05/030.00 "Chaplain Services," each facility is responsible for inspecting religious materials prior to distribution. Any materials which present unreasonable health, safety, or security risks may be prohibited.

Searches and Confiscation of Religious Articles

All religious articles are subject to search at any time by custody personnel, for the purpose of maintaining safety and security. As outlined in CDM section 5-08/010.00, "Searches," all searches shall be performed in a respectful manner that preserves the dignity of the inmate's personal property and shall take all reasonable measures to ensure the property is handled with care, while still conducting a thorough search.

If during a search, contraband is discovered concealed within a religious article, the incident must be documented in electronic Uniform Daily Activity Log (e-UDAL), the item(s) of contraband photographed, and copies of the report and photograph of the contraband forwarded to RVS.

If a religious article has been found to be altered, defaced, modified in any way, used to secrete contraband or used for anything other than its intended purpose, it shall be confiscated and handled as contraband, as outlined in CDM section 5-07/010.00, Contraband Defined." With respect to religious headwear, some individuals may style the headwear differently. Styling the headwear differently is permitted as long as the headwear itself is not physically altered, defaced, modified, used to secrete contraband or used for anything other than its intended purpose. The modified item shall be disposed of in accordance with CDM section 5-07/020.00, "Contraband Disposal."

If it is determined a religious article may compromise the safety of staff, inmates, or the facility, the item shall be confiscated and held for safekeeping by custody personnel, until further direction is provided by the watch sergeant.

In any instance where a religious article has been confiscated, the watch sergeant shall be notified as soon as practical, and make the determination as to whether or not the inmate may retain the item. If the watch sergeant concurs the religious article should be removed from the inmate, the watch commander shall be informed of the removal, and the reason for removal. If the watch commander approves the removal of the

item, they or their designee shall make a telephonic and email notification to RVS within twenty-four (24) hours of the removal, and consult with the chaplain serving the inmate whose religious article has been confiscated. The watch commander will also note the incident and reason for removal in the facility's Watch Commander's Log, and ensure a similar notation has occurred in the respective intake or housing location's electronic Uniform Daily Activity Log (e-UDAL).

## • 5-13/110.00 Commissary

Every facility in the Custody Services Divisions shall provide commissary services to all inmates. Commissary shall be available to all inmates unless they are restricted by medical or mental health personnel for medical or mental health reasons, or by the unit commander for safety, security, or disciplinary reasons. See CDM secion 5-09/070.00 "Inmate Discipline Schedule."

Inmates are given the opportunity to purchase snacks and personal hygiene items, on a weekly basis, by filling out a commissary menu (Scantron) provided by the vendor. The commissary items ordered will be delivered on the next scheduled delivery day, if possible. Vending machine snack and beverage sales are also available to the inmates in their housing area through the purchase of vending cards from the commissary provider.

Inmates shall maintain a receipt for all commissary items in their possession. Commissary items that cannot be accounted for with a receipt shall be considered contraband and confiscated accordingly without compensation.

The commissary service will make every attempt to deliver the items ordered pursuant to their contractual agreement. Inmates who order items through commissary and are not available to receive these items for delivery due to court appearances, hospital appointments, etc., will receive a credit to their spending account for the total monetary amount of the commissary items not delivered to the inmate. The inmate will have to reorder the items during the next regular ordering period.

Any inmate who is released or transferred to another agency, prison, or county jail prior to receiving their commissary order must contact the commissary provider within 14 days to provide their correct mailing address. The commissary service will not ship orders to another agency, prison, or county jail. Inmates who do not have a mailing address will receive a credit to their spending account for the total monetary amount of the commissary items that are unable to be shipped.

Gay, transgender, intersex, and gender non-conforming inmates shall be granted the same access to commissary items as general population inmates. Transgender, intersex, and gender non-conforming inmates shall be allowed to purchase most personal items that are available to the gender they identify with, so that they may maintain their physical presentation and appearance. All items sold by commissary services shall be approved through Inmate Services Bureau.

## • 5-13/115.00 Out of Cell Time

Although additional out of cell time is strongly encouraged for inmate programs whenever possible, inmates shall be afforded no less than that required by Title 15 minimum standards. All out of cell time shall be recorded in the electronic Uniform Daily Activity Log (e-UDAL).

## High Observation Housing

Custody personnel shall offer out-of-cell time to all inmates housed in High Observation Housing (HOH). Absent exceptional circumstances, and unless individually clinically contraindicated and documented in the inmate's electronic medical record, all inmates housed in HOH shall be offered ten hours of unstructured out-of-cell recreational time per week. Additionally, jail mental health staff shall offer ten hours of structured therapeutic or programmatic time per week, for a total of twenty offered hours of out-of-cell time per inmate (Refer to Jail Mental Health Services policy 70.2.1 Mental Health Treatment Programs).

Custody personnel shall document all out-of-cell time, both structured and unstructured, as well as any refusals by inmates who decline to participate in programming offered by custody personnel or mental health personnel. Custody personnel who have been issued iPods and are assigned to HOH modules shall use the device as a primary means of documenting and recording out-of-cell time. 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 e-UDAL directly, submit a request through e-UDAL Help Desk, and document the issue and request into the assigned e-UDAL.

Note:

"Clinically Contraindicated" means a clinical decision was made by a Qualified Mental Health Professional (QMHP) that a particular inmate would not benefit from an activity or program.

"Unstructured out of cell recreation" is provided by custodial staff. There is no real structure; inmates are provided an enviornment outside of the cell where they may recreate on their own.

"Structured Therapeutic or Programmatic time" is organized, structured activity delivered or conducted by either a QMHP or group providers. The intent is mental health treatment, or other activities such as drug addiction class, problem solving, or just a more structured recreational activity. Deputies bring the inmates to the structured time, but are not responsible for the activities.

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## • 5-13/120.00 Exercise and Recreation

The unit commander of each facility shall develop and implement an exercise and recreation program, in an area designed for recreation, which allows a minimum of ten (10) hours of out-of-cell time distributed over a period of seven (7) days. Inmates shall be offered an opportunity for three (3) hours of exercise and seven (7) hours of recreation, which shall not be provided in a single three-hour or seven-hour block. This program shall detail reasonable and necessary regulations to ensure the security and welfare of the facility and inmates.

Recreational activities and exercise shall be available to all inmates unless they are restricted by medical or mental health staff for medical or mental health reasons or by the unit commander for discipline, safety, or security reasons.

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## • 5-13/130.00 Inmate Education

The Education Based Incarceration Bureau (EBI) is responsible for providing inmate educational programs in

accordance with the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1061, "Inmate Education Plan".

The Department provides correctional education programs at all custody facilities. All inmates are eligible for all classes, except those inmates determined by the Sheriff's Department to be high risk or on disciplinary status. Inmates may not be precluded from attending classes solely based on a mental health diagnosis or prescription for medication.

Inmates may be mandated by the courts to take specific classes such as domestic violence, parenting, or substance abuse classes. Not every class is implemented in every facility. The scope of the educational programs shall be determined by the respective unit commander in coordination with the education site administrator. Specialized curriculums for life skills are also available.

To request enrollment into any of the programs or classes offered an inmate must complete an Education Based Incarceration Bureau Program Request Form (SH-J-450).

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## • 5-13/130.10 Inmate Fire Camp Program

A list of eligibility requirements shall be maintained by Fire Camp personnel and shall be met prior to an inmate's participation in the Inmate Fire Camp Training program.

Eligible inmates shall be screened for criminal and medical history prior to being transferred to the Inmate Training Facility at Pitchess Detention Center (PDC). The Fire Camp Training Unit shall mentor inmates assigned to the training camp and shall be responsible for assisting them with their training, in accordance with an approved Los Angeles County Fire Department physical conditioning program. Upon conclusion of their training, inmates shall complete a physical agility test. Inmates who are unable to achieve an acceptable score on the physical agility test shall be remediated at least one time. Inmates who are unable to achieve a passing test score after a second conditioning period may be disqualified from the program.

Qualified inmates shall proceed to the Fire Training Course conducted by the Los Angeles County Fire Department. Per Penal Code section 4019.2, upon completion of training, inmates shall begin receiving a credit reduction of two (2) days for every one (1) day served. This shall occur while awaiting assignment to one of five Los Angeles County Inmate Fire Suppression Camps.

### CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

During their incarceration in the fire camps, the inmates will be the sole responsibility of the California Department of Corrections and Rehabilitation (CDCR). All fire camp inmates in the custody of CDCR shall adhere to, and be governed by, the policies and procedures of the CDCR. All inmates assigned to the fire camps will retain their Los Angeles County booking number. Prior to their release, the Fire Camp Training Unit shall transport the inmates back to PDC for housing pending release.

### MEDICAL

**Routine** medical care such as the dispensing of over-the-counter medications and bandages will be the responsibility of CDCR. Anything other than routine medical care shall be considered **non-routine** medical

care, and shall be the responsibility of Correctional Health Services (CHS).

After notification from CDCR to the respective fire camp that an inmate requires **non-routine** medical care, a deputy(s) shall be dispatched to assume custody of the inmate, and transport the inmate to PDC. After a medical evaluation has been conducted, CHS shall determine if the inmate is still eligible for a fire camp assignment. If the inmate is eligible, they shall be transferred back to the Fire Camp Training Facility for reassessment.

When an inmate leaves either CDCR or a fire camp due to injury or illness, credit reduction shall be suspended. If the inmate returns to a fire camp, the credit reduction shall resume.

## DISCIPLINE

When CDCR returns an inmate to the custody of the Sheriffâ€™s Department for disciplinary reasons, CDCR shall transport the inmate to the PDC-North County Correctional Facility (NCCF). A Discipline Review Board (DRB) hearing shall be conducted per Custody Division Manual (CDM) section 5-09/040.00, "Disciplinary Review Process," and Title 15 regulations by either the Fire Camp Training sergeant, or NCCF supervisors. The severity of the incident will determine if the inmate may be eligible for reassignment to a fire camp. Per Penal Code section 4019.2, any inmate found not eligible to be reassigned to a fire camp will only receive credits up until the time of his/her transfer out of a fire camp.

## ESCAPES (WALK AWAYS)

CDCR personnel shall conduct inmate counts per CDCR policy and procedure. All inmates assigned to the fire camps will be included in the total Sheriff's Department inmate count and will be classified as "Out of Counts."

In the event of an escape, it shall be the responsibility of CDCR to notify the PDC-East Facility/Inmate Fire Training office within one hour of the incident. Fire Camp Training Facility personnel shall make all required Sheriff's Department notifications.

CDCR shall be responsible for the first twenty four (24) hours for implementing CDCR's "Escape Pursuit Plan" and maintaining investigative jurisdiction regarding the escape. LASD will assist as requested by CDCR mutual aide. If the inmate has not been located within the first twenty four (24) hours, CDCR shall transfer the investigation to the Sheriff's Department, Major Crimes Bureau - Fugitive Detail. When the inmate is located, he/she shall be transported to the Sheriff's Department Inmate Reception Center (IRC) for booking and shall remain permanently ineligible to participate in the Fire Camp program.

## FEMALE INMATES

Female inmates who meet the above criteria shall be allowed to participate in the Fire Camp Training Program. However, once they are determined eligible, female inmates shall be transported by Court Services Transportation - Statewide personnel to the California Institution for Women, Frontera (Chino, CA) for training and assignment to Los Angeles County Fire Camp #13, Malibu. All other aspects of this policy, except those pertaining to the Fire Camp where female inmates are not housed, are in effect for female inmates.

## • 5-13/130.15 Performance Milestones

The Milestone Program awards inmates sentenced to county jail pursuant to the Penal Code, subdivision (h) of section 1170, time credits for participating in approved rehabilitation programs pursuant to Penal Code section 4019.4(a)(1); in addition to the traditional time credits as outlined in Penal Code section 4019.

Inmate Services Bureau (ISB) has developed the "Milestone Completion Credit Schedule." This document, to be maintained by ISB, outlines various programs in which inmates may participate. Each program contains various levels of achievement. The levels correspond to an academic performance milestone, which translates into a sentence credit reduction upon successful completion.

The program's sentence credit reduction may be for one (1) to six (6) weeks and may be forfeited in the same manner as other sentence credit reduction programs.

### APPROVED REHABILITATION PROGRAMS

Approved rehabilitation programs includes, but is not limited to, academic programs, vocational programs, vocational training, substance abuse programs, and care programs, such as anger management and social life skills. All approved rehabilitation programs will be listed in the "Milestone Completion Credit Schedule."

### INMATE INCIDENTS, DISCIPLINE, AND GRIEVANCE PROCEDURES

If an inmate is subjected to disciplinary action resulting in their removal from the program, time credits will only be awarded for the time the inmate participated in the program. Inmates who are removed from the program due to their failure to conform to the institutional rules, shall be handled in accordance with Custody Division Manual (CDM) sections 5-09/010.00, "Inmate Discipline," and 5-09/040.00, "Disciplinary Review Process."

Additionally, any inmates removed from the Milestone Program for disciplinary reasons shall be advised at their Disciplinary Review Board (DRB) hearing of the potential loss of earned work time/good time credits. The DRB sergeant conducting the hearing will make a recommendation regarding the loss of credits on the DRB screen of the Inmate Discipline Report in the Inmate Reports Tracking System (IRTS). Final approval for the removal of credits earned will be at the discretion of the ISB's unit commander, area commander, and the Credit Revocation Panel.

The Credit Revocation Panel shall be comprised of at least two of the following personnel: the Inmate Reception Center (IRC) unit commander or a designated lieutenant, the ISB unit commander or a designated lieutenant, and/or the IRC Classification and Records lieutenant.

Revocation of Milestone credits from an inmate shall be in accordance with the guidelines set forth in the California Code of Regulations, Title 15, section 3323, "Disciplinary Credit Forfeiture Schedule." Once the review panel makes a determination to remove earned credits from an inmate, the ISB Milestone Program operations sergeant shall personally inform the inmate of the panel's findings and serve the inmate with the "Notice of Credit Removal." The ISB Program operations sergeant shall ensure that the inmate is advised of his/her right to appeal the revocation. If the inmate desires to appeal, the Credit Revocation Panel shall convene a "Serious Sanction Hearing" within seven (7) days of receiving the appeal. If the inmate requests aid in preparing his/her case, the IRC Classification and Records lieutenant shall represent him/her before the panel.

## CALCULATIONS OF CREDITS

The calculation of earned credits shall be the responsibility of IRC, under the direction of the Classification and Records lieutenant.

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## • 5-13/135.00 Music Television

The purpose of this policy is to establish guidelines for broadcasting music via televisions within Custody Division inmate housing areas.

The approved musical genres are Classical, Soft hits, Contemporary, Jazz, and Oldies. Each custody facility shall ensure they have at least one cable television channel programmed to a music channel which plays one of the approved musical genres.

Music shall be played during waking hours at least twice per day, for a minimum of six hours per day. Each housing location shall document the times the music is played in the electronic Uniform Daily Activity Log (e-UDAL). The music channel and times the music will be played will be left to the discretion of the custody facility.

Each Unit Commander will be responsible for issuing a unit order addressing how their respective facility will comply with this policy.

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## • 5-13/140.00 Inmate Voting

Inmates may vote using the "California Voter Registration Application" and the "California Vote-By-Mail Ballot Application" forms while incarcerated. Inmates may request the forms by completing an Inmate Request Form (SH-J-437).

### "California Voter Registration Application" Form

The completed "California Voter Registration Application," postage-paid, will be mailed by the inmate to the Registrar-Recorder for processing. The "California Voter Registration Application" must be received or postmarked at least fifteen (15) days before Election Day to be eligible to vote in that election.

### Voting Eligibility for Inmates

In order to qualify to register to vote, an inmate must be:

- a citizen of the United States;
- a resident of California;
- 18 years of age or older on Election Day;
- not temporarily in County jail while sentenced to a state or federal prison or on parole for the conviction of a felony; and
- not currently found to be mentally incompetent by a court of law.

In addition to the above criteria, persons on probation or inmates may be eligible to vote if they are:

- Under "mandatory supervision" or "post release community supervision"; or
- Serving a sentence in County jail or on probation for a misdemeanor conviction.

The current "Voting While Incarcerated" flier provided by the Registrar-Recorder's office, outlining inmate voter eligibility, shall be posted in all housing locations. The Registrar-Recorder will make the final determination regarding an inmate's eligibility to vote.

### "California Vote-By-Mail Ballot Application" Form

Any inmate who has registered to vote may also complete a "California Vote-By-Mail Ballot Application."

The "California Vote-By-Mail Ballot Application," postage-paid, shall be completed by the inmate and mailed to the Registrar-Recorder.

### Delivery of Ballots

The Registrar-Recorder's office and facility inmate voting coordinator will arrange the delivery of the "Vote-By-Mail Ballots" and secured ballot boxes to each facility.

Inmates shall be afforded ample time to complete their ballots. The inmate voting coordinator or their designee will ensure the completed "Vote-By-Mail Ballots" are sealed by the inmate and placed into the secured ballot box. "Vote-By-Mail Ballots" shall not be reviewed by custody personnel.

Each facility is responsible for delivering their sealed, secured ballot box to the Registrar-Recorder's office by 1500 hours on Election Day.

Unit commanders shall develop unit orders outlining procedures to inform inmates of their right to register to vote and right to vote in local, primary, general, and special elections.

Each custody facility shall maintain a supply of "California Voter Registration Application" and "California Vote-By-Mail Ballot Application" forms. These documents can be obtained in quantity, from:

Registrar-Recorder/County Clerk
12400 E. Imperial Hwy. Room 3002
Norwalk, CA 90650
Phone: (562) 462-2335

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## • 5-13/150.00 Library Services

Each facility shall maintain a library service which shall be provided in conjunction with the Hacienda-La Puente Unified School District/Correctional Education Division.

A library of books and periodicals shall be maintained at each facility for use by the inmates.

The scope of such service at each facility shall be determined by the respective unit commander.

## • 5-13/150.05 Minimum Library Contents

Each unit commander shall develop written policies and procedures to provide library service to all inmates. The library service shall include access to legal reference materials, current information on community services and resources, and religious, educational, and recreational reading material.

## • 5-13/160.00 Law Library and Legal Documents

[Title Only]

## • 5-13/160.05 Law Library

Inmate law libraries are maintained at Central Jail, Twin Towers Correctional Facility-Tower II, and the North County Correctional Facility. The use of the law library is limited to Propria Persona (Pro Per) inmates, or others with a need to have an on-going access to a law library. Inmates requesting basic legal materials shall be referred to the legal materials maintained at their facility by the Inmate Services Unit. Staff shall assist inmates in accessing the library material and should try to meet the inmate's needs without unnecessary transfer. Legal reference materials are not to leave the inmate law libraries, and usage is to be supervised to prevent destruction and theft of the material.

All inmates requesting access to the law library, or to legal materials not maintained at their facility, shall be instructed to complete the "Inmate's Request to Use Law Library" form, (refer to the "Forms" appendix). Inmates may file an unlimited number of the "Inmate's Request to Use Law Library" form. However, inmates may not file more than one form at a time. Each request will be processed in the order they are received. Any inmate who desires additional access must file a subsequent request. Each facility, excluding the Inmate Reception Center, shall develop procedures for distribution, collection, and review of the request forms. The completed forms shall be promptly transmitted via facsimile to the Central Jail legal staff for review.

Inmates requesting access to one of the law libraries, or to legal materials, shall be afforded "reasonable" access to satisfy their needs as stated in the "Inmate's Request to Use Law Library" form. This may be accomplished by providing copies of the material requested or by allowing the inmate access to legal materials. Inmates granted Pro Per status by a court shall be afforded all privileges consistent with the "Superior Court Pro Per Policy Memorandum." Inmates granted Pro Per status shall be immediately transferred to a facility with a main law library.

The legal staff shall be responsible for maintaining records concerning all inmates requesting to use the law library. These records shall include the "Inmate's Request to Use Law Library" form, documentation concerning access to materials provided the particular inmate, and all other records concerning the inmate's Pro Per status or use of legal materials. The legal units for Twin Towers Correctional Facility (TTCF) and North County Correctional Facility (NCCF) will maintain their own records, Men's Central Jail (MCJ) legal unit will maintain the records for MCJ and all other custody facilities.

## • 5-13/160.10 Notary Public

Inmates who require the services of a notary public may make arrangements for a notary to visit for the purposes of notarizing legal documents.

The notary public shall be accommodated according to the individual facility's unit order.

## • 5-13/160.15 Inmate Pro Per Privileges

The policies and procedures implemented for inmates proceeding Propria Persona (Pro Per) shall be consistent with the most current Los Angeles Superior Court Pro Per Policy Memorandum. Pro Per housing locations shall keep a copy of the Los Angeles County Pro Per Policy Memorandum available for reference by custody personnel and a copy shall be posted in the Law Library for reference by Pro Per inmates. Court orders pertaining to Pro Per privileges shall be limited to those items delineated in the Pro Per Memorandum.

## • 5-13/160.20 Inmate Possession of Legal Documents

All inmates in Custody Division facilities shall be permitted to maintain exclusive possession of personal legal documents at all times (e.g., mealtimes, en route to court, recreation, discipline, etc.) unless possession poses an articulable hazard to jail operations or security. Possession of legal documents shall be limited to that amount of material which can be carried within three (3) legal folders or containers, not to exceed 11 inches by 15 inches by 6 inches.

Inmates proceeding Propria Persona (Pro Per) often amass a large quantity of legal material which cannot be carried on their person. Since these inmates are housed in single person cells, which are locked upon their departure, their legal material is afforded optimum security from intrusion by other inmates.

While away from their housing locations, Pro Per inmates are also restricted to possession of only that quantity of legal materials which can be carried within three (3) folders or containers as described above. Exceptions to this restriction may apply when the Pro Per inmate is en route to the law library, a legal visit, or to court.

## • 5-14/000.00 Miscellaneous Line Procedures

[Title Only]

## • 5-14/005.00 Town Hall Meetings

The purpose of conducting town hall meetings is to initiate an open dialogue with the inmates housed in custody facilities and ensure that there are adequate avenues for constructive inmate-staff communication. The goal is to enhance the inmates’ quality of life, while ensuring institutional security and

safety from sexual abuse and sexual harassment. Town hall meetings are in addition to informal communications (and the formal inmate grievance process) that staff are expected to have with inmates to facilitate an open dialogue. Inmate Request/Grievance forms shall be available, upon request, during all town hall meetings.

It is the responsibility of each custody facility unit commander (or their designee) to facilitate town hall meetings at their respective facility. Every facility is required to conduct a town hall meeting for each housing area at least once per month. In order to encourage participation, town hall meetings shall not be conducted during Early Morning shifts.

Personnel conducting town hall meetings should attempt to include staff from Correctional Health Services (CHS), Education Based Incarceration (EBI), and/or other jail services, if they are available and time permits.

Personnel conducting town hall meetings shall endeavor to include inmates with mobility impairments (ADA) in any areas they may be housed.

Personnel conducting town hall meetings shall announce to the inmates that a town hall meeting is taking place, and they shall accomplish the following during each meeting:

- Inform inmates about the general request, medical request, and grievance process
- Inform inmates about utilizing the general request process to request information on available custody programs, such as:
    - Education Based Incarceration (EBI)
    - Family Programs and Resources
    - Good Time and Work Time Credits
    - Religious and Volunteer Services (RVS) programs, such as:
        - 12-Step
        - Friends Outside
        - Addiction programs
        - Inmate marriages
        - Religious diets
        - Religious services
- The Prison Rape Elimination Act (PREA) Zero Tolerance Pamphlet (SH-J-478) shall be reviewed with inmates during town hall meetings
- Inquire about any questions or concerns regarding housing conditions, safety, security, PREA, or sanitation
- Any issues derived from the town hall meetings relating to PREA shall be forwarded, via email, to the facility PREA compliance manager and shall also be entered into the Town Hall Tracker
- Maintain an accurate count of the number of inmates who participated in the town hall meeting, and document the booking numbers of inmates who raised concerns
- Complete and submit the “Town Hall Meeting Form” (SH-J-639)
    - Issues noted in the meeting shall be addressed by personnel conducting the town hall meeting and documented on the Town Hall Meeting Form.

Unit commanders, or their designee, shall ensure that town hall meeting forms are completed in a reasonable amount of time, but no more than seven (7) days from the date of the meeting.

Unit commanders, or their designee, shall ensure issues documented on the “Town Hall Meeting Form” are addressed by personnel who conducted the town hall meeting, and entered into the Microsoft Access Database “Town Hall Meeting Tracker” by designated operations staff.

In an effort to ensure all inmates are afforded the opportunity to participate in a town hall meeting, the unit commander (or their designee) shall monitor the housing locations.

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## • 5-14/010.00 County Parole

Pursuant to the Penal Code, section 3076, "Rules and Regulations," all persons serving sentences in the County Jail are eligible for County parole, or release from jail into a community supervision program, except those inmates incarcerated pending the disposition of other cases, those with warrants, holds, or detainers, and those convicted of a felony where the sentencing judge has ordered that the person not be granted County parole.

County parole requirements shall be posted at all facilities and, upon request by an inmate, custodial personnel shall advise the inmate that they may apply for County parole by contacting Pre-Trial Services.

Applications for County parole are reviewed and evaluated to determine an inmate's eligibility and suitability for participation in the program. County parole is granted by a majority vote of a three member County Board of Parole Commissioners.

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## • 5-14/020.00 Removal Orders

Inmates may be removed from custody on the order of the Court to accommodate special services or events. Department policy regarding removal orders is contained in the Department Manual of Policy and Procedures, sections 5-03/170.00, “Removal of Prisoner From County Jail By Court Order,” 5-03/170.05, “Arrest Warrant - Juvenile (4004PC),” 5-03/170.10, “Department Responsibilities,” 5-03/170.15, “Duties of Responsible Officers,” 5-03/170.20, “Attempt to Deviate From Order,” 5-03/170.25, “Capital Offense Charges and Cases Involving Great Notoriety,” 5-03/172.00, “Request For Removal of Prisoners From State Institutions.”

Additionally, prior to the release of any inmate and pursuant to a removal order, a copy of the removal order shall be delivered to the Warrants and Detainers Section of the Records Unit at the Inmate Reception Center (IRC). Inmates to be removed from custody, shall only be removed through the Inmate Reception Center. The only exception to this may occur when another unit within our Department is authorized by the Inmate Reception Center to directly remove the inmate from custody. Units seeking to directly remove an inmate from custody shall provide the Head Clerk at the Inmate Reception Center with the following information before they shall be allowed to do so:

- A court order authorizing the inmate’s removal from custody
- The name(s) and employee number(s) of the personnel who will be removing the inmate from custody

- The date and time the inmate will be removed from custody
- The date and approximate time the inmate will be returned to custody

Upon receipt of this information, the Head Clerk at the Inmate Reception Center shall cause a teletype to be sent to the inmate's housing facility. The teletype shall include all of the above information, and shall authorize the inmate's removal from custody to the personnel named on the teletype. Each facility from which an inmate is removed shall maintain a log book that shall include the following information:

- The name(s) and employee number(s) of the personnel removing the inmate from custody, along with their signatures
- The date and time the inmate was removed from custody, along with the inmate's fingerprints at the time of removal
- The date and time the inmate was returned to custody, along with the inmate's fingerprints at the time of return

The Inmate Reception Center Head Clerk shall have the responsibility of insuring that the Warrants and Detainers Section properly documents, processes, and reports the removal of the inmate.

Inmate may receive removal orders directly from the courts. In these instances it is the responsibility of Court Services personnel to forward a copy of the court order to the Inmate Reception Center, Warrants and Detainers Section for processing.

If verification of a court order is needed by Inmate Reception Center personnel, then they shall forward the court order to the court deputy of the involved court. It is the responsibility of the personnel requesting verification to ensure that the Court Services desk deputy:

- Verifies that the information on the court order is accurate
- Ensures that the inmate has met the criteria for removal
- If the inmate is found to be ineligible, Inmate Reception Center Personnel shall ensure that the Court Services desk deputy contacts the Court issuing the order and advises them of their findings

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## • 5-14/030.00 Court Removal Orders - Funerals

All removal orders for funerals shall be coordinated by the Office of Religious and Volunteer Services (RVS). Under no circumstances will an inmate be permitted to leave a Custody Services Division facility for a funeral without a court order and the approval from the area commander of RVS.

**The following criteria shall apply to all removal order requests for funerals:**

- The funeral must be for an immediate family member of the inmate. The immediate family includes husband, wife, father, mother, child, step-child, brother, sister, grandparents and grandchildren, or step or half brother or sister (as deemed appropriate by RVS)
- Funerals shall be limited to the Los Angeles County area only
- Transportation to funerals will generally be permitted between 0900 and 1300 hours, Monday through Friday. The Court Services Transportation Bureau watch commander may extend the hours when additional resources are available. Requests to attend a funeral on weekends or holidays shall not be

processed.

- Inmates shall not be allowed to attend the funeral when the victim of the crime, victim's family member, or the witness testifying against the inmate is attending the funeral
- Inmates shall not be allowed to attend the funeral when inmate's fellow gang members are attending the funeral
- No hospital visits shall be allowed
- Inmates or family members shall acquire all fees for processing and transportation to the funeral
- Any deviation from the above policy must have the prior approval of the Court Services Transportation Bureau watch commander and the area commander of RVS

**The following requests should be approved by the concerned Division Chief on a case by case basis:**

- Inmates with any type of "hold"
- Inmates with bail amount of $50,000 or greater
- Inmates with parole/probation violation

**The following inmates are not eligible to attend funerals:**

- Homicide suspects
- Potential two or three strike inmates
- Inmates classified as an "escape risk" or "dangerous"
- Inmates with "no bail" designation
- Inmates with previous or current restraining orders
- Inmates with previous or current domestic violence charges
- Inmates with weapons violations or any violent crime convictions

**Procedures to obtain a court removal order:**

Inmate's family member must first contact the Office of Religious and Volunteer Services to submit a request for a court removal order.

RVS shall complete a "Request for Removal of Prisoner" form (court order) for inmates who meet the criteria, and shall verify the following information before submitting to the Court:

- The inmate has met the eligibility requirements
- The information on the form is accurate and is accompanied by the inmate's current arrest charges and previous criminal history
- The inmate does not pose any additional security risk which may make it necessary to void the request
- The RVS shall be responsible for the verification of the death
- The RVS shall confirm that the inmate or inmate's family is able and willing to pay all fees for processing and transportation to the funeral
- The request for a court removal order shall be submitted to the area commander of RVS for the approval

When the court order is complete, including the Court's signature, RVS shall distribute one copy of the order to the Inmate Reception Center and retain a copy in the RVS Office. The original order shall be given to Court

Services Transportation Bureau.

**Retention of records:**

All court removal orders shall be retained for two (2) years, in accordance to Custody Division Manual section 4-13/000.00, “Retention of Records”.

## • 5-14/040.00 Inmate Marriages

Pursuant to Penal Code section 2601, all inmates have the right to marry. Since the safety and security of inmates, custodial personnel, custody facilities, and the public, are of paramount concern, the following procedures shall be followed when an inmate requests to marry:

The County Jail represents a brief temporary place of detention and does not have special facilities for inmate marriages. As a consequence, an inmate temporarily detained who wishes to marry should be encouraged to first petition the Court of the jurisdiction in which his or her criminal prosecution is pending and request the Judge of that court to perform the marriage solemnization during normal Court hours in that Court. If the Court refuses to marry the inmate, then the inmate should be encouraged to delay the marriage until he is released or transferred to where he will be confined (i.e., State or federal prison).

If the inmate does not wish to petition from the Court of jurisdiction, he/she may be married at visiting, in accordance with the provisions of law and this procedure, subject to the prior approval of the Watch Commander. Each facility shall develop and implement an inmate marriage visiting policy depending on the number of inmate marriages each facility is suitable to process. When a marriage takes place at visiting, the following procedures shall apply:

- An inmate may be married at any custody housing facility only during the designated visiting hours of that facility
- Marriage in the County Jail shall only be permitted between an inmate and a non-inmate spouse
- The number of persons, including the person solemnizing the marriage, couple, and guests shall be limited to and subject to the standard visiting rules set forth at the housing facility
- Inmate marriages shall be solemnized by an individual authorized to solemnize marriage as designated by Family Code Sections 400 and 402. The individual solemnizing the marriage shall not be the facility Chaplain, without prior arrangements and approval as described below
- There shall be no inmate guests
- No provisions shall be made for special religious or other ceremonial requests
- Visiting deputies shall only assist in the solemnization by passing the marriage license documentation through the "pass through window" and shall not act as "witness"
- No rings shall be passed to the inmate
- The inmate shall apply in writing to the concerned unit’s Watch Commander at least 15 days prior to the wedding, attaching a photostated copy of the marriage license. The Watch Commander shall assess the request and based on the validity of the marriage license and the availability of the inmate, arrange for the marriage to take place within the 14 day period. Subject to any court order, the Sheriff’s Department will not intervene to stop a marriage from taking place because of spousal immunity issues

As a convenience to inmates and as a public service, Custody Chaplains may be utilized to solemnize inmate marriages under the following procedure:

- A person wishing to marry an inmate in the Los Angeles County jail system must mail a photocopy of their completed marriage license, and a completed inmate marriage application, at least 15 days in advance, to the Religious & Volunteer Services Office. The inmate marriage packages are available at each facility's designated visiting areas
- The Religious & Volunteer Services Office will check the application to see that it is complete, and forward it to the appropriate facility for Watch Commander approval or denial
- Once the application has been either approved or denied, Religious & Volunteer Services personnel will call the applicant to schedule a ceremony. The Religious & Volunteer Services Office will maintain a list of approved clergy and Custody Chaplains who will solemnize marriages on a voluntary basis, and coordinate between these volunteers and the public, to schedule requested marriage ceremonies
- On the day of the scheduled ceremony, the non-inmate applicant must bring one witness and the original wedding license. Both the applicant and the witness must have government issued photo identification
- Immediately prior to the ceremony, for one hour, the Chaplain will counsel the prospective couple. This counseling will include the ethical and legal responsibilities of marriage and may include religious or spiritual counsel. Normally this counseling will be conducted in a facility's visiting area, with the Chaplain on the non-secure side
- During the ceremony, the couple will be separated by glass. There can be no touching or kissing. No rings or any other items may be exchanged
- After the ceremony, the Chaplain will sign the marriage license, and the witness must sign. The non-inmate spouse must return the original, signed, license to the Los Angeles County Recorder's Office

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## • 5-14/050.00 Alleged over Detentions

Any custodial personnel receiving information, or a complaint from an inmate who alleges that his release date has expired, or otherwise alleges over detention, shall immediately notify the Inmate Reception Center Records Unit (Document Control), Head Clerk's Office and request an investigation of the inmates allegation. Such notification shall be documented in the Unit Daily Activity Log (UDAL) and shall include:

- The name and employee number of the person contacted at the Inmate Reception Center
- The date and time of the notification

The Inmate Reception Center shall immediately, upon notification of a possible over-detention, conduct an investigation into the inmate's allegation. Inmates who are determined to be over-detained shall be processed for immediate release. The watch commander shall be notified of all over-detentions and shall ensure that all appropriate over-detention reports are completed.

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## • 5-14/060.00 Use of Interpreter

All facilities shall attempt to make the services of an appropriate bilingual officer available to non-English speaking inmates.

The bilingual officer shall explain jail rules and regulations and answer specific questions to ensure clear communications.

In the event an appropriate bilingual officer is not available, another inmate with knowledge of the desired language may be utilized. This inmate will translate jail rules and assist as needed in the clarification of jail procedures.

Custody Division personnel shall not interpret, act as an interpreter, or use sign language between an inmate and any other person regarding legal matters. This includes, but is not limited to, his attorney, investigator, legal runner, witness, visitor, etc.

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## • 5-14/070.00 Recording Inmates

[Title Only]

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## • 5-14/070.05 Recording Inmate Conversations for Criminal Cases

Custody Division personnel may record or use any listening mechanism to monitor any unprivileged inmate conversation for the purpose of obtaining information for a criminal case. This order covers conversations taking place between inmates, unprivileged inmate conversations over outgoing public telephones, unprivileged inmate conversations on facility phones used exclusively for inmate visiting, and unprivileged conversations over the Inmate Video Visitation System.

Case law states that the secret monitoring and recording of unprivileged conversations in prisons, jails, and police stations does not constitute an unlawful search under the Fourth Amendment.

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## • 5-14/070.10 Recording Inmate Conversations - Generally

Custody Division Personnel shall not record inmate conversations, or use any listening mechanism to monitor any inmate conversations, without prior approval of the Custody Division Chief.

This section does not preclude the tape-recording of inmate statements pursuant to an Administrative or Use of Force Investigation, per Manual of Policy and Procedures, section 3-10/110.00, Use of Force Review Procedures.

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## • 5-14/080.00 Narcotic Evidence Booking Procedures

Any narcotic evidence found in a custody facility shall be booked into the appropriate Sheriff's station. All personnel shall adhere to the following procedures.

### Deputy Personnel Responsibilities

Deputy personnel who recover narcotics evidence shall place the evidence in a transparent plastic narcotic evidence bag. Prior to sealing a narcotics evidence bag, deputy personnel shall complete the first four (4) lines of a Narcotic Evidence Booking Identification Card (Uniform Report Number, Description of Evidence, Reporting Deputy Name/Employee Number, and Seizing Deputy Signature/ Employee Number) and place it inside the bag along with the narcotics. Once this has been completed, the evidence bag should be sealed. This card replaces the old method of tearing off a piece of paper and putting your initials on it.

Deputy personnel shall complete a Criminalistics Laboratory Receipt (SH-CR-126) and staple it to the narcotic evidence bag.

NOTE: It is imperative to press hard when completing the receipt so that all copies are legible.

Each narcotic evidence bag requires a separate Criminalistics Laboratory Receipt. Criminalistics Laboratory Receipts are a serialized form and shall be kept in the watch sergeant's office for tracking purposes. This form is stapled to the outside of the narcotic evidence bag and placed into the safe. When entering narcotic evidence information into the master property ledger, deputy personnel shall include the serial number of the Criminalistics Laboratory Receipt. This information shall be placed under the "Description of Evidence" portion of the ledger.

### Transporting Narcotic Evidence to Court

When it becomes necessary to physically transport narcotic evidence to court for a preliminary hearing or trial, the deputy responsible for presenting the evidence shall make arrangements with the station narcotics unit to obtain a photograph of the evidence and the analysis report. The station narcotics unit shall prepare a Narcotics Bureau Court and Evidence Disposition form (SH-CR-559) in duplicate and obtain the signature of the transporting deputy on the form. The original copy shall accompany the photograph of the narcotic evidence to court. If the narcotic evidence photograph is not introduced in court, it shall be returned to the station narcotic unit with the Narcotics Bureau Court and Evidence Disposition form, with the court disposition section of the form completed. If the evidence photograph is introduced in court, the transporting deputy shall complete the court disposition section of the form and obtain the court seal and signature of the court clerk prior to returning the form to the station narcotics unit.

The new procedure as outlined in this directive requires that all narcotic evidence booked at a station be transported as soon as possible to Scientific Services Bureau for a chemical and physical analysis of the materials. This procedure will eliminate the need for a field (Wells) test of narcotics which was performed by station narcotics personnel. Narcotic evidence is then transported to the Central Property and Evidence Unit at the Sheriff's Training and Regional Services Center (S.T.A.R.S.). The Central Property and Evidence Unit is responsible for security, storage, maintenance, and disposal of all narcotics evidence.

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## • 5-14/090.00 Handling Chemical - Biological Exposure Incidents

The use of chemical or biological agents such as sarin gas or anthrax, as a weapon or as a hoax, can disrupt routine, monopolize resources, and threaten facility, staff and inmate safety, and security. The actual use of a chemical or biological agent in the custody environment has the potential to cause major or life-threatening injuries to inmates and personnel. Chemical agents are detected at the time of exposure. Therefore, immediate measures must be taken to establish an effective and total containment. Biological agents may not

become evident in the first seventy-two hours unless a threat or warning is received, or by the appearance of mass symptoms within a short period of time.

Since there has never been an incident of an actual release of any biological agent based on a given threat, IT SHALL BE THE POLICY OF THIS DIVISION TO HANDLE ANY THREAT OF BIOLOGICAL ATTACK OR EXPOSURE AS WE WOULD TREAT A BOMB THREAT, UNTIL IT IS DETERMINED TO BE AN ACTUAL INCIDENT.

Nothing in this section shall preclude unit commanders from establishing unit orders, specific to their facility, regarding chemical or biological agent exposure and containment.

## Objectives

The objectives of Custody Division personnel in incidents of threats of biological agent exposure include, but are not limited to:

- Identifying the credibility of the threat
- Following the Department's guidelines for the handling of bomb or anthrax threats (see E.O.B. advisory "Responding to Anthrax Threat Incidents")
- If a suspicious device is found, isolating the area and handling as an actual exposure incident
- Documenting the incident on a Complaint Report (SH-AD 49) with the classification "11418.5 P.C. - Weapons of Mass Destruction Threat," and statistical code 154

The objectives of Custody Division personnel in incidents of actual chemical or biological agent exposure include, but are not limited to:

- Identifying the credibility of the threat
- Identifying the type of agent (i.e., chemical or biological), and its source
- Containment and isolation of the area of exposure and any exposed persons
- Maintaining facility and prisoner security
- Notification to all necessary agencies (E.O.B., Fire, F.B.I., Dept. of Health Services, etc.)
- Establishment of a unified command post with responding agencies
- Decontamination and medical treatment of exposed or injured persons
- Completion of all required reports
- Refer to E.O.B. advisory "Responding to Anthrax Threat Incidents"

## Chain of Command

The watch commander of the effected facility shall be the incident commander in all instances of chemical or biological agent exposure. If persons are exposed, or the exposure is discovered while persons are in transit, the receiving facility watch commander shall be notified immediately and shall become the incident commander. The incident commander shall establish liaison with the Fire Department incident commander, as well as the senior representative from the Los Angeles County Department of Health Services.

## Watch Commander Responsibilities

The watch commander shall ensure that the effected area is completely contained and isolated as soon as possible. If an exposure occurs in a building equipped with an air circulating system (HVAC), the watch commander shall insure that the system is immediately shut off to prevent further facility contamination. To determine the credibility of the threat, the watch commander shall review the information regarding the exposure including, but not limited to:

- Type of agent involved (chemical or biological)
- Method of delivery (aerosol, powder, an explosive device, etc.)
- Source of information (informant or threatening letter or call)
- Prior warning or post claim (will vs. has occurred)
- Presence of a device or suspect material
- If the agent is airborne or non-airborne

The watch commander shall assure that all necessary notifications are made in a timely manner including:

| | |
|---|---|
| Sheriff's E.O.B. | [REDACTED TEXT] |
| L.A. County Fire Department dispatch (Haz-mat) | [REDACTED TEXT] |
| L.A. City Fire Dept. dispatch for Bauchet St. facilities | [REDACTED TEXT] |
| F.B.I. | [REDACTED TEXT] |
| Medical Alert Center (Via SCC.) | [REDACTED TEXT] |
| Sheriff's Headquarters Bureau | [REDACTED TEXT] |
| Assisting Units if additional personnel needed. | |

After hours, Sheriff's E.O.B. can be notified via the Sheriff's Headquarters Bureau. E.O.B. can assist with notifications to the FBI, etc., as well as assist the watch commander in conducting a final threat assessment.

The watch commander shall respond to the command post and establish a unified command with outside agencies (Fire Department, Department of Health Services, etc.). In the event of a protracted incident, the watch commander may authorize the activation of the facility E.O.C. The watch commander shall insure the timely reporting of the incident by the handling personnel.

## Line Sergeant Responsibilities

The line sergeant shall immediately respond to the scene to direct personnel and ensure that the effected area is contained and isolated. The area of contamination shall be designated as the "red" or "hot" zone. No personnel shall enter this area without proper protective gear, including self contained breathing apparatus. Persons already in the "red" zone shall be evacuated to an "orange" or "warm" zone, for decontamination and/or medical triage. The line sergeant shall insure that inmate security precautions are in place at all times.

The line sergeant shall coordinate with the Fire Department and the Department of Health Services in selecting an area for the establishment of a command post, and notify the watch commander. The line sergeant shall also coordinate with the Fire Department and the Department of Health Services in selecting a staging area, an "orange" decontamination and medical triage area, and direct all personnel to the appropriate locations.

Protection of the operation and security for the inmates and facility is the responsibility of the Sheriff's Department. It shall be the responsibility of the line sergeant to supervise personnel to ensure a safe operation and thorough effort including:

- A safe approach by responding personnel, stay upwind and uphill
- Absolute containment and isolation of the effected area
- Identification and treatment of all exposed or injured persons
- Search for device, including a search for secondary devices, only if properly protected

The watch sergeant shall ensure that all required reports and documentation are completed in a timely manner.

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## • 5-14/100.00 Title 15 Compliance Officer

The Title 15 Compliance Officer assists the Sheriff's Department in complying with the guidelines of Title 15. Personnel designated as a Title 15 Compliance Officer shall be assigned at the beginning of shift and shall hold this responsibility for the entirety of the shift, unless re-assigned by a supervisor at the permanent rank of Sergeant or above. Personnel assigned as the Title 15 Compliance Officer shall be designated on the daily in-service sheet. Each housing area shall have a minimum of one person assigned as the Title 15 Compliance Officer. The Title 15 Compliance Officer shall personally perform all assigned functions unless properly relieved or as directed by a supervisor at the permanent rank of Sergeant or above.

The Title 15 Compliance Officer's primary responsibility shall be to comply with Title 15, Article 3, Section 1027 and Custody Division Manual section 4-11/030.00, "Inmate Safety Checks." The duties of the Title 15 Compliance Officer include, but are not limited to:

- Personally conducting the required safety checks for each housing location and signing the security check logs in their assigned areas
- Assist in supervising and moving inmates scheduled for their recreation, visiting, and inmate meal times, as required in Title 15
- Supplement housing personnel in order to ensure compliance with all Title 15 issues
- Conduct a visual and physical inspection of the officer work area, inmate living areas, day rooms, and recreation rooms, for any items needing repair, replacement or cleaning (i.e., leaking fixtures, burned out light bulbs, etc.), and respond to inmate inquiries. Additionally, the Title 15 officer shall have removed any obstruction (i.e., "curtains," clothing, or other items) which may interfere with the view of inmate living areas or bunks. The Title 15 Compliance Officer shall ensure corrective actions and maintenance requests are completed

Unit Commanders shall ensure duty statements of the Title 15 Compliance Officer are written and made available to all line personnel. It shall be the ultimate responsibility of each facilities' Unit Commander to

ensure that there are adequate Title 15 Compliance Officers assigned and conducting their duties as required in this policy. Additionally, Unit Commanders shall include a summary of the Title 15 Compliance Officer program in their quarterly accountability reports.

## • 5-15/000.00 Inmates Refusal to Eat and/or Drink

If during the course of normal operations, custody personnel observe significant evidence of food/fluids that have not been consumed by an inmate over a period of six (6) meals, which may indicate abnormal eating and/or drinking patterns, custody personnel shall immediately notify medical and mental health personnel of their observations via the facility specific "Food Intake Monitoring" email group. The facility Access to Care (ATC) lieutenant shall also be notified via email. Custody personnel shall document these notifications in the "Medical and Psychological Events" section of the paper or the electronic Uniform Daily Activity Log (UDAL/e-UDAL).

**Note: It is not necessary that an inmate verbalize an intent to refuse food or fluids. Observation of the non-consuming behavior is sufficient to determine a refusal situation exists or is occurring.**

When healthcare personnel determine the need to monitor an inmate's daily food/fluid consumption, custody personnel shall document the food/fluid intake. Healthcare personnel will initiate and post the "Daily Food/Fluid Intake Monitoring Record" sheet in close proximity to the inmate's cell. Custody personnel will use the posted form to document any food/fluids consumed by the inmate, for each given meal, on the "Daily Food/Fluid Intake Monitoring Record" sheet. The food/fluid consumption should be documented before the removal of any food/fluids from an inmate's housing location, or the cleaning of the inmate's cell. If the inmate is moved, or healthcare personnel determine there is no longer a need to monitor the inmate's food consumption, the "Daily Food/Fluid Monitoring Record" sheet shall be retained by custody personnel and forwarded to the facility ATC lieutenant (or their designee) for a retention period of five (5) years.

The inmate's physical condition will be monitored and assessed by healthcare personnel, which may include the inmate's weight and vital signs.

During the monitoring period, healthcare personnel may determine that an inmate's refusal to eat and/or drink may pose a significant health risk, resulting in a request to remove the inmate from their cell for treatment. Should the inmate refuse, the floor sergeant shall be notified, respond to the location, and make an attempt to gain the inmate's compliance. In instances where an inmate continues to refuse, the handling sergeant shall contact the facility ATC lieutenant (or on-duty watch commander, in the ATC lieutenant's absence). The lieutenant shall respond to the inmate's location and attempt to gain their compliance. If the lieutenant is unsuccessful in obtaining the inmate's compliance, he/she shall notify the nursing supervisor that an extraction is needed. If the inmate must be removed from his/her cell, custody personnel shall follow the procedures outlined in Custody Division Manual (CDM) section 7-01/050.05, "Inmate Extraction Procedures" to facilitate the appropriate medical treatment.

Each custody facility shall develop unit orders outlining specific procedures respective to their facility, including the appropriate email group for the proper notifications to the required personnel mentioned above.

### HUNGER STRIKE

## Pre-Hunger Strike Evaluation Period

If a hunger strike has been declared by an inmate, a pre-hunger strike evaluation period shall be initiated for the duration of six (6) meals after the initial declaration. Custody personnel shall promptly initiate a Pre-Hunger Strike Evaluation Log (SH-J-469) and notify the concerned floor/area sergeant and watch commander. The watch commander will be provided the inmate's name, booking number and housing location, which shall be documented in the Watch Commander's Log. The watch commander shall also ensure the unit commander is notified of the pre-hunger strike.

The inmate's Pre-Hunger Strike Evaluation Log shall be posted on the inmate's cell door, where safely possible, or kept at the respective module officer's desk/staff station, for the entire duration of the pre-hunger strike period.

During the pre-hunger strike evaluation period, the inmate shall be presented all meals during regularly scheduled meal times. Custody personnel shall log the provision of the meal, along with any refusals, or observations regarding consumption of the meal or of concealed food items (e.g., commissary purchases) on the Pre-Hunger Strike Evaluation Log and in the location's e-UDAL. The responsible floor/area sergeant shall contact the inmate, at a minimum of once per shift, in an attempt to resolve the pre-hunger strike. Each contact and resolution attempt made by the sergeant shall also be documented on the Pre-Hunger Strike Evaluation Log.

After three (3) meal refusals during the pre-hunger strike evaluation period, the concerned watch commander of the shift in which the third meal is refused, shall be notified. The notified watch commander shall contact the inmate and attempt to resolve the pre-hunger strike. The contact and resolution attempt made by the watch commander shall be documented on the Pre-Hunger Strike Evaluation Log. During this contact, the watch commander shall also ensure the Pre-Hunger Strike Evaluation Log is being properly completed by custody personnel.

Any verbalization by the inmate to end their hunger strike, the consumption of a meal/portion of a meal, or the consumption of any food items (i.e., commissary or vending items) shall constitute the end of the pre-hunger strike evaluation period.

If the inmate has refused six (6) consecutive meals during the pre-hunger strike evaluation period, and has not consumed any other food items, the inmate will be referred to medical personnel for initial evaluation and monitoring of a hunger strike.

Any time a pre-hunger strike evaluation period has ceased, the completed Pre-Hunger Strike Evaluation Log shall be forwarded to the watch commander for review. All completed and reviewed logs shall be forwarded to the respective facility's Operations for entry into the Custody Automated Reports Tracking System (CARTS).

## Hunger Strike

If after the pre-hunger strike evaluation period, the inmate is still declaring a hunger strike, which has been validated by inmate behavior, the inmate(s) may be maintained in their assigned housing area after the initial evaluation by healthcare personnel. If, in the opinion of healthcare personnel, the inmate(s) need(s) additional or immediate medical supervision, the inmate(s) shall be transferred to a medical facility. In the most extreme circumstances, a court order may be sought authorizing forced food ingestion.

During the hunger strike, any inmate refusing to eat or drink shall have three (3) meals per day presented to them and must be allowed to refuse or accept each individual meal. Drinking water shall be available at all times. Housing officers shall record in the e-UDAL the time of each meal presented to the inmate and whether the inmate refused, accepted, or consumed a portion of the meal. Any food or fluid consumption, or changes in the inmate's behavior or physical condition shall be immediately reported to medical staff, and also recorded in the location's e-UDAL.

### Termination of a Hunger Strike

If the inmate declares their hunger strike has ended, or exhibits behavior consistent with the termination of a hunger strike (i.e., the consumption of a meal or any other food item), medical personnel shall be notified. If after conference with medical personnel, it is determined there is no need to further monitor the inmate's food/fluid intake, the monitoring of such will be concluded/terminated.

## FACILITY COMPLIANCE

Unit commanders shall establish unit orders delineating supervisory responsibilities for conducting quarterly audits of all pre-hunger strikes and hunger strikes occurring in the facility. The designated supervisor shall ensure that all procedures and mandates for documentation, as outlined above, have been adhered to. Results of each audit shall be forwarded to the respective unit commander for review.

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## • 5-16/000.00 Guidelines for Photographing and Videotaping Inmates

All photographing and videotaping requests by outside groups, individuals, or companies shall be approved by Sheriff's Headquarter's Film and Media Unit.

The Unit Commander or his designee shall be responsible for ensuring that the guidelines for photographing and videotaping inmates are followed:

- All inmates photographed or videotaped shall be sentenced and shall be required to sign a "Photographing and Videotaping Consent" waiver
- Inmates that are not sentenced are required to obtain written consent from their lawyer prior to appearing in any photograph or videotape
- Inmates represented by a public defender shall obtain written permission from the Public Defender's office
- Federal inmates shall not be photographed or videotaped unless written approval is obtained from the United States Marshal's Service
- A copy of the waiver(s) and/or the letter(s) of consent from the lawyer shall be retained by the facility for a minimum of two years
- General or random photographing of inmates shall not be permitted
- Inmates who are photographed shall not be in possession of their picture. In any such instance where an inmate would receive a copy of their picture, the photograph shall be mailed to an address specified by the inmate
- Television cameras and still cameras, not used for official business by Los Angeles County Sheriff's Department personnel, shall not be allowed inside a custody facility unless prior approval is obtained

from a Division Chief or his designated Area Commander

This policy does not apply to Sheriff's Department personnel who obtain video, photographs, or other types of media while in pursuit of their official duties or within the requirements set forth in Custody Division Manual section 7-06/010.00, "Video Recording Procedures."