

Volume 6 - Station Jail Manual

• 6-01/000.00 Purpose

The Station Jail Manual is a reference tool outlining the procedures governing the operation of Type I facilities. References noted in this manual derive from the Department's Manual of Policy and Procedures (MPP), Field Operations Directives (FOD), Custody Division Manual (CDM), and state law as described in Title 15 of the California Code of Regulations (CCR), Articles 1 through 14. **It is not a comprehensive guide to all Department procedures outlining the operation of station jails.**

The Station Jail Manual was prepared to meet four specific goals:

- Standardize policies, rules and procedures within the Department's station jails;
- Provide a comprehensive reference of rules, policies, and procedures governing the operations of station jails;
- Provide reference of operations to enable management personnel to ascertain the compliance or non-compliance with mandated statutory and judicial directives;
- Maintain compliance with the California Board of State and Community Corrections (BSCC) Minimum Jail Standards for Local Detention Facilities. (Refer: Title 15, Article 3, Section 1029 of the California Code of Regulations)

In an effort to keep the Station Jail Manual current, Custody Support Services Bureau (CSSB) shall review its contents annually. Proposed manual revisions, additions, and deletions are edited, processed, and published by CSSB. All proposed manual revisions shall be sent to CSSB via email to the Policy Review Team [REDACTED TEXT]. Proposed manual revisions shall be submitted on a SH-A-D-32A by the unit commander to the patrol division chief. In all cases where discrepancies between Sheriff's Department policy and legal provisions exist, state law as delineated in Title 15 shall supersede Department policy. Additionally, in some cases, unit orders may be more restrictive than Division or Department Policy; however, they shall not be less restrictive.

Each unit commander shall be responsible for the safekeeping and proper updating of all manual copies assigned to his/her unit.

• 6-01/010.00 Manual Definitions

Administrative Segregation

The physical separation of different classification of inmates as specified in Penal Code Sections 4001 and 4002, and Title 15, Article 4, Section 1053, of the California Code of Regulations, which is used to provide a level of control and security necessary for effective management and the protection of staff and other inmates.

Developmentally Disabled

Describes a diverse group of chronic conditions that are due to mental and/or physical impairments.

Disciplinary Isolation

Punishment status assigned to an inmate as the result of violating facility rules and consists of confinement in a cell or housing unit separate from general population inmates. (Disciplinary isolation is not administered at the station level.)

Extremely Intoxicated

Any person under the influence of drugs and/or alcohol who is unable to care for his/her safety or the safety of others.

Facility Manager

For the purpose of this manual, a facility manager is defined as the unit commander and holds the rank of a captain.

Arrestee

For the purpose of this manual, an individual who has been arrested shall be referred to as an arrestee until their booking process is complete.

Inmate

Inmate shall be used to describe any person incarcerated in a local detention facility (Sheriff's Station) or Custody Operations facility. Or any person remanded by a court to the custody of the Sheriff of Los Angeles County.

Jail Manager

For the purpose of this manual, a jail manager is defined as the watch commander and holds the rank of a lieutenant.

Pre-sentenced Inmate

Any incarcerated person awaiting arraignment, hearing, trial or sentencing. It shall also describe inmates sentenced on one charge and awaiting trial on additional charges.

Sentenced Inmate

Any incarcerated person who has been sentenced by a court to any jail, detention camp or correctional institution.

Inmate Worker

Any inmate currently performing a job assignment or on a work detail. The word includes both sentenced and pre-sentenced inmates with work assignments, unless otherwise designated.

Minimum Jail Standards

The minimum standards for local detention facilities, Title 15 of the California Code of Regulations, which describes the minimum standards of care, custody, and control to be provided to inmates within the County's jail system.

Personnel

Any Sheriff's Department employee, sworn and civilian.

Type I Facility

A local detention facility used for the detention of inmates, usually pending arraignment, for not more than 96 hours excluding holidays and weekends after booking. Such a facility may also detain persons on court order either for their own safekeeping or sentenced to a city jail as an inmate worker, and may house inmate workers sentenced to the County Jail provided such placement is made on a voluntary basis on the part of the inmate. All station jails are classified as Type I facilities..

Type II Facility

A local detention facility used for the detention of persons pending arraignment, during trial and upon a sentence of commitment, (e.g. county jails)..

Type III Facility

A local detention facility used only for the detention of convicted and sentenced persons, (e.g. state prisons).

Type IV Facility

A local detention facility or portion thereof designated for the housing of inmates eligible under Penal Code Section 1208 for work/education furlough and/or other programs involving inmate access into the community.

Unobstructed Visual Observation

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.

Suicide Resistant Location

A housing assignment in which known or apparent suicide hazards do not exist or have been removed.

• 6-01/020.00 Organization Chart



-
- **6-02/000.00 Unit Commander**

The safety and security of all individuals booked and housed at station jail facilities are a crucial responsibility of the unit commander. Each unit commander shall appoint a jail manager to operate and supervise the station jail. The appointed jail manager shall be the permanent rank of lieutenant.

The unit commander's responsibilities include but are not limited to:

The jail inspection reports conducted by the following agencies shall be included:

- Review the sections of the Station Jail Manual that require station specific procedures (i.e., emergency procedures section). Unit commanders shall approve unit specific plans and place them at the end of each section wherever the phrase, "Refer to Station Specific Procedures" occurs;
- Maintain a copy of the Public Information Plan at the station's public counter for review upon request;
- Ensure current copies of jail inspection reports are maintained in the station jail.
 - County Health Services
 - Superior Court (Juvenile)
 - Institutional Inspection Committee
 - Board of State and Community Corrections (BSCC)
 - State Fire Marshall
 - Sheriff's Department

SUSPENSION OF STANDARDS

The unit commander, or in his/her absence, the watch commander, may suspend any standard, requirement or procedure mandated by the California Board of State and Community Corrections (BSCC) or mandated by this manual, in any event which threatens the safety of any of its inmates, staff, or the public.

In the event of a suspension of standards, personnel shall comply with Title 15, Section 1012 of the California Code of Regulation. Additionally, the unit commander shall prepare a written report to the respective Patrol Division Chief. The report shall include the circumstances surrounding the suspension, duration, and cause.

A Department and unit operational log entry shall be completed. In the event the suspension lasts more than three days, it is the responsibility of the unit commander to notify the BSCC immediately. The notification shall include the circumstances listed above and addressed to the BSCC field representative:

FSO Field Representative
BOARD OF STATE AND COMMUNITY CORRECTIONS
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
<http://www.bscc.ca.gov>
Phone: (916) 324-1914
Fax: (916) 327-3317

Contact a Custody Support Services Bureau sergeant at [REDACTED TEXT] for the name of the current BSCC field representative.

• **6-02/010.00 Watch Commander (Jail Manager)**

The watch commander has the ultimate responsibility of the station jail. The watch commander shall periodically monitor the booking of inmates and jail operations. The watch commander shall document their observations, along with any corrective action taken in the watch commander's daily activity log. The watch commander shall ensure compliance with this manual and all other regulations, procedures, and laws pertaining to the station jail and inmates. Additionally, the watch commander shall be responsible for the safekeeping of all cash bail monies and for the unit records of the deposits.

The watch commander shall ensure a Probable Cause Declaration (PCD), signed by a magistrate, is obtained for each individual booked, except as provided in SJM section 6-03/020.00, "Probable Cause Declarations (PCD)."

The following cases shall be reviewed by the watch commander:

- The watch commander shall confirm all surveillance cameras are properly functioning and recording at the beginning of each shift by logging into the system and retrieving a sample recording from the previous shift;
- At the beginning of each shift, the watch commander shall ensure real-time footage accurately reflects the correct date and time of day;
- The watch commander shall notify the designated video manager of any malfunctions, submit necessary work orders through proper channels (e.g., the online Helpdesk, etc.), and document all actions taken in the Watch Commander's Log, including who was notified and the requested corrective action;
- The designated video manager shall ensure all high-definition cameras are recording at no less than ten (10) frames per second, with picture resolution no less than 720p, unless otherwise directed in writing by the respective Custody Services Division chief;
- The fixed video equipment inspection shall be documented in the facility Watch Commander's Log.

• **6-02/020.00 Watch Sergeant**

The watch sergeant shall be responsible for the immediate supervision of the jail operations. They shall regularly observe and supervise jail operations during their shift. The watch sergeant shall review all booking packages to ensure the proper documentation is completed and ensure it is accurate.

• **6-02/030.00 Jailer**

The jailer has the responsibility of ensuring the security and welfare of those confined to the station jail.

The jailer shall ensure all inmates, with the exception of inmates booked in for but not limited to a warrant or for 3056 PC, have a signed Probable Cause Declaration (PCD) prior to their 48th hour in custody, in accordance with SJM section 6-03/020.00, "Probable Cause Declarations (PCD)." On each shift, the jailer is responsible for processing and fingerprinting all incoming arrestees, and, when booking warrant arrests, adhering to procedures delineated in SJM section 6-03/000.00, "Policy and Procedures."

The jailer shall ensure arrestees are afforded the mandated telephone calls, prepare transmittals for arrestees who require transportation, collect and process releases, collect DNA samples, and ensure that all booking packages are complete and accurate. Refer to station specific rules and procedures for showers, visiting, etc. The following is a generic example of the station jailer's responsibilities which include but are not limited to:

- Brief the on-coming shift jailer, including a review of information from the previous shift regarding jailer keys, booking packets, all bookings Live Scanned and their property, all daily occurrences, including significant incidents (e.g. suicidal inmates pending transfer, medical transfers, special handles, 5150 WIC etc.)
- Complete a new Station Inmate Inspection Record including the portion for inmate workers
- Conduct a combined count and safety check of all inmates, every 30 minutes, for the duration of the shift in accordance with Custody Division Manual (CDM) section 4-11/030.00, "Inmate Safety Checks," and SJM section 6-07/000.00, "Count and Safety Checks." Suicidal inmates pending transport to the Inmate Reception center (IRC)/Century Regional Detention Facility (CRDF) or LAC + USC Medical Center (LCMC) shall be under unobstructed visual observation or in a suicide-resistant location, and checked once every 15 minutes in accordance with Custody Division Manual (CDM) section 4-11/030.00, "Inmate Safety Checks."
- Conduct a combined count and safety check of all inmate workers once per hour for the duration of the shift
- Enter their name, employee number, and all other applicable information in the indicated fields of the e-Gatebook
- Prepare the court list (some stations secretaries have this collateral)
- Verify the court transmittals prepared by the EM jailer. Inspect all booking packages and ensure they are complete. All inmate property shall be transported with the inmate to court (excluding bulk property). Ensure that all inmate property is intact and confirm there is no money in the safe to be included in the property
- Prepare inmates for court and assist transporting deputies with court line
- Record the disposition of the inmates sent to court in the indicated field of the e-Gatebook and record the reduced count on the Station Inmate Inspection Record
- Complete all transfer records for inmates sent to court or sent to a custody facility. Separate the transfer records by gender and destination
- Contact the Superior Court Pretrial Services daily to provide them with a list of inmates qualified for bail reduction. Refer to station-specific plan regarding this procedure
- Supervise the clean-up of the jail cells after court line is complete
- Check the beverage (refrigerated drinks) and food temperature (hot meals only) and log them in the e-UDAL
- Serve inmate meals
- Ensure trash is picked up within a reasonable time (preferably 30-45 minutes) after meals are served.

• 6-02/040.00 Training

All custody personnel assigned to a Type I, II, III or IV facility shall participate in the "Corrections Officer Core Course" as described in Section 179 of Title 15, California Code of Regulations.

Custody personnel who have successfully completed the course of instruction required by Penal Code Section 832.3 shall also participate in the "Corrections Officer Basic Academy Supplemental Core Course" as described in Section 180 of Title 15, California Code of Regulations.

Personnel assigned to work the station jail are required to attend an additional 24 hours of jail training a year, as mandated by the Standards of Training for Corrections (STC). Custody Training and Standards Bureau (CTSB) will develop and coordinate the training. Additionally, jailers shall receive "On The Job Training" (OJT), which covers releases, booking procedures, evidence gathering (with new Prelims system), Title 15 safety checks, facility and unit order familiarization, and emergency procedures.

Newly assigned jailers shall be trained by a qualified jailer on "Jail Procedures", as covered in Title 15, of the California Code of Regulations, the Department's Manual of Policy and Procedure, the Station Jail Manual, and related Welfare and Institution Codes pertaining to juveniles in custody.

Training for station jail personnel is an ongoing process since the requirements for Emergency Release Procedures change periodically and new court decisions are regularly introduced. Therefore, the jailer must frequently review the Jail Briefing Board, Custody Operations Directives, Field Operations Support Services Directives, etc. for updated procedures.

It is the responsibility of the unit commander to ensure that all personnel assigned to work the station jail are trained in jail operations. A list of personnel certified to operate the jail shall be maintained by the station training office. Only trained personnel may be assigned to work the jail.

• 6-03/000.00 Policy and Procedures

The Department will accept any adult committed by competent authority at any station, Inmate Reception Center (IRC), or Century Regional Detention Facility (CRDF), provided that authority has complied with the pertinent procedural sections of Department policy and provided that the receiving unit has the facilities and personnel available to ensure the safekeeping of the individual.

The following circumstances require an arrestee to be transported to IRC, CRDF, or the Los Angeles County University of Southern California Medical Center (LAC+USC Medical Center) for housing:

- Violent arrestees, under the influence of alcohol and narcotics/drugs
- Arrestees who display obvious suicidal ideation or exhibit unusual behavior that clearly manifests self-injurious behavior or other clear indication of mental health crisis
- Arrestees who are sick or injured, or who have mental or medical health issues and cannot be practically housed at the station
- Female arrestees who have given birth within the past year and are charged with murder or attempted murder of their infants
- Arrestees charged for a felony who require special housing due to their classification level

- The number of inmates has reached or exceeds the station's maximum bed capacity

In all circumstances listed above, the arrestee can be booked at any station jail before being transported with the exception of violent arrestees under the influence of alcohol and narcotics/drugs. Under this circumstance the arrestee may be transported directly to LAC+USC Medical Center.

Note: prior notification to the LAC+USC Medical Center, IRC, or CRDF watch commander shall be made before transporting an arrestee for all circumstances listed above. Additionally, a transmittal shall be filled out for each except for violent inmates.

BOOKING OF WARRANT ARRESTS

Warrant verification procedures shall be part of the booking process for all warrant arrests. When booking an individual believed to be named in a warrant, the deputy/officer shall consider the following identifying factors:

- Name (or combination of names)
- Date of birth
- Driver License number
- Race
- Physical description (height, weight, hair color, eye color)
- Tattoos, oddities
- Address
- Previous address(es)
- California Identification Index (CII) number

The booking deputy/officer shall be responsible for obtaining a copy of the Warrant Information Sheet (WIS) and shall place the "Warrant Verification Stamp" on the lower portion of the WIS.

The booking deputy/officer shall ensure all the required information on the stamp is completed. If the arrestee does not dispute they are the person identified on the warrant, no further action is required. However, in the event the individual disputes being the subject named on the warrant, the booking deputy/officer shall inform the jailer as soon as practical.

Disputed Warrant Verification

In the event the arrestee disputes the warrant, the jailer shall complete the "[Disputed Warrant Verification Form](#)" and the instructions on the form shall be followed.

The verification procedures on the form include the following, but are not limited to:

- Fingerprint comparison using fingerprint-based records such as CII #, Main #, FBI #, or Booking #
- Regional Allocation of Police Services (RAPS) and Consolidated Criminal History Reporting System (CCHRS) comparison for prior arrest and booking information

The completed form shall be submitted to the watch commander, who shall decide if the arrestee shall continue to be held on the warrant based on the comparison of identifying information.

If it is determined the arrestee is not the subject wanted in the warrant, the jailer shall release the individual from the warrant hold under 849(b)(1) PC and shall ensure an exoneration is entered into the Countywide Warrant System (CWS). For further information, refer to MPP section 5-07/110.60, "Procedure When Subject Not Person Named in Warrant." A printout of this information shall be given to the exonerated arrestee and a copy shall be placed in the booking jacket.

The Records and Identification Bureau (RIB) shall be immediately notified via telephone thereafter, so the warrant can be reactivated and made available for service.

• **6-03/010.00 Booking and Property Record Form (SH-J-293)**

The four-part Booking and Property Record Form (B&PR), or a Live Scan generated Booking and Property Record, shall be prepared by the arresting deputy/officer or station jailer when an arrestee is booked:

- At a Sheriff's station
- Directly into LAC+USC Medical Center
- Directly into IRC or CRDF

Either of the two booking slips shall be filled out completely, as indicated in MPP section 5-03/025.00, "Booking and Property Record Form (B&PR)," which shall include a general itemization of the arrestee's clothing and property. If a Live Scan generated B&PR is the only form used, the original copy must be signed by the inmate and stamped as the original. No other copies need to be signed.

Booking packets shall include:

- Booking and Property Record Form (SH-J-293)
- Additional Charge and Holds Record (SH-CR-435), if needed
- Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422)
- Copy of the Warrant Information Sheet "WIS" for warrant bookings
- Bail Deviation Form (SH-R-440) for all felonies
- Arrested Person's Children Form (SH-R-625)
- Voluntary Delayed Release Form (SH-AD-692):
 - Complete Section 1- Inmate/Arrestee Information and Section 2- Request. In the event an inmate/arrestee refuses to sign or needs assistance completing the form, the watch sergeant and the Department member releasing the inmate/arrestee shall complete Section 2- Inmate/Arrestee Refusal to Sign.
- Intoxication Observation Sheet (SH-R-445) for all suspects arrested for under the influence of alcohol/drugs
- Citations for all misdemeanor arrests, which do not have a watch commander approved hold
- Jail Orientation Form (SH-R-449), if not posted in the jail
- Prison Rape Elimination Act (PREA) Zero Tolerance Pamphlet (SH-J-478)
- Prison Rape Elimination Act (PREA) Comprehensive Inmate Education Form (SH-J-633)
- Los Angeles County Foreign National Advisement Form (with fax confirmation)

- Transmittal sheet (LASD/LAPD Transfer Record [SH-CR-275]) for all inmates transferred to the Inmate Reception Center or Century Regional Detention Facility
- Probable Cause Declaration (PCD) for all open arrest charges

Document

Destination

Booking and Property Record Form (SH-J-293):

White copy	Sheriff's Electronic Criminal Document Archives (SECDA)
Blue copy	URN File
Yellow copy	Inmate Property - SECDA
Pink copy	Inmate
Photo copy	SECDA
Photo copy	Jailers Record

Additional Charge and Holds Record Slip (SH-CR-435):

Yellow copy	SECDA
White copy	Jailer's record
Goldenrod copy	Inmate

Arrested Person's Children Form (SH-R-625):

Original	Attach to B&PR
Photo copy	Attach to SH-R-49 if child present during time of arrest

Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422):

Original	SECDA
Photo copy	Jailer's record
If open charge	URN File

Warrant Abstract:

Original	Court of Origination
Photo copy	SECDA

Photo copy	Jailer's Record
Photo copy	Inmate
Records Check	SECDA (Optional)
Personal History Index	SECDA (Optional)
DMV Printout	SECDA (Optional)

Special Handling Card, if required:

Photo copy	Attach to transmittal
Photo copy	Jailer's Record
Station Jail Inmate	Jailer's Record

Classification Questionnaire

Intoxication Observation Sheet (SH-R-445):

Original	URN File
Photo copy	Jailer's Record

Juvenile Detention Form:

Original	Jailer's Record
----------	-----------------

Station Jail Orientation Form (SH-R-449):

Original	Jailer's Record
----------	-----------------

PREA Zero Tolerance Pamphlet (SH-J-478):

Original	Inmate
----------	--------

PREA Comprehensive Inmate Education Form (SH-J-633):

Page 1 & 2	Inmate
Page 3 (Signature sheet)	SECDA

Probable Cause Declaration:

Original (signed by judge)	SECDA (via secretariat)
----------------------------	-------------------------

Photo copy (signed by judge) Court-TTCF-SECDA-URN File

Bail Deviation Form (SH-R-440):

Original Court

Photo copy SECDA

Photo copy Jailer's Record

Bail Receipt

(See Station Jail Manual, Chapter 11, "Inmate Release," for distribution instructions)

Fingerprint Card Jailer's Record

Fingerprint Return

Original Detective Bureau

Photo copy SECDA

Photo copy Jailer's Record

Los Angeles County Foreign National Arrest Advisement Form:

Original SECDA

International Liaison Unit via fax

• **6-03/020.00 Probable Cause Declaration (PCD)**

If there has been no prior judicial authorization for the arrest, a Probable Cause Declaration (PCD) is required in all cases where the suspect (adult or 602 WIC juvenile) is booked into a Sheriff's Department facility and the arresting charge is:

- A felony;
- A misdemeanor that will cause an arrestee to be held in custody in excess of 48 hours;
- An infraction that will cause an arrestee to be held in custody in excess of 48 hours.

When suspects are booked on multiple charges, a PCD is required for all charges for which there has been no prior judicial review.

A PCD is not required for the following:

- Arrests made pursuant to a warrant, including Ramey Warrants, as all warrants have prior judicial review;
- Misdemeanor arrests to be released on a citation prior to 48 hours after the time of arrest, unless:
- a station supervisor determines a PCD is necessary,
- the arrestee is booked directly at the Inmate Reception Center (IRC) or Century Regional Detention Facility (CRDF);
- Juvenile detainees who are not being released to the Probation Department (e.g., will be released to their parent/guardian);
- Parole violations (3056 P.C.)
- Military deserters.

The jailer is responsible for ensuring all inmates held in custody, either at the station jail or in another facility within the county to which they were transferred, have a signed PCD prior to the 48th hour in custody.

The watch commander must be advised when an inmate is approaching 36 hours in custody and a PCD has not been signed by a magistrate. Whenever an inmate is held in custody for 36 hours without a required PCD approved by a magistrate, the watch commander or a designee shall:

- In the case of a non-Sheriff's Department arrest, notify the arresting agency and determine the status of the judicial review. Such inmates shall be released within 48 hours of the arrest if no PCD has been approved.
- In the case of a Sheriff's Department arrest, notify the duty commander, and the arresting unit. Provide a chronology of all efforts to obtain judicial review. Only the duty commander is authorized to release the prisoner due to the lack of an approved PCD.

IRC shall monitor the electronic PCD system (ePCD) and maintain communication with station jails as necessary to ensure the timely approval of PCDs of inmates transferred from a station jail to a custody facility. If a PCD for an inmate in a custody facility is not signed prior to the 48th hour, IRC will initiate the imperative release process.

Refer to station unit orders for additional station-specific procedures.

• **6-03/030.00 Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422)**

The Los Angeles County Unified Arrestee Medical Screening (SH-R-422) form shall be initiated by the arresting deputy/officer or booking officer. This form shall be completed for every person who is arrested by Sheriff's Department personnel or booked into a Sheriff's Department station/facility by an outside law enforcement agency. The form shall be filled out in its entirety. Each box shall be checked off, do not check the first box and draw a line through the rest of the form.

The SH-R-422 form is divided into three sections:

- Arrestee Questionnaire
- Arresting Deputy/Officer Observation
 - allows for medical screening of the arrestee by the booking deputy/officer
- Jailer Observations
 - allows for medical screening of the arrestee by the jailer.

ARRESTING (BOOKING) DEPUTY/OFFICER

The arresting deputy/officer shall complete the Arrestee Questionnaire and the Arresting Deputy's/Officer's Observation section of the form. The arresting deputy/officer shall include their name, employee/ID number, date, and time the form was filled out at the end of each section. If the arrestee refuses to answer the questions in the "Arrestee Questionnaire" section, the arresting deputy/officer or booking officer shall mark the "Refuse" box for each question not answered.

In addition, if the arrestee refuses to sign the form, the arresting deputy/officer or booking officer shall write "Refused" in the indicated area and include their name, employee number, date, and time.

Personnel shall complete a Behavioral Observation and Mental Health Referral (SH-J-407) for all inmates for whom there is an answer in the affirmative to any of the following questions:

- Arrestee Questionnaire - question: Do you feel suicidal or feel like hurting yourself?
- Arresting Deputy/Officer Observations - question: Did the arrestee threaten suicide or attempt "suicide by cop" during their arrest?
- Jailer Observations - question: Does the arrestee's behavior or statements suggest a risk of suicide? Examples: severe depression, crying, withdrawal, silence, history of previous suicide attempt such as self-inflicted injuries. Does the arrestee display any of the following behaviors? Examples: responding to something that is not there, withdrawn, bizarre beliefs, rambling nonsensically, overly suspicious, combative without apparent provocation.

Sheriff's station personnel shall ensure that any inmate who displays obvious suicidal ideation or exhibits unusual behavior that clearly manifest self-injurious behavior or other clear indication of mental health crisis shall be transported to the Inmate Reception Center (IRC), Century Regional Detention Facility (CRDF), or a medical facility as soon as practicable. Pending transport, such inmates shall be under unobstructed visual observation or a suicide resistant location with safety checks every 15 minutes.

JAILER

The jailer shall complete the Jailer Observation section and must sign the form in the indicated space.

WATCH SERGEANT

Watch sergeants shall review and sign all SH-R-422 forms.

RETENTION OF THE FORM

The original form must accompany the arrestee whenever he/she is transferred; therefore, if the arrestee is:

- Transferred, the original form shall accompany the inmate. Copies of the original shall be made for the booking packet and station URN file
- Released from the station, the original form shall be included in the station URN file.

When an inmate is transferred to another Sheriff's Department facility, the transporting deputy shall separate the original form from any other accompanying paperwork. The original form shall be presented separately to the person receiving the inmate. Personnel receiving the transferred inmate shall ensure there is an original form for each inmate received.

• **6-03/040.00 Intoxication Observation Sheet (SH-R-445)**

The Los Angeles County Sheriff's Department Intoxication Observation Sheet (SH-R-422) form shall be initiated by the arresting deputy/officer or booking officer. This form shall be completed for every person who is arrested by Sheriff's Department personnel or booked into a Sheriff's Department station/facility by an outside law enforcement agency. The form shall be filled out in its entirety. Each box shall be individually checked off.

When handling an extremely intoxicated person, the Sundance (see next page) procedures shall be adhered to, and the jailer shall complete the Intoxication Observation Sheet (SH-R-445).

The front of the Intoxication Observation Sheet shall be completed for all persons arrested for being under the influence of alcohol and/or drugs and are booked and/or housed at a station jail (this includes all arrests for driving under the influence of alcohol and/or drugs, or being under the influence of a controlled substance).

If an individual was arrested for being under the influence of alcohol and/or drugs, but is determined by the jailer or supervisor not to be so intoxicated as to need additional monitoring, that person shall be housed in a regular cell, not a sobering cell.

In the event an inmate displays any symptom with an asterisk, the inmate shall be placed in a sobering cell, half-hour safety checks shall be conducted, and the watch commander shall document their approval of the inmate's acceptance on the form.

In those instances in which an inmate needs to remain in a sobering/detox cell and requires additional monitoring after the initial six (6) hour observation period, the jailer shall conduct a second evaluation of the inmate's condition, and document this evaluation in the "Jailer's Observation" section on the back of the form.

If the jailer's second evaluation indicates symptoms with an asterisk, the watch commander shall inspect the inmate to determine the appropriateness of continued monitoring, and document this inspection in the "Watch Commander's Inspection" section on the back of the form.

Upon completion of the observational period(s) as indicated on the form, and when feasible, inmates who are booked for alcoholic intoxication or under the influence of a controlled substance, shall be placed in regular housing cells with other inmates that have the same security points as mandated by the Station Jail Inmate Classification Questionnaire (SH-R-456) form.

RETENTION OF THE FORM

Upon its completion, the jailer shall forward the Intoxication Observation Sheet to the watch sergeant. The watch sergeant shall review the form for completeness and forward it to the secretariat to be included in the station Uniform Report Number (URN) file. Retention of this form in the station URN file is mandatory.

However, if the inmate is transferred, a copy (front and back) of the Intoxication Observation Sheet shall accompany the inmate whenever he/she is transferred.

-See station-specific rules-

SUNDANCE DECISION

The *Sundance v. Municipal Court* (1986) 42 Cal.3d 1101 decision addresses the booking and treatment of an **intoxicated** inmate in the Los Angeles County Jail system. The Sundance decision originally addressed inmates arrested for public drunkenness, 647(f) PC. It has been expanded to cover all inmates, no matter what the charge or intoxicant.

All inmates who are intoxicated to the point where they are unable to care for themselves shall be housed in a sobering cell. In some cases, a pre-existing medical condition, or complications from the inmate's intoxicated state, or any combination thereof, will require that the inmate be medically evaluated by a licensed professional in order to establish the appropriateness of detention at a station jail, Inmate Reception Center (IRC), or Century Regional Detention Facility (CRDF), where medical staff is readily available.

JAILER'S PROCEDURES

The Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422) shall be completed within ninety (90) minutes of the inmate's arrival at the station and shall be documented on the jailer's section of the **Intoxication Observation Sheet**.

When an **intoxicated** inmate is suspected to have significant medical problems, the jailer is to telephone either IRC/CRDF for booking approval.

All **intoxicated** inmates must be provided with a nutritious sugar-containing snack within the first four (4) hours of their initial detention at a station or court lock-up. This shall consist of a pre-packaged meal and a drink provided to the station jails by Food Services Unit.

The drink may be a carton of fruit juice or an alternative approved by the Custody Services Division Nutritionist. No treatment, other than a sugary drink, shall be given to "Extremely Intoxicated" inmates. If further treatment is necessary, the arrestee shall be seen by paramedics or transported to the nearest contract hospital.

In order to prevent choking, this beverage shall not be provided to the inmate until it is apparent that his/her state of intoxication has not hampered the swallowing reflex.

Regardless of the regularly scheduled meal times, all intoxicated inmates shall be offered at least one meal while in custody. In those instances where a 647(f) PC inmate is eligible for 849(b)(2) PC release (any arrest

made without a warrant and for intoxication only, where no further proceedings are desirable) prior to a regularly scheduled meal time, they shall be given the option of remaining in custody until the next scheduled meal time or be given an inmate lunch upon release.

It shall be the responsibility of the jailer to ensure sufficient fresh lunches are available for distribution to all 849(b)(2) PC releases.

The jailer shall perform a welfare check of all **intoxicated** inmates no less than every half hour, and shall log these checks on the bottom of the Intoxication Observation Sheet. This form shall be incorporated into the arrest file package of all extremely intoxicated inmates.

A copy of this sheet will be forwarded with all **intoxicated** inmates who are transferred to another facility for treatment.

• **6-03/050.00 Alternative Booking Procedures for Suspects Under the Influence of Narcotics and other Drug Related Charges**

To assist patrol personnel in handling extreme cases of intoxication, arrangements have been made with Custody Services Division for direct bookings at the LAC+USC Medical Center. These procedures shall apply regardless of the charges the arrestee is booked under. The decision to book these arrestees directly into LAC+USC Medical Center shall be carefully weighed by arresting deputies, and, whenever possible, the concurrence of a field or station supervisor shall be obtained. The arrestee's level of need for medical attention shall be considered before transporting to LAC+USC Medical Center. The option of booking arrestees who are under the influence of various narcotics and other drugs directly into LAC+USC Medical Center shall only be exercised when the following circumstances exist:

- The arrestees actions consist of outbursts or constant wild, frenzied, unruly, or violent behavior or a state of withdrawal which may be consistent with very quiet behavior or bending over as if about to collapse;
 - The arrestee represents a danger to himself/herself and others and requires direct and immediate medical attention;
 - It is unlikely that the arrestee can be safely booked and controlled at the station;
 - The arrestee has serious injuries. Paramedics shall be requested and the inmate shall be taken to the nearest hospital.
-

• **6-03/060.00 Additional Charges and Holds Record (SH-CR-435)**

Additional Charges and Holds Record form (SH-CR-435) shall be completed for all charges that are in addition to the booking charge listed on the original booking slip.

If additional charges or holds are placed any time following the initial booking process, the SH-CR-435 shall be completed, and shall additionally have the arrestees thumb prints included if any charge/hold is a printable offense.

NOTE: without the thumb prints, the charge will not be added to the arrestees Consolidated Criminal

History Records (CCHRS) at the California Department of Justice (DOJ).

The SH-CR-435 shall be completed as indicated in MPP section 5-03/027.00, "Additional Charges and Holds Record" (SH-CR-435).

To guarantee that crimes committed by in-custody and previously booked inmates are added to their arrest histories, complete the SH-CR-435, prepare and distribute as follows:

- The original (yellow) shall be scanned to SECDA with fingerprints on reverse side
 - Do not rebook. Prepare one 10-print fingerprint card and scan the original (yellow) SH-CR-435 to SECDA
- Place the first copy (white) in the inmate's booking jacket
- Give the second copy (gold) to the inmate.

• **6-03/070.00 Arrested Person's Children Form (SH-R-625)**

The Arrested Person's Children form (SH-R-625) shall be initiated by either the arresting deputy/officer or booking officer as specified below. This form shall be completed for every person who is arrested by Sheriff's Department personnel and those inmates booked into a Sheriff's Department station/facility by an outside law enforcement agency.

The arresting deputy/officer and/or booking officer shall advise the inmate that if he/she is the parent or guardian of a minor child/children, he/she is entitled to two additional telephone calls to make arrangements for care of the minor child/children. See MPP section 5-03/055.00 for telephone call procedures.

Section I of the form shall be completed and signed by the inmate. If the inmate refuses to complete and sign the form, the arresting deputy/officer or booking officer shall write "refused" across the arrested person's section of the form and sign and date immediately beneath the word "refused."

If the inmate indicates he/she is not the custodial parent or guardian of a minor child/children or refuses to complete and sign the form, the arresting deputy/officer or booking officer shall complete Section III and obtain approval from the watch sergeant.

If the inmate is the custodial parent/guardian of a minor child whether or not the child/children were present at the time of arrest, the arresting deputy/officer and/or booking officer shall complete Section II. The arresting deputy/officer or the booking officer shall complete Section III and obtain approval from the watch sergeant. The original form shall be attached to the B&PR (SH-J-293) and if a child/children were present at the time of arrest, a copy of the form shall be attached to the Incident Report.

Pursuant to 11165.7 PC, the Department of Children and Family Services (DCFS) shall be notified by law enforcement when a child/children is a victim of suspected child abuse or child abuse and when warranted, taken into protective custody. This form is in addition to any and all Department procedures established for taking the minor child/children into protective custody.

• 6-03/080.00 Booking Fingerprints, DNA Samples and Photographs

FINGERPRINTS

All individuals over the age of 14 arrested and booked for any crime, with or without a warrant shall be fingerprinted in accordance with MPP 5-03/050.05, "Prints Required." This shall be accomplished as soon as practical after the arrestee is booked. This includes all offenses except:

- Field releases not booked at a detention/holding facility;
- Weekenders;
- Federal prisoners being booked into the jail system while in transit (only prints on the reverse side of the white copy of the booking slip are required).

To have an inmate's arrest recorded in CCHRS and the FBI, it is necessary that the prints be legible and completely rolled; otherwise, they will be rejected and the arrest will not appear in these records.

Whenever practical, fingerprints should be captured on a Live Scan workstation and electronically transmitted to Records and Identification Bureau (RIB) for identification. Persons arrested and booked for any offense should not be released until a positive identification message has been received from RIB. In the event a release is imperative, and a positive fingerprint identification message has not been received, the jailer shall contact RIB to determine the status of the identification.

In those instances when a positive identification cannot be established, and the release is imperative, the watch commander approval must be obtained before the suspect can be released. Additionally, the watch commander shall note his/her name, employee number, and reason on the B&PR.

DNA SAMPLES

DNA collection by LASD personnel shall conform to the provisions of Proposition 69 (DNA Fingerprint, Unsolved Crime and Innocence Protection Act). DNA samples shall be obtained from suspects arrested on a felony charge. Any samples gathered based on consent or court order are valid. DNA samples shall be collected when one of the following conditions or documents exist:

- An adult is arrested for a felony offense
- An adult is arrested and is currently on felony probation or parole
- An adult is arrested and is currently on any type of probation (i.e. informal, summary or misdemeanor) with a previous felony conviction
- Any person who is required to register under 290 PC (sex offender) or 457.1 PC (arsonist) or any other provisions of 296(a)(3)PC
- Court order for a DNA collection
- Search warrant requiring DNA collection
- Judicially signed PCD for a felony arrest
- Felony arrest warrant

JAILER RESPONSIBILITIES

The collection of DNA samples is part of the booking process. DNA samples may be collected using the Live Scan or manual method. If the Live Scan is inoperable for any reason, DNA should be collected using the manual method. If the Live Scan network is unable to transmit cards electronically, a service call shall be made to the Live Scan Help Desk and the procedures in MPP section 5-03/050.10, "Procedures When Live Scan System Is Down" shall be initiated.

New Bookings

On every "CRIM/DNA" booking, the Live Scan will query the DOJ's DNA Databank to check the inmate's collection status.

Once the jailer reaches the DNA page during the booking process, they shall read the response and opt to collect DNA at that time or defer it.

If the jailer decides to collect DNA after receiving the DNA collection status, they shall use a Live Scan specific buccal swab kit (small envelope) and enter the appropriate data into the Live Scan. The directions inside the kit shall be followed when collecting the sample. If DNA collection is deferred, the jailer may transform the original transaction into a DNA Submission. Once DNA has been collected and the appropriate information is entered into the Live Scan and submitted, all appropriate downstream systems are updated including DNA Offender Tracking System (DOTS).

Inmates in Custody

For inmates who require DNA sample collection (for add charge purposes), the Live Scan shall be utilized to perform an "ID4" transaction.

This will query the DOJ and the jailer can then decide if they wish to continue collecting DNA or not. If the jailer chooses to collect, they shall follow the listed procedures for a standard CRIM/DNA booking.

Manual Collections

In the event the Live Scan is inoperable for any reason, the DNA shall be collected using the manual method. Station jailers shall:

- Ensure that all arrestees are properly booked and identified via Live Scan
- Determine if the arrestee is required to provide a DNA sample based on the inmate's probation/parole status and a review of his/her criminal history.

If a DNA sample was not previously collected or if it cannot be determined that a DNA sample was previously collected, the jailer shall collect a DNA sample utilizing the following procedures:

- Explain the collection process to the arrestee. (The watch sergeant shall be notified of a refusal)
- Complete the "DOJ Specimen Information Card," including placing the arrestees "Right Thumb" print on the front and back of the card. Have the arrestee sign the back of the card
- Complete the label on the buccal swab "DNA Collector." Move the Slider Cover back to fully expose the Collection Paper
- Provide the buccal swab "DNA Collector" to the arrestee, who will administer the swab to himself/herself

under the direct supervision of the jailer

- NOTE: The use of a new set of latex gloves by the jailer for EACH arrestee swab is imperative to prevent cross-contamination of the DNA samples.
- Instruct the arrestee to hold the buccal DNA Collector with their thumb on the area marked "thumb" located on the back of the Collector. Instruct the arrestee to open his/her mouth and place the collection paper portion of the "DNA Collector" flat against the inside of their cheek and drag it firmly toward the lips and out of the mouth. Have the inmate repeat this action SEVEN more times, verifying that the arrestees cheek bulges outward during the collection process. Retrieve the "DNA Collector" from the arrestee and close the Slider Cover towards the tip of the Collector, covering the collection paper. Do not touch the Collection Paper with your hand
- Place the buccal swab "DNA Collector" in the unsealed "Transport Pouch" and deposit it into the unsealed collection kit envelope
- Enter the appropriate identifying information of the arrestee into the DNA Tracking Database (DOTS), which may be accessed by any computer which is connected to the internet
- Place the completed DOJ Specimen Information Card into the unsealed collection kit envelope
- Submit the unsealed collection kit envelope with the completed booking packet to the watch sergeant for approval
 - NOTE: Live Scan collections using bar-coded buccal swabs do not require a DOJ Specimen Information Card. The collection information will be sent via Live Scan to DOJ and linked to the sample through the scanned bar code on the buccal swab.

Administrative jailers shall send approved, sealed DNA collection kits to IRC, "DNA Unit" via County Mail or other internal delivery process at least once a week. An accompanying memo indicating the number of kits being sent shall be in the package. DNA collection from arrestees booked into Sheriff's station jails by outside agencies shall be the responsibility of the station jailers.

WATCH SERGEANT RESPONSIBILITIES

The watch sergeant shall:

- Verify that all components of a DNA collection kit are complete and accurately labeled
 - Ensure that both sides of the DOJ Specimen Information Card are filled out
 - Verify that there is a legible thumbprint on the front and back of the DOJ Specimen Information Card
 - Compare DNA Collector label with DOJ Specimen Information Card prior to sealing the DNA Collector into the Transport Pouch
- Ensure that all components of the DNA collection kit are present within the collection kit envelope prior to sealing the envelope, utilizing the permanent adhesive of the envelope
- The watch sergeant shall print his/her name and employee number on the outer flap of the collection kit envelope and return it to the jailer

In case of a refusal to provide a required DNA sample or fingerprints, the watch sergeant shall:

- Obtain the assistance of the jailer or other personnel to make a video recording of the refusal
- On camera, state:

- The date, time, and location of the incident
 - The arrestee's full name, date of birth, and booking number
 - The interviewing sergeant's name and employee number
 - The name and employee number of any other personnel present
 - If an interpreter is utilized, the name of the interpreter
- Attempt to obtain compliance by fully explaining the requirements of 296.1(a)PC to the arrestee by reading the following admonishment:
"It is a violation of Penal Code Section 298.1(a) if you refuse to provide a DNA sample, fingerprints, and palm prints per Penal Code Section 296.1(a). You may be arrested and booked for this new crime. Refusal to provide these samples may result in increased time in custody. In addition, pursuant to Penal Code Section 298.1(a), reasonable force may be employed to collect DNA samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions."
 - Ask the arrestee if he/she will provide the required DNA sample. Try to elicit a verbal response from the arrestee
 - Ensure that an incident report (SH-R-49) is written for violation of 298.1(a) PC (misdemeanor) Include the arrestees admonishment and refusal on tape within the narrative of the report
 - Ensure the arrestee is add charged with 298.1(a) PC
 - Ensure that the video recording of the arrestees refusal is labeled and properly handled as evidence
 - Assign the case to station detectives
 - Complete the "Use of Force to Obtain DNA" form authorizing the use of force to obtain a sample
 - The form shall include information that reflects the fact that the arrestee was asked to provide the requisite specimen, sample, or impression and refused
 - The arrestee shall be transported along with the signed "Use of Force to Obtain DNA" form, to IRC for a DNA sample (blood) to be taken
 - IRC medical personnel will collect the DNA sample following the policies and procedures of Custody Services Division

IRC SUPERVISING SERGEANT'S RESPONSIBILITIES

The IRC supervising sergeant shall review and complete the "Use of Force to Obtain DNA" form authorizing the use of force to obtain a DNA sample. Additional information on the form shall document:

- A refusal to voluntarily submit the requisite specimen, sample, or impression occurred
- The efforts undertaken to obtain voluntary compliance
- The use of reasonable force to take the sample (if necessary)
- The type of force used
- Whether medical attention was needed by the inmate or other person as a result of reasonable force being used. This form will be attached to a letter from IRC Operations to the BSCC within 10 days of the use of reasonable force.

TRAINING

All jailers shall be trained in taking DNA samples utilizing the buccal swab process. This training shall be

documented on an APIS roster (class "DNA (DOTS)" TRS #09588). The APIS roster shall be sent to the Education Training and Records office to be included in the employee's electronic training records file. Administrative jailers will be responsible for the training of other jailers at their respective unit of assignment.

TRAINING

Logistics/Central Supply shall be responsible for obtaining and maintaining an adequate supply of DNA kits from the California Department of Justice. Stations can obtain additional DNA kits (stock # SHDNAKT) from Logistics/Central Supply utilizing existing procedures for ordering supplies.

• 6-03/090.00 Booking Inmates with Medical Problems

Arrestees who are injured or ill and require medical treatment, or who have ingested narcotics, drugs, or other harmful substances shall be transported to the nearest hospital emergency room or trauma center for medical treatment and booking approval.

If booking is approved but reasonable doubt remains as to the arrestee's welfare, the arrestee shall be transported to either IRC, CRDF, or LAC+USC Medical Center as appropriate for the purpose of evaluation and/or monitoring. The medical clearance for the arrestee shall be attached to the arrestee's booking packet.

• 6-03/100.00 Inmate Property

Inmate property shall be handled in accordance with all applicable policies found in MPP section 5-03/200.03, "Property Retained at Time of Arrest" through section 5-03/200.25, "Damaged Property."

• 6-03/110.00 Outside Agency Bookings

Outside police agencies may utilize Sheriff Station jail facilities for booking purposes. Jailers are responsible for assisting officers from outside agencies with the booking process and ensure the required paperwork is completed. Outside agencies shall not be denied reasonable access to booking at any Sheriff's station.

Exceptions shall be authorized by the unit commander only under the most compelling of circumstances such as:

- Station jail is out of service;
- Station jail inmate count has reached or exceeded its capacity.

When an officer from an outside agency brings an arrestee to a Sheriff's station, they shall be responsible for booking the arrestee and using the procedures currently in operation by the Department.

Specifically, outside agencies shall utilize the Department's B&PR, obtain a Sheriff's booking number,

fingerprint the arrestee, apply a clincher ID bracelet to the arrestee, and package the arrestees property and cash in the manner described in the Department manual. All medical screening and medical pre-approvals regarding booking procedures continue to apply.

Prior to beginning the booking process, the officer(s) shall have the necessary documents (warrants, abstracts, etc.) when applicable. Additionally, they shall have an approval from their supervisors, either in person or by phone for the arrest and booking. During the booking process, the officer(s) shall also be afforded access to the Station's breath-alcohol testing equipment, provided they have met the instruction requirements of the California State Department of Public Health.

Upon completion of the booking process, the jailer shall be responsible for ensuring the booking packet has been filled out correctly and is complete. The jailer shall not take custody of the arrestee until the booking is properly completed. When the jailer determines that the booking is complete, he/she shall receive the arrestee and the arrestee's property from the arresting officer(s) and release the outside agency from further custodial responsibility.

Once the arrestee is in the custody of the Sheriff's Department, the Department's policies and procedures regarding the handling of property, transportation and release procedures shall be followed.

In the event an outside agency cannot be accommodated, station personnel (jailers, watch sergeants, watch commanders) are responsible for making arrangements for booking the arrestee at alternate facilities. Under no circumstances shall an outside agency be denied booking privileges and be left to find an alternate booking location on their own.

If an inter-agency booking issue cannot be resolved, the respective division commander shall be notified. Additionally, in the event a station jail is at or over capacity and cannot accept additional bookings (and the arrival of a Court Services Transportation bus is not imminent), a Department Operations Log entry, along with a JDIC broadcast shall be made. When the station jail becomes available for booking, a second Department Operations Log entry and JDIC broadcast shall be made.

• **6-03/130.00 Record Retention**

Records shall be maintained according to MPP section 3-09/290.00, "Retention of Department Records" and CDM section 4-13/000.00, "Retention of Records."

SHERIFF'S ELECTRONIC CRIMINAL DOCUMENT ARCHIVES (SECDA)

The watch commander shall designate a department employee the responsibility of scanning Index Report Packages (IRP) and Station Booking Packages (SBP) into SECDA. IRP document categories include:

- **202** - All Vehicle Reports
- **210** - Supplemental Reports
- **219** - LASD Incident Reports

- **222 - Master Files**

Only scan Station Booking Release when the subject has been released from the station.

- **6-03/140.00 Arraignment**

Penal Code 825(a) requires defendants be arraigned without unnecessary delay, and in any event, within 48 hours after his/her arrest. No later than the second court day following their arrest, irrespective of the time of day or night of the arrest, inmates must be arraigned in accordance with the following guide.

Day of Arrest	Time of Arrest	Day and Time Due Out
Monday	0001 to 2400	Wednesday 1600
Tuesday	0001 to 2400	Thursday 1600
Wednesday	0001 to 2400	Friday 1600
Thursday	0001 to 2400	Monday 1600
Friday	0001 to 2400	Monday 1600
Saturday	0001 to 2400	Tuesday 1600
Sunday	0001 to 2400	Tuesday 1600
Holiday*	0001 to 2400	Arraignment by end of 2nd court day

*Time commences at 0001 of the day following the holiday, i.e. an inmate who is arrested on December 25, would be arraigned on the second court day following the holiday, therefore the arrestee would have to be arraigned no later than 1600 hours on December 27.

The time of arrest is no longer used to compute "Due-out" times. It is based upon judicial interpretation of Penal Code section 825(a) which requires every in-custody inmate, whatever time of day or night arrested, to be arraigned not later than some time when court is in session on the second court day (i.e., excluding Sundays and holidays) following the calendar day of arrest.

Note: no alternative arraignments schedules are allowed.

- **6-04/000.00 Inmate Population**

Average Daily Inmate Accounting Record

A monthly average of inmates booked at each facility shall be tracked for two years. There shall be accounting for the individual averages for males, females, juveniles, and inmate workers. This average should be calculated at the end of each given month using the e-Gatebook as your reference guide.

Calculation example: *The total of males booked in April was 360; there are 30 days in April. Take the total number booked 360 and divide by the number of days in the month 30. The average daily inmate population is 12.*

• 6-04/010.00 Inmate Classification

Each station shall have station specific plans for housing inmates with specific segregation needs. The cell location, including any cell changes, for each inmate shall be noted on the inmates Station Jail Inmate Classification Questionnaire (SH-R-456). The following guidelines apply with respect to the segregation of inmates:

- All male and female inmates shall be segregated from each other at all times
- All female inmates shall be assigned to cells designated for females
- All felony and misdemeanor inmates shall be segregated from each other where practical
- All assaultive inmates are to be kept separate from other inmates
- All gravely mentally disabled inmates shall be segregated from other inmates when necessary for their own safety
- All juvenile inmates are to be segregated from adult inmates at all times
 - Note: Juvenile detention definitions and policies regarding secure and non-secure detention are precisely delineated in the Department's MPP sections 5-02/035.00 through 5-02/100.50 and in the Juvenile Procedures section of this manual.
- Other factors considered for segregation:
 - Crime partners
 - Gang affiliation
 - Sexual orientation
 - Medical conditions, communicable disease, prosthesis, mental disorders, and the developmentally disabled

• 6-04/020.00 Station Jail Inmate Classification Questionnaire (SH-R-456)

The classification questionnaire shall be completed by the jailer for every inmate housed at a station jail. The purpose of the classification questionnaire is to attempt to safely house inmates by utilizing a point system based on their charges, current behavior, and other miscellaneous classification criteria.

The procedures for classifying and segregating inmates shall be followed as standard practice. In times of emergency, or when the station jail has reached inmate capacity or is near, inmates of different point classifications may be housed together. The decision to house inmates of different point classifications shall be made with the approval of the watch commander. The security and welfare of all inmates shall be of paramount concern, therefore, integration of different point classifications shall be permitted only until space becomes available.

INMATE INFORMATION

After completing the self-explanatory information section at the top of the form, the jailer shall continue with the classification of the inmate as follows:

Presently Being Held On

The jailer will determine which of the five categories corresponds with the charges for which the inmate is being held. For example, if an inmate was charged with burglary and assault with a deadly weapon, the points next to "Violent Felony" would be circled. The jailer should classify the inmate according to the charge that carries the highest amount of points, whether or not it is the primary charge. Also, points shall not be combined within this one category. For example, if the inmate was charged with carjacking (violent felony) and forgery (non-violent felony), the inmate would be classified using only the violent felony charge as it carries the higher amount of points.

Current Observable Behavior

In this category, the inmate is classified according to the behavior they are **currently exhibiting**. If the inmate was arrested for fighting but is now passive and compliant, then the points for the "Passive and Compliant" category should be indicated.

Miscellaneous Special Handling Criteria

If more than one of the classifications in this category is attributable to the inmate, circle all that apply. The information in this category, as well as the "Classification Questions" category below, is designed to be determined by the inmate's verbal answer to these questions, as well as your observations.

Division of Juvenile Justice (DJJ) or State Parole

If the inmate is on DJJ or State Parole, circle the points for this category.

Noteworthy Arrests

Noteworthy arrests (celebrities, suspects in certain high profile cases [especially sex crimes against children], some public officials, etc.) shall be segregated or transported (with a completed electronic special handling request) to the appropriate facility for housing.

Escape or Attempted Escape

If there is knowledge that the inmate has escaped or attempted escape from a jail facility in the past, the inmate shall be segregated or transported (with a completed electronic special handling request) to the appropriate facility for housing.

Total Classification Points

Add the points that have been circled from the above described categories and place the total in the box.

CLASSIFICATION QUESTIONS

Crime Partner(s) in Custody?

- Check yes or no
- If the arrestee's crime partner is in custody, write his/her partner(s) name(s) and booking number(s) in the space provided

Gang Affiliation?

- Check yes or no
- If the arresting deputy has not already indicated so on the booking slip, ask the inmate if they have any gang affiliation. If yes, write the name of the gang in the space provided

Is there any reason you cannot be housed with anyone?

- Check yes or no
- If there is any other reason(s) why this inmate should be segregated, write the reason(s) in the space provided

Is there any reason you cannot be housed in general population?

- Check yes or no
- If there is any other reason(s) why this inmate should be segregated, write the reason(s) in the space provided

Are you a member of the Lesbian, Gay, Bi-Sexual, Transgender, Intersex (LGBTI) community?

- Check yes or no
- If there is any other reason(s) why this inmate should be segregated, write the inmate's response in the space provided

All known LGBTI inmates shall be housed separately from the general population. The watch commander shall be notified when an inmate declares to be (or is perceived to be) of the LGBTI community. The watch commander shall make the decision to separate and relocate the inmate to IRC or CRDF (an electronic special handling request shall be submitted).

Based on all the information gathered, the total points, and the answers to the classification questions, the cell assignment (or transfer) can be determined.

• 6-04/030.00 Housing

Inmates with a point total of four or less are suitable to be housed together. Inmates with a total of five points or more are suitable to be housed together. The exception to the above would be if the inmate is in a category requiring segregation, isolation, or transfer.

When the inmate is assigned a cell, the cell number shall be placed in the space provided. If the inmate is reassigned to another cell, the location, date, and time of the reassignment shall be placed in the space provided. If more than two cell reassignments are made, the information shall be recorded along with any comments regarding assignment or reassignment in the space provided for "Comments."

If space is available, felony and misdemeanor inmates should be housed separately. However, as long as segregation by points and other criteria as outlined above is achieved, felony and misdemeanor inmates may be housed together in those circumstances wherein available space becomes an issue.

Upon completion of the "Intoxication Observation Sheet" (SH-R-445), observational period(s), and when feasible, inmates who are booked for alcoholic intoxication or under the influence of a controlled substance, shall be placed in regular housing cells with other inmates that have the same security points as mandated by the "Station Jail Inmate Classification Questionnaire" form.

Finally, the jailer classifying the inmate shall place his/her name, employee number, date, and time the form was completed in the spaces provided. The "Station Jail Inmate Classification Questionnaire" shall remain with the booking packet until the inmate is transferred or released. At that time, it shall become part of the station jail package and retained in accordance with established guidelines.

INMATE MOVEMENT

Inmates shall only be moved into, out of, and around the jail with sufficient personnel. Inmates who have been combative, are uncooperative, or otherwise disruptive shall not be moved into a cell until the watch commander has been notified. **The watch commander shall personally accompany the deputies/jailer as the inmate is moved into the cell. This movement shall be video recorded.**

• 6-04/040.00 Administrative Segregation

Each unit commander shall provide for administrative segregation of inmates who are determined to be an escape risk, assaultive toward staff or other inmates, or if such administrative segregation is determined to be necessary for the welfare of the inmates and/or the staff.

Administrative segregation shall consist of separate and secure housing but shall not involve any other deprivation of privileges other than is necessary to obtain the objective of protecting inmates and staff.

Based on the information provided by the booking deputy/officer, and in conjunction with additional information obtained from the inmate's booking packet, the jailer shall determine if the inmate fits a specific category requiring special housing at the station level (space allowing) requiring transfer to an appropriate facility.

If housed at the station, the top of the booking slip shall indicate any special designation and/or cell location. Cell chart schematics shall indicate the special housing areas and occupants.

• 6-04/050.00 Special Handling Requests

Requests for special handling status shall be made in accordance with CDM section 5-01/040.00, "Inmate Classification and Handling Requests." Special Handling status involves specific classification of an inmate based on distinct factors. These factors include, but are not limited to:

- An inmate's past criminal history
- Present criminal charges
- Current medical condition
- Suicide risk
- Current and past mental history
- Sexual orientation
- Crime partners in custody
- Escape risk
- Propensity for violent behavior

To protect Department employees, personnel who process inmates, and inmates housed in the Los Angeles County jail system, the following procedures must be followed:

- Requests to have inmates placed on special handling status shall be submitted using the Electronic Special Handling program. The requests shall be sent to the Population Management Bureau (PMB) Classification Unit for male inmates and CRDF Prisoner Personnel Office for female inmates. These units are responsible for maintaining inmate special handling files, and for disseminating information to concerned units regarding inmates who require a special handling classification
- Telephonic requests will be accepted only from those units or agencies which 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 IRC or CRDF for special handling disposition
- A copy of the Inmate Special Handling Request shall accompany the inmate to IRC or CRDF.

• **6-04/060.00 Use of Sobering Cell**

A sobering cell is a cell with a padded floor and standard toilet with a padded partition on one side for support. It must allow for maximum visual supervision of inmates by staff. For specific specifications refer to California Building Code, Title 24, Part 2, Section 1231.2.4.

A sobering cell shall be used for housing inmates who present a risk of harm to themselves or others, or a threat to jail security, due to their state of intoxication. Signs of intoxication include:

- inability to care for oneself;
- inability to stand or walk without assistance;
- lack of response to verbal stimulation.

Having an inmate medically cleared prior to booking could help determine whether to transfer the inmate to the Inmate Reception Center (IRC)/Century Regional Detention Facility (CRDF) or to place the inmate in a station sobering cell. Inmates with other medical conditions noted on the Los Angeles County Unified Arrestee Medical Screening Form (SH-R-422) are not appropriate candidates for a station sobering cell and should be transferred to IRC/CRDF.

Direct visual observation of inmates held in the sobering cell shall be conducted no less than **every half hour** to ensure the inmate's safety and welfare, and to monitor observable indicators of the inmate's intoxication level. **These checks shall be documented by the jailer on the back of the Intoxication Observation Sheet (SH-R-445).**

If it is determined that an inmate who was placed in a sobering cell is no longer intoxicated, the inmate shall be removed from the sobering cell and placed in a regular cell.

In no case shall an inmate be held in a sobering cell over six hours without a re-evaluation by Department personnel or healthcare personnel.

If after the six-hour re-evaluation it is determined that the inmate's intoxication level is not decreasing, or if it appears to be increasing, the jailer shall:

- request a supervisor immediately;
- request paramedics; and
- arrange for the inmate's transportation to the local hospital for care if recommended by paramedics or if the inmate refuses treatment by paramedics.

If after the re-evaluation it is determined that the inmate's intoxication level is decreasing but it is necessary for the inmate to remain in the sobering cell, the jailer shall complete the six hour re-evaluation and welfare check on the Intoxication Observation Sheet ([SH-R-445](#)), and continue to monitor the inmate.

The station jail supervisor shall ensure that any inmate who has remained in the sobering cell for twelve (12) hours is promptly evaluated by healthcare personnel.

Note: Intoxicated female inmates shall be housed in a sobering cell separate from other general population female inmates. Such inmates shall be removed from the sobering cell as soon as they are able to continue in the processing procedures.

If the sobering cell has reached maximum capacity, personnel shall utilize an available sobering cell at another station jail or reception center.

• 6-05/000.00 Responsibility for Health Care Services

UNIT COMMANDER'S RESPONSIBILITY

It is the responsibility of the unit commander to ensure emergency and basic health care services are available to all inmates in accordance with California Code of Regulations Title 15. These services are set forth in writing as follows for all personnel and include routine procedures for:

- Medical pre-screening
- Daily Sick call
- Summoning of appropriate medical assistance
- Application of first aid

- Regular medical care (urgent and non-urgent) for all inmates as needed
- Detox monitoring procedure
- Treatment for lice
- Handling of pregnant inmates
- Management of inmates suspected of having communicable diseases

Annual inspections of station jails shall be conducted by the Los Angeles County Department of Public Health. These include environmental and medical/mental health inspections. This entity shall be responsible for evaluating, identifying and correcting any deficiencies in the medical services and environmental considerations provided to inmates. An annual audit shall include statistical summaries, quality medical care analysis, identification of health care delivery problems, studies of illness outbreaks, all suicides and attempts, environmental evaluations, and a review of policies and procedures.

MEDICAL STAFF QUALIFICATIONS

All licenses and/or certification credentials applying to Correctional Health Services (CHS) personnel shall be on file at:

[REDACTED TEXT]

• 6-05/020.00 Injured Inmates

Any inmate who has either sustained or complains of a serious injury, to include the deliberate ingestion of drugs, whether inflicted at the time of arrest or prior thereto, shall not be booked into a station jail until he/she has been examined, treated, and approved for booking/housing at a station jail by medical authority.

Patrol deputies encountering comatose ("passed out") or unconscious persons shall request paramedics to have the individual transported to the nearest emergency hospital for medical examination. A comatose person shall not be transported to the station. If the medical authority determines that intoxication is the sole cause of the condition, the inmate may be booked at the station if:

- The inmate regains consciousness and no obvious medical conditions exist
- The medical evaluation form completed by the approving medical authority states that the inmate has been approved for booking
- The elements necessary to establish a violation of Penal Code section 647(f) are present

Injuries sustained by inmates during the course of their booking or their subsequent station confinement shall be handled according to emergency medical procedures described below, and verbally reported to the watch commander forthwith. Concerned personnel will then be guided by the watch commander as to any written reports of the incident.

The watch commander shall be responsible for evaluating the situation to ensure appropriate action, such as requesting emergency medical services, transportation to a hospital, or transfer to a jail ward is taken. Inmates requiring close monitoring or medical care including follow up exam and/or medication shall be transferred to IRC or CRDF.

Any inmate with visible injuries or who complains of injuries, which were not medically treated prior to booking, shall receive medical treatment by paramedics or be transported to the local contract hospital for care. The medical clearance for the inmate to remain housed at the station shall be attached to the inmate's booking packet.

• **6-05/030.00 Emergency Medical Procedures**

When an inmate is injured or sick to the extent that emergency medical assistance is required, station jail personnel shall immediately notify the station desk, which shall immediately request paramedics for treatment and transportation to the nearest hospital emergency room.

First aid and cardiopulmonary resuscitation (CPR) shall be administered by personnel whenever necessary prior to the arrival of paramedics and/or ambulance personnel, in accordance with procedures taught in Department training.

In cases where the inmate is found to be unresponsive, personnel shall administer the Narcan 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. Refer to Custody Division Manual (CDM) sections 3-14/090.00, "First Aid and Emergency Response Kits," 5-03/060.00, "Response to Inmate Medical Emergencies," 5-03/060.15, "Nasal Spray Administration for Suspected Overdoses," and SJM section 6-06/010.00, "Attempted Suicide/Suicides."

Should an inmate become ill or require on-going medical treatment not amounting to an emergency, arrangements shall be made for the inmate to be transported to the Inmate Reception Center (IRC), Century Regional Detention Facility (CRDF), or LAC+USC Medical Center jail ward. If this is not possible within a reasonable period, the inmate shall be transported via radio car to the nearest hospital emergency room for examination/treatment.

Correctional Health Services (CHS) shall be notified of any hospital admissions only to facilitate a timely transfer to LAC+USC Medical Center, IRC, or CRDF. The inmate shall be transported only after they are stable for transfer. Notifications shall be made via telephone and email to the Quality Management Unit Comprehensive Care Team and the Medical Command Center nursing staff at:

- Monday thru Friday from 0700 – 1500: [REDACTED TEXT]
- Monday thru Friday from 1500 – 0700 (including weekends and holidays): [REDACTED TEXT]
- Email Group: [REDACTED TEXT]

Should a juvenile become seriously ill or injured while detained in a station jail, the concerned station watch commander shall notify the appropriate court and parent, guardian, or person standing in loco parentis, in accordance with Title 15, Minimum Standards for Local Detention Facilities, section 1047, "Serious Illness or Injury of a Minor in an Adult Detention Facility."

The AED model approved for use in station jails is the HeartSine PAD 350P.

• 6-05/040.00 Medical Segregation

All inmates with, or suspected to have, a communicable disease shall be processed in accordance with CDM section 4-08/000.00, "Reporting of HIV/AIDS and other Communicable Diseases."

The Los Angeles County Unified Arrestee Medical Screening Form shall be utilized to determine if the arrestee requires medical segregation.

Any "yes" response signifying the arrestee has hepatitis, acquired immunodeficiency syndrome (AIDS), human immunodeficiency virus (HIV), venereal disease, or tuberculosis (TB) shall require segregation. The following procedures, pursuant to MPP section 5-03/025.00, "Booking and Property Record Form (B&PR)" shall be followed.

This includes:

- The inmate shall be immediately segregated from other inmates and provided with a surgical mask (for TB only), to avoid contagion from coughing or sneezing
- A minimum amount of physical contact should occur between personnel and inmates
- Personnel shall wear personal protective equipment when handling these inmates
- The inmate shall be transported expeditiously to IRC or CRDF for evaluation by the medical staff
- The facility shall be advised upon arrival, that the inmate may have a communicable disease

Any inmate who indicates he/she is taking prescribed medication and under a doctor's care shall be transported to IRC/CRDF as soon as possible.

MANAGEMENT OF COMMUNICABLE DISEASES

Station jail facilities that do not have sufficient areas to adequately segregate inmates with communicable diseases, shall transport those inmates to IRC/CRDF.

Some examples of communicable diseases are:

AIDS/HIV: Any inmate identified as having AIDS/HIV, shall be segregated from other inmates, and immediately transferred to IRC/CRDF. The AIDS/HIV is most commonly transmitted through sexual contact, and blood-to-blood exchange.

Hepatitis A: Any inmate identified as having Hepatitis A shall be immediately segregated, and immediately transferred to IRC/CRDF. The Hepatitis A virus is transmitted through the fecal-oral route

Hepatitis B: Any inmate identified as having Hepatitis B shall be immediately segregated, and immediately transferred to IRC/CRDF. The Hepatitis B virus is transmitted through contact with infectious bodily fluids including saliva.

Hepatitis C: Any inmate identified as having hepatitis C shall be immediately segregated, and immediately transferred to IRC/CRDF. The Hepatitis C virus is transmitted through large or repeated blood to blood contact.

Tuberculosis: Any inmate identified as having tuberculosis shall be segregated, given a surgical mask to wear, and immediately transferred to IRC/CRDF. Tuberculosis is an airborne pathogen, and is transmitted through inhalation or by entry of the airborne pathogens into an open wound. An indication that the inmate had tuberculosis will not require segregation; however, it shall be documented on the Los Angeles County Unified Arrestee Medical Screening Form.

Employee Exposure: In the event an employee is exposed to blood, bodily fluids or airborne pathogens of an inmate with a communicable disease, and suspects that the transmission of AIDS, hepatitis A, B, and C, tuberculosis, or any other communicable disease has occurred, the employee shall:

- Clean and disinfect the area and seek medical attention immediately
- After the employee has sought immediate medical attention, gather pertinent identifying information on the individual (including what led the employee to believe the individual has an infectious disease)
- Contact a supervisor immediately, and complete the appropriate employee exposure/injury paperwork, which should be completed no later than two days after the incident

Preventative Measures: Prolonged contact with inmates with the above listed communicable diseases should be avoided. Additionally, the following principles of prevention and hygiene should be followed:

- Educate employees regarding handling the principle contagious diseases most prevalent among inmate populations, and within particular demographic areas of Los Angeles County
- Advise employees it is highly recommended to obtain Flu vaccinations, Hepatitis vaccinations, and Tuberculosis skin tests on an annual basis. Employees may contact Risk Management Bureau, at [REDACTED TEXT] for information regarding vaccination locations
- Utilize protective equipment when handling or searching all inmates (and their property), particularly those suspected of having communicable diseases
- Wash hands after handling or searching inmates
- Utilize hand sanitizer
- Segregate and transfer (to IRC or CRDF) those inmates identified as having communicable diseases
- Sanitize areas where inmates with communicable diseases have been held
- Report and document any exposure to communicable diseases, and any medical care sought out

• **6-05/050.00 Inmates Requiring HIV/AIDS Medication**

The jailer and the watch commander shall be notified immediately when an inmate claims they take HIV/AIDS medication. Once the arresting deputy (officer) confirms the inmates takes HIV/AIDS medication, the deputy (officer) shall ask the inmate:

- When their next dose is needed
- Confirm if they have any medication in his/her possession
- Confirm if the medication can be brought to the station in a reasonable time

The jailer and watch commander shall be briefed on the status of the inmate's responses.

Any medication the inmate possesses prescribed for HIV/AIDS (and accompanying bottles/containers) shall

be booked into his/her property in order for it to accompany the inmate to IRC or CRDF if/when transported. This medication shall not be put into the inmate's bulk property at the station.

WATCH COMMANDER'S RESPONSIBILITIES

The watch commander shall determine the proper course of action to ensure the inmate receives his/her required medication on time. In determining the proper course of action, the watch commander shall consult with the supervising clinic nurse from IRC at [REDACTED TEXT].

Whether the inmate is going to be released or transported to IRC or CRDF, either process should be attended to as expeditiously as possible. If the inmate claims he/she is scheduled to have their next dose of medication before being released or transported to IRC or CRDF, the inmate shall be allowed to self-medicate.

In the event the inmate does not have the medication in their possession, he/she shall be allowed sufficient time to arrange (via telephone) to have the medication brought to the station. This option may be considered provided the medication would arrive before the inmate could be transported to IRC or CRDF.

If the inmate is transported to IRC or CRDF before the medication arrives, the medication shall not be accepted. Station personnel shall not direct anyone to take medication to IRC or CRDF for an inmate unless requested to do so by IRC or CRDF medical staff.

- NOTE: The self-medication option is to be used only in those instances in which an inmate is due to have a dose of medication before he/she could be transported to IRC or CRDF.

VERIFICATION OF MEDICATION

Regardless of packaging/labeling, all medications must be verified prior to allowing an inmate to self-medicate. In order to ensure proper identification, the following criteria shall be met:

- The inmate shall be positively identified by reliable picture identification (Driver License, etc.) or through fingerprints to confirm ownership of the medication
- The medication must be identified as a known HIV/AIDS medication listed on the prescription by comparing the inmate's medication to a photo of the known medication as pictured on the identification chart provided by
 - Medical Services (Daily Dosing of Available Antiretroviral Agents)
 - Physician's Desk Reference (PDR)

There are no generic versions of HIV/AIDS medication, any medication claimed as such by an inmate should be pictured on the chart.

JAILER'S RESPONSIBILITIES:

If the determination is made to allow the inmate to self-medicate and the inmate has chosen to do so, the jailer shall have the inmate sign the Self-Medication Waiver (SH-J-433) prior to allowing him/her to self-medicate. Once the waiver is signed, the jailer shall allow the inmate access to his/her medication.

NOTE: It is illegal for unlicensed persons to "administer" medication, therefore, the jailer shall not

give medication to the inmate. Instead, the jailer shall allow the inmate to retrieve the proper dose out of his/her supply of medication. The jailer must ensure the inmate takes the medication in their presence and visually examine the inside of the inmate's mouth to verify the inmate swallowed the medication.

The jailer shall then complete the "Medication" portion of the Self-Medication Waiver by entering the time the medication was taken, the total number of capsules/tablets taken, a description of the capsules/tablets taken. The jailer shall print and sign his/her name (no initials) and employee number in the designated spaces.

In some instances, it is required that the medication be taken with food. If this is the case, the jailer shall provide the inmate with a snack (sandwich, etc.) as necessary. Once processing is completed, the inmate shall be immediately transported to IRC or CRDF.

The jailer shall enter the inmate's name, booking number, the time, and type of medication taken by the inmate in the e-UDAL.

• 6-05/060.00 Miscellaneous Medical Procedures

If requested, contact or consultation with the inmate's private physician may be allowed.

INFORMED CONSENT

At the station level, there are no medical facilities or medical treatment which would require informed consent.

At the station level, only over the counter medication may be furnished. This is excluded from the requirements of the informed consent section, 6030 PC.

MEDICATION

Inmate workers or other inmates housed at station jails shall be allowed over-the-counter medications. Prescription medication ordered and issued from a staff physician from a Type II facility, may also be self-medicated. Refer to the "Jailer's Responsibilities" section above for dispensing medication procedures.

When any medication is dispensed, the date, time, type and dosage shall be noted on the Station Inmate Inspection Record (SH-CR-468) and e-UDAL.

SECURITY OF MEDICATION

Prescription drugs will not be stored or administered at station jails (Type I facilities) for pre-sentenced inmates, with the exception of inhalers. Inmates with asthma may retain possession of one prescribed inhaler after receiving an "OK TO BOOK" from a physician, ascertaining the inmate has been diagnosed with asthma.

Any exception to this policy must be approved by the unit commander and by the MSB chief physician. The following procedures shall be adhered to:

- The unit commander shall be responsible for providing space and accessories and for establishing procedures for secure storage and controlled administering of all legally obtained drugs. Such plans,

procedures, space and accessories shall include, but not be limited to the following, and shall be included as station orders within this manual:

- Ensure medication is kept in a locked cabinet or closet
- Verification of inmate identification (wristband/photo) prior to administering medication
- Procedures for administering prescription medication shall consist of an entry in the Jailer's Log Book and e-UDAL indicating the name and medical complaint of the inmate, the medication administered, the time, the dosage and by whom
- Cardiac medications, psychotropic medications, diabetic medications, tranquilizers, narcotics, and sedatives shall not be administered at station jails. Inmates requiring this type of medication shall not be housed at station jails

DENTAL CARE

If an inmate is in need of dental care, they will be transported to IRC/CRDF. Minor dental complaints may be addressed by furnishing over-the-counter medication. Emergency and non-emergency dental services are available at Type II facilities.

SICK CALL

Sick call is to be done on a daily basis. If the inmate asks for over-the-counter medications, which should be on hand, these may be furnished to the inmate. This also applies to minor toothaches, upset stomach, gas or minor stomach burning, diarrhea, or minor cold symptoms.

Should the complaints persist continuously for more than eight hours and/or become more severe, paramedics shall be requested and if necessary the inmate shall be transported to the nearest hospital. Inmate medical complaints shall be logged in the remarks column of the Station Jail Inspection Record and e-UDAL.

• 6-05/070.00 Identification of Drug and Alcohol Abuse

DRUGS

Symptoms to look for:

- Tearing of the eyes
- Restlessness
- Cutis anserine (goose bumps)
- Hot and cold flashes
- Muscle aching
- Nausea
- Vomiting
- Anxiety
- Perspiration (sweating)

If the above symptoms exist, the inmate needs immediate medical care.

ALCOHOL WITHDRAWAL SYNDROME (POST-ALCOHOL SYNDROME)

Symptoms to look for:

- Anxiety attacks
- Disorientation (doesn't know time, place, or person)
- Hallucination (seeing or hearing things)
- Fear
- Restlessness
- Tremors
- Diaphoresis (sweating)

If any of the above symptoms present themselves, the inmate needs immediate medical care.

MEDICAL AID/ADDICTS-METHADONE PROGRAM

All inmates who appear addicted to a controlled substance and who display withdrawal symptoms or show identification indicating they are presently involved in a methadone treatment program shall be transported to IRC. Inmates should never be allowed to withdraw from drugs or alcohol unless a licensed medical staff is available and on duty.

PCP OR MIND-ALTERING DRUGS

Refer to MPP section 5-03/030.03, "Booking Prisoners with Medical Problems."

• 6-05/080.00 Female Inmates

BIRTH CONTROL MEASURES/PREGNANCY DETERMINATION

Pursuant to section 4023.5 of the Penal Code, all female inmates held over twenty-four (24) hours shall, upon request, be allowed to continue birth control measures prescribed by her physician. The inmate shall be transported to CRDF for an evaluation by a staff physician.

Pursuant to sections 4023.6 and 4023.8 of the Penal Code, all female inmates held over twenty-four (24) hours shall

- have the right to summon and receive the service of any physician of her choice to determine whether or not she is pregnant. The inmate shall be transported to CRDF for this service. Cost of the physician's visit and security transportation will be at the inmate's expense.
- and within seventy-two (72) hours of arrival at the intake facility, be offered a pregnancy test or provided with the opportunity to request a pregnancy test.

Pursuant to Section 4023.8(g) of the Penal Code, custody personnel shall ensure a lower bunk assignment is

available to all inmates who are known to be pregnant.

A sign indicating these rights shall be posted in a conspicuous place accessible to female inmates.

MEDICAL SCREENING OF INMATES SUSPECTED TO BE PREGNANT

If an inmate claims to be pregnant and complains of problems or illness related to the pregnancy, the inmate shall be transported to a hospital emergency room or LAC+USC Medical Center for evaluation by the medical staff.

Paramedics shall be called immediately if any of the following symptoms are present, as they are possible signs of labor:

- Contractions - abdominal (stomach) cramps
- Bloody show (bright red blood) or active bleeding
- Spontaneous Rupture of Membranes (SRM) also known as "water broke"-leakage of clear fluid

In order to avoid any unforeseen complications resulting from pregnancy, it is advisable to transfer any pregnant inmate to CRDF.

Upon arrival at a custody housing facility, female inmates shall be screened by medical personnel and provided a pregnancy test. Pregnancy tests shall be voluntary and may only be administered by medical or nursing personnel. An inmate who declines a pregnancy test shall be asked to sign a medical refusal form which shall become part of their medical file. Inmates who are confirmed by medical staff to be pregnant shall receive the following considerations:

- Shall sign the "Pregnant Inmate Acknowledgement Form" (SH-J-451), as prompted by medical staff. A copy of the form shall be provided to the inmate and the original copy shall be retained in inmate's medical record.
- Shall be classified in accordance with Custody Division Manual (CDM) sections 5-01/030.00, "Identification and Classification Symbols for Special Handling Inmates," and 5-01/030.05, "Identification and Classification for Pregnant Inmates;"
- Shall be provided a balanced, nutritious diet approved by a doctor.
- Shall receive prenatal and postpartum information and healthcare, including, but not limited to:
 - access to necessary vitamins as recommended by a healthcare professional.
 - information pertaining to childbirth education and infant care.
 - Indicated dental care.
- Advisement, orally or in writing, of the standards and policies governing pregnant inmates, including, but not limited, the provisions of this policy, any relevant regulations, and Penal Code section 3407.

LACTATING OR NURSING INMATES

Provisions for screening and care of lactating inmates shall be provided per Title 15, section 1206. Inmates who claim this condition may be transported to CRDF. Lactating inmates may also be allowed to utilize a breast pump, if one is available at the station jail.

POST-PARTUM PSYCHOSIS

All female arrestees who have given birth within the last 12 months and are charged with murder or attempted murder of her infant(s) require a "Special Mental Disorder Assessment." The inmate shall be transported to CRDF as soon as possible so that she can be assessed for postpartum psychosis and if indicated, referred for further evaluation. The inmates' transfer to CRDF shall be coordinated with the Homicide Bureau detectives investigating the case.

USE OF FORCE INVOLVING PREGNANT INMATES

Pursuant to California Penal Code sections 3408(h), 4023.8(h), the following shall be adhered to:

- Absent circumstances that justify the use of deadly force, special weapons, electronic immobilization devices (TASERS), and chemical agents, including aerosol chemical agents, shall not be used against an inmate known to be pregnant.
- In addition, personnel shall not intentionally expose an inmate known to be pregnant to chemical agents. Absent exigent circumstances requiring immediate use of chemical agents, personnel shall request of pregnant inmates that they vacate areas where unintentional exposure to the chemical agents may be reasonably foreseeable and assist them to a designated secure location. Any refusal by a pregnant inmate to vacate shall be video recorded by a supervisor with the rank of sergeant or higher, and medical personnel shall be summoned to the location.

USE OF RESTRAINTS ON PREGNANT INMATES

Pursuant to California Penal Code sections 3407 and 3408(l), and Title 15, section 1058.5, the following shall be adhered to:

- Inmates known to be pregnant shall not be placed in the safety chair or WRAP restraint.
- Inmates known to be pregnant shall not be handcuffed to the rear during transportation in the WRAP CART.
- All pregnant inmates shall only be handcuffed individually and with their hands in front of their bodies. Pregnant inmates shall not be handcuffed to other inmates at any time.
- Waist chains shall not be used to restrain a pregnant inmate around the waist, but may be utilized, as a single-wrist restraint or in conjunction with handcuffs, to extend a restrained pregnant inmate's freedom of movement.
- A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the waist, wrists, or ankles unless the inmate poses an immediate threat of great bodily injury or death to herself, her fetus, others. Custody personnel shall, when feasible, obtain permission from their respective watch commander before applying restraints to a pregnant inmate in labor. If the inmate has been transported to Los Angeles County + USC Medical Center (LCMC), approval may be obtained from the LCMC watch commander. Any use of force investigation shall be completed and reviewed by the transporting custody facility.
- A "RIPP Hobble Restraint" or other leg restraint devices, other than leg irons, may only be used on a pregnant inmate if the inmate poses an immediate threat of great bodily injury or death to herself, her fetus, others. The restraint devices should be used with caution and in the presence of a supervisor when possible. Leg restraint devices should only be used when the pregnant inmate is laying, seated, or being transported on a gurney. A pregnant inmate shall never be asked to walk after a leg restraint or

"RIPP Hobble Restraint" has been applied. The restraint shall be applied for the least amount of time necessary to ensure safety and security. Application of leg restraint devices shall be followed immediately by a medical assessment.

- Restraints shall be removed when a medical professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery, determines the removal of restraints is medically necessary.
- The length of the recovery after delivery or termination of pregnancy will be determined on a case-by-case basis by the medical professional who is currently responsible for the medical care of the inmate.
- This section shall not be interpreted to require restraints in a case where restraints are not required pursuant to a statute, regulation, or correctional facility policy.

As soon as practically possible, the facility watch commander shall be notified any time a pregnant inmate has been restrained during labor. The details of the incident shall be documented in a Chief's Memorandum and include:

- Reason for the restraints.
- Reason which summoned the inmate's need for medical attention.
- Measures taken to deescalate the situation.
- Force used (if any) and the number of deputies involved to place the inmate in restraints.
- Description of when a supervisor was notified, and the actions taken by the supervisor.
- Amount of time the inmate remained in restraints.

Medically ordered restraint devices shall only be used on pregnant inmates or inmates suspected of being pregnant at the direction of medical and/or mental health personnel. A nurse, psychiatrist, or physician shall be present for the placement of the medically ordered restraint devices.

Medical personnel shall assess the inmate's condition and position once the restraints have been applied.

• **6-05/090.00 Orthopedic or Prosthetic Devices**

As defined by Dorland's Medical Dictionary, prosthesis is an artificial substitute for a missing body part used for functional or cosmetic reasons, or both. These include: arm, leg, eye, tooth, etc. An additional requirement is that the prosthesis be prescribed, or recommended and fitted by a physician.

Inmates shall not be deprived of the possession or use of any orthopedic or prosthetic appliance, auditory aid, or cochlear implant, if the appliance has been prescribed, recommended, and/or fitted by a physician. The "Arrestee Medical Appliance Clearance Record" form (SH-R-423) shall be completed whenever an arrestee possessing a medical appliance (e.g., hearing aids, cochlear implants, orthopedic/prosthetic appliances, wheelchairs, canes, crutches, etc.) is brought into a Los Angeles County jail facility. The watch commander is responsible for submitting the original, completed SH-R-423 to the Health Information Management unit of Correctional Health Services for inclusion in the inmate's medical record.

Orthopedic or prosthetic appliances shall only be removed if the watch commander has probable cause to believe that possession of these appliances constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility.

Removal of an appliance requires the inmate to be examined by a physician, physician assistant, or nurse practitioner. The inmate shall be examined as soon as possible, but no later than 12 hours of the removal in order to determine any negative impact on the health or safety of the inmate.

If the removal of the inmate's orthopedic or prosthetic appliance prevents the inmate from ambulating or functioning normally, the inmate shall be transferred to IRC/CRDF, with the orthopedic or prosthetic device. Refer to CDM section 5-03/080.00, "Medical Appliances."

- **6-05/100.00 Inmate Death Procedures**

The procedures established in CDM section 4-10/050.00, "Inmate Death Reporting and Review Process," shall be adhered to for all inmate deaths that occur in Custody Services Division jail facilities, in Court Services Division Lock-ups, and Patrol Operations Divisions' station jails.

- **6-06/000.00 Behavioral Observation and Mental Health Referral Report (SH-J-407)**

All station personnel shall complete the first six sections of the BOMHR when they observe or become aware of (through a relative, clergy, inmate, etc.) information that indicates an arrestee has displayed obvious suicidal ideation or when the arrestee exhibits unusual behavior that clearly manifests self-injurious behavior or other clear indication of mental health crisis. The BOMHR shall be completed no later than end of shift.

The arrestee shall be transported to IRC/CRDF, or a medical facility as soon as practical. The watch commander shall be notified of the need to transport the arrestee, he/she shall arrange transportation through Court Services Transportation Bureau, and obtain an estimated time of arrival for the first available transportation. Alternate transportation shall be arranged if the arrestee's condition warrants any urgency. Additionally, the watch commander shall ensure that arrestees requiring transportation for evaluation by mental health staff are placed on a separate transmittal.

The watch commander shall ensure that the Behavioral Observation and Mental Health Referral report has been completed (Originating facilities shall retain a copy of the original Behavioral Observation and Mental Health Referral report), including section 8, "Review by Sworn Custody Supervisor at Initiating Facility," and that an electronic Special Handling Request has been completed, if required, and accompanies the inmate. Threats to commit suicide or feigned suicidal gestures under section 5, "Suicidal Assessment," requires a watch commander's review and signature.

The watch commander shall review and sign section 5, "Suicidal Assessment," and section 11, "Watch Commander's Review" of the Behavioral Observation and Mental Health Referral form.

Pending transport, such arrestee shall be under unobstructed visual observation, or in a suicidal resistant location with safety checks every 15 minutes. Inmate safety checks shall be logged in the e-Gatebook.

In cases of suicidal, dangerous or mentally ill inmates, an electronic Inmate Special Handling Request (SH-J-181) shall also be completed, (refer to CDM, section 5-01/050.00, "Handling of Suicidal Inmates," section 5-01/040.00, "Inmate Classification and Handling Requests," and 5-01/030.00, "Inmate Classification and

Identification"). Station personnel shall ensure the original copy shall accompany the inmate upon transfer to IRC/CRDF and a copy shall be retained with the booking packet and station URN file. (Refer to CDM, section 4-05/000.00, "Behavioral Observation and Mental Health Referral Reports").

OUTSIDE POLICE AGENCY RESPONSIBILITIES

Outside police agencies shall complete the first six sections of the BOMHR when they observe or become aware of (through a relative, clergy, inmate, etc.) information that indicates an arrestee has displayed obvious suicidal ideation or when the arrestee exhibits unusual behavior that clearly manifests self-injurious behavior or other clear indication of mental health crisis.

A Department sworn supervisor may sign section eight, "Review by Sworn Custody Supervisor at Initiating Facility" in the absence of a supervisor from the arresting agency.

• 6-06/010.00 Attempt Suicide/Suicides

In the event of the discovery of an attempted or completed suicide, personnel shall:

- Call for assistance
- 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 the primary consideration
- Monitor the inmate's airway, breathing, and circulation
- Render first aid and/or Cardiopulmonary Resuscitation (CPR) if necessary
- Notify the watch sergeant and the watch commander as soon as possible
- Initiate a Behavioral Observation and Mental Health Referral Form (SH-J-407).

Mandatory notifications regarding suicide attempts by adult inmates in station jails shall be made per CDM section 4-07/010.00, "Notification and Reporting of Significant Incidents."

Should an adult inmate in a station jail die as a result of suicide, the procedures described in MPP section 4-22/050.00, "Suicide" and CDM section 4-10/050.00, "Inmate Death - Reporting and Review Process" shall be followed.

Should a juvenile detained in a station jail attempt suicide or die as a result of suicide, the station watch commander shall, in addition to the aforementioned policies pertaining to deaths of adult inmates, notify the appropriate court and parent, guardian, or person standing in loco parentis, in accordance with Title 15, Minimum Standards for Local Detention Facilities, sections 1046, "Death in Custody," and 1047, "Serious Illness or Injury of a Minor in an Adult Detention Facility."

EMERGENCY RESPONSE KITS

Emergency response kits shall be kept in the station jail area for deployment in the event of an attempted suicide.

JAILER RESPONSIBILITIES

In cases where station jailers encounter persons who have attempted suicide the emergency response kit shall be deployed.

The emergency response kit contains the following items:

Item	Quantity
Craftsman Handi-Cut (cut down rescue tool)*	1
Cardiopulmonary Resuscitation (CPR) Mask	1
Bag valve mask (“Ambu bag”) with bacterial/viral filter	1
High risk exam gloves	1 pair
Eye protection/goggles	2
N95 masks	3
Protective gowns	2
NARCAN® Nasal Spray (NALOXONE)	2 units
Towel	2

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

Personnel assigned to the station jail shall be responsible for the inspection of 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 e-UDAL.

If the tamper-resistant tape is broken or the kit appears to have been opened, notification to a supervisor shall be made. When the emergency response kit has been deployed, or has been opened for any reason, the supervisor shall inspect the container to ensure all of the above listed items are present, and apply new tamper-resistant tape.

• **6-06/020.00 Alleged Mentally Ill per 5150 Welfare and Institution Code (WIC)**

Persons solely detained as Alleged Mentally Ill per 5150 WIC shall be detained and transported directly to the appropriate contract county mental health facility.

When a person is arrested for a misdemeanor crime, where prosecution will not be sought, and is determined to be Alleged Mentally Ill per 5150 WIC, the patient shall be detained and transported directly to the appropriate contract county mental health facility.

When a person with criminal charges is determined to be Alleged Mentally Ill per 5150 WIC, the inmate shall be transported and booked at IRC or CRDF.

Persons who appear to be mentally ill shall be carefully evaluated to verify that they are indeed mentally ill and not developmentally disabled.

All mentally ill inmates or those who exhibit unstable/erratic behavior shall be housed separately from other inmates.

Under current California legislation a County Mental Health Facility cannot refuse a 5150 WIC patient if the following is exhibited and can be documented on the Application For Assessment, Evaluation, and Crisis Intervention or Placement For Evaluation and Treatment (form (MH 302):

- Gravely disabled adult
- Gravely disabled minor
- Poses a danger to himself/herself
- Poses a danger to others

The Mental Evaluation Team (MET) assists patrol deputies with contacts involving the mentally ill, suicide attempts or gravely disabled persons. The MET unit will assist the deputy with the individual, by arranging placement or transporting the individual to a designated facility, if the person qualifies under 5150 WIC. The MET deputy will prepare the "Application for Evaluation" (MH-302). The station handling deputy will prepare a brief Incident Report (SH-R-49), alleged mentally ill person, and book any confiscated weapons.

The MET also:

- Responds to barricaded suspect/mentally ill individuals
- Threat of suicide in progress, i.e. "œjumpers"œ, self-inflicted injuries
- Provides supplemental crisis intervention techniques to defuse potentially volatile situations
- Prepares appropriate documentation to assist custodial agencies in the placement of the mentally ill
- Acts as liaison to community and judicial agencies
- Gives court testimony regarding the mental health or emotional stability of clients

MET units consist of a deputy and a Department of Mental Health clinician, who respond in unmarked Sheriff's vehicles.

- NOTE: Persons who appear to be mentally ill shall be carefully evaluated to verify that they are indeed mentally ill and not developmentally disabled.
-

- **6-06/030.00 Developmentally Disabled Inmates**

All developmentally disabled inmates shall be segregated from other inmates, when it is determined that it is necessary for the safety of the inmate. If an inmate is determined or suspected to be developmentally disabled and there is a high probability that he/she is to be held more than 24 hours, the following shall be adhered to:

- A Los Angeles County Regional Center must be contacted and advised that a developmentally disabled person is in our custody. They will have a representative respond and act as legal guardian for the inmate and assist him/her with arranging bail, etc.
- If the inmate will not be held more than 24 hours, it is not mandatory that a Los Angeles County Regional Center be contacted; however, they can be a valuable resource if the inmate is uncooperative or uncommunicative during the booking process

Representatives from a Los Angeles County Regional Center have greater experience dealing with people with developmental disabilities.

They may have more success dealing with such a person and have resources available which law enforcement cannot directly access.

The following is a list of Los Angeles County Regional Centers:

Eastern Los Angeles Regional Center

1000 South Fremont
Alhambra, CA 91802-7916
Mailing Address: P.O. Box 7916
Alhambra, CA 91802-7916
(626) 299-4700
Eastern Los Angeles County including the communities of Alhambra and Whittier

Frank D. Lanterman Regional Center

3303 Wilshire Boulevard, Suite FI 700
Los Angeles, CA 90010
(213) 383-1300
Central Los Angeles County including Burbank, Glendale, and Pasadena

Harbor Regional Center

21231 Hawthorne Boulevard
Torrance, CA 90503
(310) 540-1711
Southern Los Angeles County including Bellflower, Harbor, Long Beach, and Torrance

North Los Angeles County Regional Center

15400 Sherman Way, Suite 170
Van Nuys, CA 91406-4211
(818) 778-1900
Northern Los Angeles County including San Fernando and Antelope Valleys

San Gabriel/Pomona Regional Center

75 Rancho Camino Drive
Pomona, CA 91766
(909) 620-7722
Eastern Los Angeles County including El Monte, Monrovia, Pomona, and Glendora

South Central Los Angeles Regional Center

650 West Adams Boulevard, Suite 200
Los Angeles, CA 90007-2545
(213) 744-7000
Southern Los Angeles County including the communities of Compton and Gardena

Westside Regional Center

5901 Green Valley Circle, Suite 320
Culver City, CA 90230-6953
(310) 258-4000
Western Los Angeles County including the communities of Culver City, Inglewood, and Santa Monica

The location nearest to your station/facility should be contacted. A complete listing of Regional Centers may be obtained at <http://www.dds.ca.gov/RC/RCList.cfm>.

-See Station-Specific Rules-

Developmental disabilities cerebral palsy, epilepsy, autism, or a combination of conditions may be manifested physically, or in intellectual development as noted:

Developmentally Disabled	Gives inappropriate response to a situation; has receptive or expressive communication difficulty; tends to be followers in a group; academic deficits; may have deficits in adaptive behavior and self-help skills.
Cerebral Palsy	Displays muscle control difficulty; has unsteady gait; can be non-ambulatory; has deficits in common language; may be developmentally disabled; may have possible sight and hearing impairment.
Epilepsy	Grand mal seizure: may fall to the ground suddenly; may lose consciousness; may have uncontrolled movements; may be confused or disoriented; may become lethargic; may have slurred speech; behaviors may be similar to alcoholic or drug abuse. Petit mal seizure: might stare for a few seconds; show uncontrolled muscle stiffness and blinking; may be unconscious or confused and disoriented; sometimes appears to be daydreaming; may have small twitching movements.
Autism	Appear to be "in their own world" purposeless repetitive behavior; inappropriate response to a situation; expressive or receptive communication difficulty; deficits in common language; fixation on moving objects; immature behaviors; non-responsive to sound and appearing deaf.

• 6-07/000.00 Count and Safety Checks

Each facility shall conduct count and safety checks of all inmates at irregular intervals and at specified locations as determined by each unit commander. Inmate safety checks shall be completed within the time interval assigned to the housing location, see CDM section 4-11/030.00, "Inmate Safety Checks." Any discrepancies shall be resolved by the shift watch sergeant.

Jailers shall conduct a safety check of every inmate in the station jail and the inmate worker housing areas at least once every [REDACTED TEXT] minutes. Inmate workers shall be counted at least once on each shift. All count and safety checks shall be logged in the electronic-Uniform Daily Activity Log (e-UDAL).

The watch commander, or designee at the minimum rank of sergeant, shall visually observe all inmates and conduct a visual inspection of the jail area, including the booking cells, at least twice a shift. The checks shall be logged in the e-UDAL and the "Watch Commander's Log."

Personnel conducting safety checks, shall look at the inmate(s) for signs of life (e.g., breathing, talking, movement, etc.) and obvious signs of distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.). Personnel shall conduct safety checks by looking into rooms/cells, visually inspecting each inmate, and inspecting the general area. If personnel observe any item (e.g., clothing, linen, papers, etc.) obstructing their view into the cell, the item(s) shall be removed immediately with officer safety in mind. Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response from the inmate.

If unable to elicit a response from the inmate, the watch sergeant and paramedics shall be requested. The watch sergeant shall respond to the location. Personnel shall continue to elicit a response from the inmate and render first aid and/or cardiopulmonary resuscitation (CPR), if necessary, as described in CDM section 5-03/060.00, "Response to Inmate Medical Emergencies" until relieved by qualified medical personnel. Officer safety practices shall be observed at all times.

DOCUMENTING INMATE SAFETY CHECKS

The handheld Title 15 barcode scanners shall be used to record safety checks. It is the responsibility of the person conducting inmate safety checks to ensure their information is entered in the Title 15 scanner. When not in use, the scanner shall be returned to its docking station. All barcodes within an occupied housing location shall be scanned during the safety checks regardless of whether inmates are present at the time of the check.

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

If the Title 15 scanner is not operational, or if the area being checked does not contain barcodes, a manual entry of the inmate safety check shall be documented in the "Additional Information" section of the uniform daily activity log (UDAL)/e-UDAL. Personnel conducting inmate safety checks and inmate counts shall document their checks/counts in the e-UDAL. The employee's name, employee number, and the times of the count and safety checks shall be documented in the e-UDAL. Personnel shall not record any count and safety check times other than the actual times of completion. For additional information or issues regarding the Title 15 scanner, see CDM section 4-11/030.05, "Title 15 Scanner."

If station jail personnel are unable to conduct a count and safety check, the watch sergeant shall be immediately notified and advised if assistance is required. The watch sergeant shall designate any qualified station personnel available to assist the jailer in the completion of count and safety checks.

If male and female inmates are in custody, either female station jail personnel or a matron and male station jail personnel shall conduct appropriate inspections and initial the Jail Inspection Record.

The assigning of inmate workers is delineated in CDM section 5-01/020.00, "Inmate Worker Assignments," as well as the Station Jail Manual.

INMATE IDENTIFICATION

Each inmate shall have a wristband secured to their left wrist. Inmate wristbands shall be inspected periodically. Care shall be taken to check for signs of fraying or tampering.

The wristband shall contain, but not be limited to, the following information:

- inmate's last name;
- inmate's first name;
- inmate's complete booking number.

Positive identification, by fingerprints or Live Scan, shall be established prior to re-banding an inmate under any of the following circumstances:

- tampered and/or altered wristbands;
- illegible wristbands;
- loose, removed, or missing wristbands.

A more stringent unit order may be implemented at the discretion of the unit commander.

• 6-07/010.00 Inmate Searches

All inmates shall be thoroughly searched prior to placing the inmate in a booking cell. The search shall include:
[REDACTED TEXT]

DEFINITIONS

- Pat Down/Cursory Search: A search which requires the physical "patting" of a person over their clothing. Absent exigent circumstances, all pat down/cursory searches of female inmates shall be performed by female jailers or matrons
- Strip Search: A search which 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., 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.

TRANSGENDER AND INTERSEX INMATE SEARCHES

- In all cases, a transgender or intersex person shall have their identity respected and be treated with dignity. Under no circumstances shall officers search any person for the purpose of determining genital status or presence/absence of breasts or for the purpose of demeaning transgender or intersex individuals
- Under no circumstance shall transgender or intersex inmates be subject to more invasive search procedures than non-transgender or cisgender inmates
- More invasive searches, including strip searches, visual body cavity searches, and physical body searches shall be, in all circumstances, conducted by officers of the gender requested by the transgender or intersex person. No 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 noted in the e-UDAL.

If contraband is identified in a body cavity of an inmate during a strip search or visual body cavity search, personnel shall immediately notify a supervisor (sergeant or higher). 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 the case the secreted contraband is a weapon. If the inmate does not comply, then custody personnel shall follow the procedures outlined in the contraband watch procedures.

STRIP SEARCHES

All strip, visual body cavity, and physical body cavity searches shall have prior approval of the watch

commander, who shall closely evaluate the need for a particular search.

When a request for any of the described searches concerns a suspect or subject arrested for a misdemeanor or an infraction, the watch commander shall determine if the search is appropriate pursuant to Section 4030 PC.

Section 4030 PC restricts strip searching of:

- Pre-arraigned inmates when the detention is for a misdemeanor or infraction offense not involving weapons, controlled substances or violence
- Minors detained prior to a detention hearing when the offense does not involve weapons, controlled substances or violence
 - **Exception:**
When there is reasonable suspicion based on specific and articulated facts to believe such person is concealing a weapon or contraband, and a strip or visual body cavity search will result in the discovery of a weapon or contraband.
Note: A person who knowingly and willfully authorizes or conducts a strip, visual or physical body cavity search in violation of 4030 PC is guilty of a misdemeanor. When authorizing the strip and/or visual body cavity search of a person arrested for a misdemeanor/infraction, 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 strip and visual body cavity searches shall be conducted in an area of privacy and be conducted by deputies, custody assistants, or matrons of the gender requested by the suspect. When necessary, a pat-down search for weapons may be conducted by a deputy of the opposite sex in the presence of another deputy.

Should the visual examination and/or information lead searching personnel to believe a suspect may have contraband secreted within a body cavity, personnel shall keep the suspect under constant observation. Personnel shall advise the watch commander, who shall determine if circumstances warrant a physical body cavity search. The watch commander shall ensure that a proper search warrant is obtained authorizing the physical intrusion into a body cavity for the purpose of discovering a concealed object, prior to having the physical body cavity search conducted.

The search into any body cavity must be conducted by a physician or other medical personnel (nurse) at the direction of a physician and only pursuant to a search warrant. The search should be conducted at the appropriate jail hospital under sterile clinical conditions.

Occasionally, a complete strip or visual body cavity search of a recalcitrant female may not be accomplished at a station. In such instances, the following procedures shall apply:

Adult female:

- Keep under constant observation during detention at station
- Transport and book directly at CRDF
- Advise CRDF of circumstances

Juvenile female:

- Keep under constant observation during detention at station
- Arrange for immediate transfer to Central Juvenile Hall (also known as Eastlake Juvenile Hall) or release
- Advise the juvenile hall of circumstances

Strip Search Authorization Records (SH-R-399) and required body cavity search warrants shall be retained for 2 years in a separate file in the watch commander's office at the originating unit. Upon request, copies shall be provided to the person searched or their designated representative.

CONTRABAND

The following is considered to be contraband:

- Any goods brought illegally into the jail facility
 - Goods brought legally into the facility but possessed by inmates without proper authorization
 - Goods rightfully in the possession of inmates but in excess of authorized limits (These items will be stored or placed into the inmate's property)
 - Any item legally possessed which has been altered
 - Any item illegally in the possession of an inmate or in violation of posted facility rules.
-

• 6-07/020.00 Security

SECURITY OF WEAPONS

All weapons, including, but not limited to firearms, ammunition, knives, batons, etc., shall not be brought into secured areas of any custody facility or station jail.

SECURITY OF KEYS AND EQUIPMENT

All employees shall exercise diligence in the control of facility keys and security equipment. Employees shall not permit any inmate to handle any facility keys or tamper with any locks or security equipment. All personnel, prior to leaving their facility for any reason, shall return their shift duty keys to their relieving officer or the officer responsible for key inventory control.

WIRELESS COMMUNICATION

Possession of a wireless communication device, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone or wireless internet device, in a secured area is prohibited.

Per 4575 (a) PC, any person in a local correctional facility who possesses a wireless communication device, including, but not limited to, a cellular telephone, pager or wireless internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars (\$1,000).

A correctional facility is defined as any secured facility, station jail and court lock-up. Authorization for any of

the above items will require approval from the Assistant Sheriff of Custody Operations.

• **6-07/030.00 Station Matrons**

The Non-Sworn Matron Program is intended to assist stations in abiding with Department policies and state laws as they pertain to having female attendants available whenever a female is in the Department's custody. Personnel Administration will publish announcements via JDIC for the hiring of Matrons and have established the requirements for the position. Each station will conduct interviews in order to select a cadre of Matrons.

The following guidelines shall be observed by stations using Matrons:

- Matrons shall be under the supervision of a full-time, trained jailer
- Matrons shall be responsible for providing close observation and attendance of female inmates while held at stations or during transportation
- Matrons may search female inmates for contraband under the direction and control of the station jailer. In accordance with Department directives, males may not be present during a search which requires disrobing
- Matrons may assist in the inspection of cells which are occupied by female inmates as directed by the station jailer
- Matrons may be present during medical examinations of female inmates
- Matrons shall not be called in because of an anticipated need, but shall be called to work with the approval of the watch commander when the need actually exists. They shall be relieved when the need no longer exists
- Matrons shall not be utilized to staff or supplement staffing for the station desk
- Matrons shall not write reports
- When on-duty staffing is at a minimum, Matrons may be called in to monitor female witnesses being detained or to assist in the control of minor children being kept at the station pending disposition by the Department of Children and Family Services (DCFS) or other public agencies
- Matrons shall not drive county vehicles without permission from the watch commander except in the event of an emergency.

• **6-08/000.00 Force**

If force is used in the station jail, the procedures for handling and reporting uses of force as defined in the MPP and CDM, shall be adhered to. Additionally, when handling an arrestee/inmate who is uncooperative, combative, or has a history of making false allegations, sufficient station personnel and a sergeant shall be present during any movement. The movement shall be video recorded

Refer to the MPP home page section "Use of Force Policies" and the CDM home page section "Custody Force Related Sections" for a complete guide of force related policies.

• 6-08/010.00 Station Jail Cell Extraction

Inmate extractions are accomplished through planned force situations where it becomes necessary to remove an inmate who refuses to exit a confined area. A "confined area" is defined as any cell or secured area inside a housing facility structure (including station jails) in which the inmate can be secured, isolated, and controlled.

The goals of an inmate extraction are to restore order, maintain the security of the facility, and safely remove inmates (when necessary) using only the amount of force reasonable to accomplish the objective. An inmate extraction should be employed only if objectively reasonable efforts, that do not include use of force, are unsuccessful.

When simple instructions and requests fail to gain an inmate's compliance to exit a confined area, a supervisor, at the minimum rank of sergeant, shall be notified in all but life-threatening or exigent circumstances. The sergeant shall respond to the confined area, ask other staff to stand far enough back to provide a level of privacy for the conversation, whenever possible, and reason with the inmate to comply with orders to avoid the necessity of force. In all cases, reasonable efforts shall be made to gain the inmate's compliance. Throughout the entire process, best efforts should be made to videotape all negotiations with the involved inmate.

If the sergeant is unsuccessful in gaining the inmate's cooperation, the watch commander shall be notified and respond to the area. The watch commander shall meet personally with the inmate allowing them the opportunity to communicate in an attempt to resolve the situation. Whenever possible, staff should stand far enough back to provide a level of privacy for the conversation. In addition, an attempt shall be made to contact Mental Evaluation Team personnel to conduct a mental health evaluation. If available, an attempt shall be made to contact clergy.

After reasonable efforts to gain the inmate's compliance have been exhausted and the need for an inmate extraction exists at a station jail, the watch commander shall:

- Assume the role of the incident commander
- Ensure there are adequate resources on scene for the extraction
- Ensure a scribe has been assigned to document the course of events
- Ensure best efforts are made to videotape the entire extraction process, including all contact with the inmate, all negotiations, the extraction rehearsals, and any subsequent interviews with the inmate
- Notify the unit commander
- Plan the extraction and tactics to be used with the team leader
- Ensure qualified medical aid (paramedics) have been requested to the location prior to initiating the extraction
- Determine the appropriateness of utilizing chemical agents/and or less weapons based on any known existing medical and/or mental health conditions or known pregnancy.
 - In accordance with Penal Code 4023.8(h), absent circumstances that justify the use of deadly force, special weapons, electronic immobilization devices (TASERs), and chemical agents, including aerosol chemical agents, shall not be used against an inmate known to be pregnant. In addition, personnel shall not intentionally expose an inmate known to be pregnant to chemical agents. Absent exigent circumstances requiring immediate use of chemical agents, personnel shall request pregnant inmates move from areas where unintentional exposure to the chemical

agents may be reasonably foreseeable. Any refusal by a pregnant inmate shall be video recorded and medical personnel shall be summoned to the location.

- Ensure an additional sergeant is on scene (if available) and directing medical personnel to the extracted inmate
- Approve the plan and stand by during team and supporting personnel briefing, deployment, and completion of the extraction
- Consider other options if an inmate is obviously mentally disabled and cannot conform their behavior to commands or when the initial application of chemical agents has failed to gain compliance or has not shown any effect
- Supervise the tactical planning and the extraction; the use of less-lethal weapons must be in accordance with the Manual Policy and Procedures (MPP) sections governing their use and with regard to the capabilities and limitations of each weapon system.
- Ensure the inmate is immediately escorted to on-scene medical personnel by a supervisor and the appropriate number of personnel who were not directly involved with the extraction
- Ensure all force reporting is completed in accordance with the MPP
- Provide the unit commander with a comprehensive memorandum documenting the circumstances of the extraction.

CUSTODY OPERATIONS EXTRACTION TEAMS

The station watch commander may request an extraction team from Custody Operations to perform the extraction. Personnel from Twin Towers Correctional Facility (TTCF), Men's Central Jail (MCJ), or North County Correctional Facility (NCCF) can be used to perform extractions. The station watch commander shall contact the appropriate custody facility watch commander to request an extraction team to respond. TTCF and MCJ shall handle extraction requests from stations located south of the California 118 Freeway and NCCF shall handle extraction requests from stations north of the California 118 Freeway. Custody extraction teams shall comply with Custody Division Manual (CDM) extraction procedures.

In cases where the extraction is performed by a Custody Operations Extraction Team and force is used, the responding custody facility will prepare and submit a "Supervisor's Report, Use of Force" (SH-R-438) package. The use of force investigation shall be completed and reviewed by the responding custody facility's unit commander.

TYPES OF EXTRACTIONS

Court Removal Orders and Subpoenas

In the event the extraction is based upon a court removal order or subpoena, the watch commander shall contact the judge of the concerned court. The judge shall be advised force may be necessary to extract the inmate from a confined area to ensure the court appearance. The judge will be offered an opportunity to enforce, rescind, or delay the removal order. If the judge orders the inmate to appear in court, the inmate shall be extracted on the verbal order of the court. Authorization for the removal from the judge may be relayed and accepted via the court clerk or bailiff. Following the verbal order, the judge will send a facsimile of a minute order requiring the inmate's appearance in court to the unit commander of the concerned station.

In the event the judge of the concerned court is not available, the watch commander shall make every effort to

contact the presiding judge of the court and follow the same procedures. A record of all contacts between stations, custody facilities, and courts, along with copies of minute orders, shall be included in any subsequent use of force documentation.

Immediate Extractions

In life-threatening circumstances, staff shall not wait for a supervisor unless they lack the staff to conduct the extraction. The watch commander or on-site supervisor may authorize staff to conduct an immediate extraction when there is a life-threatening or exigent circumstance, such as when the behavior of an inmate constitutes an immediate and serious threat to the safety of that inmate, staff, visitors, other inmates (e.g. inciting behavior, assaults, and/or suicide attempts), or to the institution (e.g., controlling disturbances, including the massive destruction of property or jeopardizing institutional security).

Nothing in this policy precludes personnel from entering any confined area to execute the rescue of an inmate in the event of exigent or life-threatening circumstances. However, any such actions by staff must be clearly articulable and the watch commander, on-site supervisor, or staff must document the life-threatening or exigent circumstance. Additionally, staff must ensure radio communication of the emergency and sufficient personnel are present to safely execute the removal.

Controlled Extractions

Controlled extractions occur in situations where there is no immediate threat to loss of life or institutional security. Controlled extractions may only be authorized by the watch commander and are prompted by circumstances that create safety, security, or operational concerns. In no case shall any of these measures regarding extraction, or any kind of use of force (including the use of chemical agents), be used to punish an inmate for refusing to comply. Refer to CDM section 5-12/005.05, "Anti-Retaliation Policy."

• 6-09/000.00 Juvenile Detention Definitions

DEFINITIONS

Juvenile means a person under the age of 18.

Temporary custody means the juvenile is not at liberty to leave the law enforcement facility.

Secure detention means that a juvenile is being held in temporary custody in a law enforcement facility is locked in a room or enclosure and/or is physically secured to a cuffing rail or other stationary object. A juvenile cannot be handcuffed to a rail for more than thirty (30) minutes, and must have a station personnel present at all times per California Code of Regulations, Title 15 Section 1147.

Non-secure detention means that a minor's freedom of movement is controlled by the staff of a facility.

• 6-09/010.00 Care of Juveniles in Temporary Custody

Juveniles in non-secure custody are prohibited from coming into contact with adult inmates in a

Department facility containing a jail or a lockup.

Contact is defined as communications, whether verbal or visual, such as gang signs, or through continuous immediate physical presence, such as a juvenile sharing a cell with an adult inmate. Juveniles arrested for 602 WIC crimes shall not be allowed to come into contact with juveniles in temporary custody held under the authority of Sections 300 or 601 WIC.

The following shall be made available to **all** juveniles held in temporary custody. Furthermore, upon entry, juveniles shall be informed in writing (Form SH-J-635, "Advisement to Juveniles Held in Temporary Custody") of what is available under this section, and it shall be posted in at least one conspicuous place to which juveniles have access.

- Juveniles shall be allowed reasonable access to toilets, washing facilities, and drinking water
- Juveniles shall be provided with a snack if they have not eaten within four hours
- Juveniles shall be provided with access to language services
- Juveniles shall be provided with access to disability services
- Juveniles shall be provided with sanitary napkins, panty liners, and tampons as requested
- Juveniles shall be allowed privacy during visits with family, guardian, and/or attorney
- Juveniles shall be allowed at least two completed telephone calls (one to their parent, guardian, or employer, and one to an attorney, per § 627 [b] WIC) no later than one hour after the juvenile has been taken into custody
- Detention in the facility is not to exceed six hours
- Juveniles shall have constant visual monitoring for the detection of signs indicating a possible suicide risk. Some risks include but are not limited to, any expression of suicidal actions or thoughts, or any talk of suicide, or exhibits unusual behavior
- Any juvenile considered a possible suicide risk shall be visually monitored and reported to the watch commander, he/she will determine whether it is appropriate to transport the juvenile to a contract mental facility for a 72 hour hold and observation
- Juveniles shall be provided blankets and clothing (if necessary) to assure comfort, and permitted to retain or wear personal clothing unless their clothing is inadequate, presents a health problem, or is required as evidence. (Title 15, Section 1143)
- Male and female juveniles shall not be placed in the same locked enclosure unless they are under constant visual observation by staff
- All juveniles shall have a Los Angeles County Unified Arrestee Medical Screening Form completed
- All intoxicated juveniles shall have the Intoxication Observation Sheet completed. Any injury or illness requiring professional medical treatment shall be brought to the attention of the watch commander who will authorize paramedics, or authorize the juvenile to be transported to the appropriate medical facility
 - Medical clearance must be obtained *prior* to booking any juvenile who displays outward signs of intoxication or is known or suspected to have ingested any substance that could result in a medical emergency. The Juvenile Hall Intake Unit will not accept intoxicated juveniles without a medical clearance. The medical clearance information must accompany the juvenile when they are brought into the facility for booking purposes. All medical bills incurred will be the responsibility of the parent and/or guardian
- Supervision of the intoxicated juvenile includes personal observations no less than once every 15

minutes until resolution of the intoxicated state, with the actual time of each personal observation documented. All juveniles detained while under the influence, shall be under direct and constant supervision

- If it is determined that the juvenile is not adequately sobering up or is having increased difficulty, the juvenile shall be immediately re-evaluated by medical personnel
- Juveniles shall not be subjected to any form of discipline or punishment. Any juvenile warranting disciplinary action, depending on the severity of the offense, shall be additionally charged prior to release to a parent or guardian, or if applicable, transferred to the appropriate juvenile facility (after receiving clearance from the Intake Unit). Reasonable force may be used when it is deemed necessary to overcome physical resistance by a juvenile in disobedience to a lawful order
- Restraints, aside from the possible use of handcuffs within secure detention parameters, shall not be used. The RIPP Hobble may be utilized for the purposes of transporting a combative juvenile, and in adherence with Department procedures

• 6-09/020.00 Secure Detention of Juveniles

Juveniles held in temporary custody at a Sheriff's station **shall not be securely detained without the watch commander's signed approval** and unless they meet the following criteria per Section 207.1(d) WIC:

- **The juvenile is 14 years of age or older**
- Facts or circumstances exist that would lead a prudent peace officer to conclude that further criminal activity against persons or self-destructive acts on the part of the juvenile are likely, or that the juvenile may be at risk of harm
- A brief time (**no more than six hours**) is required to investigate the case, facilitate release of the juvenile to a parent, guardian, or responsible relative, or arrange for the transfer of the juvenile to an appropriate juvenile facility

CONDITIONS OF SECURE DETENTION

The following are conditions of secure detention of juveniles in law enforcement facilities:

- The juvenile must meet the following prerequisites:
 - Be 14 years of age or older
 - Be in custody under authority Section 602 WIC
 - Present a serious security risk of harm to self and/or others.
- Factors considered when determining if the juvenile presents a serious security risk to self and/or others are:
 - Age, maturity and delinquent history
 - Severity of offense for which taken into custody
 - Juvenile's behavior; availability of staff to provide adequate supervision or protection of the juvenile; and, age, type, and number of other individuals detained at the facility
- The juvenile shall be informed at the time he/she is securely detained of the following:

- The reason for the secure detention
- The anticipated length of the secure detention
- The secure detention shall not exceed six hours after his/her arrival at the facility
- Juveniles held in secure detention outside of a locked enclosure shall not be secured to a stationary object for more than 30 minutes unless no other locked enclosure is available. Securing juveniles to a stationary object for longer than 30 minutes thereafter, shall be approved by the watch commander and the reasons for the continued detention shall be documented
- Juveniles who are secured to a stationary object shall be moved to a locked enclosure when one becomes available. Personnel (station jail personnel) must be present at all times to assure the juvenile's safety while secured to a stationary object
- Juveniles held in secure detention within a locked enclosure shall have constant auditory access to station jail personnel
- Juveniles held in secure detention within a locked enclosure shall be visually checked periodically, no less than every 30 minutes, by a station jail personnel who shall document the check. Reasons for continued secure detention need to be documented on the secure detention log. Additional electronic monitoring may be used to supplement, but not replace personal observation
- If an adult inmate, including an inmate worker, is present with the juvenile in the same room or area, staff of the jail facility trained in the supervision of inmates shall maintain a constant, side-by-side presence with either the juvenile or adult inmate, to ensure there is no communication between the juvenile and adult inmate. Situations in which a juvenile and an adult inmate may be in the same room or passageway shall be limited to the following:
 - During booking
 - During medical screening
 - Inmate worker presence while performing work necessary for the operation of the jail facility, such as meal service and janitorial service
 - Movement of inmates within the law enforcement facility
- Locked enclosure must meet all applicable health and fire requirements
- Locked enclosure must have seats (chairs or benches), have temperature control and ventilation, and lighting appropriate to the time of day and activity.

SECURE DETENTION LOG

Each station shall maintain a "Secure Detention of Juveniles Log" in the e-Gatebook which shall contain the following information:

- The offense which is the basis for the secure detention
- The watch commander's approval and written explanation for the secured detention
- The length of time the juvenile was securely detained
- The time the secure detention began and advisement to juvenile
- The time the secure detention ended.

• 6-09/030.00 Non-secure Detention of Juveniles

All juvenile detentions must be approved by the watch commander. Juveniles held in temporary custody at a Sheriff's station who do not meet the criteria for a secure detention may be held in non-secure custody for a brief period of time **(not to exceed six 6 hours)**.

Juveniles who do not pose a serious risk shall not be detained any longer than necessary to investigate the case, facilitate their release to a parent, guardian, or responsible relative, or arrange for their transfer to an appropriate juvenile facility.

CONDITIONS OF NON-SECURE DETENTION

The following are conditions of non-secure detention of juveniles in law enforcement facilities:

- The juvenile is under constant personal visual observation and supervision by staff of the law enforcement facility
- The juvenile is not locked in a room or enclosure
- The juvenile is not physically secured to a cuffing rail or other stationary object
- The juvenile shall not be in non-secure detention longer than six hours after their arrival at the facility before they are removed to a probation facility, or released to a parent, guardian, or responsible relative; and
- If an adult inmate, including an inmate worker, is present with the juvenile in the same room or area, staff of the law enforcement facility trained in the supervision of inmates shall maintain a constant, side-by-side presence with either the juvenile or adult inmate, to ensure there is no communication between the juvenile and adult inmate. Situations in which a juvenile and an adult inmate may be in the same room or passageway shall be limited to the following:
 - booking
 - awaiting visiting or sick call
 - inmate worker presence while performing work necessary for the operation of the law enforcement facility, such as meal service and janitorial service
 - movement of inmates within the law enforcement facility.

• 6-09/040.00 Juvenile Searches

All juveniles shall be searched (Pat Down/Cursory search) immediately when they are to be confined in a jail facility or when there is probable cause to believe they possess any of the following:

- Dangerous and offensive weapons
 - Narcotics
 - Items of evidentiary value.
-

• **6-09/050.00 Notification to Parent or Legal Guardian and Telephone Calls**

Deputies taking a juvenile into custody shall notify the parents, guardians, or persons having custody of the child without unnecessary delay. When such notification is not possible, the reason shall be stated in the Complaint Report per 627(b) and 308(a) WIC.

It shall be the watch commander's responsibility to notify parents and/or guardians in the event of serious illness or injury of a juvenile.

The juvenile shall be advised of the right to complete three local telephone calls immediately after being taken to a place of confinement and, except where physically impossible, no later than one hour after the subject has been taken into custody per 308(b) and 627(b) WIC. One call must be completed to a parent, guardian, a responsible relative, or an employer; another call may be completed to an attorney. The calls shall be placed in the presence of custody personnel. Note on the BP&R if the phone calls were completed or refused.

• **6-09/060.00 Arrests on Juvenile Warrants and Orders**

Juveniles detained as a result of a warrant or violation of court ordered conditions of release shall be immediately taken to court. If the court is not in session, the juvenile shall be transported by the arresting deputy and detained at a juvenile facility. A copy of the warrant or abstract shall be left at the juvenile facility.

Deputies shall transport the juvenile to the appropriate juvenile facility, and shall furnish the Probation Officer at the juvenile facility with a Juvenile Hall Entrance Record (76E608J).

Violation of conditions of probation as enumerated in a JAI printout will be handled as described in 625 and 626 WIC.

OUT-OF-COUNTY WARRANT

Warrants of arrest issued by another California county for juveniles within Los Angeles County shall be handled the same as those issued in this County. The unit having final assignment of the warrant shall be responsible for the disposition of the warrant (i.e., notification to the out-of-county agency, transporting, arranging for transportation, or return of the un-served warrant).

All warrants for juveniles issued by a California court must be issued by a juvenile court, unless the juvenile has been declared unfit.

WARRANTS ISSUED BY COURTS OTHER THAN JUVENILE COURT FOR A JUVENILE

Superior Courts will issue valid warrants for a juvenile when, at the time of issuance of the warrant, the court had information indicating the juvenile was 18 years or older. The majority of these warrants will be issued by the Superior Court, Traffic Division. Warrants issued by these courts are valid warrants and must be handled as such. When a juvenile is arrested on an adult court warrant, the juvenile must appear before the court of issuance in order for the court to certify the juvenile to Juvenile Court or Juvenile Court, Traffic (603 WIC).

Bail can be posted, if bail is set on the warrant, the juvenile shall be released in the same manner as an adult. When bail is not set or not posted and the court is in session, the juvenile will be transported to court by station personnel.

All stations will send these juveniles to a juvenile facility. The Detention Control Officer will retain the juvenile at the juvenile facility or issue a written promise to appear.

• **6-09/070.00 Transporting Juveniles to Juvenile Detention Centers Within Specified Time Limits**

When it is necessary to detain a juvenile at Eastlake, Los Padrinos, or San Fernando Valley (Sylmar) juvenile facility's, the juvenile shall be transported as soon as possible.

Note: the six hour detention limit is not applicable at the Catalina Island facility (Avalon Station); however, juveniles shall be processed in an expeditious manner and those juveniles not released to a parent, guardian, or responsible relative, shall be transported on the first available Sheriff's transportation to an appropriate juvenile facility.

All requests for transportation of juveniles shall be sent via JDIC to Court Services Transportation Bureau, and shall include:

- Name of subject
- Age and sex
- Destination
- Mandatory delivery time (see time limits below)

NOTE: When transportation cannot be arranged within a reasonable time, it shall be the responsibility of the station to transport the juvenile to a juvenile facility.

To expedite the juvenile's transfer to a juvenile facility, Court Services Transportation Bureau shall transport juveniles to a juvenile facility on the day shift in addition to the current transportation runs on late evening and early morning shifts.

The following guidelines shall be strictly adhered to:

- Juveniles shall be transported to a juvenile facility as soon as possible
- Juveniles shall not be detained in a Sheriff's station for more than six hours from the time of arrival at the facility (with the exception of Avalon Station)
- Saturdays, Sundays, or holidays are not excluded. These days shall be counted the same as weekdays
- Time limits shall be followed even when detectives are not on duty or not available
- Court Services Transportation Bureau, upon receiving the JDIC request, shall respond within five hours to transport the juvenile to a juvenile facility. If Transportation Bureau is unable to comply with this time limit, they shall notify the station watch sergeant and provide the estimated time of arrival (ETA). The station watch sergeant shall then decide whether to wait or arrange for other transportation
- It is necessary that the JDIC request be sent as soon as the determination to detain is made by the

investigating detective.

Female deputies should be utilized in transporting female juveniles in compliance with Department procedure with the exception that the watch commander or the station Detective Commander may, for good cause, authorize other transportation during the course of an investigation.

A juvenile may be handcuffed at the discretion of the deputy, who shall take into consideration the need for security, circumstances of arrest, and age of the juvenile. Juveniles should not be handcuffed or chained to adult inmates. It shall be the responsibility of the transporting deputy to segregate juveniles from adult inmates.

Deputy personnel who must transport juveniles under the age of eight years must transport said juvenile in a properly installed child passenger restraint system (child safety seat). In order for a child passenger restraint system to be installed properly, it must be firmly secured to a cushioned vehicle seat.

Child passenger restraint systems **CANNOT** be properly installed to a plastic vehicle seat, as found in most Department patrol units. Additionally, it is inherently dangerous for a child seated in a child safety seat to be placed directly in front of an air bag device. Air bags inflate at an extremely rapid rate and have caused serious injury to children seated in child safety seats.

Department personnel **shall not** place child safety seats in the rear of a patrol unit with hard plastic seats. Additionally, personnel **shall not** place child safety seats in the front passenger side of a vehicle where an air bag is present.

Deputy personnel who must transport juveniles in a child passenger restraint system and cannot do so in their assigned patrol unit shall request another patrol unit where child passenger restraint systems can be used (cushioned rear seats, no passenger air bag). If another patrol unit cannot be located in which it is safe to place a child passenger restraint system, deputy personnel shall attempt to locate a vehicle at the station and have station personnel respond with a solid color sedan, which have cushioned back seats.

If deputy personnel cannot locate a solid color sedan from their assigned station, the station desk shall be notified. Desk personnel shall attempt to locate either a patrol unit suitable for the use of child passenger restraint systems or a solid color sedan from another Department station.

If a suitable vehicle is located, desk personnel shall contact the other station watch commander and request approval for the use of the vehicle.

• 6-09/080.00 Juvenile Detention Center Locations

The designated juvenile facility (as determined by station location) for those 602 WIC cases requiring transportation to them, are listed below:

Central Juvenile Hall

1605 Eastlake Avenue
Los Angeles, California 90033
(323) 226-8611 (Central Intake)

Central Juvenile Hall serves:

- Altadena Station
- East Los Angeles Station
- Industry
- Temple Station

Barry J. Nidorf Juvenile Hall (Sylmar)

16350 Filbert Street
Sylmar, California 91342
(818) 364-2011

Barry J. Nidorf Juvenile Hall serves:

- Crescenta Valley Station
- Palmdale Station
- Lancaster Station
- Malibu/Lost Hills Station
- Santa Clarita Valley Station
- West Hollywood Station

Los Padrinos Juvenile Hall

7285 E. Quill Drive
Downey, California 90242
(562) 940-8660

Los Padrinos Juvenile Hall serves:

- Avalon Station
- Carson Station
- Lakewood Station
- Cerritos Station
- Carson Station
- Century Station
- South Los Angeles Station
- Lomita Station
- Marina Del Rey Station
- Compton Station
- Norwalk Station
- Pico Rivera Station
- San Dimas Station

- Walnut/Diamond Bar Station
-

• **6-09/090.00 Booking Juveniles at Jail Wards**

All 16 and 17-year-old juveniles, who are in custody and in need of hospitalization, may be booked directly into the jail ward at LAC+USC Medical Center.

All juveniles under the age of 16 years require a juvenile court order before they can be booked into the jail ward.

Juveniles to be booked shall be brought directly to the jail ward and admitted there.

If the jail ward doctor approves admission, a booking number is obtained by the LAC+USC Medical Center personnel from the AJIS computer and flat fingerprint impressions placed on the reverse side of the original copy of the BP&R form.

If admission of the juvenile is not approved, the juvenile shall be taken to a juvenile facility and admitted there. A Juvenile Hall Entrance Record (76E608J) must be filled out on all juveniles who are admitted to LAC+USC Medical Center jail ward or open wards.

One copy of this form must be delivered to the receptionist at juvenile hall when the juvenile is transported to LAC+USC Medical Center. Generally, juvenile hall is notified and a probation officer responds and fills out the form and takes custody of the juvenile's property.

JAIL WARD UNDER-AGE

When a juvenile under the age of 16 years needs hospitalization and no juvenile court order exists, the juvenile shall be taken to the emergency room at LAC+USC Medical Center.

If the admitting room doctor approves admission, hospital forms shall be prepared, a patient file number issued and the juvenile placed in an open ward. When security is required, arrangements shall be made through the concerned station watch commander for posting a deputy in the ward until a court order is obtained. (Refer to MPP section 5-02/090.20, "Booking at Jail Wards" if a court order is obtained.) An Entrance Record and a PCD is taken to the Intake Detention Control at Eastlake Juvenile Hall.

FINGERPRINTING

Refer to MPP section 5-02/090.30, "Fingerprinting" for juvenile fingerprinting procedures.

PHOTOGRAPHING JUVENILES

Detained juveniles may be photographed if the investigating detective deems it necessary for identification or investigative purposes. If so, stations equipped with photographic equipment may take their own photos; or the detective shall send a JDIC request to Scientific Services Bureau, Latent Prints section, which will provide a print deputy to take photos of the juvenile. Include the name of the subject and file number in the request.

Juveniles should be fingerprinted and/or photographed before sending them to any juvenile facility. Police may fingerprint and photograph minors in juvenile hall.

DETAINED JUVENILES TO LAC+USC MEDICAL CENTER

If the detained juvenile is seriously injured or ill (serious illness or contagious disease), the juvenile shall be taken to LAC+USC Medical Center. Delinquent juveniles shall be handled according to the procedure outlined for booking at jail wards in MPP section 5-02/110.00, "Emergency Medical Treatment."

The consent of a parent or guardian is normally required before a doctor may medically treat a juvenile (any person under 18 years of age); however, a juvenile may give consent for his/her own treatment if the juvenile is emancipated, refer to MPP section 5-02/170.00, "Emancipated Minors."

• 6-09/100.00 Emancipated Juveniles

California Family Code Section 7002, defines emancipation and enumerates the rights, liabilities, and privileges thereof.

An emancipated juvenile is any person under the age of 18 years who:

- Enters into a valid marriage
- Is on active military duty
- Has been declared emancipated by the Superior Court pursuant to California Family Code Section 7122

Emancipated juveniles are considered adults for purposes of entering into binding contracts, buying and selling property, and generally controlling their own finances. For law enforcement's concerns, emancipated juveniles:

- May consent to medical, dental, or psychiatric care
- Have no right to parental support
- Are exempt from the provisions of Sections 300 and 601 WIC

Juveniles, 14 years of age or older, may petition the Superior Court for a Declaration of Emancipation. They must be able to show that they are willingly living separate and apart from their parents or guardians with their consent and acquiescence, and managing their own lawful financial affairs.

- Note: Parents or guardians may not petition the court for the emancipation of their minor child.

PROCEDURES FOR HANDLING EMANCIPATED JUVENILES

When deputy personnel encounter alleged emancipated juveniles in field situations, every effort should be made to verify emancipation.

If the issue of emancipation cannot be resolved, and it appears that the juvenile may be a dependent (300 WIC) or status offender (601 WIC), deputy personnel shall handle the situation as they would if the juvenile was

not emancipated. The investigating detective assigned to the case will resolve the issue of emancipation and make the appropriate disposition.

Emancipated juveniles of school age are still subject to the provisions of the California Compulsory Education laws; thus, suspected truants may be detained and returned to school officials (48264 and 48265 Ed.C.).

Emancipated juveniles suspected of committing criminal violations (602 WIC) shall be handled as any other juvenile.

If the investigator determines that an emancipated juvenile shall be the subject of a non-detained juvenile petition request, the juvenile shall be released without any requirement for a parent to take custody. Emancipated juveniles may apply to the Department of Motor Vehicles (DMV) for a California Identification Card (or a driver's license if 16 years of age or older), which states the fact of their emancipation. All court-ordered emancipations are routinely indexed into the DMV computer; a query may resolve the issue of emancipation.

- Note: Emancipated juveniles shall not be housed with adult inmates.

• 6-09/110.00 Juvenile Releases

A juvenile released from custody by members of this Department shall be released to his/her parent, guardian, or responsible adult.

To release a juvenile from a station, the deputy shall complete the release section of the BP&R form and ensure that the AJIS computer is updated. The release may be made prior to the investigation if the welfare of the juvenile or the community will not be endangered. Station policy shall determine whether the juvenile shall be cited to return at a specified time.

• 6-09/120.00 Release of Information Concerning Juvenile Subjects

Information contained in the records and files of this Department regarding detained or suspected juvenile subjects may be released to other law enforcement agencies, and to persons and agencies which have a legitimate need for the information for purposes of official disposition of a case. Persons and agencies permitted to receive such information include, but are not limited to the following:

- The news media, through the Sheriff's Information Bureau
- Department of Motor Vehicles
- U.S. Department of Justice
- All California and out-of-state Probation Departments
- All welfare agencies directly supervising children under court orders California Youth Authority, California Department of Corrections and Rehabilitation (CDCR), BSCC, and out-of-state agencies charged with the responsibility for the rehabilitation of youthful and adult offenders

- All California and out-of-state District Attorneys, City Attorneys, or any prosecuting attorneys
- All California courts, pursuant to a subpoena from such court
- Persons entitled thereto under California Vehicle Code (CVC) Sections 20008-20012
- School systems for the purposes of obtaining a juvenile's school records only
- Any coroner.

When the disposition of a case is available, it shall be included with any information disclosed. Victims of juvenile crimes, or the parents of victims, who wish to pursue civil actions against juvenile subjects, shall be directed to the presiding judge of the appropriate juvenile court.

• **6-09/130.00 Death of Juveniles While Detained**

Custody Division Manual (CDM) section 4-10/050.00, "Inmate Deaths - Reporting and Review Process," applies to all inmate deaths that occur in Custody Operations jail facilities, or deaths of inmates who are under the purview of Custody Services Division, in Court Services Division lock-ups, Court Services Transportation vehicles, and the Patrol Operations Division station jails.

In addition to the procedures delineated in the above referenced policy, the station watch commander or designee shall notify the appropriate court of the death of the juvenile, and coordinate with Homicide Bureau a notification to the juvenile's parent, guardian, or person standing in loco parentis, in accordance with Title 15, Minimum Standards for Local Detention Facilities, sections 1046, "Death in Custody," and 1047, "Serious Illness or Injury of a Minor in an Adult Detention Facility."

• **6-09/140.00 Annual Certification**

Every person in charge of a law enforcement facility which contains a lockup for adults and which is used in any calendar year for the secure detention of any juvenile shall certify annually that the facility is in conformity with the regulations adopted by the BSCC. This certification shall be endorsed by the Sheriff or Chief of Police of the jurisdiction in which the facility is located and shall be forwarded to and maintained by the BSCC.

- Note: Currently, Superior Courts are performing inspection activities, consisting of a tour of the station to check secure and non-secure detention locations, review of detentions, and logs. Additionally, the BSCC is tasked with these responsibilities.

PROCEDURE FOR ANNUAL CERTIFICATION

Agencies are required to:

- Report statistics related to the secure detention of juveniles in law enforcement facilities to the BSCC by the eighth of each month
 - Complete the BSCC Annual Survey of Law Enforcement Facilities
 - Submit the form to the administrative sergeant for the unit commander's signature and processing. Send
-

to the BSCC at the following address:

Board of State and Community Corrections

Attn: Compliance Monitor Analyst
2590 Venture Oaks Way, Suite 200
Sacramento, CA 95833
Fax: (916) 322-2461 or (916) 327-3317
E-mail: analyst@bscc.ca.gov
For questions call: (916)323-8621

PROCEDURE FOR MONTHLY REPORT ON THE SECURE DETENTION OF JUVENILES IN JAIL/LOCKUPS

The BSCC Monthly Report shall be completed for Secure Detention of Minors in Buildings that Contain Lockups/Jails. The form shall be submitted to the administrative sergeant for the unit commander's signature and processing and sent to the address shown above.

- Note: At the station level, do not be concerned with WIC 707(b) (unfit for juvenile court) on the monthly report.

• 6-10/000.00 Emergency Procedures Plan

Each unit commander shall develop unit specific plans for emergency procedures and insert them into the Addendum section. A separate plan must be prepared for each of the following areas:

- Escapes
- Disturbances
- Natural Disasters
- Fire and Life Safety
- Hostage Situation.

When the disposition of a case is available, it shall be included with any information disclosed. Victims of juvenile crimes, or the parents of victims, who wish to pursue civil actions against juvenile subjects, shall be directed to the presiding judge of the appropriate juvenile court.

• 6-10/010.00 Escapes

This section outlines procedure for reporting inmate escapes.

Any incident where an inmate leaves the lawful confines of a custody facility, station compound or work location, regardless of the intent to voluntarily return or the completion of a voluntary return, shall be construed

as an escape and shall be classified in the appropriate category.

The escape or attempt escape of an inmate from Custody Operations facility, Court Services Transportation bus, station jail or any court facility shall be reported immediately to the IRC watch deputy, by the facility or unit from which the escape occurred.

These notifications shall be in addition to any other notifications found in escape situation procedures.

- Note: The facility from which the escape occurred **shall immediately notify the Major Crimes Bureau, Metro Detail lieutenant** at [REDACTED TEXT], advising of complete identification and incident information including any use of force or injury. All after business hour notifications shall be made to Sheriff's Information Bureau. The notification shall be included in the report. When an inmate is returned, the Major Crimes Bureau, Metro Detail lieutenant shall be notified immediately, and that notification shall be included in the report concerning the capture. The report shall be sent to Major Crimes Bureau Metro Detail via JDIC as soon as possible.

ESCAPE PRIOR TO BOOKING

For procedures for escapes prior to booking, refer to MPP section 5-03/185.05, "Escape Prior to Booking."

ESCAPE AFTER BOOKING

For procedures for escapes after booking, refer MPP section 5-03/185.10, "Escape After Booking and Erroneous Release."

-See Station-specific procedures for any additional specific procedures-

BROADCAST OF ESCAPE

A broadcast via JDIC to Areas 100, 200, 300 and XLOC (all of L.A. County) may be made, if warranted, depending upon the crime, the circumstances involved and the identification information available, immediately by the facility or unit from which the escape was detected.

The broadcast shall include:

- Name and address of escapee
- Complete physical description
- Any unusual descriptive facts (e.g., addict, mentally disturbed, dangerous, etc.)
- CII and FBI numbers
- Criminal record, if considered of value.

IRC/CRDF shall be immediately notified by telephone. Notification shall include the booking number.

• 6-10/020.00 Hostages

Inmates will not be allowed to bargain with the lives of hostages. No inmate will be released from the facility as a result of taking hostages.

In hostage situations, the Department shall make every effort to affect the safe release of the hostage(s) and to apprehend the suspect. This shall be done while safeguarding the lives of all persons to the maximum extent possible.

In general, the suspect shall not be allowed to escape, with or without the hostage. Immunity shall not be granted, nor shall ransom be paid to neutralize a hostage situation. No consideration shall be given to allow an inmate holding a Department employee hostage to escape under any circumstances from a custody facility, detention area, or prisoner transportation vehicle. Any exception to this policy must be personally approved by the Sheriff, Undersheriff, or appointed Assistant Sheriff.

-See Station-specific Hostage Plan-

- **6-10/030.00 Natural Disasters**

The emergency procedures following an earthquake or other natural disaster shall be predicated on the necessity to maintain safety and security of staff and inmates. Evacuation routes shall be posted in the booking area and any other location that is removed from the booking area that would necessitate an additional posting, (e.g., a rear hallway in the jail). Do not move inmates without sufficient backup.

-See Station-specific Hostage Plan-

CORONER CASES

All coroner cases that occur within a station during a natural disaster will be left where they are until emergency cases are attended to, then the coroner will be contacted for removal of the body. Homicide Bureau shall be contacted prior to the removal of any body. If Homicide Bureau is unable to respond, the unit commander shall be notified prior to the arrival of the coroner.

INSPECTION BY COUNTY BUILDING INSPECTOR

Before occupying the station after a natural disaster, the County Building Inspector will inspect the station and provide approval for reoccupation.

- **6-10/040.00 Fire and Life Safety**

It is essential that all personnel assigned to a station jail be familiar with fire and life safety hazards and the precautions and procedures to follow to mitigate and manage an incident. At least one Department employee trained per the standards established by the State and Local Fire Marshal for general fire and life safety, shall be on duty at all times. While each station has its own individual physical characteristics and needs, the elements common to all station jails will be addressed in this manual.

Some common elements of concern are: fuel storage, firearms and munitions, chemical agents, PCP and

toxic precursor presence, batteries stored in communications equipment rooms, fuse storage, bedding and building materials that may generate toxic gases if burned, et cetera.

These concerns dictate the following items be considered in the event of a fire or other emergency situations:

- Preservation of life and the prevention of injury
- Detention and security of inmates or arrestees
- Notification to the Fire Department shall be made immediately upon the first indication of fire or smoke (as required by State law)
- Department personnel shall engage in life saving measures only to the extent necessary to preserve life or safely evacuate personnel or inmates/arrestees
- The Fire Department shall respond to all reports of fire or smoke
- Responding fire personnel must be familiar with the station's physical layout, and the location of such high risk areas listed above in order to properly and safely perform their duties. (This requires constant liaison with and frequent inspections by local fire station personnel)
- Each station shall have a "Fire Key" block prepared.

Unit commanders shall ensure that their facility is inspected by the local fire station at least semi-annually and whenever major facility modifications occur. Additionally, the Los Angeles County Fire Department Institutional Inspection Detail shall conduct a yearly inspection.

These inspections shall be recorded as required in this manual. Unit commanders shall coordinate with their local fire station to participate in the preparation of the pre-fire response plans, which are maintained at the fire station. A copy of the pre-fire response plans shall be maintained in the station.

A copy of each inspection report, prepared by fire department personnel, shall constitute the basis for any corrective action or work orders indicated, and shall be indefinitely maintained at the unit.

In conjunction with the semi-annual inspections by local fire station representatives (as required by CDM section 3-14/070.00, "Fire Prevention and Suppression"), unit commanders shall coordinate a fire evacuation drill in conformance with their unit's existing evacuation plan. The concerned region's commander shall observe and evaluate at least one of these semi-annual drills.

In the event a station is unable to continue normal operations due to fire damage, each unit commander shall establish the necessary communications with the appropriate telephone company to reroute all incoming calls to an adjacent Sheriff's facility or other alternate site for dispatching purposes.

Unit commanders shall ensure that prohibitions against the use of padded cells, urethane mattresses and smoking or the possession of matches in the jail areas are rigidly enforced.

Each station shall develop and practice a facility evacuation plan. The following is a list of common areas of concern that must be treated in any evacuation plan. This is not intended to be an all-encompassing list, but rather a guide for preparing station specific evacuation plans. It is the unit commander's responsibility to designate the individual post position responsible for carrying out the tasks identified:

A. Fire Discovery/Alarm

1. Immediate notification to the desk
 - a. Indicate location and nature of fire
2. Desk - immediately notify Fire Department
 - a. Indicate location and nature of fire
 - b. Indicate desired response location (i.e., front door, jail, etc.)
3. Desk - notify watch commander
4. Desk - assign employee to meet responding Fire Department personnel

B. Employee Area Evacuation

1. Designate who authorizes evacuation
2. Public address announcement
 - a. State reason for evacuation and give evacuation routes
3. Notification to Sheriff's Communication Center
 - a. Advise designated field units to respond to station
4. Establish roll-call personnel accounting system
5. Communication with field units
 - a. Designate how and by whom
6. Perimeter and security patrols
 - a. Designate detail supervisor
7. Reentry
 - a. Establish protocol for authorization
 - b. Fire Department concurrence
8. First Aid - medical treatment
 - a. Designate a location as a triage area
 - b. Establish access for ambulance, triage area, etc.

C. Follow-Up Responsibilities

1. Department notifications

- a. Sheriff's Information Bureau - Operations Log, Chief's Memorandum
- b. Chain of command telephone notifications
- c. Watch commander shall ensure notifications are made and logged

D. Miscellaneous

1. Building floor plans

- a. Designated locations of fire hoses, extinguishers, air packs, fire block, etc.

It is the responsibility of each unit commander to prepare an evacuation plan consistent with and adequately addressing the identified tasks. These plans shall be updated as necessary and shall be the subject of recurrent training for all assigned personnel.

• **6-10/050.00 Emergency Equipment**

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

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

- All firefighting equipment
- All emergency equipment
- All weapons.

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

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

The completed checklists shall be retained for three years.

SELF-CONTAINED BREATHING APPARATUS

Each unit commander, in conjunction with the local fire authority, shall ensure that a sufficient number of self-contained breathing apparatuses are easily accessible for station personnel to enable the safe evacuation of inmates and personnel, in case of fire and/or smoke. Daily inspections of the self-contained breathing apparatus units shall be logged in the e-UDAL.

FIRE EXTINGUISHERS

Each unit shall ensure that all fire extinguishers have a routine annual re-certification. Fire extinguishers shall be checked for proper charge (do not test).

FIRE HOSES

Personnel shall know the location of the fire hoses at their station. Personnel shall regularly inspect hoses to ensure they are attached to a water supply, and nozzles are attached.

SMOKE DETECTORS AND FIRE SPRINKLERS

It is the responsibility of the Sheriff's Facility Services Bureau to service, inspect, and repair all smoke detectors and fire sprinklers in the facility.

If there are any problems with smoke detectors or fire sprinklers, contact Sheriff's Facility Services Bureau. All servicing and inspections will be logged and maintained in the Station Specific Manual under Inspections and retained for three years.

Pursuant to Penal Code Section 6031.1(b), the unit commander shall consult with the local fire department having jurisdiction over the facility, or consult with the State Fire Marshal, in developing a plan for the fire suppression which shall include, but not be limited to, a fire prevention plan to be included as part of the unit manual.

FIRE SUPPRESSION PRE-PLANNING

- Refer to station specific plan for fire prevention (e.g. location of fire hoses, fire sprinklers, fire alarm board, and evacuation plan)
- Regular fire prevention inspections by station personnel, shall be performed on a monthly basis with a two year retention
- Fire prevention inspections as required by State Health and Safety Code Section 13146.1(a) and (b) which requires annual inspections to be conducted by the local fire station having jurisdiction over the station. A current copy of the inspection report is to be maintained in the jail area

EVACUATION PLAN

The following shall be maintained:

- Station-specific evacuation plan (station floor plan showing evacuation routes and exits) posted in prominent locations throughout the station and jail
- Station-specific plan for evacuation in case of a fire
- Station-specific plan for evacuating inmates and temporary housing locations.

-See Station-specific Fire/Life Safety Plan-

- **6-10/060.00 Storage, Issue and Use of Weapons, Chemical Agents and Related Devices**

All weapons shall be secured in a gun locker, prior to entering the jail area. Any use of weapons, including any conducted electrical weapon ("TASER"), or chemical agents (excluding pepper spray and/or CS/OC) in the jail shall be utilized with the approval of the watch commander.

Custody assistants who have completed the Department's TASER Training Program and are assigned to work as Patrol Division station jailers may utilize TASERs in conformance with Department Manual of Policy and Procedures (MPP) section 5-06/040.95, "Electronic Immobilization Device (TASER) Procedures."

- **6-11/000.00 Inmate Release Policy**

It is the policy of the Department to release misdemeanor inmates in a manner prescribed by law as soon as such inmates may reasonably and safely be released.

MPP sections 5-03/115.05, "Field Release of Misdemeanor Procedures" and 5-03/115.20, "Misdemeanor Release - Exceptions" deal with the procedures to be followed when making field releases and releases from custody. Procedures for making releases pursuant to 849(b)(2) and 849(b)(3) PC are covered in MPP sections 5-03/117.00, "Misdemeanor Release Pursuant to 849(b)(2) PC" and MPP section 5-03/119.00, "Misdemeanor Release Pursuant to 849(b)(3) PC."

- **6-11/010.00 Voluntary Delayed Release Program**

Department members shall not discourage or encourage inmate/arrestee participation in the Voluntary Delayed Release (VDR) Program.

Department personnel shall ensure the VDR form is completed prior to releasing the inmate/arrestee.

Inmates/arrestees who do not wish to participate in the VDR Program shall continue through the release process without delay.

If an inmate/arrestee wishes to participate in the VDR Program, the Department member releasing the inmate/arrestee shall obtain the inmate's/arrestee's signature, fingerprint, and place the inmate/arrestee in a designated holding cell for VDR inmates/arrestees.

An inmate/arrestee may revoke their request to voluntarily remain in custody at any time. In the event an inmate/arrestee revokes their decision to participate in the VDR Program, the Department member releasing the inmate/arrestee shall ensure section 3 Revocation is completed by obtaining signatures from the inmate/arrestee and watch commander. The inmate/arrestee shall be processed for release without delay.

Inmates/arrestees participating in the VDR Program shall be processed for release in a timely manner not to

exceed 16 hours or until normal business hours, whichever is shorter.

Inmates/arrestees participating in the VDR Program shall be given an opportunity to make a reasonable number of phone calls in order to arrange for transportation and to notify the bail/bond agent of their decision to remain in custody.

Court released inmates/arrestees who want to participate in the VDR Program shall be transported to the Inmate Reception Center (IRC) or Century Regional Detention Facility (CRDF) for processing.

Unit commanders who are responsible for detentions and incarcerations of inmates/arrestees shall establish procedures for the Voluntary Delayed Release Program for their unit to include designation of a holding cell, revocation procedures, phone calls, etc.

When an arrestee (male/female) is released from a station jail, the on duty jailer shall offer the arrestee the opportunity to voluntarily remain in the station lobby until his/her transportation arrives. This advisement shall be documented by having the arrestee sign the bottom of the "Arrestee's Release Information Form."

• **6-11/020.00 Arrestee Release Inquiries**

All calls received by a station regarding an arrestee's anticipated release shall be directed to the on duty station jailer. The station jailer shall document on the "Arrestee Release Information Form," the name and telephone number of the caller regarding the arrestee's anticipated release. Upon release of the arrestee, the station jailer shall provide the arrestee with the documented name and telephone number for each call received, and require the arrestee to sign the "Arrestee Release Information Form," indicating the receipt of the documented information.

• **6-11/030.00 Field Release of Misdemeanor Inmates**

Misdemeanor inmates shall be released in the field whenever it is reasonable and safe to do so, per MPP section 5-03/115.05, "Field Release of Misdemeanor Procedures" under the following conditions:

- The inmate is not under the influence of alcohol, a narcotic or any dangerous drug
- The inmate does not fall into the mandatory non-release policy as defined in MPP section 5-03/115.20, "Misdemeanor Release - Exceptions"

STATION JAILER'S RESPONSIBILITY

Upon receiving the "Notice to Appear," the jailer shall:

- Ensure the station secretary receives a copy of the Notice to Appear (SH-CR-66) so that a JDIC booking entry/release can be made
- Handle the Notice to Appear just as BP&R and shall process it accordingly

MISDEMEANOR RELEASE - EXCEPTIONS

Refer to MPP section 5-03/115.20, "Misdemeanor Release - Exceptions."

• **6-11/040.00 Release on Notice to Appear**

Upon receiving the inmate, the jailer shall:

- Review the booking packet for accuracy
- Check the citation for completeness
- Complete the Notice to Appear if a private person's arrest, indicating private person's arrest on the face of the form
- Have the inmate sign the Notice to Appear in the space for "Signature"
- Sign the citation as certifying officer
- Release the inmate.

If the inmate was arrested by another agency, the jailer shall complete a Notice to Appear. The jailer shall sign in place of the arresting officer, clearly indicating the name of the arresting agency on the face of the form.

Certification is accomplished by checking the box provided on the Notice to Appear, filling in the city where the release was effected and signing as issuing officer, including employee number. In addition, print the name and identification number of the arresting officer in the space provided.

The citation form shall be delivered to the court deputy, who shall ensure that the district attorney receives a copy when the complaint is sought. In the event, a Notice to Appear was completed by the arresting officer, but the inmate is found to be ineligible for release on citation, the jailer shall have the citation voided by the watch commander. Update AJIS computer with complete booking and release transactions. AJIS release code "Cite" (see Users Handbook) shall be shown as the reason for release.

• **6-11/050.00 Misdemeanor Release Pursuant to 849(B)(2) PC**

All persons arrested for intoxication only shall be released providing:

- The intoxicant is alcohol
- No further proceedings are desirable
- Such person may reasonably and safely be released
- The release is not precluded under the guidelines noted in MPP section 5-03/115.20, "Misdemeanor Release - Exceptions"

Note: The release of an inmate pursuant to section 849(b)(2) PC does not require the issuance of a Certificate of Release (SH-AD-516).

849(B)(2)PC RELEASE - JAILER'S RESPONSIBILITY

Prior to releasing an inmate under provisions of 849(b)(2) PC, the jailer shall:

- Review the booking packet for accuracy
- Obtain the inmate's signature on lines 18 and 44 of the BP&R
- Return cash and property to the inmate
- Release the inmate (indicate 849(b)(2) PC on computer update message)
- Notify the deputy writing the report (if the report has not been approved) or Detective Bureau (if the report is approved), to indicate on the Incident Report (SH-R-49) that the report is inactive
- Record the name of the employee making the final release, date and time on line 44
- In the space on the back side (or page 2) of the B&PR "Reason for Release," reflect "Released per 849(b)(2) PC" in the "Released To" field and put an "X" next to the "OTHER" for release reason.

MISDEMEANOR ARRESTS BY OTHER JURISDICTIONS

An inmate arrested by another agency for a misdemeanor violation shall be released as described in MPP section 5-03/115.35, "Jailers Responsibility," unless that agency has specifically designated that the inmate be retained in custody as provided in section 853.6(j) PC.

• 6-11/060.00 Misdemeanor Inmates Not Released on Citation

In all cases where a misdemeanor inmate is not released on citation, the watch commander shall sign the booking slip authorizing the detention, indicating the specific reason for the non-release.

The reason must correspond with one or more of the exceptions noted under MPP section 5-03/115.20, "Misdemeanor Release - Exceptions."

• 6-11/070.00 Immigration and Custom Enforcement Detainer Notification

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

Inmates shall be given a physical copy of any ICE Detainer received for them and verbally notified of the Department's policy concerning transfers into ICE Custody. Refer to CDM section 4-06/005.05, "ICE Detainer Acceptance and Processing Procedures."

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

Refer to CDM section 4-06/005.05, "ICE Detainer Acceptance and Processing Procedures" for additional information.

- **6-12/000.00 Bail Deviation Program**

The Bail Deviation Program began in 1985 and was enacted by Penal Code section 810(b). This section designed a program that is twofold and administered by the Probation Department. The first part of the program gives pre-arraigned inmates the right to attempt to obtain a bail reduction or "OR" (own recognizance), if they are not eligible to be cited out. The second part gives arresting officers the ability to enhance an inmate's bail when pre-designated bail is not applicable or insufficient.

The Bail Deviation Program gives inmates specific rights and establishes specific procedures which must be followed and complied with. It also gives peace officers another tool for keeping an inmate in custody if the circumstances warrant bail enhancement.

OVERVIEW

The inmate must be permitted to make application for bail deviation within eight hours of booking.

The telephone call to the Bail Deviation Unit must be given in addition to the three telephone calls normally afforded to arrested persons. The Bail Deviation Unit accepts collect telephone calls from inmates and operates seven days a week and on holidays. The hours are posted in the jail booking area.

The calls to the Bail Deviation Unit should take 30 to 45 minutes. During this time the Bail Commissioner's Aide will request information about the inmate's arrest, family and employment history. A criminal history check is done to assist the bail commissioner in deciding whether or not a bail reduction or an OR should be granted.

The Commissioner's Aide will attempt to verify information obtained from the inmate and will contact the station watch commander, watch sergeant, or jailer. Any opposition to the reduction in bail shall be presented at this time and this information shall be passed on to the Bail Commissioner.

Any increase or reduction of bail for an inmate in custody will be forwarded to the station via teletype from the Bail Deviation Unit.

When an arrest is made during the time when the Bail Deviation Unit is not operational, the inmate shall be given the opportunity to make their request when the Bail Deviation Unit becomes operational again. This will, under certain circumstances (shift changes), require that an inmate's booking information be flagged to ensure compliance with these procedures.

BOOKING OFFICER'S RESPONSIBILITIES

During the booking process, the booking officer shall inform each inmate, not eligible for release on a citation, of his/her right to seek an OR release or bail reduction.

The booking officer shall complete and explain the Bail Reduction Form (SH-R-440). The hours of operation

and the telephone number for the Bail Deviation Unit are posted in the jail booking area. If the inmate waives the right or makes the call to the Bail Deviation Unit, check the appropriate box on the Bail Deviation Form. **If the Bail Deviation Unit is closed, notify the jailer so the inmate can make the call at a later time.**

Peace officers seeking bail enhancement may contact the Bail Deviation Senior Aide by calling (213) 351-0373. The officer must state name, title, agency, unit, and telephone number. The arrestee's name, address, age, booking number and charge should then be given. The Commissioner will make a decision based on the information supplied by the officer. The more specific the officer is about the reasons for the increase, the more likely the Commissioner will rule favorably.

If opposed to a lowered bail or OR release (deviation), the officer shall receive approval from the on-duty watch commander. All facts for opposing a bail reduction or an OR release shall be specified on the Bail Deviation Form.

JAILER'S RESPONSIBILITIES

Check booking slips for compliance with the Bail Deviation Program. Make sure all inmates who are not eligible for release on a citation have a completed Bail Deviation Form in their booking package.

Flag booking packages of inmates who did not make their calls due to closure of the Bail Deviation Unit and advise your relief which inmates require calls.

The day shift jailer shall transmit a list of those inmates in custody who qualify (not warrant arrests) to the Bail Deviation Unit by 0800 hours and make a copy for the station. The station copy shall be maintained for two years.

See station specific procedures on how to transmit the above list.

WATCH SERGEANT'S RESPONSIBILITIES

The watch sergeant shall review the booking slip and sign the Bail Deviation Form for each inmate booked at the station who is not eligible for release on a citation. They shall also focus special attention to ensure that inmates are given the required access to the Bail Deviation Unit and the Bail Commissioner.

For bail amount view the bail schedule at www.lacourt.org.

• 6-12/010.00 Bail Release Procedures

The subsections which follow establish procedures for the processing of cash, cashier's checks and surety bonds accepted in payment of bail or fines.

• 6-12/020.00 Fines - Authority to Accept

Any station, IRC or CRDF shall accept fines for inmates housed at any Department facility. Due to the complexity involved in computing fines, only the bails and fines clerks at IRC or CRDF shall ascertain the

amount required to satisfy the fine.

Station jailers will accept fines for inmates housed at any Department facility. They shall, in all cases, contact the bails and fines clerks at IRC or CRDF, who shall compute the amount of the fine. Upon telephonic notification from the bails and fines clerk, the jailer will accept the fine and issue a receipt. The jailer shall then send a JDIC message to IRC or CRDF with the following information:

- Indicate fine has been paid
- Total amount of the fine
- Inmate's name and booking number

The inmate shall only be released when IRC or CRDF receives the JDIC message. If the inmate is housed at an outlying facility, the bails and fines clerk should consider transportation time in computing the fine, as the inmate may not be released until the next day.

• **6-12/030.00 Bail and Surety Bonds - Authority Accept**

Section 1269b of the Penal Code authorizes the officer in charge of a jail, wherein an arrested person is held in custody, to:

- Approve and accept bail, in cash or surety bonds
 - In such amount as fixed by the warrant of arrest
 - Schedule of bail or
 - Order admitting to bail
- Issue and sign an authorization for the release of the arrested person. Upon release, advise Records and Identification Bureau via JDIC of the warrant and bail receipt numbers
- Set a time and place for the appearance of the arrested person before the appropriate court and give notice thereof
 - On warrant arrests issued by a court in Los Angeles County, set court appearance for not more than five court days after such release on bail
 - On warrant arrests issued by a court outside Los Angeles County, set court appearance for not more than 25 days (per 821 and 822 PC) after such release on bail
 - For bail releases based on the current Bail Schedule, the releasing officer shall set the date of court appearance in accordance with the standard schedule of appearance
- On out-of-county warrants on which a defendant was arrested as a result of a felony or misdemeanor warrant issued by another county, bail shall be accepted in the amount set on the warrant by the issuing court. The defendant shall be notified in writing of his right to bail or appearance before a magistrate and the notification indicated on the warrant (e.g., bail refused or bail posted)
- Upon posting such bail, the defendant or arrested person shall be discharged from custody as to the offense on which the bail has been posted

• 6-12/040.00 Cash Bail Offered by Arrestee or Agent - Provisions

When cash bail is offered by an inmate or agent for release, the jailer shall:

- Determine the amount of bail from the warrant, order of commitment or schedule of bail, as indicated by the circumstances
- Ensure that the arrestee has been fingerprinted as required by law
- Ensure that a record check of the arrestee has been conducted via JDIC
 - If any wants are reported, the matter shall be referred to the watch commander for decision
 - When additional charges are booked against the arrestee, the inmate shall be so informed and additional phone calls permitted for the inmate to secure bail
- Accept the bail from the inmate or agent
- When an agent of the inmate offers partial bail and the inmate will pay the balance, accept the partial bail and deposit it to the inmate's account prior to proceeding with self-payout
- Release the inmate immediately when he/she posts cash bail and comprehends his/her obligation to appear in court on the appointed day and time
 - (There may be circumstances that will justify delaying the release after acceptance of bail of an intoxicated inmate)
- For bail releases based on the current Bail Schedule, the releasing officer shall set the date of court appearance in accordance with the standard schedule of appearance

If intoxicated, the inmate shall still be admitted to bail immediately when personally posting cash bail; however, the inmates actual release time would be dependent upon his/her conduct and ability to clearly comprehend his/her court obligation. If bail is posted by a responsible person and it is obvious that this person will be unable to control the inmate due to his/her belligerent attitude and disorderly conduct, the release may be delayed. Release and re-arrest is not the intent, nor shall an unwarranted delay in release be permitted.

Questionable releases shall be handled at the discretion of the watch commander.

• 6-12/050.00 Cash Bail/Fine Payments

- Cash bail/fine payments shall be accepted and receipted for via the Bail/Fine Receipt (SH-AD-462). Within one work day, the collected money shall be deposited into the bail/fine bank account maintained with Bank of America
- Bail/fine receipts shall be obtained from the bail/fine clerk, Fiscal Administration. In case of emergency, receipts may be obtained from IRC, CRDF or any station. When this occurs, the unit borrowing the receipts shall make immediate notification to the bail/fine clerk
- Bail/fine deposit slips shall be obtained from the bail/fine clerk, Fiscal Administration. The deposit slip is coded with a depositor identifier (i.e., unit fund/org code)
- Voided receipts - When a receipt is mutilated or a mistake is made while completing it, the original and all copies shall be marked "VOID." The voided receipt shall be signed by the watch commander with an explanation as to why the receipt was voided. All copies of the voided receipt shall be sent to the

bail/fine clerk, Fiscal Administration. A photocopy of the voided receipt shall be made and retained at the unit for audit purposes

- Lost receipts - If a receipt is lost, a memorandum listing the receipt number and a reason or explanation for the loss shall be prepared and signed by the unit commander and immediately sent to the bail/fine clerk, Fiscal Administration

Fiscal Administration shall issue specific processing procedures.

ACCEPTANCE OF BAIL PRESENTED ON ONE OR MORE CASES/MULTIPLE CHARGES AND OWN RECOGNIZANCE (OR) RELEASES

A bond or bail presented on behalf of an inmate for a bondable charge(s) shall be accepted.

A bond or bail presented on behalf of an inmate with an ICE Detainer shall be accepted. Acceptance of a bond or bail does not disqualify an inmate from being transferred to the custody of ICE if they meet all of the following conditions:

- An ICE Detainer is already on file with IRC Records or an ICE agent in the release area presents personnel with an ICE Detainer (DHS I-247D) form;
- The inmate's current or past criminal history meets the qualifying criteria specified in California Government Code §7282.5; and
- There are no other pending holds.

If the inmate's booking record is maintained at IRC, IRC shall make the inmate available to the custody of ICE agents

Refer to CDM section 4-06/005.00, "ICE Detainer Acceptance and Processing Procedures" for additional information.

If an inmate has one or more cases or multiple charges, the total amount of bail must equal the amount necessary for ALL charges which require bail per MPP Section 5-03/110.05, "Multiple Bail, Multiple Charges, Deviation from Schedule and Own Recognizance (OR) Releases" prior to release.

When an inmate has charges which allow for release on a promise to appear, and has charges which require bail the following shall apply:

- If bail is presented for only the charges which require bail, the bail shall be accepted and citations prepared for the remaining charges; or
- If bail is presented for all the charges, the bail shall be accepted and the inmate processed for release

OWN RECOGNIZANCE (OR) RELEASES

When bail or bond is presented and the inmate has been granted a release on their own recognizance by the bail commission, the bail shall be rejected and the inmate processed for OR release.

• 6-12/060.00 Integrated Bail System (LASD-LAPD)

Bail deposit in the form of cash or surety bond shall be accepted for the release of an inmate detained on a charge at any station or facility and for an inmate in custody in any other station or facility, both intra-Department and interdepartmental, with LAPD.

The following procedure will be employed to process a bail release:

- Determine the location of custody:
 - LASD
 - LAPD
- Send a JDIC message or telephone request for bail information:
 - LASD - Custodial Jailer
 - LAPD - Custodial Jailer
- The detaining agency will respond, via JDIC, with the following:
 - All bail information
 - All court information
- The requestor will quote the bail and accept if submitted
- The bail-receiving unit will send an "Authorization to Release," via JDIC, to the detaining unit
- The detaining unit will update AJIS computer and notify the bail-receiving unit upon release of the inmate

In the event that an inmate is not released after bail or bond has been posted, due to extenuating circumstances, it shall be the responsibility of the releasing agency to notify the bail-receiving unit. The station holding a bail/bond on an inmate that has not been answered in two hours, should call the IRC/CRDF bail/bond desk. It will then be determined if the clerk did, in fact, receive the notification of bail and if so, why it has taken beyond two hours to be answered.

Writs or felony "Orders for Release" must be served on the Department having custody of the inmate and are to be processed in accordance with each Department's existing policies.

ARRESTEE DETAINED AT STATION - BAIL POSTED AT IRC/CRDF

An arrestee detained at a station shall be released from custody upon the receipt of an "Authorization for Release," via JDIC, when bail has been posted at IRC/CRDF.

The station jailer, upon receipt of this authorization, shall follow the procedures outlined in MPP section 5-03/125.00, "Station Releases."

STATION BAIL INFORMATION RECORD

A record of all releases on bail, when bail has been paid at the station, shall be maintained by the station jailer on the Jailer's Record Form (SH-CR-452).

STATION RESPONSIBILITY FOR CASH PRIOR TO DEPOSIT

On a given shift, the jailer shall be responsible for:

- Receipting and handling of all cash bail accepted
- Entering the record of cash bail only on the Jailer's Record Form and maintaining a running balance of the cash bail received
- Maintaining under lock and key the cash and related bail forms

At change of shift, the jailer going off duty and the relieving jailer coming on duty shall jointly reconcile the cash on hand with the balance to date figure on the Jailer's Record Form.

If there is an overage or shortage, the procedures outlined in the following subsection shall be followed.

The outgoing jailer shall turn over the key to the locked cash bail container to the incoming jailer. The container shall remain locked except when opened to add additional bail.

On the next working day on which the banks are open, the jailer on day shift shall prepare the bank deposit for the Bail/Fine Bank Account (see Fiscal chapter). On the next open line of the bail information portion of the SH-CR-452. The jailer shall make a notation of the date and amount deposited and sign their name following the deposit entry. A new running balance on SH-CR-452 shall begin following the deposit entry.

BAIL SHORTAGES/OVERAGES

If there is a discrepancy (shortage or overage), the outgoing jailer shall immediately notify his watch commander, who shall assist the two jailers in determining the reason for the discrepancy.

If a shortage still results, the watch commander shall:

- Prepare an original and one copy of a memorandum on a SH-AD-131 under the subject "Shortage-Bail/Fine Bank Account," indicating the amount of the shortage and receipt numbers involved. The memorandum shall remain under lock and key with the cash and related bail forms
- Prepare a SH-AD-32A from the unit commander to the division chief detailing the circumstances of the shortage
- Prepare a SH-R-49 under the classification of "Lost Property."

The unit commander shall submit the original, two copies of the "Lost Property" URN report, the original, and one copy of the SH-AD-32A to the division chief who, in turn, will forward this material to Fiscal Administration. Fiscal Administration will prepare the necessary reports to the Auditor-Controller. Under no circumstances will the deposit be postponed.

If an overage results, the watch commander shall prepare a memorandum (SH-AD-131), in duplicate, under the subject of "Overage-Bail/Fine Bank Account" and give the amount of the overage and the receipt numbers involved. The overage money shall be placed in a money envelope and properly identified. The watch commander shall seal the envelope and place it with the memorandum copies in the safe pending the next deposit to the Miscellaneous Fees Bank Account (see Fiscal chapter).

Bail/Fine overage money must be deposited to this account since the only method of withdrawal from the Bail/Fine Bank Account is by means of the checks issued to the courts.

The original of the overage memorandum shall be attached to the back of the weekly report, Transmittal of

Miscellaneous Fees (SH-AD-359), and the amount of the overage entered on the form itself. The other copy shall be attached to the station records of the transaction.

• **6-12/070.00 IRC/CRDF Procedures for Processing Cash Bail and Fines**

IRC/CRDF cashiers shall follow the same procedures as do stations in the acceptance of bail, with the following exceptions:

- IRC/CRDF shall collect fines as well as bail. The appropriate block on the receipt portion of the form set shall be checked to indicate whether the payment is for bail or for a fine. Sentence computation, if applicable, shall be shown in the space provided

On releases, the deputy to whom a bail or fine payment is offered shall prepare the Bail or Fine Slip Form (SH-J-275) to obtain clearance for the acceptance of the bail or fine. The form shall be processed in accordance with current procedures.

IRC/CRDF cashier's overages shall be documented on the Cashier's Report or Receipt Form (76C111) and copies shall be processed as usual to Fiscal Administration, Treasurer and Auditor-Controller and a copy retained for the cashier's file. The Cash Difference or Overage Report Form (76C109) shall also be prepared and distributed in accordance with current procedures.

SURETY BOND PROCEDURES - STATIONS AND IRC/CRDF

Procedures for the acceptance of surety bonds are as follows:

- The jailer/cashier to whom a surety bond is offered for bail shall adhere to the same procedures for the acceptance of cash bail
- A separate surety bond shall be required for each case when there is more than one case against the inmate
- The bondsman shall complete the upper portion of the Surety Bond Request for Release of Inmate (SH-J-268), in triplicate. Stations with a bondsman requesting a copy of the Surety Bond Request shall prepare an extra copy of SH-J-268
 - All bail bonds must be presented by a licensed bail agent, in person, at any jail facility within the County of Los Angeles. At the time of presentation of the bail bond, the licensed agent must also present the following items for inspection:
 - The bail agent's identification card
 - A photocopy of the State license for that bail agent
 - If that bail agent's license has expired, a copy of proof that the bail agent has applied and paid for a renewal of his/her bail agent's license; and the application is pending with the State of California, Department of Insurance
- The jailer/cashier to whom the bond is offered shall check the bond to see that it is valid and shall compare the data on the SH-J-268 with that on the bond itself to see that they are in agreement
- The IRC/CRDF cashier shall complete the cashier section of the SH-J-268 and forward the forms to the document analyst for processing and release of the inmate

- When the release is completed, the jailer shall complete the remaining portion of the SH-J-268
- Form SH-J-268 shall be distributed as follows:
 - Original:
 - Stations - to the court deputy
 - IRC - to the inmate's jacket
 - First copy:
 - Stations - to be promptly forwarded by US Mail to the concerned court together with the surety bond
 - IRC - retained by the jail cashier
 - Second copy:
 - Stations - retained for station files
 - IRC - returned to bondsman

When the concerned court is served by the station releasing the inmate, the first copy of the SH-J-268 shall be delivered to the clerk of the court by the court deputy on the next court day following the release of the inmate:

- The IRC/CRDF cashier shall also prepare a Surety Bond Transmittal Form (SH-J-269), in duplicate, which shall be distributed as follows:
 - Original - attached to the surety bond and forwarded to the concerned courts
 - Copy - retained by the IRC/CRDF cashier

Release procedures following the acceptance of surety bonds for bail shall be the same as those outlined for the release of defendants following the acceptance of cash bail.

FISCAL ADMINISTRATION RESPONSIBILITY

Fiscal Administration shall be the controlling unit for the issuing of the bail/fine forms and related deposit forms and for the reconciliation of all bail/fine bank account statements, as outlined under the procedures governing the standard banking procedures for this account.

• 6-12/080.00 Certificate of Release (SH-AD-516)

In accordance with 851.6 PC, Certificates of Release (SH-AD-516) shall be issued to all persons arrested and released pursuant to 849(b)(1) PC or 849(b)(3) PC. When an inmate's release is based on a prosecutor's rejection of a complaint pursuant to 849.5 PC, or if no accusatory pleading has been filed, a Certificate of Release shall be issued, describing the action as a detention. No Certificate of Release will be issued when a portion of the charges are dropped in an arrest involving multiple charges or for a release pursuant to 849(b)(2) PC.

The investigating deputy or Court Services deputy shall be responsible for issuance of the Certificate of Release when:

- The inmate to be released is in custody at the station of booking

- The inmate to be released is at the local court
- The inmate is no longer in custody.

If the inmate is no longer in custody, the original copy shall be mailed to the inmate's address. All "unable to deliver, return to sender" certificates shall be retained by the issuing unit for a period of one year from the date of return.

A duplicate copy of the SH-AD-516 shall be filed in the booking packet. If the inmate is transferred to IRC/CRDF or another location prior to arraignment, the deputy or booking clerk who physically releases the inmate shall:

- Prepare the Certificate of Release in duplicate:
 - Original to the inmate
 - Duplicate for the booking packet
- Forward the copy of the SH-AD-516 to Risk Management Bureau (RMB) for inclusion in the booking packet

This procedure shall apply to all inmates arrested by this Department and, thereafter, the arrest shall be deemed a detention only. If a subject was arrested for a warrant and he/she was later determined not to be the person named on the warrant, the person issuing the Certificate of Release form shall complete the "Wrong Warrant Advisement" section of the form. Any warrant(s) that were thought to belong to the subject but in fact did not shall be indicated by placing the warrant number in this section.

The person issuing the form shall draw a line through the portion of the heading that reads "Clearance Letter."

When a release JDIC message is sent, it shall indicate if the release is based on 849(b)(1) PC or 849(b)(3) PC and request the Certificate of Release be issued, in addition to any other required release information.

RELEASE OF INMATES ARRESTED BY OTHER AGENCIES

When an inmate who was arrested by another agency is released from this Department's custody pursuant to 849(b)(1) PC or 849(b)(3) PC, a Certificate of Release shall be issued, signed by the releasing officer or his/her supervisor describing the action as a detention. If the inmate's release is based on a prosecutor's rejection of a complaint pursuant to 849.5 PC, or where no accusatory pleading has been filed, the law enforcement agency which arrested him/her is responsible for issuing and signing the Certificate of Release.

IMPERATIVE RELEASE OF INMATES

An imperative release is necessary when a detention continues beyond the close of court business on the second court day following the arrest and no court appearance has been made or no other valid detention has been established.

- Note: the McLaughlin Decision (County of Riverside v. McLaughlin, 500 U.S. 44 1991) requires judicial probable cause determination within 48 hours for warrantless inmate's detained pending release or arraignment. The 48 hour period does not exclude weekends or holidays. Arraignment itself does not provide judicial determination, which is deemed to be a separate legal activity.

Custodial jailers (e.g., station jailers for station inmates and WAD; IRC for Custody Operations inmates) will continue to be responsible for releasing all inmates not having judicial probable cause determination within 48 hours. Notwithstanding the PCD, if an inmate is not arraigned prior to 1600 hours the second day after his arrest, excluding weekends and holidays, he/she is also imperative (*Youngblood v. Gates*, 200 Cal.App.3d 1302, 246 1988).

If the investigator learns the inmate will not be arraigned, (e.g., DA reject, cleared, insufficient evidence, etc.), the investigator shall advise the custodial jailer at once so that the release may be expedited.

The unit or detail watch commander of the assigned case shall determine the cause for the delay and take necessary action. The assigned officer shall be responsible for:

- Assuring that a JDIC message is sent immediately advising WAD of the rejection, if the inmate is to be released from IRC/CRDF
 - Obtaining a complaint and/or ordering to appear in court
 - Releasing the inmate and advise inmate regarding the VDR option
 - Making other dispositions of the inmate as circumstances require
 - Notifying the unit commander when compliance with one of the above is prohibited
- Note: If this procedure is not acceptable to the arraigning court and the inmate's non-appearance is questioned, a SH-CR-409, "Declaration of Physician," shall be completed and delivered to the court.
- In all cases where physical disability prohibits the arraignment of an inmate within the time set forth above, a notation will be made on the court lists indicating a medical "no-go." The medical staff at the detention location shall make these determinations and notify the WAD Section of IRC

STATION RELEASES

Stations shall make a "record and want" search inquiry via JDIC prior to proceeding with bail or bond releases. The station jailer shall review the JDIC message want response and contact the assigned unit to determine if there are additional holds or charges.

An inmate can be released only when bail or bond has been posted for all charges or for any reason found listed in the Release Codes in the AJIS Manual. An inmate can only be released via a JDIC entry from the station where he/she was booked.

When actual release procedures have begun, the station jailer shall:

- Prepare three fingerprint cards (see MPP section 5-03/050.00)
- Return cash and property to the inmate
- Obtain the inmate's signature on lines 17 and 20 of the B&PR (SH-J-293)
- Obtain the inmate's right-hand flat prints on the reverse side of the original (white) copy of the B&PR
- Review the booking slip and compare the inmate's physical description with the description on the booking slip and any identification that may be in the inmate's property bag
- Compare inmate's release signature on the booking slip with the signature when the inmate was booked
- If the jailer has been trained and certified in fingerprint comparisons, they shall compare the fingerprints

which were taken at the time of booking on the booking slip and/or the print card from the "Live Scan" computer to the prints taken at the time of release, making sure they match

- Fill in the information regarding the release on the reverse side of the original (white) of the B&PR
- Forward to RIB, Fingerprint Section, the following for all Field Releases and Juvenile bookings:
 - The white (original) copy of the booking slip, the yellow copy of the booking slip and copies of any pertinent documents (i.e. warrant checks, bail / bond information, copy of the computer generated Live Scan prints, etc.) pertaining to the booking and/or release of the inmate.
 - Wristband label from all field releases and juveniles
- Forward to IRC Head Clerk, the following for all Adult Station Releases:
 - The white (original) copy of the booking slip
 - The yellow copy of the booking slip and copies of any pertinent documents (i.e., warrant checks, bail/bond information, copy of the Live Scan generated booking slip, etc.) pertaining to the booking and/or release of the inmate
 - Wristband label from all **adult** station releases
- The white copy of the booking slip (original) shall be scanned to SECDA
- Remove and destroy the inmate's identification band
- Inform the inmate of the date, time, and place of his court appearance and issue copy of appropriate release documents (cite, bond, etc.)
- Release the inmate
- Notify the station JDIC operator to update the computer by entering the release information into AJIS

If the jailer is not positive as to the identity of the inmate they are releasing, they shall advise the watch sergeant and the watch commander who shall review the documents. The watch commander shall make a final determination whether or not the inmate should be released.

FELONY OWN RECOGNIZANCE RELEASE AS AUTHORIZED BY PRETRIAL SERVICES

Upon receipt of a JDIC message from bail deviation, pretrial services, authorizing the release of the inmate on his own recognizance; the jailer shall:

- Ensure that the inmate has no other wants or warrants that may prohibit him/her from being released
 - Note: If the bail is deviated either increased or decreased, or an own recognizance release was granted by the bail commissioner, prior to release of the inmate, per Penal Code Section 1270.1, persons arrested for violent felonies as defined in Penal Code Section 667.5, or a violation of Penal Code Sections 262, 273.5, 646.9, or 243 (e)(1), cannot be released from custody until there has been a hearing in open court by the magistrate or judge. The hearing required by this section shall be held within the time period described in 825 PC.
- Complete the "Felony Own Recognizance Release and Agreement to Appear"
 - The original form and a copy of the JDIC message, authorizing the release, will be sent to the court where the arrestee is to appear. If the court is a local station court, give the forms to the court deputy
- Advise the inmate of the time and place of his required appearance in court

- Have the inmate read and sign the agreement form. Photocopy enough copies of the form for distribution
 - Proceed with the release procedure
 - The release code, via JDIC entry, for release on own recognizance is OR
-

• 6-13/000.00 e-GATEBOOK (Jailer's Record: Arrest and Court)

The **e-Gatebook** is a permanent record of persons who have come through the jail or who have been directly booked at IRC, LAC+USC Medical Center, etc. **All persons arrested or detained shall be entered into the electronic (e-Gatebook) or paper version of the Gatebook, including 5150 WIC and 849(b)(1) PC.**

The reason for entering persons detained in addition to those booked, is intended to provide the jailer with a record for reference purposes in case family or friends of an inmate inquire as to their status. When making an entry into the e-Gatebook, ensure all available data is entered into the available fields. If additional data is received after the initial booking, retrieve the inmate's record and update the data.

If the e-Gatebook application is unavailable, the following procedure is to be followed for the entry of records into the paper version of the Gatebook:

- All entries in the **Gatebook** shall be printed in ink. If an error is made, **do not white out**, draw a single line through the entry and re-write the entry on the next line
- **Skip a line between entries** to facilitate the adding of late entries on the proper date and for making corrections on an entry
- Multiple dates should not be entered on the same page, each date will have its own page

Information Required in the e-Gatebook/Gatebook

- Date; including day, month, and year
- Station name
- Jailer on duty; according to shift
- Inmate's name; last name first
- Sex and age
- Date and time of arrest
- Charge, as shown on the booking slip
- PCD Status
- File number; enter the complete file number, NOT a truncated file number. If booking a warrant only, write in "warr"
 - If the booking is an outside police department, CHP, DA Investigator, etc., place their agency name in the file number column
- Booking number or "not booked" if a detention only
- Disposition; released, transferred, etc. Place the date and time of release or transfer. If released, enter how released, "cite", "bond", etc. Also enter the return court date in this column

- If the disposition is “transfer,” place the transfer destination in this column
- Court; for primary booking charge, not additional warrants or holds
- Time and date:
 - For felony bookings, enter the date and time found on the booking slip
 - For misdemeanors bookings, enter the date and time listed on the citation, or the next court date if the Watch Commander's hold has been signed
- Purpose of appearance and charges; this column was used in the past for the 0100 hour court list. Each individual station may have other uses for this and the "T.T. by" column. Each station may want to enter the citation number and/or additional bail amounts for warrants and holds, PCD tracking, etc.

Bail Information Section; Lower Left Corner

After completing the cash bail receipt (SH-AD-462) enter the required information in the bail information section.

- Bail or bond receipt; **enter the six digit number contained in the upper right hand corner of the cash bail receipt** in this space
 - Surety bond receipt numbers are no longer entered in the jailer's e-Gatebook
- Defendant's name; enter the arrestees name, last name first
- Booking number
- Charge; for which cash bail was accepted
- Amount of bail; dollar amount for that receipt only
- Amount of bail brought forward; this is a running balance of cash bail received
- Jailer; place his/her initials in this column, as the person completing the cash bail transaction
 - For additional information on cash bail see the "Cash Bail" in the "Release" section of this manual

Supplemental Court Listings; Lower Right Corner

This section is used for inmates who are housed in other facilities that need to be ordered to court. Whether the inmate was booked at your station or at another facility; if the inmate is not at your station, their name must be placed on the 0100 hour court list in order for the court line movement deputies to get that inmate to Court Services Transportation (CST) for court.

A teletype must be sent via JDIC to “IRCP” at 1800 hours and 0100 hours to start this process. Normally the information is entered into the supplemental court listing section by the investigating detective; each station may have a different procedure as to who enters this information.

Information required in this section:

- Defendants name; last name first
- Booking number
- The court for which the defendant is requested to appear
- Appearance date and time

- Purpose of appearance and charges; [example] arraignment ("arr.") 459 PC. The majority of inmates requested by the investigator will be for arraignment, on occasion, a request for appearance will be as a witness

Retention of e-Gatebook Records

The e-Gatebook records are stored indefinitely on Sheriff's Data Network Database Servers. The paper Gatebook will be retained for a period of **two years** at the station.

• 6-13/010.00 Inmate Meals

Inmates who are assigned to patrol stations as inmate workers shall be medically screened by PMB Classification and medical personnel prior to being assigned to food handling duties, coffee room areas, or clean-up in areas where food is prepared, served, or stored. A food handler is any person who works with food, food preparation or utensils, in a facility where food is prepared and/or distributed to inmates and/or staff.

The Department has developed a basic food handling training program for inmate workers assigned to food handling duties and staff whose duties include supervising the station jail operation. The Food Services Unit of Custody Services Division-Specialized Programs has produced a training digital versatile disc (DVD) which has been incorporated into this training program.

If the e-Gatebook application is unavailable, the following procedure is to be followed for the entry of records into the paper version of the Gatebook:

The training DVD contains two five-minute segments titled: "Station Feeding and Hygiene for Inmates" and "Station Feeding and Hygiene for Staff." There is a one-minute gap between segments. The training DVD provides step-by-step instructions in the areas of proper food handling procedures and personal hygiene.

The "Station Feeding and Hygiene for Inmates" training video shall be viewed by inmate workers assigned to food handling duties during their initial jail orientation. Written documentation indicating that the inmate workers viewed the training DVD shall be detailed in the Food Temperature and Food Handler Hygiene Log. On the first day of every month, all inmate workers assigned to food handling duties shall view the training DVD. Written documentation indicating the inmate workers viewed the training DVD shall be detailed on the Food Temperature and Food Handler Hygiene Log. This log shall be kept for two years.

Station jail personnel shall review the "Station Feeding and Hygiene for Staff" training DVD upon assignment to the station jail and annually thereafter. Written documentation shall be maintained in the employee's training records.

INSPECTIONS

The Food Temperature and Food Handler and Hygiene Log will be reviewed by the Department of Public Health, Environmental Health Evaluator during the annual inspection of the station jail. Documentation practices will also be reviewed yearly by Custody Support Services as part of the Pre-Command Inspection process for all station jails.

To comply with general food handling procedures, station jailers shall ensure that food handlers:

- Wear clean clothes prior to serving food
- Wash hands and arms with soap and warm water immediately after using the toilet facilities, before commencing work, and whenever necessary to prevent contamination of food
- Wear hairnets, caps, or other suitable coverings to confine all hair when required to prevent the contamination of food or utensils
- Wear rubber gloves when serving food
- Refrain from using tobacco in any form where food is prepared, served, stored, or utensils are cleaned or stored
- Inform the station jailer of any health condition/illness which would preclude an inmate worker from safely handling food
- Maintain a clean, neat, and sanitized serving area
- Clean and maintain station food carts

FOOD SERVICE

Food shall be inspected upon arrival to the station in conformity with procedures outlined on the Food Temperature and Food Handler Hygiene Daily Log. Food shall only be accepted if the inspection conducted upon receipt determines that the food satisfies all of the following:

- Was prepared by and received from approved sources
- Is received in a wholesome condition meeting proper temperature requirements
- Is in containers which are not contaminated or damaged in a manner as to permit contamination of the food

The retherm oven is pre-programmed to heat inmate meals. Inmate workers only need to load the oven with the number of meals needed and push the start button. When the heating cycle is complete, the food will reach 165° F or higher. Food shall be served as soon as possible or before the food temperature drops to 140° F. The retherm oven is capable of keeping food warm for up to two hours. The retherm oven must be cleaned after each meal.

To heat an individual tray a microwave oven may be used. Cooking times may differ depending on the number or size of the items on the tray. Heat single pre-portioned meals for three minutes in a commercial microwave oven, turn the tray around, and continue cooking for two more minutes. Food temperature must reach 165° F on all surfaces. A thermometer shall be utilized to take the temperature. Record the temperature in the temperature chart. Unconsumed food shall be collected no sooner than 30 minutes, and no later than 90 minutes after it is served.

The jailer shall supervise the inmate food handlers while portioning and delivering the food.

The jailer shall test the temperature of food at the time of delivery and at the time of serving the meal. The temperatures shall be recorded in the Food Temperature and Food Handler Hygiene Daily Log. This log shall be retained for a period of two years. Hot food shall be reasonably warm (**140° F or hotter**), and cold food reasonably cold (**41° F or cooler**), to curtail the growth of bacteria which could cause food borne illness.

The food thermometer must be cleaned and sanitized after each use. This is accomplished by cleaning the thermometer with hot water and dish soap prior to rinsing clean. Alcohol wipes may be utilized to sanitize. The thermometer must be calibrated at least weekly, or if dropped. To calibrate the thermometer:

- Fill a medium size glass with ice and cold water
- Place the thermometer in the glass of ice water and wait three minutes. Stir water occasionally
- After three minutes the thermometer should read 32° F
- If not, repeat the above process

If the thermometer does not read 32° F after three minutes:

- Leave the thermometer in the glass
- Adjust the nut on the back of the thermometer until the needle reads 32° F. It may be necessary to add more ice
- Wait three minutes and stir occasionally
- After three minutes the thermometer should read 32° F, if not, repeat the above process

The inmate worker refrigerator shall be equipped with a refrigeration thermometer. The temperature of the refrigerator shall be monitored daily, recorded on a temperature log, and retained for 30 days. The acceptable range for the refrigerator is no less than 33° F and no greater than 41° F.

HAND WASHING

Employees and inmate workers shall wash their hands in all of the following instances:

- Immediately before engaging in food preparation, including working with non-prepackaged food, clean equipment and utensils, and unwrapped single-use food containers and utensils
- After touching bare human body parts other than clean hands and clean, exposed portions of arms
- After using the toilet room
- After coughing, sneezing, using a handkerchief or disposable tissue, using tobacco, eating, or drinking
- After handling soiled equipment or utensils
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks
- When switching between working with raw food and working with ready-to-eat food
- Before initially donning gloves for working with food
- Before dispensing or serving food, or handling clean tableware and serving utensils in the food service area
- After engaging in other activities that contaminate the hands

The proper hand washing procedure is as follows:

- Wash hands (and any portion of the arm exposed to direct food contact) with soap from a dispenser (NOT bar soap) and warm water (at least 100° F)
- Rub hands together using friction for 20 seconds
- Rinse thoroughly under running water

- Dry hands using a clean paper towel
- Repeat this procedure as often as necessary to keep hands clean at all times

PROCEDURE FOR HANDLING LEFTOVER FOOD

All hot and cold food shall be disposed of after serving. Refrigerate milk, and juice and dispose of when expired (always check expiration date before serving).

All sack breakfasts shall consist of non-potentially hazardous food (e.g. cereal, peanut butter, fruit, etc.) and do not require refrigeration. Each bag shall be sealed with a color coded tie indicating the packaging date. A Color Coded Sandwich Bag Ties chart shall be posted at all stations in the kitchen areas. The chart shall indicate the day the bag should be served, (e.g. Sunday-Red, Monday-Yellow, etc.) Sack breakfasts shall be utilized in the order they were received. Sack breakfasts shall not be kept for more than four days. All items must be disposed of on or before the expiration date.

STAGING AND TRANSPORTATION

All food for inmate consumption is prepared at CRDF by the kitchen staff. Strict quality control measures are adhered to in order to ensure items are kept cold. All menu items are recorded on a check list.

Stations receive two deliveries per week:

- Mondays (for Tuesday, Wednesday and Thursday)
- Thursdays (for Friday, Saturday, Sunday and Monday)

The station jailer and inmate worker(s) shall meet the delivery truck driver and receive the food items. These items shall be brought to the station jail kitchen. The area shall be free of dirt, vermin, overhead leakage, or any other form of contamination.

All sealed food containers are then placed into bread racks which are readied for transportation and delivery. It is the responsibility of the jailer to inspect the food when it arrives to ensure packaging is intact and the food remains refrigerated.

MEDICAL DIETS

Any inmate requiring a special diet shall be transferred to IRC/CRDF. Medical diets include but are not limited to: diabetics, inmates with wired jaws or on dialysis.

INMATE WORKER FOOD FROM OUTSIDE

In order to prevent an outbreak of food-borne illness and vermin infestation resulting from home prepared foods brought in by visitors, inmate worker's shall be limited to that amount of food which can be eaten at a regular meal sitting. Leftover food shall be disposed of at the direction of the jailer in order to avoid the problem of storage, and spoilage. Commercially packaged foods will be allowed in reasonable quantities and in consideration of storage limitations.

EQUIPMENT AND SUPPLIES

All equipment needs shall be requested through Facilities Services Bureau. All supplies (hairnets, gloves, etc.) are available for each station to purchase from Central Supply. Thermometers may be purchased through Grainger or:

Arrow Restaurant Equipment
5061 Arrow Highway
Montclair, CA, 91763
Telephone: (909) 621-7428

All questions related to the food service operation can be resolved by calling the on duty Food Services Unit manager at [REDACTED TEXT] or the Food Services Unit staff at [REDACTED TEXT].

EMERGENCY FEEDING

In the event CRDF is unable to transport food to the station jails, or the station jail is unable to accept food deliveries, alternative feeding shall be required. The course of action shall be dictated by the nature of the emergency and its expected duration. Communication with the Food Services Unit headquarters shall be initiated to ensure food requirements for inmates are appropriately addressed.

• 6-13/020.00 Inmate Worker Rules and Regulations

RULES AND GENERAL CONDUCT

Inmate workers' conduct and actions shall not violate Department policy or threaten the safety of personnel.

Inmate workers are to be polite at all times, and address all station personnel by Officer, Deputy, Mr. or Mrs., etc.

Fraternization between an inmate worker and station personnel shall not be tolerated. Conversation between station personnel and inmate workers shall be limited to that necessary for the performance of inmate workers duties.

Business transactions shall be conducted with the consent of the unit commander. The following exceptions are permitted:

- Car wash and polish
- Tire change
- Shoe shine

Inmate workers shall be expected to perform their assigned duties promptly and efficiently, and without constant supervision or reminders. Inmate workers shall keep their beds and living area clean and neat at all times.

Inmate workers shall not use or have any form of narcotics (4574 PC), or drugs (4573 PC), or alcohol (4573.5 PC).

Escape, (4532 PC) shall be the charge when an inmate worker leaves the property or confines of the facility to which he is assigned unless accompanied by Department personnel.

MPP section 3-01/030.51, "No Smoking Areas" and Section 2.126, LA Co. Code prohibits smoking in:

- All areas so designated by Federal, State, or local statute
- All portions of County-owned facilities
- All portions of facilities leased by or from the County not open to the sky
- All County vehicles
- Any County Permittee vehicle when two or more persons are present and the vehicle is being operated pursuant to the Department's Mileage Certification/Occasional Parking Permittee program

No gambling (including the possession of gambling paraphernalia) is permitted by inmate workers.

Inmate workers shall neither drive, nor shall they have keys in their possession for any county or privately owned vehicle.

Inmate workers shall remain clear of the booking area while inmates are being booked, are out of the booking cage, or when the booking door is open.

Inmate workers shall not converse with other inmates, or the public. Any questions are to be referred to station personnel.

Inmate workers shall not roam the station.

No in-coming telephone calls are allowed. Outgoing telephone calls will be made with the permission of, and at the discretion of the jailer.

Inmate workers shall bathe and shave daily, and keep their hair in a neat, well-groomed manner.

Inmate workers' clothing will consist of county issued yellow inmate uniforms clearly marked L.A. County Jail. Clothing shall be clean, and shirts tucked in.

Inmate workers shall be fed on the premises of the unit to which they are assigned. Emergent events wherein this must be violated shall be approved by the area commander.

No fighting, wrestling, or horseplay, racial friction, or derogatory language is allowed.

Noncompliance of any of the aforementioned rules and regulations shall result in the immediate return to a Type II facility and the necessary legal action taken.

Note: Refer to station-specific rules and regulations, and visiting procedures.

INMATE WORKER DUTIES

Inmate workers are assigned to work at stations for the purpose of performing certain maintenance and custodial duties. To assist in the supervision of these inmate workers and to standardize the regulations and

procedures for all facilities, the following shall apply:

- The workload shall be divided as equally as possible
- Inmate workers shall be held responsible for duty assignments as well as other duties assigned in addition to normal work schedules
- Newly assigned inmate workers shall be acquainted with the duties and regulations
- The jailer shall inform all newly assigned inmate workers what is expected of them as far as their assigned duties are concerned
- The newly assigned inmate worker shall be advised of the rules and regulations pertaining to their confinement at the facility. (Refer to station specific rules)

Chain of supervision, in descending order, shall be as follows:

- Unit commander
- Watch commander
- Sergeant
- Deputy
- Custody Assistant
- Law Enforcement Technician

• **6-13/030.00 Work Release Rules and Regulations**

PURPOSE

The Work Release Program was created to reduce jail overcrowding. The inmates will be assigned to the Work Release Program in lieu of incarceration, if they meet the criteria set by the program.

RULES AND GENERAL CONDUCT

- The work release (WR) inmate shall report to the jailer or other authorized Department personnel each morning in civilian attire
- The WR inmate shall then put on a work release vest over his/her clothing
- All station personnel will be addressed by; Officer, Deputy, Mr., Mrs., etc. and be polite and courteous at all times
- WR inmates shall not read material posted on bulletin boards or on desks
- WR inmates shall not converse with station personnel except in the course of their duties
- WR inmates shall not be allowed into the jail area without Department personnel present
- Phone calls and visitors will not be allowed
- Work breaks will be at 1030 and 1500 hours and will not exceed fifteen (15) minutes
- Lunch break will be from 1200 hours to 1300 hours. The WR inmates will get a sack lunch from a station inmate worker
- The only restroom that shall be utilized by the WR inmates will be the one in the inmate worker dorm
- WR inmates found doing favors for inmate workers (i.e., bringing items into the station) shall have their

Work Release Program status revoked immediately

- WR inmates shall not converse with pre-Arraigned inmates
- WR inmates shall not roam the station
- WR inmates shall maintain proper personal hygiene
- WR inmates shall not discuss cases with station personnel

WORK RELEASE SUPERVISION

Inmates in the Work Release Program shall be supervised by Department personnel. The jailer has the formal responsibility for the Work Release Program inmates.

WORK RELEASE DUTIES

Duties include, but are not limited to the following:

- Outside Duties: Wash and wax patrol and detective vehicles, rake leaves, trim bushes and hedges, mow and trim lawn, clean sewers, sweep roof, sweep parking lot, wash windows, empty trash cans, and paint as needed
- Inside Duties: Sweep floors, dust all picture frames, wipe fingerprints\scuffs off walls and windows, clean the drinking fountain, dust, mop, and polish

INJURY TO WORK RELEASE INMATES

Injury not requiring hospitalization:

- Transport to nearest contract hospital
- Notify Population Management Bureau (PMB) Inmate Classification lieutenant
- Report shall be taken by the work release deputy upon notification

Injury requiring hospitalization:

- Inmate shall be transported to the LAC+USC Medical Center jail ward via county ambulance. Inmate shall be detained on his/her original commitment and booking number
- Notify the PMB Inmate Classification lieutenant or watch commander
- The work release deputy shall take the report and update the computer location to LAC+USC Medical Center jail ward

If there are any questions, contact the Work Release Program or the IRC watch deputy.

WORK RELEASE RETURNED (RE-INCARCERATION) TO CUSTODY

Reason for an inmate to be returned to custody shall include the violation of the aforementioned rules (e.g. the second late arrival for work, refuses to work, or causes a problem).

Procedures:

- Call the Work Release Program re: the return to custody
 - Send all paperwork (contracts, sign in sheets, etc.) with the transmittal to IRC
 - Write "**Attention Work Release Unit**" on the right margin
 - Send the inmate and the transmittal to IRC either by patrol car or CST
-

• **6-13/040.00 Americans With Disabilities Act (ADA)**

The Los Angeles County Sheriff's Department does not discriminate on the basis of disability. Inmates have the right to request reasonable accommodation for their disability by submitting an "Inmate Request/Complaint" form and checking the "ADA" Box located in the upper left hand corner. Any inmate requesting an accommodation for their disability shall be transported to IRC/CRDF.

Pursuant to the Americans with Disabilities Act (ADA), the Department has designated an ADA coordinator to manage compliance with the non-discrimination requirements of the ADA. Information concerning the provisions of the ADA and the Department's compliance are available from the Department's ADA Unit which can be contacted at this address:

Quality Management
ADA Coordinator
450 Bauchet St.
Los Angeles, CA. 90012
(213) 893-5500
Monday through Friday 7am – 3:30pm

• **6-13/050.00 Deaf or Hard-of-Hearing Text/Telephone Communications**

The ADA mandates that the Department take necessary measures to receive both routine and emergency telephone calls from the deaf or hard of hearing and to provide access to a text telephone device to deaf or hard-of-hearing individuals in custody.

POLICY AND PROCEDURES

Answering Incoming Emergency and Routine Text/Telephone Calls and Placing Text/Telephone Calls

Station unit commanders shall ensure all personnel assigned to station telephone operator and desk duties are cognizant of the unique tones emitted by text telephone devices. The tones are similar to those emitted by a fax machine.

When station telephone operators receive a text telephone call, they shall immediately transfer the call to the station desk.

The "Vesta" telephone systems in all station desk areas are programmed to recognize incoming text telephone calls. When such a call is received, the computer will automatically display a text screen that will

allow the individual receiving the call to communicate with the caller either using pre-programed text messages or typed messages.

On occasion, there may be a few seconds' delay before the computer displays the text telephone screen. Station desk personnel receiving a text telephone call, either via 9-1-1 or the station business line, must be aware of this possible delay and not disconnect the caller.

Outgoing calls to a text telephone may also be placed from a "Vesta" telephone system. To place a telephone call to a text telephone device, dial the requested number and, when the call connects, listen for the distinctive text telephone tones. Within a few seconds the "Vesta" telephone system text screen should activate. Should you hear the tones and the screen not automatically activate, the screen can be manually activated by utilizing the following steps:

- Click "Vesta" tool bar
- Click "TTY" button
- Click "TTY Disabled" button (this will activate the "TTY" screen)

Providing Text Telephone Device Calls to Deaf or Hard-of-Hearing Inmates

Stations with operating jails shall have their station text telephone device located in the jail available for use by hearing-impaired inmates.

The device may be used in the "acoustic mode" with any phone.

The device can only be directly wired to an analog telephone line, such as a fax line. It cannot be wired into a digital telephone system.

Training

All station personnel permanently or routinely assigned to jail duties shall be trained in the use of the text telephone device. This training shall be conducted at a station level and be recurrent to ensure personnel maintain their proficiency.

California Relay Service and Other Uses of the Text Telephone Device

The California Relay Service (CRS) enables a person using a text telephone device to communicate by phone with a person who does not use a text telephone device. The service also works in reverse, allowing a non-text telephone user to call a person utilizing such a device. To reach a toll-free California Relay System operator, dial 711.

More detailed information on the services provided by the California Relay System is available on-line at <http://www.ddtp.org/>.

Should the need arise for station personnel to communicate telephonically with a hearing impaired individual or during the course of business should a deaf or hard-of-hearing individual, other than an inmate, need assistance in placing a telephone call, the station text telephone device, the desk "Vesta" telephone system, or the California Relay System may be used.

Inspections

Station telephone operators and desk personnel proficiency in handling incoming text telephone calls will be inspected by personnel from Communications and Fleet Management Bureau as part of the yearly desk operations command inspection process.

Availability of a text telephone device in station jails and personnel proficiency will be inspected by personnel from Custody Support Services as part of the yearly jail operations pre-command inspection process.

Referral Information

Questions regarding the requirements of the Americans with Disabilities Act can be referred to the Department's ADA Unit at (213) 893-5500.

Questions regarding the use of the text telephone device and the "Vesta" telephone systems can be referred to the Department Telecommunications Coordinator, at (562) 345-4309.

-See Station-specific Telephone Procedures-

• 6-13/060.00 Station Jail Inspections

Each unit commander shall keep the previous year's copy of the following inspections in this, or a separate manual, to be kept at the jailer's desk for reference.

Department/Agency	Inspection Cycle
Board of State and Community Corrections (BSCC)	Biennial
Juvenile Detention	Annual
Health Department - Environmental	Annual
Health Department - Medical/Mental	Annual
Health Department - Nutritional	Annual
Fire Department	Biennial
LA County Grand Jury	Annual
Juvenile Court	Annual
Command Inspection	Annual
Custody Support Services	Annual

Unit commanders shall coordinate these inspections by contacting Custody Support Services via telephone [REDACTED TEXT].

• **6-13/070.00 Security Inspection**

To ensure the long-term operation and continued security of station jails, each unit commander or their designated jail manager shall review, evaluate, and make a record of security measures using a unit developed checklist on at least an annual basis. The review and evaluation shall include internal and external security measures of their station jail, including security measures specific to the prevention of sexual abuse and sexual harassment.

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

- Ensuring the function and structural integrity of all gates/bus bays allowing access into and out of a facility are operational and secure
- Ensuring integrity of exterior security walls, fences, lighting, and surveillance systems
- Verifying functionality of interior and exterior recreation
- Interior security staffing, lighting, gates, doors, appearance, and maintenance
- Ensuring functionality and availability of emergency response equipment, weapons, supplies, food, and water
- Checking the maintenance of exterior fencing/walls/perimeter lighting and surveillance systems
- Ensuring the functionality of facility fixed camera systems
- Verifying functionality of Title 15 inmate safety check scanners and associated equipment
- Ensuring that the proper Prison Rape Elimination Act (PREA) signage is posted in both public and non-public areas
- Reviewing video surveillance systems and ensuring their compliance with PREA

Identified hazards shall be reviewed and potential ways to mitigate the hazard shall be considered. If there is a maintenance concern, Facility Services Bureau shall be contacted, and the work-order reference number shall be notated with an e-UDAL entry. If there is a Title 15 scanner concern, Correctional Innovation Technology Unit (CITU) shall be contacted and documented in the e-UDAL.

The completed checklists, including findings and/or remedial action taken or recommended, shall be retained according to CDM section 4-13/000.00, "Retention of Records." The unit commander shall review and note on the report any further remedial action that may be warranted.

• **6-14/000.00 Inmate Welfare Fund**

Pursuant to Penal Code Section 4025, "Establishment of store in county jail or other city or county adult detention facility; deposits in, and expenditures from inmate welfare fund," commissions received for commissary, hobby craft sales, and vending sales shall be deposited in an Inmate Welfare Fund, to be kept in the treasury of the County. The money deposited in the Inmate Welfare Fund shall be expended by the Sheriff primarily for the benefit, education, and welfare of the inmates.

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

- Inmate Welfare Fund monies and supplies shall not be used to offset necessary and required expenses of confinement such as meals or housing
- The station unit commander shall submit a memo to the Inmate Services Bureau Captain or Director, including the amount of the expenditure and a justification statement explaining why the expenditure satisfies the requirements of Penal Code Section 4025. County purchasing standards shall be followed when submitting the appropriate vendor quotes
- Approval of expenditure requests shall follow County purchasing standards and guidelines
- All requests up to \$10,000 are approved by the Inmate Services Bureau Captain/Director
- All requests over \$10,000 require approval by the Custody Operations Specialized Programs Inmate Services Bureau Captain or Director, the Department legal advisor, and the Budget Authority. Approved requests are submitted for final approval at the Inmate Welfare Commission meeting
- Equipment and supplies purchased by the Inmate Welfare Fund shall not be converted for use by Department personnel. Serialized items are fixed assets, which shall be controlled in accordance with MPP Volume 3, Chapter 6, "Equipment, Supply and Maintenance"
- Inoperable fixed assets shall be salvaged at Central Supply. A salvage slip shall be given to Inmate Services Bureau for replacement of specific items.

• 6-14/010.00 Purpose of the Public Information Plan

The purpose of the Public Information Plan for LASD stations is to comply with the requirements of California Code of Regulations, Title 15, Article 4, section 1045. The Public Information Plan provides information about the station's rules and procedures which affect inmates booked and detained there, pending release, arraignment or transfer to another facility.

The Public Information Plan provides information to:

- The public
- Inmates
- News Media
- Other governmental agencies

The Public Information Plan shall:

- Be reviewed annually, and updated as necessary
- Be maintained at the station's front public counter, where it will be accessible to the general public, the news media, and any other interested parties

- Include current copies of the following publications of the State Department of Corrections: "Title 15 of the California Code of Regulations."

• **6-14/020.00 Los Angeles County Sheriff's Department Station Jail Orientation**

The Los Angeles County Sheriff's Department Station Jail Orientation (SH-R-449) is provided to the inmate at the time of booking. The purpose of The Los Angeles County Sheriff's Department Station Jail Orientation is to provide basic information, in an understandable format, for pretrial inmates. The information form contains, but is not limited to, the following information:

- Visiting information as contained in this document
- Rules and disciplinary procedures contained in this document
- Availability of personal health care items and opportunities for attending to personal hygiene
- Availability of reading, recreational materials, and telephone calls
- Bail reduction and/or releases on own recognizance
- Medical and mental health procedures
- Prison Rape Elimination Act of 2003 standards.

• **6-14/030.00 Access to Telephones**

By court decision, these sections shall be "construed broadly and permissively." Except where physically impossible, the calls shall be completed no later than three hours after an arrest or detention.

Sections 851.5 PC and 627 WIC give any arrested adult or detained juvenile the right to complete at least three telephone calls.

Each Sheriff's station shall have a sign(s) printed in English and Spanish displayed in the booking/detention area that states:

- The inmate's right to complete three phone calls. The calls are free if they are within the local dialing area
- The inmate's right to complete two additional phone calls at no expense, if they are the custodial parent of a minor child, for the purpose of arranging care for the minor child or children. The calls are free if they are within the local dialing area
- The inmate is allowed an additional call to the Bail Commissioner's office to inquire about bail reduction or own recognizance (OR) release
- The Bail Commissioner's phone number and office hours (213-351-0311 from 0630-0130 hours)
- The phone number to the local Public Defender's office (Station specific)

General procedures for implementing these sections are as follows:

- If the call does not satisfy the intent for which it was made, the inmate shall be granted an additional call(s) in order to obtain bail, an attorney, a physician, or to notify family, employer or friend
- If they desire, a person arrested on a charge of intoxication shall be permitted one additional call at his/her own expense to obtain a physician to take his blood sample
- "Collect" calls are not considered free calls. If the inmate wishes to call someone outside the local calling area, the call must be made at the inmate's expense or the charges must be reversed to the person called (e.g., a "collect" call)
- Additional phone calls may be granted at the discretion of the watch commander
- The Public Defender's phone number shall be provided to the inmate upon request
- If any act which constitutes a new booking is performed, the inmate shall be permitted two additional phone calls as outlined above
- Per 810 PC the inmate is permitted to make an additional call to the Bail Commissioner or a magistrate

Inmates shall be permitted the required calls whether they are booked at a station, at IRC/CRDF or are remanded to custody at court. It shall be the responsibility of the on duty jailer to permit the inmate to make the required telephone calls.

The calls may be completed before, during, or immediately after the booking process is completed. If the inmate is physically unable to make a telephone call within the three-hour time limit, arrangements shall be made for the call(s) to be completed as soon as the inmate is able.

If it is determined that due to serious illness/injury, the inmate will be unable to make a telephone call for an indefinite time, in excess of the three-hour limit, a known local next-of-kin notification shall be completed by the Department member making the determination.

The employee shall sign his name, employee number, and the date on the booking slip indicating he has made the telephone call for the inmate.

If an inmate becomes ill while in transit by the Court Services Transportation Bureau and is confined in a local hospital, it shall be the responsibility of the Court Services Transportation Bureau to enter the information on the prisoner transmittal sheet in the absence of a booking slip.

Sentenced Inmates (Inmate Workers)

Inmate workers have access to a pay phone within the station. They may use the phone at any time, as long as it does not interfere with their work assignments.

Pre-Arraigned Inmates

Inmates shall be given the opportunity during each shift to make local phone calls or long distance phone calls, at their own expense.

Each jailer shall allow every inmate access to phones on his/her shift subject to the actual demands placed on the jailer to complete his/her regular required duties. Actual demands placed on the jailer to complete his/her regular required duties will determine frequency of access to telephones.

• 6-14/040.00 Access to Courts and Counsel

The attorney and bondsmen interview procedures are defined in MPP section 5-03/060.05, "Interviews at Court Lockups."

It is the policy of this Department to provide the most expedient method of communication between inmates and their attorneys or other persons seeking to secure their release.

Legal requirements must be met when bondsmen and attorneys request interviews; however, officer safety and inmate security shall not be compromised. Such communications are privileged and shall be subject to the minimal restrictions required to maintain adequate security.

Each station shall provide an area that can be used for confidential attorney/inmate consultation. The interview shall be afforded maximum privacy, dictated by the space limitations and the security measures required.

A time limit cannot be imposed on the length of the interview. It is reasonable to request that an attorney or bondsman cooperate in concluding their business as soon as possible.

General restrictions are as follows:

- Bail must be set on felony charges before bondsmen can interview an inmate
- Bondsmen may interview an inmate after a change in the disposition of the charge resulting in a change of bail
- The attorney or bondsman must complete the appropriate portion of the "Interview Record" form (SH-CR-276)
- The watch commander shall approve the interview. If the situation warrants notification of the handling investigator, the watch commander shall immediately notify him/her of the pending interview
- The inmate shall sign the appropriate portion of the "Interview Record," indicating whether he/she accepts or refuses the interview
- The supervising officer shall complete the "Interview Record" after the interview has concluded. The completed form shall be returned to the watch sergeant and retained at the unit
- Ensure the bondsman or attorney is aware no weapons or contraband are allowed before allowing them to interview the inmate
 - Do not routinely search an attorney or bondsman. Ask to visually inspect any briefcase or bags, etc. for weapons or contraband
 - If you have reasonable cause to believe they are in possession of a weapon or contraband, obtain the watch commander's advice and approval before taking any action
- Attorneys are permitted to give their client one business card. Bondsmen are not allowed to give a business card
- Search the inmate and the area in which the interview is conducted BEFORE and AFTER the interview. An attorney or bondsman may request that additional person(s) be permitted to participate in an interview with an inmate. The watch commander shall approve or deny the request and sign the interview record
- Attorneys may request a maximum of two additional persons necessary for the presentation of the case

- Bail bondsmen may also request a maximum of two additional persons necessary to complete the bail arrangements.
-

• 6-14/050.00 Visiting

Due to differences in the physical layouts and work programs among station jails, the need for visiting rules and regulations for inmate workers may vary from one station to another. Where possible, the visiting rules shall be standardized to prevent unfair application. Unit commanders shall prepare visiting regulations in compliance with CDM section [5-10/010.05](#), "Inmate Video Visitation System," CDM section [5-10/010.00](#), "Inmate Visiting," and incorporate the following minimum standards:

SENTENCED INMATES - INMATE WORKERS

AUTHORIZED VISITORS

Authorized visitors are friends and relatives, including the inmate worker's minor children.

- Minors under the age of sixteen (16) shall be accompanied by, and remain under the close supervision of, their parent or verifiable legal guardian. Upon prior request from an inmate, minor children over the age of twelve (12) years and not yet sixteen (16) years may be permitted to visit unaccompanied by an adult with the approval of the unit commander.
- Children under the age of twelve (12) **MUST** be closely supervised by an adult.

Each inmate is allowed up to three visitors at one time; however, this number may change at the discretion of the watch commander.

- The number of visitors will depend on facility constraints.

Persons under the influence of an alcoholic beverage or a controlled substance will not be allowed to visit, and are subject to arrest.

FOOD ITEMS

Visitors may bring food to inmate workers; however, it must be consumed on the day of the visit, excluding reasonable amounts of candy or cookies.

- See station-specific rules for your station's allowable food procedure

VISITING LOCATION

The visiting area shall be designated so as to afford the inmate worker and visitors semi-privacy. At no time shall visiting be permitted behind closed doors, in vehicles, etc.

- See station-specific rules for your station's visiting procedure

VISITING SCHEDULE

Visiting sessions shall not be limited to less than two on any visiting day per week. Unit commanders shall designate at least one visiting day per week, in addition to holidays.

Normal visiting hours shall be between 1000 and 2000 hours. When necessary, the unit commander may set visiting hours to commence two hours later (1200 hours) or to terminate two hours earlier (1800 hours).

Visiting sessions shall be no less than one hour and not exceed beyond normal visiting hours.

- See station-specific rules for your station's visiting procedure

PHYSICAL CONTACT

Greeting hugs, kisses, and hand-holding are acceptable forms of contact.

Any contact of a more explicit nature will result in the termination of the visit.

PRE-ARRAIGNED INMATES

AUTHORIZED VISITORS

All persons, regardless of age, are permitted to visit via the Inmate Video Visitation System (IVS).

Persons under the influence of an alcoholic beverage or a controlled substance will not be allowed to visit, and are subject to arrest.

FOOD ITEMS

No food item of any kind may be given to a pre-arraigned inmate.

VISITING LOCATION

- See station-specific rules for your station's visiting procedure

VISITING SCHEDULE

A pre-arraigned inmate is entitled to a visit no later than one calendar day following the arrest.

- See station-specific rules for your station's visiting procedure.

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 MVS and by station jail staff in the electronic Uniform Daily Activity Log (e-UDAL). Station jail supervisors shall review the entries concerning cancelled visits during their daily e-UDAL audits.

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 determining the person in question 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.

In those cases where visiting privileges are denied, the reason(s) for the decision will be documented, and the requesting party will be informed in writing of those reason(s).

• 6-14/060.00 Correspondence

There is no limitation on the volume of mail that an inmate may send or receive. Mail may be read when there is a valid security issue and the unit commander approves.

Jail authorities may open and inspect such mail only to search for contraband, cash, check, or money orders.

Inmates who are without funds shall be permitted at least four postage-free envelopes and eight pages of lined paper each week for correspondence with family members and friends. There is no limitation on the number of postage-free letters to their attorney and to the courts.

INMATE CORRESPONDENCE

Reasonable judgment must be employed in the method of mail inspection without endangering the integrity of facility security.

Each station shall develop procedures to inspect incoming mail in accordance with the Manual of Policy and Procedures (MPP), section 5-03/190.20, "Requirements of the Incoming Mail Inspection Officer" and Custody Division Manual (CDM) section 5-06/070.00, "Inmate Correspondence."

The following rules and standards shall be followed concerning inmates receiving personal correspondence:

- All incoming inmate correspondence will be inspected for contraband
- 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:
 - The photographs shall be unadorned; size shall be a minimum of 3 inches by 5 inches, and shall not exceed 4 inches by 6 inches in size
 - Photographs or pictures that are sexually explicit, depicting nudity and/or sexual acts, showing gangs, gang tattoos, or hand gestures (signs) are prohibited
 - Polaroid photographs shall be cut open for examination
 - Unit commanders may prohibit photographs which they deem capable of compromising the security of the facility
- Books, papers or periodicals delivered through the US Mail are permitted. Refer to 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."

The following rules and standards shall be employed by all inmates when writing outgoing letters:

- Lead pencils shall be used
- There shall be no limitation placed on the number of personal letters allowed per day, except by order of the Custody Operations Chiefs
- Letters shall not contain:
 - Any form of contraband
 - Threats
 - Intimidation
 - Escape plans
 - Possible criminal information
 - Any violation of State or Federal law
 - Discussion of cases concerning other inmates
- Return address shall appear on the outside of the envelope and shall contain:
 - Name
 - Booking number
 - Station address
 - Any additional information deemed necessary by the facility

CORRESPONDENCE BETWEEN INMATES

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

institutions.

CONFIDENTIAL/LEGAL CORRESPONDENCE OF INMATES

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 asking for some type of relief (Stay of Execution, Notice of Appeal, Writ of Habeas Corpus, Petition for Court Order, etc.), correspondence with any member of the State Bar, or the ACLU.

There shall be no limit set for the number of pieces of legal correspondence sent by an inmate. Personnel shall not read legal correspondence which is addressed to or from an inmate.

An inmate may correspond confidentially with any of the following persons or entities:

- Any State or Federal Court
- Any member of the State Bar (this includes out-of-state attorneys, but not Bar Associations or legal societies)
- American Civil Liberties Union (ACLU)
- Any holder of public office, any sworn member of the Sheriff's Department or the California Department of Corrections and Rehabilitation (CDCR)
- Board of State and Community Corrections (BSCC)

Inmates shall submit confidential/legal correspondence in unsealed, stamped and addressed envelopes. Personnel shall open and inspect legal mail to search for contraband in the presence of the inmate. Employees shall refrain from reading the document(s). Following the inspection, the inmate will be instructed to seal the envelope and give it to the jailer. The employee accepting the correspondence shall place his/her initials and employee number on the flap of the envelope. Personnel 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 U.S. Postal Service.

The inmate may be told that any reply will be mailed directly to him them by the courts. The jailer shall not give legal advice, information on processing, or receipts to inmates.

Upon request, a Petition or Writ Form (SH-J-7) shall be provided to an inmate.

PRE-ARRAIGNED INMATES

Pre-arraigned inmates are normally held at the station for only one or two days. It is impractical for them to receive mail and, for this reason, it is discouraged. They may still write and send mail if they desire.

• 6-14/070.00 Library Services

Library service is not required of a Type I Facility. A limited law library is available to inmate workers. Individual procedures for use of these books may differ from station to station. Check with your watch commander for your unit's procedure.

A small library of books is located in each station. Books are available for inmate workers and pre-arraigned inmates upon request.

-See Station-specific rules-

• **6-14/080.00 Recreation and Periodicals**

Type I Facilities must only provide games and/or television. Games may be obtained by contacting Inmate Services Bureau.

The unit commander of a Type I facility shall develop and implement a written plan to make available a daily newspaper in general circulation, including a non-English language publication, to assure reasonable access to interested inmates.

English and non-English language newspapers shall be available to inmates by requesting them from the jailer. Newspapers may be obtained by contacting Inmate Services Bureau.

-See Station-specific rules-

• **6-14/090.00 Voting**

Inmates may register to vote using the "California Voter Registration Application" and the "California Vote-By-Mail Ballot Application" forms while incarcerated. Inmates may request the forms by using an Inmate Request Form (SH-J-420).

"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 postmarked by the 15th day prior to Election Day. The Registrar-Recorder will make the final determination regarding an inmate's eligibility to vote.

In order to qualify to register, an inmate must be:

- A United States citizen
- Resident of California
- 18 years of age or older on Election Day
- Not currently imprisoned or on parole for the conviction of a felony

- Not currently found to be mentally incompetent by a court of law

"CALIFORNIA VOTE-BY-MAIL BALLOT APPLICATION" FORM

Any inmate that has registered to vote, may also complete a "California Vote-By-Mail Ballot Application." The "California Vote-By-Mail Ballot Application" shall be completed by the inmate and mailed, at the inmate's expense, to the Registrar-Recorder.

NOTIFICATION

The Registrar-Recorder will mail "Vote-By-Mail Ballot" to qualified inmates. The "Vote-By-Mail Ballot" shall be completed, sealed by the inmate, and placed in outgoing mail. "Vote-By-Mail Ballots" shall not be reviewed by custody personnel. Unit commanders shall develop unit orders to inform inmates of their right to register to vote and right to vote in local, State, and Federal 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 3001
Norwalk, CA 90650
Phone: (562) 462-2362

• 6-14/100.00 Religious Observances

Station inmate workers desiring to attend a formal religious service are to be transferred to an appropriate Sheriff's custodial facility that provides the requested service. Voluntary counseling may be provided to all inmates in custody by approved Sheriff's Department chaplains.

Local community clergy may provide counseling to inmates on a voluntary basis with the prior approval of the unit commander or his/her designee. If a pre-arraigned inmate requests to speak with a member of the clergy this may be arranged with one of the station chaplains. Advise the watch sergeant and watch commander of such requests. No formal religious service is available at the station.

• 6-14/110.00 Prison Rape Elimination Act of 2003 (PREA)

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

Station jail personnel shall refer to all PREA related policies and procedures in Custody Division Manual sections 3-04/025.00 through 3-04/25.55.

• 6-14/120.00 Family Service Programs

Family Service programs are neither required of, nor practical for, a Type I Facility. Public information, including the phone numbers and addresses of community-based programs, is available at the station desk. These programs include information about:

- Individual, group, and family counseling
 - Drug and alcohol abuse counseling
 - Legal assistance resources
 - Regional Center Services for the Developmentally Disabled
 - Other community resources
-

• 6-14/130.00 Inmate Requests for Service/Grievances and Disciplinary Procedures

INMATE REQUESTS FOR SERVICE/GRIEVANCES

Each unit commander of a Type I facility (station jail), shall develop written procedures whereby any inmate may file a grievance, submit a request for service, and appeal grievances relating to any conditions of confinement, included but not limited to:

- Healthcare
- Classification actions
- Disciplinary actions
- Program participation
- Telephone, mail, and visiting procedures
- Food, clothing, and bedding

Any inmate desiring to request a service, obtain information, or file a grievance regarding an issue related to his or her confinement shall be permitted, and instructed as necessary, to initiate an Inmate Request Form (SH-J-437), Inmate Grievance Form (SH-J-420), and/or appeal to the next level of review.

Additionally, the established procedures for handling inmate requests/grievances shall conform, as applicable, to the Custody Division Manual, Volume 8, "Inmate Grievance Policy." The following is a guide for handling requests and grievances:

Requests:

- An inmate wishing to file a request shall advise the station jailer
 - The station jailer shall provide the inmate with an Inmate Request Form (SH-J-437) for completion
 - The station jailer shall collect and review the completed form
 - When feasible, an inmate request shall be handled during the shift in which it was received
-

- A Notification of Disposition form shall be completed and given to the inmate for all requests
- Inmates who are not satisfied with the disposition, or with the action(s) taken to address a request may complete and submit an Inmate Grievance Form. The completion of an Inmate Request form is not a prerequisite for the submission of an Inmate Grievance Form.

Grievances:

- An inmate wishing to file a grievance shall advise the station jailer. The station jailer shall provide the inmate with an Inmate Grievance Form (SH-J-420) for completion
- All grievances shall be immediately forwarded to the watch sergeant
- All grievances shall be handled and responded to within 15 calendar days from the date they are received by the Sheriff's Department, absent exceptional circumstances
- A Notification of Disposition form shall be completed and given to the inmate for all grievances
- Inmates who are not satisfied with the disposition, or with the action(s) taken to address a grievance must be given the opportunity to appeal to the next level of review, which may be the level of a supervising Lieutenant, Watch Commander, or other level as deemed appropriate by the adopted written procedures of the facility at issue
- An appeal shall be submitted on the appropriate appeal form, which shall be provided by any personnel making the required notification to an inmate of any disposition of a grievance or appeal
- An unresolved grievance or appeal shall be forwarded to the shift watch commander for resolution's level shall be forwarded to the unit commander or his/her designee for resolution

DISCIPLINARY PENALTIES

Pre-arraigned Inmates

- Inmates who create disturbances and/or destroy jail property shall be transferred to IRC

Sentenced Inmates

- Inmate workers who become disciplinary problems shall be subject to transfer to IRC and possibly be re-classified

An Inmate Incident Report (SH-J-213) or an Inmate Discipline Report on the Inmate Report Tracking System (IRTS) and, if applicable, an Incident Report (SH-R-49) shall be written before transfer to IRC/CRDF.

Discipline is not administered at the station level.

• 6-15/000.00 Youngblood Decision

The Court of Appeals required that Type I facility (station jails) inmates be allowed brief daily visits, daily newspapers, board games, daily showers and the opportunity to shave, access to sanitary materials, the opportunity to brush their teeth, habitable and sanitary conditions in the jail, and diagnosis and treatment of mental illness.

• 6-15/010.00 Inmate Clothing, Bedding, and Personal Hygiene

Standard Institutional Clothing

The watch commander shall be responsible for the control, storage, and inventory of all inmate clothing. A sufficient supply of clothing shall be available at all times and staff shall be prepared to meet unforeseen demands which may arise (e.g., contaminated inmate clothing, inmate is booked without sufficient clothing, inmate clothing held for evidence, etc.).

Clothing shall be issued to all inmates held over 48 hours, excluding weekends and holidays. Standard issue of institutional clothing shall include, but not be limited to:

- Socks and footwear (1 pair of each)
- 1 thermal shirt and 1 thermal pants
- Outer-garments
- Undergarments
 - For males: shorts and undershirt
 - For females: 2 panties and 1 bra

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.

Special Clothing

Inmates shall be issued suitable additional clothing to enable them to perform such special work assignments as food service, sanitation, mechanical, or other specified work.

Inmates shall be provided with suitable footwear if their personal shoes are inappropriate for the facility or if no shoes were worn at the time of arrest. Inmate workers shall receive footwear appropriate for their job assignment and shall wear it only while working.

Clothing Exchange

Each facility shall provide for the regular exchange of inmate clothing. Thermal clothing and outer garments, except footwear, shall be exchanged at least once each week unless work, climatic conditions, or illness necessitates more frequent exchanges. Individual stations 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 each week, or two sets issued once a week.

Personal Care Items

Each facility shall issue personal hygiene items according to the following guidelines:

- All menstruating inmates shall have ready access to sanitary napkins, panty liners, and tampons.

- All inmates held over 24 hours who are unable to supply themselves with the following personal care items, either because of indigence or the absence of an inmate canteen, shall be issued:
 - Toothbrush
 - Toothpaste
 - Soap
 - Comb
 - Shaving implements

Showering

Upon assignment to a housing area, inmates shall be permitted to shower daily. Units that cannot routinely comply with this procedure because of physical plant limitations shall make provisions to allow inmates to shower at least every other day. Inmate workers shall also be permitted to shower daily. 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).

Hair Care Services

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, health, hygiene, or security. These restrictions may result in exclusion from certain work assignments.

The following guidelines apply:

- Hair care services shall be available to all inmates assigned to station jails.
- 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 by the State Board of Barbering and Cosmetology as required by section 7312 of the Business and Professions Code.

Dress Code

Dress codes adaptable to daily inmate life should include, but are not limited to:

- Standard jail clothing shall be worn at all times.
- Alteration, in any form, of jail clothing is not allowed.
- Appropriate footwear shall be worn at all times.

Bedding and Linen

Upon assignment to a housing location a standard issue of bedding and linens for each inmate who is expected to be held over 12 hours shall include, but not be limited to:

- One serviceable mattress (mattresses shall not be issued without a sheet or mattress cover)
- One sheet or mattress cover

- One towel
- One blanket (or more depending upon climatic conditions)

An inmate shall not be deprived of bedding and under no circumstances be deprived of bedding as a punitive action. Only the watch commander may remove bedding privileges in the event the inmate destroys or damages the bedding.

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.).

Bedding and Linen Exchange

The following guidelines concerning bedding and linen exchange shall be adhered to:

- Bedding and linens shall be laundered and sanitized after each use.
- Washable items such as sheets, mattress covers, and towels shall be exchanged for clean replacements at least once each week.
- If a top sheet is not issued, blankets shall be laundered or dry-cleaned at least once a month or more often if necessary.
- If a top sheet is issued, blankets shall be laundered or dry-cleaned at least every 3 months.

• 6-16/000.00 Sanitation

Each station shall provide supplies and equipment necessary to maintain sanitary conditions.

Each station shall develop a Station Jail Cleaning Schedule. The Station Jail Cleaning Schedule shall be signed by the on-duty jailer and watch sergeant. The Station Jail Cleaning Schedule shall include areas that require cleaning, repairs, etc. including, but not limited to:

- Floors shall be swept and mopped daily
- Bars shall be dusted daily and washed weekly
- Walls shall be washed monthly
- Unless protected by trash can liners, garbage and trash receptacles shall be emptied and sanitized at least once daily
- Windows shall be washed frequently and screens shall be kept clean at all times
- Toilets, urinals, sinks, and basins shall be cleaned daily
- Floor drains are to be flushed daily, to prevent sewer gases from entering the cells
- Refrigerators shall be cleaned weekly
- Perishable food shall not be stored in living areas, without suitable storage containers
- Heating and/or air conditioning vents shall be cleaned monthly
- The cleaning schedule shall be posted at the jailer's desk and in the inmate workers dorm

- **6-16/010.00 Vermin Control**

The watch commander shall inspect the facility daily and ensure it is maintained in a highly sanitary, vermin free condition. Independent licensed pest control companies and/or other effective measures shall be utilized upon the first indication of vermination. Infested areas shall not be utilized for housing inmates, until a thorough cleansing of the area has been completed.

Inmates suspected of being infested with head lice or other vermin shall be treated at the station with an approved delousing shampoo or shall be immediately transported to IRC/CRDF. Contaminated areas including mattresses and bedding shall be immediately cleaned and sprayed with a non-toxic disinfectant. Contaminated bedding shall be placed in a Biohazard plastic bag for vermin laundry processing.

- **6-16/020.00 Security of Housekeeping Equipment and Supplies**

Housekeeping equipment and supplies shall be stored in a secure area while not in use. Cleaning agents which are potentially dangerous shall be kept in a locked storage area and shall be used only under supervision of a deputy or custody assistant.

- **6-16/030.00 Self-Contained Breathing Apparatus**

Each unit commander, in consultation with the local fire authority or State Fire Marshal, shall ensure sufficient number of self-contained breathing apparatus are easily accessible to station jail personnel in order to evacuate inmates in case of fire and/or smoke. The self-contained breathing apparatus shall be inspected daily (per shift) and logged in the e-UDAL.

Hydrostatic testing should be current. This involves testing of the gauges and tank integrity under pressure every three to five years, depending on the model.

- **6-16/040.00 First Aid Kit(s) and Automated External Defibrillators (AED)**

FIRST AID KIT(S)

Station jail personnel shall ensure at least one first aid kit is properly maintained in a secure location and readily available. To ensure the first aid kit is stocked properly, the jailer shall inspect its contents once a month and log it in the electronic Uniform Daily Activity Log (e-UDAL). The following items are recommended for the Los Angeles County Sheriff's Department First Aid Kit container:

Item	Quantity
Povidone iodine swabs	1 box w/10 individual swabs
High risk exam gloves	2 boxes w/2 pairs per box
Instant ice compress	2 boxes w/1 compress each
4" bandage compress	2 boxes w/1 each
Burn cream w/lidocaine	1 box w/6 foil packs
Sting relief swabs	1 box w/10 individual swabs
Gauze pads	1 box w/4 individual pads
1"x3" adhesive bandages	4 boxes w/16 bandages per box
Alcohol prep pads	2 boxes w/10 pads each
Triangular bandage (Ace bandage) w/2 pins	2 boxes w/1 bandage each
Waterproof adhesive tape	1 roll
Res-cue mask(CPR mask)	1 mask
4" conforming stretch gauze	1 package
Triple antibiotic ointment	1-one oz. tube
Medical scissors	1 pair
Mylar rescue blanket 52"x84"	1 blanket
ABD pad(Tampon abdominal)	1 package
Tweezers	1

AEDs

Station jail personnel shall conduct weekly and monthly inspections of deployed AEDs, in accordance with the manufacturer's recommendations. Jailers shall document these inspections in the e-UDAL.

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

• **6-16/050.00 Handling of Syringes and Needles**

The following policy and procedures are set forth due to the danger of contamination from hypodermic syringes and needles typically found in the field. For further information, see MPP section 5-04/110.50, "Narcotic Evidence Special Handling."

The following procedures shall be followed when coming in contact with these objects:

- Syringes and/or needles containing substances or residue will not routinely be examined by the Scientific Services Bureau and should be disposed of in a "Sharps" container or other container authorized by the Narcotics Bureau captain
- When a syringe or needle containing a substance is seized in a case involving driving under the influence, narcotics cases within custody facilities, internal or special investigations, or other unusual cases, an examination of the substance may be requested
- Eva-Safe containers (Available through Central Supply, Item Number SH008TB) shall be made available at all station facilities for use by field personnel. These containers are designed to safely hold a hypodermic syringe. The sealing material both immobilizes the syringe, and prevents needle leakage of syringe contents. These containers are approved by the Center for Disease Control and Cal OSHA
- Syringes or needles retrieved from the field shall be carefully placed inside of the Eva-Safe containers. The contents shall be identified by a label (enclosed within the Eva-Safe container) with the deputy's name, employee number, date/time of contact, the suspect's name, the station, and the file number of the case. The packaging procedures are as follows:
 - Remove hexagonal cap and labels and set aside
 - Lay open tube on its side
 - Insert syringe into tube with needle toward closed end of tu
 - Replace hexagonal cap
 - Lift tube to vertical position. Tap tube several times on a flat surface to embed the needle into sealing material
 - Place Biohazard seal across cap and down the sides of tube
 - Complete information sticker and adhere to tube, making sure not to visually obstruct contents
 - If necessary, immobilize the syringe by placing crumpled tissue paper between the top of the plunger and the top of the container

Extreme caution shall be utilized when working with a syringe or needle. Plastic gloves shall be used when handling a syringe or needle. Care shall be taken to avoid skin puncture or any contact with fluid from a syringe or needle.

Any questions related to safe handling of syringes or needles shall be directed to the Scientific Services Bureau prior to handling.

- **6-16/060.00 Biohazard Trash Disposal**

Biohazard storage/disposal bags should be used to store and transport any clothing, soiled gloves, towels, cleaning materials, etc. which have been contaminated by blood or other body fluids (e.g., urine, vomit, semen, feces). Each station jail shall contact their local waste management company and have biohazard trash bags disposed of at the nearest appropriate disposal site.
