

Volume 7 - Court Services Transportation (CST)

- **Chapter 1 - Administrative Procedures**
 - • **7-01/010.00 Absence from Duty**
 - • **7-01/010.05 Supervisor's Responsibility**
 - • **7-01/010.10 Absence Requests**
 - • **7-01/010.15 Sickness**
 - • **7-01/010.25 Military Leave**
 - • **7-01/020.00 Day File**
 - • **7-01/030.00 Key Control**
 - • **7-01/030.05 Key Security**
 - • **7-01/030.10 Vehicle Keys**
 - • **7-01/030.15 Court Lockup Keys**
 - • **7-01/030.20 Missing Keys**
 - • **7-01/030.25 Key Inventory**
 - • **7-01/030.30 Watch Commander's Key Block**
 - • **7-01/030.35 Key Safe**
 - • **7-01/030.40 Keys for I.R.C. Holding Cells ("O" Keys)**
 - • **7-01/040.00 Meal Breaks**
 - • **7-01/040.05 Fast Food Stops**
 - • **7-01/040.10 Thirty Minute Meal Break**
 - • **7-01/040.15 Inmate Security During Meal Break**
 - • **7-01/040.20 Mobile Digital Log/Trip Ticket Entry**
 - • **7-01/050.00 Overtime**

- • **7-01/050.05 Overtime Limit**
- • **7-01/050.10 Deputy's Responsibility - Overtime**
- • **7-01/050.15 Watch Deputy's Responsibility - Overtime**
- • **7-01/050.20 Supervisor's Responsibility - Overtime**
- • **7-01/060.00 Bureau Scheduling Policy**
- • **7-01/070.00 Telephone Procedures and Requirements**
- • **7-01/070.05 Emergency Requests**
- • **7-01/070.10 Home Telephone Number Requests**
- • **7-01/070.15 Home Telephone Requirement**
- • **7-01/080.00 Unit Employee Fund**
- • **7-01/080.05 Employee Fund Administration**
- • **7-01/080.10 Unit Employee Fund Committee**
- • **7-01/080.15 Elections**
- • **7-01/080.20 Fiscal Procedures**
- • **7-01/090.00 Driver Regulations, Training and Licensing**
- • **7-01/090.05 Commercial Licensing**
- • **7-01/090.07 Licensing for the Superbus**
- • **7-01/090.10 Bus Driver Training**
- • **7-01/090.11 Superbus Driver Training**
- • **7-01/090.15 Commercial Driving Regulations**
- • **7-01/090.20 Assignment of County Vehicles**
- • **7-01/090.22 Assignment of the Superbus**
- • **7-01/090.25 Training Records**

- • **7-01/100.00 Daily Log Package**
- • **7-01/110.00 Minimum Level of Service**
- • **7-01/120.00 Certificates and Awards**
- • **7-01/120.05 Driver Training Certificates (SH-AD-500)**
- • **7-01/120.10 Certificate of Achievement - Bus Training Course**
- • **7-01/120.15 Driving Awards and Certificates**
- • **7-01/120.20 Administrative Procedures for Certificates and Awards**
- • **7-01/130.00 Computer Access and Security**
- • **7-01/130.05 Computers and Terminals**
- • **7-01/140.00 Inmate Complaint Forms**
- • **7-01/150.00 Bus Replacement**
- • **7-01/160.00 Bureau Bus Route Audit Policy**
- • **7-01/160.05 Purpose of an Audit**
- • **7-01/160.10 Auditor's Responsibility**
- • **7-01/160.15 Documentation**
- • **7-01/170.00 After Hours Divisional Notifications**
- **Chapter 2 - Operating Procedures**
- • **7-02/000.00 Operating Procedures**
- • **7-02/010.00 Chain Control**
- • **7-02/020.00 Court Orders**
- • **7-02/020.05 Routing of Court Orders**
- • **7-02/020.10 Required Information**
- • **7-02/020.15 Continued Court Orders**

- • **7-02/020.20 Executed Court Orders**
- • **7-02/020.25 Court Orders Not Executed**
- • **7-02/020.30 Court Order Log**
- • **7-02/030.00 Crew Duties**
- • **7-02/030.05 Driver's Duties**
- • **7-02/030.10 Security Officer's Duties**
- • **7-02/030.12 Superbus Security Officer's Duties**
- • **7-02/030.15 Desk Notification**
- • **7-02/030.20 Assistance at Court Lockups**
- • **7-02/040.00 Transportation Requests**
- • **7-02/040.05 Jury Transportation**
- • **7-02/040.10 Grand Jury Transportation**
- • **7-02/040.15 Outside Agency Requests**
- • **7-02/040.20 Sheriff's Department Unit Request**
- • **7-02/050.00 Lunches for Inmates**
- • **7-02/060.00 Money and Property**
- • **7-02/060.05 Inmate Property and Property Bags at Court Lockups**
- • **7-02/060.10 Outside Agencies**
- • **7-02/060.15 Confiscation of Contraband Property**
- • **7-02/060.20 Sheriff's Stations**
- • **7-02/060.25 Security of Money and Property**
- • **7-02/060.30 Money Bags Delivery to Pitchess Detention Center**
- • **7-02/070.00 Building and Compound Security**

- • **7-02/070.03 Building Security**
- • **7-02/070.05 Entering and Exiting the Security Compound**
- • **7-02/070.10 Compound Traffic Lights**
- • **7-02/070.15 Bail Bondsmen - Inmate Delivery**
- • **7-02/080.00 Special Handling of Inmates**
- • **7-02/080.05 Inmate Special Handling Request Card**
- • **7-02/080.15 Use of Inmate Special Handling Request Card**
- • **7-02/080.20 Court Lockup and Transportation Crew Use of Inmate Special Handling Request Card**
- • **7-02/080.25 Special Handling Court List**
- • **7-02/090.00 Classification Codes for Inmates**
- • **7-02/090.05 Wristband Colors**
- • **7-02/090.10 Wristband Codes**
- • **7-02/090.15 Jumpsuit Color Coding**
- • **7-02/100.00 LASD/LAPD Transfer Record (Transmittal)**
- • **7-02/100.05 Transmittal Contents**
- • **7-02/100.10 Processing and Disposition of Transmittal**
- • **7-02/100.15 Statewide Detail**
- • **7-02/110.00 Mobile Digital Terminal Logs and Trip Tickets**
- • **7-02/110.05 Trip Tickets**
- • **7-02/110.10 Crew Log Sheets**
- • **7-02/110.15 Statewide Detail Logs**
- • **7-02/110.20 Security Deputy's Responsibilities**
- • **7-02/110.25 Watch Sergeant's Responsibilities**

- • **7-02/110.30 Early Morning Watch Sergeant Mobile Digital Terminal Log and/or Trip Ticket Responsibilities**
- • **7-02/110.35 Standard Abbreviations**
- • **7-02/120.00 Vehicle Operation and Maintenance**
- • **7-02/120.05 Department Image**
- • **7-02/120.07 Pre-trip Safety Inspection and Air Brake Test**
- • **7-02/120.10 Fueling Vehicles**
- • **7-02/120.12 Fueling the superbus**
- • **7-02/120.15 Backing of Buses**
- • **7-02/120.17 Backing the Superbus**
- • **7-02/120.20 Vehicle Security**
- • **7-02/120.22 Superbus Security**
- • **7-02/120.25 Code-3 Response**
- • **7-02/120.30 Loaning of Vehicles**
- • **7-02/130.00 Vehicle Damage Reports**
- • **7-02/140.00 Weapons Security**
- • **7-02/140.05 Desk Shotgun**
- • **7-02/140.10 Unit Gun Lockers**
- • **7-02/140.15 Weapons Security on Vehicles**
- • **7-02/140.17 Weapons Security on the Superbus**
- • **7-02/140.20 Security Compound**
- • **7-02/150.00 Smoking in Vehicles**
- **Chapter 3 - Inmate Movement Procedures**

- • **7-03/000.00 Inmate Movement Procedures**
- • **7-03/010.00 Acceptance of Inmates**
- • **7-03/010.03 Obligation to Transport**
- • **7-03/010.05 Sheriff's Department Warrant Arrestee**
- • **7-03/010.07 Warrants Originated by Agencies Within Los Angeles County**
- • **7-03/010.08 District Attorney's Office Warrants**
- • **7-03/010.15 Out-of-County Warrants**
- • **7-03/010.20 Warrants Issued by Contract Counties**
- • **7-03/010.25 Out-of State Warrants**
- • **7-03/010.30 State Parole Warrant Arrestee**
- • **7-03/010.35 State Parole Violators**
- • **7-03/010.40 Probation Violators**
- • **7-03/010.45 647(F) PC - Drunk; and 11550 H&S - PCP**
- • **7-03/010.47 Non-Ambulatory Inmates**
- • **7-03/010.48 Accepting Inmates from Medical Facilities**
- • **7-03/010.50 Mental Observations (5150 WIC)**
- • **7-03/010.55 Mentally Disordered Inmates**
- • **7-03/010.60 Civil Prisoners**
- • **7-03/010.65 Material Witnesses**
- • **7-03/020.00 Airport Transportation**
- • **7-03/020.05 Out-of State Fugitives**
- • **7-03/020.10 Airport Transportation for California**
- • **7-03/020.15 Airport Transportation for Commercial Agencies**

- • **7-03/020.20 Location and Time of Airport Transportation**
- • **7-03/030.00 Courtline Loading Procedures**
- • **7-03/040.00 Death Sentenced Inmates/High Risk Convictions**
- • **7-03/050.00 Inmate Reception Center Receiving Procedures - Court Returnees**
- • **7-03/060.00 Juvenile Transportation**
- • **7-03/060.05 Time Limits**
- • **7-03/060.10 Transportation of Juveniles Under 16 Years of Age**
- • **7-03/060.15 Transportation of Juveniles 16 Years of Age or Over**
- • **7-03/060.20 Acceptance Requirements at Juvenile Facilities**
- • **7-03/060.25 Injured Juveniles**
- • **7-03/060.30 Certification as a Juvenile**
- • **7-03/060.33 Juveniles Remanded to the Custody of the Sheriff**
- • **7-03/060.40 Transportation from Juvenile Facilities to Court**
- • **7-03/060.50 Juvenile Warrants**
- • **7-03/070.00 Medical Procedures**
- • **7-03/070.05 Sick/Injured Inmate**
- • **7-03/070.10 Reporting Procedures**
- • **7-03/070.20 Overnight Hospital Detention**
- • **7-03/070.25 Inmates with Crutches**
- • **7-03/070.30 Medical Transfer between Facilities**
- • **7-03/080.00 Inmate Security**
- • **7-03/080.05 Counting, Loading and Unloading Inmates**
- • **7-03/080.07 Accountability of Inmates in the Superbus**

- • **7-03/080.08 Loading and Unloading Inmates in the Superbus**
- • **7-03/080.10 Handcuffing and Chaining**
- • **7-03/080.13 Female Lockup**
- • **7-03/080.15 Transportation of Inmates Requiring Segregation**
- • **7-03/080.17 Informant Transportation**
- • **7-03/080.20 En Route Procedures**
- • **7-03/080.23 En Route Procedures for the Superbus**
- • **7-03/080.25 Conversations with Inmates**
- • **7-03/080.30 Wristbands**
- • **7-03/080.35 Security of Inmates at Courts without Secure Sallyports**
- • **7-03/080.40 Security Procedures for Inmate Movement at Unsecured Locations, Other than Courts**
- • **7-03/090.00 Special Transportation**
- • **7-03/090.05 Funeral Escorts and/or Family Contact**
- • **7-03/090.10 Medical Visits**
- • **7-03/090.15 Transportation for Hemodialysis**
- • **7-03/100.00 Courtline Miss Outs**
- • **7-03/110.00 Inmate Incident Reports**
- • **7-03/120.00 Extraction Procedures**
- • **7-03/120.05 En Route - Disturbance Occurs**
- • **7-03/120.10 On a Bus in CST Compound, Court Sallyport or Custody Facility**
- • **7-03/120.15 Off Loading Procedures**
- • **7-03/120.20 Uncooperative Inmate(s) During Off Loading**
- • **7-03/120.25 Combative Inmate(s) During Off Loading Procedures**

- • **7-03/120.30 Medical Treatment**