Volume 7 - Court Services Transportation (CST)

TRANSPORTATION BUREAU'S MISSION

It is Transportation Bureau's Mission to provide the highest quality of law enforcement and public safety services to the community we serve. Additionally, Transportation Bureau is committed to enabling its employees to perform their duties in a risk-reduced work environment. Transportation Bureau will accomplish its mission by:

- Continually identifying and evaluating activities that have a risk and liability potential;
- Aggressively managing personnel health and safety issues;
- Inspecting and auditing targeted unit operations; and
- Proactively managing claims and lawsuits including immediate notifications to the appropriate unit(s) in response to incidents with a high liability potential.

• Chapter 1 - Administrative Procedures

(Title page only, No content)

• • 7-01/010.00 Absence from Duty

(Title page only, No content)

• • 7-01/010.05 Supervisor's Responsibility

Granting permission to leave early or arrive late, acceptance of sick or emergency call-ins, or permission for absence from regular duty, for any reason are all functions of an Acting Sergeant, Sergeant or Lieutenant. This duty **shall not** be delegated to the Watch Deputy or desk personnel.

• • 7-01/010.10 Absence Requests

All scheduling will be done via the Scheduling Management System (SMS). When requesting prior approval for time off, the following procedures will be followed:

- All non-emergent time off requests (including trades) shall be submitted to the Scheduling Sergeant on an Absence Request form in duplicate at least five working days prior to the date(s) requested.
- If approved, the Scheduling Sergeant will make the proper notations in the scheduling book and on SMS, and distribute the form.
- If disapproved, the Scheduling Sergeant will indicate so on the form and return it to the employee.
- Approved requests shall be distributed with the original to the Timekeeper, and the copy to the employee.

- On duty personnel who wish to leave early for any reason shall contact the Watch Sergeant or Watch Commander for permission to leave. Deputies making inquiries to desk personnel regarding leaving early shall be referred to a Sergeant or Lieutenant.

• • 7-01/010.15 Sickness

Sick time “S” may only be used when the employee is sick, injured, or has a medical/dental appointment. Sick time may be requested in advance for medical/dental appointments. Employees are encouraged to contact the Scheduling Sergeant before making appointments to determine if adequate relief is available on the date(s) requested.

Barring unforeseen circumstances, a supervisor shall be notified a minimum of two hours before the beginning of an employee’s shift when an employee is ill or injured, and cannot report for duty. Except in emergencies, employees shall personally make such notification, not a spouse, relative, or friend. Employees calling in due to illness, injury, or emergency must report the absence to a Sergeant or Lieutenant. At a supervisor’s discretion, employees may be required to provide a doctor’s note to excuse an absence based on illness.

• • 7-01/010.25 Military Leave

Personnel scheduled for military leave are required to submit two copies of their military orders to the Payroll Section. In addition, a copy of the orders shall be submitted to the Scheduling Sergeant.

When the military orders are not available prior to departure, they shall be submitted on the first day the employee returns to duty.

In either case, an "Absence Request" form shall be completed and submitted to the Scheduling Sergeant as soon as the departure date is known, and no later than five working days before departure.

• • 7-01/020.00 Day File

The Day File is maintained in the Watch Sergeant's Office and includes court orders, JDIC messages, transportation requests, and memorandums concerning future operations or procedures. All incoming documents will be given to the Watch Sergeant for approval prior to being placed in the Day File. The Watch Sergeant shall indicate their approval by placing their initials in the upper right corner of the document. The Watch Sergeant shall record all court orders (refer to Section 7-02/020.00) in the Court Order Log before they are placed in the Day File.

The Watch Deputy for each shift shall remove from the Day File the transportation requests and court orders for his shift, and ensure that they are executed in a timely manner. Any unusual or questionable requests and court orders shall be brought to the attention of the Watch Sergeant and the Watch Commander who will decide whether they are appropriate for compliance.

• • 7-01/030.00 Key Control

(Title page only, No content)

• • 7-01/030.05 Key Security

All keys relating to Transportation Bureau operations are to be handled with the utmost of care. Do not, under any circumstances, allow inmates to handle or use **any** keys.

Handcuff and bus cage keys shall, at all times, remain in possession of the Deputy to whom they were issued.

• • 7-01/030.10 Vehicle Keys

All drivers checking out vehicle keys shall place a nametag on the key hook of the keys that were taken. Drivers will check the key number with the vehicle number to ensure they correspond.

Use only those keys assigned to the vehicle to be used. Always turn the engine off, and remove the keys from your vehicle when loading or unloading inmates.

The only exception to turning off the engine is for excessive heat. In the case of excessive heat, the engine may remain on but a handcuff chain shall be locked onto the steering wheel. Anytime the keys are in the ignition, and there is no deputy present on the vehicle, a handcuff chain shall be locked onto the steering wheel.

Vehicle keys shall be returned to the Transportation Bureau desk at the completion of each assignment, unless desk personnel instruct otherwise.

• • 7-01/030.15 Court Lockup Keys

When assisting Court Lockup Deputies, Transportation Bureau personnel are subject to the Court Services Division's regulations regarding the handling and security of all court lockup keys.

• • 7-01/030.20 Missing Keys

If a cage, handcuff, or other security type key is lost, the Watch Sergeant and Watch Commander shall immediately be notified. Every effort will be made to locate lost keys. This may include, but is not limited to, a skin search of all inmates who may have possession of the keys.

Folger-Adams style keys ("O" keys) are used to access Inmate Reception Center (IRC) holding cells during morning court line operations. If an “O” key is lost, the Watch Sergeant and Watch Commander shall be

immediately notified. The deputy responsible for the key will prepare a Memorandum to the Unit Commander explaining all the circumstances, and what actions were taken to recover the keys. A Lost Property Report will also be written as directed by the Watch Commander.

• • 7-01/030.25 Key Inventory

The Early Morning shift sergeant shall conduct key audits as directed by Operations staff in keeping with annual Command Inspection requirements. The inventory shall be updated as necessary to remain current. The entire inventory shall be verified annually in January, and a memorandum shall be submitted to the Unit Commander listing discrepancies, if any.

• • 7-01/030.30 Watch Commander's Key Block

The Watch Commander's block of keys will only contain those keys that are frequently needed for routine operations. It shall not contain desk keys, other than the one for the Watch Commander's desk.

No person shall have access to the Watch Commander's key block without the expressed permission of the Watch Commander. If the Watch Commander is absent, the Watch Sergeant shall be present.

The Watch Commander's key block will be kept in the immediate possession of the on duty Watch Commander or his/her relief. In those instances where no Watch Commander is available (i.e., holidays or E.M. shift weekends) the Desk Deputy shall assume the responsibility for control of the Watch Commander's key block.

If a Watch Commander is required to leave the facility during his/her tour of duty, he/she will leave the Watch Commander's key block with the on duty ranking officer in charge, in the facility.

• • 7-01/030.35 Key Safe

All persons needing keys from the wall mounted, locked key box in the Watch Sergeant’s office shall obtain them from the Watch Sergeant. The person will log them out on issuance and log them in on return. If no Watch Sergeant is available, the Watch Deputy shall assume the responsibility for issuing keys.

• • 7-01/030.40 Keys for I.R.C. Holding Cells ("O" Keys)

Folger-Adams style keys that are used for morning court line operations ("O" keys) will be issued by the Watch Deputy or Desk Deputy, who will maintain accountability via the use of court line assignment sheets and key issuance logs. At the conclusion of the court line operation, all persons in possession of "O" keys shall return them to the Day Watch Deputy. When the Day Watch Deputy receives the keys, he/she will inventory them and lock them in the key cabinet located at the front desk area. The key to this cabinet will be passed on from Watch Deputy to Watch Deputy. Personnel picking up or dropping off inmates during times other than court

line operations, will obtain "O" keys from the Watch Deputy/Desk Deputy who will maintain a log of key issuance.

Each oncoming Watch Deputy will reconcile the key count with the deputy he/she is relieving. Any discrepancy in the key count shall be reported to the Watch Sergeant and Watch Commander who will determine a course of action for recovering the key(s). In the event that a key is unaccounted for during a time when a Watch Deputy has sole responsibility for keys (i.e. weekend Early Morning shifts and holidays) and there is a discrepancy in the key count, it shall be reported to the oncoming Sergeant and Lieutenant. The oncoming Early Morning Watch Sergeant will inventory "O" keys prior to making relief.

• • 7-01/040.00 Meal Breaks

Manual of Policy and Procedures, governs the taking of meal breaks. Transportation Bureau's meal break policy is as follows:

• • 7-01/040.05 Fast Food Stops

If on schedule with no inmates on board, deputies may stop for a maximum of **fifteen minutes including travel time**, to pick up takeout food without notifying the Watch Deputy. The stop must not cause a delay to the scheduled route or assignment. If behind schedule, deputies must get telephonic permission from the Watch Sergeant to make a fast food stop. Fast food stops shall be on or near the regular route, and in no case be more than one mile off the regular route.

• • 7-01/040.10 Thirty Minute Meal Break

Personnel need permission from the Watch Deputy to take a thirty minute meal break. Breaks will not be authorized if they interfere with the timely pick up or drop off of inmates, or other assigned duties. Deputies shall not travel more than one mile off the regular route for a meal stop, without the express permission of the Watch Sergeant. A contact telephone number e.g. cell phone, shall be given to desk personnel.

• • 7-01/040.15 Inmate Security During Meal Break

In no case shall inmates be left unattended on a Transportation Bureau vehicle while deputies take a meal break. Parking the vehicle so that it can be observed from inside a restaurant is not sufficient security.

• • 7-01/040.20 Mobile Digital Log/Trip Ticket Entry

All meal breaks and fast food stops shall be logged on the Mobile Digital Computer (MDC) Log and/or Trip Ticket. For MDC Log entry, "O,CODE 7" will be used as the location code.

• • 7-01/050.00 Overtime

(Title page only, No content)

• • 7-01/050.05 Overtime Limit

Department's Manual of Policy and Procedures governs work schedules and restrictions. Unless authorized due to applicable exceptions, deputies shall not:

- Work back-to-back doubles
- Work more than 12 consecutive days without a day off
- Work more than 19 hours consecutively
- Work in excess of 96 hours of overtime per calendar month (or whatever limit is established by the Unit Commander).

Personnel working pre-assigned overtime that is not in conjunction with their regular shift shall work a minimum of four hours of overtime. If there are no transportation duties at the conclusion of four hours, the deputy will go off duty until his/her next regular shift begins. Deputies on overtime shall not perform duties normally performed by limited duty personnel, unless there are no inmate transportation duties to perform, or they are working a pre-assigned overtime position, and the duty is within the four hour period.

• • 7-01/050.10 Deputy's Responsibility - Overtime

A commitment to Transportation Bureau is made when deputies sign up for overtime. If personal problems arise, it is incumbent on the deputy to personally notify the Scheduling Deputy and/or Scheduling Sergeant. If the overtime is scheduled for the same day or a weekend day, the deputy shall notify the Watch Sergeant.

All deputies placing their name on the SMS overtime sign-up list, or any other overtime list will be required to work as necessary.

If deputies sign up on the Watch Sergeant's Overtime list and are pre-hired, it is their responsibility to remove their name. Upon conclusion of the overtime work assignment, personnel shall notify the Watch Deputy, and absent additional assignments they will end their overtime. This shall be done prior to going off duty or changing out of uniform.

Each person working overtime shall complete the Overtime Worked Report (SH-AD-678) and submit it to a supervisor prior to leaving the facility. The name of the supervisor who authorized the overtime shall sign their name in the space entitled "Supervisor's Pre-Approval Signature". Deputies approved to work overtime at outside units shall adhere to the following:

- All overtime rules and regulations shall be observed.
- The overtime does not interfere with the deputy's Transportation Bureau duties.
- The overtime does not reduce the deputy's Transportation Bureau drive time.

- The overtime is worked off-duty from Transportation Bureau, and the deputy is not subject to call.

• • 7-01/050.15 Watch Deputy's Responsibility - Overtime

The Watch Deputy may not assign overtime.

Watch Deputies shall ensure that their supervisor is notified when the need to retain a Deputy on an overtime assignment no longer exists.

• • 7-01/050.20 Supervisor's Responsibility - Overtime

Overtime shall be assigned only when absolutely necessary to meet critical work requirements. Overtime shall only be authorized by Sergeants, Lieutenants, or the Unit Commander. The Overtime Worked Report may be approved by any supervisor of the rank of Sergeant or above. The Approving Supervisor's Signature section shall be signed by the Watch Sergeant on duty at the conclusion of the overtime assignment. The supervisor approving the Overtime Worked Report shall ensure that a reasonable, concise justification is provided for all overtime worked, and that the proper classification is used in the Overtime Code block of the report.

Supervisors approving the Overtime Worked Report shall ensure the form is forwarded to, and received by, the Timekeeper no later than 0700 hours of the next working day. Supervisors shall make every effort to ensure a deputy is not assigned overtime in violation of Departmental policies. Supervisors shall ensure that erroneous assignments are corrected before the overtime is worked. When starting their shift, the Watch Sergeant shall determine who is working on overtime, verify the need, and determine that the overtime assignment is in compliance with Department and Bureau policies.

• • 7-01/060.00 Bureau Scheduling Policy

The diversity and scope of this Bureau's operation creates inherent problems in the area of scheduling and personnel assignments. Movement of personnel can be required in response to transfers, a shortage of assigned personnel, excessive sick call-ins or injuries and a myriad of other reasons. All of these factors tend to create a transient nature for assignments within Transportation Bureau.

It is our intent, however, to provide a stable working environment for deputies assigned to Transportation Bureau as much as possible while continuing to function in a responsible, efficient and acceptable manner. All assignment selections shall be approved by the Unit Commander. The assignment guidelines are as follows:

1. **Crew Assignment**
    - This policy shall apply to all deputies assigned to Transportation Bureau except deputies with "primary assignments," Bonus I Training positions, and Statewide positions.
    - Schedules will be done quarterly, remaining in effect for three months. Shift assignments will be based on Bureau seniority.
    - A Bureau seniority roster as well as a list of existing primary assignments will be posted outside the Scheduling Office no less than thirty (30) days before the beginning of the next quarter. The

preference sign-up period will remain open for twenty (20) days. The final schedule for the up-coming quarter will be posted at least five (5) days prior to the beginning of the quarter.

- Deputies are to contact the Scheduling Sergeant on the day indicated on the posted roster and indicate a preference from the assignments available. It will be the responsibility of each Deputy to contact the Scheduling Sergeant on the assigned day. Deputies scheduled off on the assigned selection day shall submit a memorandum to the Scheduling Sergeant, indicating three (3) choices in descending order. Deputies assigned to primary assignments will not need to contact the Scheduling Sergeant unless they want to be removed from their assignment.
- If a Deputy misses his/her selection date, that Deputy may not "bump" anyone else who has selected, and must choose from the remaining available assignments. Once you have indicated a preference, no changes will be allowed until all deputies assigned to the Bureau have made their initial choice.
- To the extent possible, deputies will be assigned the crew of choice. However, final crew assignment decisions will be made by the Scheduling Sergeant. Changes from an indicated preference may be made based on several factors, which include balancing drivers and non-drivers, experience of the Deputy, officer safety/security, and the overall needs of the Bureau.

- Transportation Bureau North shall be assigned by Bureau seniority with those deputies having the least Bureau seniority being assigned first, unless sufficient qualified volunteer personnel are available.

- Vacancies in the schedule that will be vacant for a known period of time, such as scheduled vacations or long term IOD's, shall be filled, if possible by the same Standby Deputy for the duration of the vacancy. Standby needs will be filled by overtime, if necessary.

2. **Vacations**

- In conformance with existing Departmental policy, annual vacation periods are awarded on a seniority basis with those persons having the longest service in this Department receiving first choice of available vacation periods. For sworn members, seniority in service for purposes of scheduling vacations, includes civilian service time with this Department only. To further clarify this policy and to provide equality in the selection process, the following guidelines shall be in effect:

    - Selections will be made in calendar week increments for a period of up to four (4) consecutive weeks (no split vacations).

    - Personnel who choose not to take all of their accrued vacation during the first selection period must wait until all other personnel have made their first selection.

    - After everyone has made their first selection, the remaining openings shall be made available again on a seniority basis.

- Deputies who anticipate being off duty during any of their selection periods, shall submit a memorandum to the Scheduling Sergeant on their last work day before that selection period. They shall list, in descending order of preference their three most desired vacation periods from among those they know are still available. Once an individual has been assigned a vacation period an Absence Request form (SH-R-96) must be submitted prior to the tentative posting date, of the

Bureau monthly schedule for that period.

- In the event of a tie in Departmental seniority dates, Bureau seniority shall be used. If there is a tie in both Department and Bureau seniority dates, those persons concerned shall select their vacation periods in alphabetical order.

• • 7-01/070.00 Telephone Procedures and Requirements

Deputies answering Transportation Bureau telephones shall state the name of the Unit or Section, and their name.

Secretaries answering the telephone for someone else shall state the name of the Unit, and the person for whom they are answering the telephone.

Non-emergency telephone calls requesting services not provided by the Transportation Bureau shall be referred to the appropriate Unit or agency having jurisdiction.

When a citizen contacts the Bureau with a complaint, the citizen shall be treated with courtesy and concern. The call shall be immediately referred to the Watch Commander. The Watch Commander shall complete a Watch Commander's Service Comment Report (SH-R-437).

Refer to Manual of Policy and Procedures for further.

• • 7-01/070.05 Emergency Requests

Transportation Bureau desk personnel receiving emergency telephone calls shall record all pertinent information and upon completion of the call, relay the information to the appropriate agency for necessary action.

A log entry shall be made on the Watch Commander's Log indicating what action was taken and who was notified.

• • 7-01/070.10 Home Telephone Number Requests

All requests for home telephone numbers or addresses of Department personnel not assigned to Transportation Bureau shall be referred to Sheriff's Headquarters Bureau. Requests for such information for Transportation Bureau personnel shall be handled as follows:

- When the identity of the requester and his authority to receive the information is known, the Watch Commander may authorize the release of the information from Transportation Bureau files.
- If the identity or authority of the requester is unclear, the employee may be contacted and a message relayed to him/her.

• • 7-01/070.15 Home Telephone Requirement

All sworn personnel are required to maintain a home telephone, or cell phone in lieu of a home phone, that is in good working order.

When Transportation Bureau is required to contact an employee periodically because the employee is off on sick leave, I.O.D., etc. and the employee is required to be at home, the employee must be available for direct conversation.

The use of an answering machine is not an acceptable excuse for the inability to contact an employee who is **required** to be at home.

If you must leave for a short period, or will not be able to answer the phone for some reason, you are required to notify the Operations Sergeant prior to being absent.

• • 7-01/080.00 Unit Employee Fund

(Title page only, No content)

• • 7-01/080.05 Employee Fund Administration

All regulations listed in Manual Policy and Procedures shall be followed without exception.

The Unit Fund Administrator shall be the Operations Lieutenant. The Assistant Fund Administrator shall be the Operations Sergeant.

• • 7-01/080.10 Unit Employee Fund Committee

The Unit Employee Fund Committee consists of six members elected by employees assigned to the Transportation Bureau.

The Committee shall be responsible for the overall operation of the Unit Employee Fund, subject to approval of the Unit Commander.

The Unit Fund Administrator and Assistant Unit Fund Administrator will not be members of the Committee unless elected as such.

The Committee shall annually, at their first meeting following the general election, elect a Chairperson and a Secretary from among the members of the Committee.

Meetings shall be conducted as needed for the purposes of planning and to determine expenditures. Overtime will not be granted for Committee meetings.

Robert's Rules of Order shall govern the conduct of all meetings.

The Secretary shall record and distribute the minutes of the meeting. The minutes shall be submitted to the Unit Commander within five days after the meeting and an approved copy posted at Headquarters. Votes on all actions and expenditures shall be recorded on the minutes by number not by name.

Committee members and Fund Administrators shall not obligate the fund for any expenditure unless the full amount is in the fund to pay the expenditure at the time the obligation is made, and the Unit Commander's approval has been obtained for the expenditure.

• • 7-01/080.15 Elections

Committee members will be elected for a term of two years.

Three positions will be open for election in odd years and three positions open for election in even years.

Elections will be held annually on the first Friday following Labor Day. All full time personnel assigned to the Transportation Bureau are eligible for office.

Committee members will be appointed by the Unit Commander when:

- There are not enough candidates for the number of positions open for election
- There is a mid-term vacancy.

• • 7-01/080.20 Fiscal Procedures

The fund shall be audited monthly by the Fund Administrator and a report submitted to the Unit Commander no later than the 10th day of the month. All collections and expenditures shall be listed. A copy of the audit report shall be posted with the minutes of the last committee meeting.

Any proposed expenditure in excess of $40.00 must be approved by the Unit Commander prior to incurring the expense. A memorandum describing the expenditure shall be submitted and maintained on file after approval. Approval can be requested by including the proposed expenditure in the minutes of the Committee meeting.

The Fund Administrator, Assistant Administrator and the Chairperson are authorized to sign checks. Two signatures shall be required on each check.

• • 7-01/090.00 Driver Regulations, Training and Licensing

(Title page only, No content)

• • 7-01/090.05 Commercial Licensing

All deputies assigned to the Transportation Bureau will be trained in accordance with established procedures to drive buses and vans and will obtain an unrestricted Class B Driver's License with passenger endorsement.

Each Deputy will be required to maintain a Class B Driver's License with passenger endorsement and a valid Department of Motor Vehicles Medical Certificate.

Drivers shall immediately report any status change in their Driver's License or D.M.V. Medical Certificate, to the Operations Deputy.

• • 7-01/090.07 Licensing for the Superbus

All deputies assigned to drive the "Superbus" will satisfy criteria included in the Bureau Training Program, and obtain an unrestricted Class A Driver's License with passenger endorsement, and maintain a valid Department of Motor Vehicles Medical Certificate.

• • 7-01/090.10 Bus Driver Training

Each Deputy assigned to the Bureau will be instructed by a Driver Trainer in a ten to twelve week Bus Driver Training Course. This course will include training in driving skills, vehicle components, and defensive driving techniques.

Once a trainee has demonstrated an adequate knowledge of equipment and a proper level of driving ability, a Road Test will be administered. When the trainee successfully passes the Road Test, an unrestricted Class B Driver's License with passenger endorsement will be obtained through the Department of Motor Vehicles.

The trainee will deliver a copy of the Class B Driver's License to the Operations Deputy.

The Operations Deputy will then schedule the new Driver for Bus Driver Recertification every two years from that date. During re-certification the Driver's defensive driving techniques and driving skills will be re-evaluated.

Any Deputy involved in a preventable traffic accident shall successfully complete an eight hour Bus Driver Remedial Training Course. Remedial Training may be extended based on the circumstances of the accident and/or driving record.

The Operations Lieutenant shall maintain current license information and Driver Training records, for all

deputies assigned to the Bureau.

• • 7-01/090.11 Superbus Driver Training

Each Bureau Deputy assigned to operate the Superbus will be instructed by a Driver Trainer in a three to four week training course. This course will include training in driving skills, vehicle components, and defensive driving techniques.

Once a trainee has demonstrated an adequate knowledge of equipment and a proper level of driving ability, a Road Test will be administered. When the trainee successfully passes the Road Test, an unrestricted Class A Driver's License with passenger endorsement will be obtained through the Department of Motor Vehicles.

The trainee will deliver a copy of the Class A Driver's License to the Operations Deputy.

The Operations Deputy will then schedule the new Class A Driver for Superbus Recertification every two years from that date. During Superbus Recertification the Driver's defensive driving techniques, and driving skills will be re-evaluated.

In order for a certified Driver to maintain the required level of proficiency necessary to perform the Pre-Trip Safety Inspection, the Air Brake Test, and safely operate the Superbus, a minimum operational requirement has been established. Any member of Transportation Bureau who is in possession of a Class A California Driver's License, and has successfully completed the Superbus Driver Training Course must operate the Superbus once every 30 days.

• • 7-01/090.15 Commercial Driving Regulations

Motor Carrier Safety Laws specified in Title 13, California Code of Regulations, regulate driving limits and conditions for employees assigned to this Unit.

It is each Transportation Bureau Driver's responsibility to follow the requirements of this policy and ensure that its provisions are not violated.

The following includes definitions of terminology included in the admonitions:

Definitions:

1. **On Duty Time** - All time from the time the Driver begins work or is required to be in readiness to work, until the time he/she is relieved from work and all responsibility for performing work. Ref. Federal Motor Carrier Safety Regulations, Department of Transportation (FMCSR DOT) Handbook Title 49, 395.2 para A.
2. **Off Duty Time** - Is defined as when the Driver is not on duty, is not required to be in readiness to work, or is not under any responsibility for performing work, regardless where the work is performed. Ref. FMCSR DOT Handbook Title 49, 395.8 para 1.
3. **Drive or Operate** - These terms include all time spent at the driving controls of a commercial vehicle in

operation. Ref. Barclays California Code of Regulations (BCCOR) Title 13, Section 1201 para F.

4. **Work Period** - The duration between the time a Driver first reports for duty and the time a Driver is completely relieved of all duties and is permitted to go off duty for 8 consecutive hours. Work period and tour of duty have the same meaning. Ref. BCCOR Title 13, Section 1201 para cc.
5. **Intrastate**- Not outside the borders of California and subject to California hours of service regulations. Ref. California Commercial Driver Handbook (CCDH), page 16.
6. **Interstate** - Travel outside the state and subject to federal hours of service regulations. Ref. CCDH, page 16.
7. **Commercial Vehicle** - As applied to Transportation Bureau, "Commercial Vehicle" includes the Superbuses and the buses. Vans, passenger (radio cars), and personal vehicles are excluded.

Admonitions

1. A Driver **cannot** drive a commercial vehicle after having been on duty for 15 hours.
    - **On Duty** includes all work time, i.e. regular Bureau hours and/or overtime hours worked anywhere on the Department (Custody, Court Services, Patrol Stations, etc.), or any outside employment.
2. A Driver **cannot** drive a commercial vehicle after having been on duty at any job for any employer for 80 hours in any consecutive 8 days. A Driver shall not schedule him/herself in such a way that this 80 hour/8 day rule is violated.
3. Off duty employment will be permitted within existing Depart-mental guidelines, so long as the Driver does not put him/herself in violation of the stipulations of these regulations and/or place him/herself into a "non-driver" status. It must be remembered that your primary assignment is Transportation Bureau, any other compensated positions are secondary to the needs of this Bureau.
4. Shift trades will be permitted, although limited so as to remain within the limits imposed by Department guidelines and the provisions of these regulations. For example, a Driver may not trade into a position when it would cause him/her to be a Driver on the second part of a double shift.
5. Overtime assignments at Units of the Department other than Transportation Bureau will be allowed to the extent that a Driver does not place him/herself into a "non-driver" status or violate any Departmental guidelines or sections of these regulations. Again, the Driver's primary assignment is Transportation Bureau, any other compensated positions are secondary to the needs of this Bureau.
6. Before driving a commercial vehicle, a Driver must have at least 8 consecutive hours off duty prior to driving. This off duty time also includes being off duty from any other assignment or outside employment.
7. A Driver **cannot** drive a commercial vehicle after having operated a commercial vehicle for 10 hours. (Refer to #9 and #10 for exceptions to this rule).
8. A Driver **can** work more than 15 hours, but **cannot** drive a commercial vehicle, any time after the 15th hours.
9. A Driver **can** drive a commercial vehicle for an additional 2 hours, if he/she encounters adverse weather conditions that he/she did not foresee at the start of the trip. This would allow a Driver to drive a total of 12 hours, but does **not** extend the 15 hour rule.
10. In the event of a traffic accident, medical emergency, or disaster, a Driver may complete his/her run without being in violation of these regulations, if such run reasonably could have been completed absent the emergency.
11. The 15 hour clock stops when there is a break (off duty status) between shifts. Example: If a Driver is off duty at 1400 hours and the overtime assignment starts at 1600 hours, that two hours is "off duty time." The 15 hour clock will continue when the Driver signs in for the tour of duty, at 1600 hours.

12. A Driver shall not drive when his/her ability to operate a vehicle safely is adversely affected by fatigue, illness, or any other cause. Ref. BCCOR, Section 1214.
13. When making "trades" both Drivers will ensure that none of the above rules are violated.
14. In the event any of the above is in jeopardy of being violated or has been violated, the Watch Sergeant is to be notified immediately.
15. When reporting for duty, a Driver shall advise the Watch Commander, prior to the beginning of his/her shift if he/she is in a "non-driver" status, and why he/she is in that status.

• • 7-01/090.20 Assignment of County Vehicles

Except in the company of a Driver Training Officer and during training, employees shall not drive a county bus unless they have in their possession a valid Class B California Driver's License with passenger endorsement, a Driver Training Certificate and a current Department of Motor Vehicles Medical Certificate. Bureau employees are not to drive a van unless they have completed Van Driver Training and have in their possession a valid California Driver's License

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• • 7-01/090.22 Assignment of the Superbus

Except in the company of a Driver Training Officer and during training, Bureau employees shall not drive the Superbus unless they have successfully completed the Bureau's Superbus Training Course, have in their possession a valid Class A California Driver's License with passenger endorsement, and a current Department of Motor Vehicles Medical Certificate.

• • 7-01/090.25 Training Records

The Training Lieutenant shall be responsible for the maintenance of training and licensing records, and the issuance of certificates.

A training folder will be maintained for each Driver. The folders will contain the original Driver Training Records, a copy of the valid Driver's License, a copy of the current D.M.V. Medical Certificate, and a copy of the Driver Training Certificate.

• • 7-01/100.00 Daily Log Package

The Transportation Bureau Daily Log Package consists of the following documents:

- The In-Service Report approved by the Watch Sergeant, after necessary changes have been made on each shift.
- All Mobile Digital Terminal Logs and Trip Tickets, including L.A.P.D. "loop" Mobile Digital Terminal Logs and/or Trip Tickets.

Each day the Early Morning Watch Sergeant shall collect all documents necessary for the previous day's Daily Log Package. The In-Service Report shall be reviewed for completeness. He will ensure it is complete before giving it to the Timekeeping Senior Typist Clerk prior to 0900 hours. The Mobile Digital Terminal Logs and/or Trip Tickets shall be given to the Senior Systems Aide.

The Timekeeping S.T.C., after extracting the necessary information from the In-Service Report to complete required reports, shall package the In-Service Report along with the Overtime Worked Reports and forward them to the Consolidated Timekeeping Office at Men's Central Jail.

Each day the Senior Systems Aide will review the Mobile Digital Terminal Logs and Trip Tickets, make any necessary corrections and complete required reports.

The Early Morning Watch Sergeant shall ensure that the Daily Log package is properly processed, packaged, and passed on to the Day Watch Sergeant prior to going off duty each day. The Day Watch Sergeant shall ensure that the In-Service Report, "Absence Request" (SH-R-96) forms, and "Overtime Worked Report" (SH-R-251) are properly passed on to the Timekeeper S.T.C. and that the Mobile Digital Terminal Logs and/or Trip Tickets are delivered to the Senior Systems Aide. The Unit Commander shall be notified when a Daily Log Package is not completed and filed by the next court day.

The Daily Log Packages for weekends and holidays will be processed on the next regular working day.

The Transportation Bureau Daily Log Packages shall be retained on file for two years.

• • 7-01/110.00 Minimum Level of Service

In accordance with Manual of Policy and Procedures the following minimum level of staffing is established as necessary to fully provide mandated Transportation Bureau service.

The staffing levels established herein indicate on duty personnel, without consideration of relief personnel. Watch Commanders should use these staffing levels as general guidelines to assess their manpower requirements.

Court Days

Day Shift:

- 1 - Lieutenant, Watch Commander
- 1 - Sergeant, Watch Sergeant
- 1 - Sergeant, Day Field Sergeant/SBI Direct Busing
- 1 - Sergeant, Statewide
- 1 - Sergeant, Transportation North
- 4 - Deputy Sheriff, Desk Crew
    - 3 - Headquarters
    - 1 - North

- 13 - Deputy Sheriff, Statewide
- 100 - Deputy Sheriff, Transportation Crews
  - 76 - Headquarters
  - 24 - North

P.M. Shift

- 1 - Lieutenant, Watch Commander
- 1 - Sergeant, Watch Sergeant
- 1 - Sergeant, Field Sergeant
- 3 - Deputy Sheriff, Desk Crew
- 62 - Deputy Sheriff, Transportation Crews
  - 60 - Headquarters
  - 2 - North

E.M. Shift

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk Crew
- 3 - Courtline Preparation Deputy
  - Security Deputy
  - Courtline Preparation Deputy
  - Bus Movement Deputy
- 6 - Deputy Sheriff, Transportation Crews

Weekends and Court Holidays

Day Shift - Saturday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 2 - Deputy Sheriff, Transportation Crew

Day Shift - Sunday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk

P.M. Shift - Saturday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 2 - Deputy Sheriff, Transportation Crews

P.M. Shift - Sunday

- 1 - Sergeant, Watch Sergeant
- 1 - Deputy Sheriff, Desk
- 10 - Deputy Sheriff, Transportation Crews

E.M. Shift

- 1 - Deputy Sheriff, Desk

The staffing levels depicted above are based upon normal operations and should be reassessed in the event of unusual occurrences, emergencies, high inmate volume courtlines, etc.

This minimum staffing level applies to mandated services only which is basically the transportation of inmates to and from courts, and state facilities. It does not include staffing to provide inmate transportation to Sheriff's facilities or to other Department Units.

• • 7-01/120.00 Certificates and Awards

(Title page only, No content)

• • 7-01/120.05 Driver Training Certificates (SH-AD-500)

Every Driver of a Transportation Bureau bus must possess a current valid Driver Training Certificate, a Class B Driver's License with passenger endorsement, and a current Department of Motor Vehicles Medical Certificate. This will ensure that the Driver is familiar with the equipment and is properly licensed. The following procedures shall govern the issuance and renewal of this certificate.

- **Training Requirements**
  - Employees who have a valid Class B Driver's License with passenger endorsement, and a D.M.V. Medical Certificate will be required to complete a Bus Driver's Training Course conducted by a Transportation Bureau Driver Trainer. Upon completion of training a Driver Training Certificate will be issued.
  - The Bus Driver Training Course is a ten to twelve week course of instructions and testing.
- **Issuance of Certificate**
  - All Driver Training Certificates will be numbered and a record will be maintained by the Operations Deputy accounting for the use of each certificate.
  - A Driver Training Certificate will be issued to every Driver completing the Bus Driver Training Course.
  - The date of expiration on the certificate will be two years from the issuance date, and then every two years from the reissuance date.
  - The Driver's name, the type of training and the date of expiration shall be typed on the certificate. The certificates will then be delivered to the Sheriff's Aide for the Sheriff's signature.
  - Personnel assigned to Units other than Transportation Bureau will be advised they cannot drive a Bureau bus unless they have a valid Class B Driver's License with passenger endorsement, a

current D.M.V. Medical Certificate, a Driver Training Certificate and the prior approval of the Transportation Bureau's Unit Commander.

- **Renewal of Certificates**
  - A new Driver Training Certificate will be issued upon successful completion of Bus Driver Recertification, and verification of a valid Class B Driver's License with passenger endorsement and a Department of Motor Vehicles Medical Certificate. The Bus Driver Recertification form must be completed by a Driver Trainer, approved by the Training Sergeant, and maintained in the Driver's Training Record folder.

• • 7-01/120.10 Certificate of Achievement - Bus Training Course

This certificate shall be awarded upon the successful completion of the Bus Driver Training Course conducted by a Driver Trainer, at Transportation Bureau.

• • 7-01/120.15 Driving Awards and Certificates

Certificate of Achievement

- This certificate shall be presented to personnel assigned to the Bureau for demonstrating an adequate knowledge of equipment, driving ability, and successfully completing the Bus Driver
- Training Course which includes the passing of a Pre-Trip Safety Inspection Test, Brake Inspection Test and a Road Test.

Safe Driving Certificate

- This certificate shall be presented to personnel assigned to the Bureau, for the safe operation of Bureau vehicles. To qualify for this certificate a Driver must be on driving status and receive Bus Driver's Bonus pay. The Driver will receive this certificate on his second, third, and fourth year of driving without a preventable accident or negligent damage to a vehicle.

Safe Driving Award

- This award shall be presented to personnel assigned to the Bureau for the safe operation of Bureau vehicles. To qualify for this award a Driver must be on driving status and receive Bus Driver's Bonus pay. The Driver will receive this award on his fifth and consecutive years of driving without a preventable accident or negligent damage to a vehicle.

• • 7-01/120.20 Administrative Procedures for Certificates and Awards

The Transportation Bureau Training Lieutenant will be responsible for the overall administration of this program. He will maintain all necessary records required to ensure that certificates and awards are presented to qualified personnel, in a timely manner.

The Training Lieutenant shall create a file which will record all personnel who successfully complete the Bus

Driver Training Course. This file shall be maintained on the Bureau's computer. All vehicle accidents by Bureau personnel shall be maintained on the Bureau computer and classified as preventable, non-preventable, mechanical, or unknown.

Each month the Training Lieutenant will be responsible for certificates and/or awards to be generated for personnel who have completed appropriate training, or who qualify for a certificate or an award.

Once the certificates and awards have been properly prepared, they will be forward to the Sheriff's Aide for the Sheriff's signature. Upon return, the certificates shall be presented to the recipient by the Unit Commander or his representative.

A copy of all certificates and awards shall be placed in the concerned employee's Unit personnel file.

• • 7-01/130.00 Computer Access and Security

(Title page only, No content)

• • 7-01/130.05 Computers and Terminals

Only personnel who have received formal training in the use of the computer system and/or terminals and have the authorization of the Unit Commander shall operate any portion of the computer system.

The Operations Lieutenant will have functional control of the computer systems and monitor its usage. Portable portions of the various systems such as manuals, discs and other related equipment shall be maintained in a cabinet, in the Training Office. The Operations Lieutenant shall ensure that proper security for all equipment is provided.

The computer systems are for Departmental and Bureau use and shall not be utilized for non-Departmental activities.

• • 7-01/140.00 Inmate Complaint Forms

Custody Division Inmate Complaint forms shall be forward to the Watch Commander immediately upon receipt by any Transportation Bureau employee.

The Watch Commander shall advise the Unit Commander of the nature of the complaint and make an inquiry regarding the allegations of the complaint.

The Watch Commander shall take the necessary steps to determine if the complaint is founded or unfounded, and shall be responsible for the final determination.

Unfounded complaints that do not proceed beyond the inquiry stage and all documentation shall be retained on file for a period of five years.

Complaints that proceed beyond the inquiry stage shall be processed in compliance with the Department's Policy and Procedures Manual.

• • 7-01/150.00 Bus Replacement

Upon logging 500,000 miles or reaching 20 years of age, whichever occurs first, buses shall be removed from regular services. Request for replacement buses shall be included in the budget requests, for the fiscal year in which buses are scheduled for replacement. The bus may remain in regular service, if in good condition, until the new bus is received.

The service records and mechanical condition of each bus removed from regular service shall be evaluated by the Unit Commander. When it is deemed to be uneconomical to continue using the bus, it shall be permanently removed from the fleet. When the bus is in good condition, it shall be assigned to the relief bus fleet. These buses shall be used as temporary replacements for buses taken out of service for maintenance, and when there is a shortage of buses due to an unforeseen activity or emergency.

Buses assigned to the relief bus fleet shall be evaluated annually by the Unit Commander. Buses found to be uneconomical to repair or maintain shall be permanently removed from the fleet. Annually, a memorandum shall be placed in the maintenance file for each bus retained in the relief bus fleet, detailing the evaluation.

• • 7-01/160.00 Bureau Bus Route Audit Policy

The purpose of this policy is to state the scope of and establish the procedural guidelines for a Bus Route Audit Program.

• • 7-01/160.05 Purpose of an Audit

The audit will have a dual function:

- First, to evaluate all aspects of the route (i.e., times, duties, etc.).
- Second, to observe the Deputies performance during the course of their duty. In each case the purpose is to ensure efficient operation and proficient performance.

• • 7-01/160.10 Auditor's Responsibility

The Field Sergeant shall conduct an audit of each bus route at least once each four month period, beginning with January of each year. This task may be delegated to a Bonus Driver Trainer with the approval of the responsible Watch Commander.

• • 7-01/160.15 Documentation

Two forms are provided for the auditor to record audit results and observations.

The forms are primarily "check-off" or "fill-in" formats with a comment section to be used, as needed.

The "Route Audit" form (Appendix I) is used to audit the bus route schedules. It will be reviewed by the appropriate Watch Commander prior to submission to the Operations Deputy, who shall retain same for an appropriate period of time.

The "Personnel Performance Audit" form (Appendix II) is used to evaluate the Deputy's performance and will be reviewed by the appropriate Watch Commander. After review, the form is to be placed in the Unit Performance Log where it shall be referenced on the employees next formal Performance Evaluation. Prior to submitting the "Personnel Performance Audit" form, the concerned employee shall review and sign the form. If the employee disagrees with any of the documentation, he/she has the right to record a rebuttal, either on the form or attached a separate sheet to the "Personnel Performance Audit" form.

• • 7-01/170.00 After Hours Divisional Notifications

Transportation Bureau is the only Unit within Court Services Division which has a 7 days per week, 24 hours per day operation. As such, we have been designated as the Divisional contact point for after hours supervisory notifications. (After hours refers to those hours between 1700 and 0800 hours Monday through Friday, and all hours on weekends and holidays).

Any Court Services Division employee who must make a supervisory notification during the indicated hours will contact the Transportation Bureau Watch Sergeant at (213) 974-4579. Notification shall be made following the use of force, discharge of a firearm, traffic collision, employee or inmate injury, escape or other incidents as specified by the Departmental Policy and Procedures Manual.

The on duty Transportation Bureau supervisor will determine if notification to supervisory personnel from East Bureau, West Bureau, or Central Bureau is necessary. A current list of phone numbers will be maintained in the Transportation Bureau Watch Sergeant's Desk.

• Chapter 2 - Operating Procedures

(Title page only, No content)

• • 7-02/000.00 Operating Procedures

(Title page only, No content)

• • 7-02/010.00 Chain Control

An adequate number of chains is essential for the safe and secure movement of inmates. The rate of loss, due to carelessness, theft and malfunction is significant. To control the rate of loss, the following procedures are to be observed:

- Do not drop chains or drag them on the ground
- All chains used by Bureau personnel must be returned to the chain locker prior to returning the vehicle keys to the front desk.
- Chains shall not be left at a facility outside Transportation Bureau Headquarters and/or Transportation Bureau North except for an immediate and present need. Court lockups and Sheriff's stations have their own chains, however, if there is a request from a Court Lockup Deputy to leave extra chains, the Transportation Bureau Deputy will complete a "Transportation Chains Receipt" (Appendix III). The Transportation Chains Receipt will include the number of chains left at that particular court, and the name of the Court Lockup Deputy requesting the chains. The Transportation Chains Receipt is to be turned into the Watch Sergeant at the end of the shift. The Watch Sergeant shall be responsible for recovering the chains.
- Transportation Bureau personnel shall at all times maintain control of chains. Chains may be draped over cell bars and secured by one or more locked handcuffs on the chains, but under no circumstances will handcuffs or chains be left lying around in cardboard boxes, on furniture, in court lockups and/or at Inmate Reception Center.
- It is the responsibility of the Operations Sergeant to maintain a minimum inventory of 700 chains in good working order and a reserve inventory of 500 chains.

• • 7-02/020.00 Court Orders

(Title page only, No content)

• • 7-02/020.05 Routing of Court Orders

Court orders received by Transportation Bureau personnel shall be forward directly to the Transportation Bureau desk without delay.

- The Desk Deputy shall time stamp the court order and give it to the Watch Commander.
- The Watch Commander shall review the order, take action if necessary then give the court order to the Watch Sergeant.
- The Watch Sergeant shall record the order in the Court Order Log and place it in the Day File.
- The Unit Commander shall be advised when unusual court orders are received.

• • 7-02/020.10 Required Information

All court orders will be carefully evaluated and checked for:

1. Legal form
2. Seal of the court
3. Judge's signature
4. Destination and specified purpose of the order
5. Sufficient time to comply with the order
6. Out-of-county transportation (refer to Statewide Sergeant)
7. Inmate Reception Center time stamp (indicates receipt of a copy of the order by Inmate Reception Center)

Should any court order fail to have an Inmate Reception Center time stamp, immediately contact Inmate Reception Center. If they are not aware of the contents of the court order, the court order will be delivered to them at once for processing.

Inmate Reception Center will return the court order to the Transportation Bureau after time stamping and making any necessary copies. The court order will then be resubmitted to the Watch Commander for review.

• • 7-02/020.15 Continued Court Orders

Court orders that are continued to a later date by order of the court will be stamped with a "Continued" stamp (Appendix IV) and the next appearance date and time will be entered on the stamp. The Deputy making the notation on the stamp will also enter his name and employee number in the space provided.

The court order stamped "Continued" will be placed in the tray located in the Watch Sergeant's Office. The Watch Sergeant shall place the court order in the Day File for execution on the appropriate date.

• • 7-02/020.20 Executed Court Orders

Any Transportation Bureau Deputy assigned to execute a court order shall, upon completion of the required service, stamp the court order with the "Executed" stamp (Appendix V) which is maintained at the front desk. The assigned Deputy shall then fill in the date, his/her name, and employee number on the stamped court order, and place the executed court order in the tray located in the Watch Sergeant's Office.

The Watch Sergeant shall, during the processing of all executed and continued court orders, separate the executed court orders, verify their proper completion, then forward them to the Captain's secretary for filing.

Executed court orders shall be maintained on file for a period of six months, after which they shall be destroyed.

• • 7-02/020.25 Court Orders Not Executed

Whenever a court order is not executed or whenever a member of this Bureau feels that a court order should not, for valid reasons, be executed, that information will be immediately conveyed to the Unit Commander. After his review, the reason for non-execution, the person authorizing that action, and the date will be printed on the reverse of the court order.

The Watch Sergeant will then notify the court or attorney of the reason for non-execution of the court order. He will then enter the following information in the Watch Commander's Log book:

- Date
- Time of notification
- Court order number
- Court contacted
- Person notified ·

After all required notifications are made, the court order will be filed in the same manner as an executed court order.

• • 7-02/020.30 Court Order Log

The Watch Sergeant shall maintain a Court Order Log of all court orders placed in the Day File listing the:

- Date received
- Date to be executed
- Description of document
- Date executed

The Court Order Log shall be retained in the Watch Sergeant's Office.

• • 7-02/030.00 Crew Duties

(Title page only, No content)

• • 7-02/030.05 Driver's Duties

During vehicle operation the Driver is primarily responsible for control of the vehicle and mechanical condition of the vehicle. The Driver shares responsibility for inmate security, as driving duties permits.

When the vehicle is not moving, the chaining, loading, unloading and the escorting of inmates is a shared responsibility of the Driver and Security Officer.

• • 7-02/030.10 Security Officer's Duties

The primary duty of the Security Officer is to provide inmate security and full attention shall be devoted to that function. The Security Officer is not to be eating or reading during this time, nor should they be seated in such a manner which would restrict their ability to maintain constant observation of the inmates.

The Security Officer is not an assistant driver and is to only aid the Driver when the vehicle is being maneuvered into or out of narrow or congested areas. The Security Officer is to always aid the Driver when the vehicle is backing. The vehicle shall not be backed without assistance from someone on the ground, acting as a guide. (Refer to CSDM, 7-02/120.15 - Backing of Buses).

The Security Officer shall make security checks of the outside and inside of the vehicle at every opportunity. The Security Deputy is responsible for checking the interior of the vehicle for contraband and hiding inmates. He/She is also responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates.

The Security Officer must maintain constant observation of inmates and be alert for unusual activity on the bus. The overhead mirrors are merely a tool to assist with the security function and are not to be relied upon as the only method of viewing the bus interior.

All Deputies at the completion of Bus Driver Training, and newly assigned Deputies during the Orientation Program will receive and sign for a copy of, the Duties of a Security Officer.

• • 7-02/030.12 Superbus Security Officer's Duties

The primary duty of the Security Officer is to provide inmate security, however, the Security Officer will, if necessary dismount the Deputy's compartment in the trailer and aid the Driver, when the Superbus is being maneuvered into a narrow or congested area.

It is imperative that the Security Officer dismount and aid the Driver when backing. This vehicle shall not be backed without assistance from someone on the ground, acting as a guide.

The Security Officer shall make security checks of the outside and inside of the Superbus at every opportunity. The Security Officer is responsible for checking the interior of the vehicle for contraband and hiding inmates. He/She is also responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates.

The Security Officer shall be alert for unusual activity on the Superbus. The television monitor system is a tool to assist with the overall security and is not to be relied upon as the only method of viewing the interior of the Superbus. (Refer CSDM, 7-02/120.17 - Backing the Superbus).

• • 7-02/030.15 Desk Notification

Standby crews and P.M. Shift crews shall contact the desk by telephone just prior to leaving each location and notify the Desk Deputy of their arrival time, departure time, inmate count, and destination.

• • 7-02/030.20 Assistance at Court Lockups

When a delay in inmate loading may negatively impact a bus route schedule, Transportation Bureau Deputies shall do all they can to expedite the loading and departure of inmates from the court lockups. This may include helping with paperwork, escorting inmates, and/or other functions normally performed by Court Lockup Deputies.

• • 7-02/040.00 Transportation Requests

(Title page only, No content)

• • 7-02/040.05 Jury Transportation

Transportation Bureau will routinely provide jury transportation for sequestered juries between their hotel and the court, and for all juries to crime scenes, as well as all court orders for jury transportation.

If transportation is requested for a jury at lunch time, it will be provided only when personnel are available to drive the bus without accruing overtime. Requests for jury transportation for sequestered juries for recreational purposes and dining excursions cannot be honored except when the transportation is ordered by court order. The Unit Commander shall be notified immediately upon receipt of this type of order.

Juries shall not be exposed to unnecessary contacts of any kind, especially with persons in custody. Every effort should be made to load and unload vehicles in a discreet location and the process is to be coordinated with the Court Bailiff to prevent any embarrassment.

• • 7-02/040.10 Grand Jury Transportation

Requests for Grand Jury transportation can come through a variety of channels, including the Sheriff's Office. Transportation requests are frequently made via the Grand Jury Bailiff. If transportation is requested directly from the Grand Jury to Transportation Bureau, elicit the proper information and notify your supervisor. The supervisor shall notify the Unit Commander and the Sheriff's Office via the Department Operations Log. When transporting civilians always remove the padlocks from the vehicle emergency doors.

• • 7-02/040.15 Outside Agency Requests

When requests for transportation are received from a Los Angeles County Department, commission, specially impaneled body or from any source outside the Sheriff's Department, the consideration of the request will be made by Department executives and not at the Bureau level.

Obtain all information as to time, location, number to be transported, requesting agency, identity of the person calling, and a call back number. Advise the caller we will notify the proper office of their request and return their call. Relay the information upwards through the Transportation Bureau chain of command.

• • 7-02/040.20 Sheriff's Department Unit Request

Units requesting transportation for Department personnel for special events shall be instructed to send a memorandum or teletype to the Transportation Bureau requesting the service, and include the purpose, reporting and ending times, date, number of personnel to be transported and reporting location.

Upon receipt of the memorandum, it shall be given to the Unit Commander for approval.

The Operations Lieutenant shall ensure that personnel and equipment are scheduled and that the service is provided as requested and approved.

• • 7-02/050.00 Lunches for Inmates

It is the responsibility of the Transportation Bureau crew to obtain a lunch for each inmate being transported to court on their vehicle prior to lunch time. Bus crews should check each morning to ensure there are sufficient lunches for all inmates plus additional lunches for anticipated new bookings received at court.

Lunches will be loaded on each bus by trusties during morning courtline. If there are no lunches on the bus or if the amount of lunches is insufficient, the Watch Deputy is to be notified. The Watch Deputy will call Men's Central Jail Kitchen, at (213) 974-0130 and request the required number of lunches. If the lunches are not available prior to departure, Men's Central Jail Kitchen will be instructed to deliver the lunches to the loading dock no later than 1045 hours, for delivery to the court on the noontime bus.

Inmates will not eat on buses. They will eat either at their custody facility or at the court lockup.

• • 7-02/060.00 Money and Property

It is the responsibility of the transporting Deputy to safeguard all inmates and their property during the time they are in our custody, and when they are being transported to and from the various custody facilities. All inmate money is to be deposited at the time of booking. As of March 8, 1995 all jail facilities became "cashless jails."

Inmates with pro per status frequently carry numerous legal materials to and from court. Particular attention should be made to safeguard their property.

• • 7-02/060.05 Inmate Property and Property at Court Lockups

Upon processing inmate property for new bookings in preparation for pick up by Transportation Bureau personnel, Court Services lockup personnel will complete an LASD/LAPD Transfer Record Form (SH-CR-275) which is commonly referred to as a "transmittal". One additional carbon copy of the transmittal will be prepared for inmate property.

Transportation Bureau Deputies receiving inmates shall continue to sign the transmittal acknowledging receipt of the inmate, property, and paperwork. Transportation Bureau personnel will verify individual inmate property with the transmittals. Transportation Bureau Deputies shall not open any sealed property bags at any time during the verification process. Transportation Bureau Deputies will also verify that each inmate property bag is sealed and will compare the amount of currency noted on the transmittal correctly matches the amount visible through the sealed property bag. Any discrepancies discovered regarding inmate money or property shall immediately be brought to the attention of the Court Lockup personnel and the branch supervisor for correction. Transportation Bureau Deputies will not transport any inmates that have not had their property verified and does not correctly match the prepared transmittal. Court Services Lockup personnel shall retain one copy of the signed transmittal.

Transportation Bureau personnel will transport the inmates, property, and appropriate paperwork in accordance with existing procedures.

New bookings which are transported to the Inmate Reception Center (IRC) will have their paperwork, property, and any currency verified by the IRC property clerks. IRC will take possession of the transmittal, property, and any currency. Custody Division will retain all records regarding new bookings in accordance with their existing policies and procedures.

Any discrepancies in the above policy shall be immediately brought to the attention of the Watch Sergeant.

• • 7-02/060.10 Outside Agencies

When transporting inmates from the Los Angeles Police Department, the Station Jailer will secure the inmate's property and/or money in the lockable metal boxes provided by that agency.

When transporting inmates from other agencies, the inmate's property and/or money shall be secured in padlocked canvas property bags provided by Transportation Bureau.

When an inmate comes from an outside agency, the outside agency shall keep all bulk property. Bulk property is any property that will not fit into the standard clear plastic property bag. It is Inmate Reception Center's policy not to accept more than one standard size property bag per inmate.

Note: Sybil Brand Institute for Women will not accept bulk property, however, they will accept the purse of a new booking.

When an inmate is brought to Men's Central Jail to be transferred to another court, he is considered a "turnaround". When picking up turnarounds from Sheriff's stations or outside agencies, the property will not be placed in a canvas property bag.

The inmate's property and money shall be itemized and sealed in a clear plastic bag by the Sheriff's station or outside agency. The sealed bags shall not be opened by the transporting Deputy. It is the responsibility of the receiving Deputy to check the "Booking and Property Record," (Appendix VII) line 18, in the "cash deposit" box to determine the amount of money deposited by the agency. The transporting Deputy is to then compare the indicated amount with the amount written on the deposit envelope to ensure that they match. The inmate's name, booking number and the amount is to be written on the envelope. Unless the two amounts match, do not accept the inmate, property, or money.

The inmate's property and/or money sealed in the clear plastic bag is to be stapled to the transmittal. Upon arrival at Men's Central Jail the inmate is placed in an Inmate Reception Center's "Turnaround cell," and the transmittal with the property stapled to it is given to the Transportation Bureau Desk Deputy, who will give it to the appropriate crew going to the prisoner's designated court.

• • 7-02/060.15 Confiscation of Contraband Property

Illegal articles such as weapons, unauthorized drugs, money, and cigarettes should be confiscated immediately and a supervisor notified. The confiscation of other items (such as clothing, etc.) is discretionary matter, and depends on whether the inmate's continued possession of these articles causes problems or jeopardizes safety or security. Another consideration is the disposition of the confiscated articles. Articles which the inmate is allowed to possess within the jail should be returned to the inmate upon his re-entry into the jail. All money must be deposited to the inmate's account at the Inmate Reception Center.

• • 7-02/060.20 Sheriff's Stations

Inmate's property and money picked up at Sheriff's stations shall be itemized and sealed in a clear plastic bag and shall be properly noted on the transmittal. The sealed bags shall not be opened by the transporting Deputy. It is the responsibility of the receiving Deputy to check the "Booking and Property Record," (Appendix VII, line 18), in the "cash deposit" box to determine the amount of money deposited. He is to then compare the indicated amount with the amount written on the deposit envelope to ensure they match. The inmate's name, booking number and the amount is to be written on the envelope. Property and money shall not be accepted unless the money envelope is sealed separately in an end portion of the inmates' plastic property bag.

Whenever an inmate's property contains such large bulky items as tool kits, duffel bags, sleeping bags, suitcases, etc., the transporting Deputy shall leave all such bulky items at the station for safekeeping. The only exception to this procedure is out-of-state arrests by Fugitive Detail booked at Lennox Station.

• • 7-02/060.25 Security of Money and Property

Inmate's money and property shall be safeguarded at all times. Property and money shall not be left in an area where inmates have access to these items. Money and property shall not be left on bus seats or in any other part of the vehicle where it can be reached by inmates.

• • 7-02/060.30 Money Bags Delivery to Pitchess Detention Center

The P.M. shift Watch Sergeant will ensure that the canvas money bag destined for Pitchess Detention Center is picked up from the Cashier's Office, at Inmate Reception Center and transported to the Watch Sergeant's Office at Pitchess Detention Center, South Unit.

• • 7-02/070.00 Building and Compound Security

All gates and doors giving access to the security compound shall be closed at all times when inmates or vehicles are not entering or leaving the compound.

The gate extending from the exterior wall to the power plant shall be closed and locked at all times, unless power plant employees or service vehicle drivers are physically present.

The three electrically controlled entrances to the security compound shall not be blocked open at any time without the permission of the Watch Commander.

All personnel assigned to this Bureau share the responsibility of inmate security. It is the obligation of each employee to inquire into the status of any person whose right to passage through these entrances is not immediately apparent.

• • 7-02/070.03 Building Security

The one electrically controlled entrance door to the Bureau will be secured from 2100 hours to 0400 hours Monday through Friday, and at all times on weekends and holidays. Any variances to this schedule shall be approved, in advance, by the Unit Commander.

• • 7-02/070.05 Entering and Exiting the Security Compound

Desk personnel shall at all times control access to and departure from the security compound.

Only persons with proper and valid identification shall be allowed to enter the compound. A person in an official vehicle must provide identification. All delivery truck drivers must check in at the front desk, and be signed in and out on the Gate Security Log.

Vehicles will not be allowed into the security compound, unless the driver has official business to conduct with

Men's Central Jail personnel at the dock, with Inmate Reception Center, or at the power plant. The compound shall not be used as a parking lot.

Employees stationed at the power plant may bring in private vehicles only for the purpose of transporting tools or equipment to the plant. Private vehicle may not be parked in the security compound for an extended period of time.

Drivers shall not be permitted to park vehicles within ten feet of any wall or fence inside the security compound.

The press shall not be permitted to enter the security compound without approval of the Unit Commander.

Trusties will only be allowed to enter or exit the compound when they are accompanied by a Deputy or are recognized by the Desk Deputy opening the door or gate.

Persons in vehicles leaving the security compound must display valid identification, if not recognized by the Desk Deputy opening the gate.

No foot traffic except known assigned trusties will be permitted through the sliding bus gate. Foot traffic through the electric door outside the north window of the Transportation Bureau desk area will be restricted to readily identified and authorized employees and escorted trusties. No person will be allowed to pass through the interior electric door unless readily recognized by assigned desk personnel or proper identification is displayed.

• • 7-02/070.10 Compound Traffic Lights

Traffic lights leading into and out of the Men's Central Jail parking compound, and white limit lines painted on the ground in front of the compound gates are utilized to lessen any traffic hazards and the possibility of traffic accidents.

It is the responsibility of the Desk/Gate Deputy to use the gate controls and the traffic lights to control traffic entering or exiting the gate area during peak traffic hours, or during other heavy traffic periods, as necessary.

All vehicles shall first stop at the white limit line prior to entering or exiting the gate area. After stopping at the limit line, vehicles may proceed only after the traffic lights shows **GREEN** for their direction. The traffic lights will remain **RED** for both direction whenever the gate is moving. Personnel driving a sedan or van shall not leave their vehicles at the limit lines, to secure or retrieve their weapons from the weapons locker.

Following are the operational procedures for the traffic lights:

- One switch controls both traffic lights.
- When the switch is in the vertical position both lights are **RED** for both directions.
- When the switch is turned to the left, the lights on the inside of the compound will be **RED** and the light on the outside will be **GREEN.**
- When the switch is turned to the right, the light on the inside of the compound will be **GREEN**, and the light on the outside of the compound will be **RED**.

- The light control switch shall be in the vertical position whenever the gate is moving to open or to close.

• • 7-02/070.15 Bail Bondsmen - Inmate Delivery

Bail bondsmen will occasionally deliver inmates to the Inmate Reception Center. They shall be allowed access to the Inmate Reception Center as follows:

- Bondsmen may park their vehicles in the Transportation Bureau visitor parking areas outside the security compound. They shall not be permitted to drive into the security compound.
- Bondsmen must present an Inmate Reception Center Bondsman's badge, which is yellow in color, prior to entering the security compound. If they do not have a Bondsman's badge, direct them to the Inmate Reception Center lobby to obtain a badge.
- Upon presentation of the Bondsman's badge, the bondsmen shall be directed to the Prisoner Receiving area. The outside hard door shall be used to walk the prisoner(s) into the compound. The prisoner(s) shall not be escorted through the Transportation Bureau counter area for this purpose.

• • 7-02/080.00 Special Handling of Inmates

Special handling may be initiated by any peace officer or as a result of a court order. Deputies shall not deviate from special handling requirements without a supervisor's approval.

• • 7-02/080.05 Inmate Special Handling Request Card

The "Inmate Special Handling Request" card, (SH-R-181) (Appendix VIII) should be completed indicating the reason for the special handling, and the duration of the request. If a court order that affects Transportation Bureau is involved, a copy shall be attached to the Inmate Special Handling Request card on file at the Transportation Bureau Security Officer's desk.

All requests shall be delivered to the Watch Commander of Sybil Brand Institute or the Inmate Reception Center as promptly as possible for approval, initial coding, and computer input. A copy of each request will then be forward to the Transportation Bureau Watch Commander for review and transportation coding.

Requests that affect the Transportation Bureau will be so indicated by the Security Deputy with instructions and the letter "T" in the upper right hand corner. In the Special Handling Classification Symbol box located in the lower left hand corner, the "T" code will be indicated with a circle. The Security Deputy will initial and date the card in the "TST Use Only" box in the lower right hand corner. If the special handling requirements do not effect the Transportation Bureau or court lockup operation, initials and a date will be entered, however, the "T" designation will be omitted. The Inmate Special Handling Request card will then be noted and approved by the Watch Commander.

When a court orders special transportation, a copy of the court order must be attached to the Inmate Special Handling Request card. The Watch Commander will review the court order. If it is not reasonable he will notify the Court Services Lieutenant who will contact the Court Clerk regarding a modification or cancellation of the order.

This Bureau shall be responsible for initiating an Inmate Special Handling Request cards for inmates requiring special handling, only during transportation. Inmate Special Handling Request cards initiated by this Bureau are normally for **Transportation purposes only**. Each card must be reviewed and approved by the Watch Commander. After the Watch Commander has signed his/her signature in the "Approved by Watch Commander" box, it is then forward to the Inmate Reception Center for further processing.

• • 7-02/080.15 Use of Inmate Special Handling Request Card

The Transportation Bureau Security Deputy is responsible for listing the transporting codes on the Special Handling Inmates Appearing in Court Today List (Appendix IX). The transporting code information is obtained from the Inmate Special Handling Request cards on file, or by telephonic contact with the Inmate Reception Center. Each Inmate Special Handling Request Card must have the Watch Commander's initials and date. Any cards found without these notations are to be handled as new cards.

If cards are missing, the Security Deputy is to review the Inmate Reception Center's Inmate Special Handling Request card and obtain a copy for processing by this Bureau's Watch Commander.

Some special handling inmates cannot always be transported as directed on the Inmate Special Handling Request card. Deviation from coded transportation may be done by the Security Deputy or by the Watch Deputy. Such deviations will be reported immediately to the Watch Commander and his/her approval must be obtained.

Special transportation that may require special security arrangements or require overtime shall be noted by the Early Morning Watch Sergeant, for approval by the Day Watch Commander. If it is felt that a Lieutenant's approval is needed immediately, the Watch Sergeant is to call the appropriate Lieutenant at home.

Lack of available personnel is not a sufficient reason to deviate from Transportation Bureau special handling codes. If it is necessary to use overtime to provide a proper level of security, the Watch Commander will authorize the necessary time.

Inmate Special Handling Request cards are designed to protect personnel and provide extra security for inmates when needed. They do not preclude the Transportation Deputy from increasing security measures in a given situation.

• • 7-02/080.20 Court Lockup and Transportation Crew Use of Inmate Special Handling Request Card

A Transportation Management Automated System (TMAS) report, of the Inmate Special Handling Request cards maintained at the Bureau, will accompany the concerned inmate(s) to court, in the court briefcase. The transporting deputies shall review the reports prior to leaving the Men's Central Jail facility.

The Court Lockup Deputy should ensure that all officers handling the concerned inmate are aware of the inmate's status. After completing the transmittal of a special handling inmate(s), for the return to Men's Central Jail, the Court Lockup Deputy shall staple the copy of the TMAS Inmate Special Handling Request Card report

to the transmittal. In addition, the Court Lockup Deputy shall make an oral report to the transporting Deputy, of the inmate's special handling status.

All copies of the TMAS Inmate Special Handling Request Card report shall be returned to Transportation Bureau each day and not retained at the court lockup. New copies will be sent to the court lockup each time a special handling inmate goes to court, as they may contain additional information.

After arriving at the custodial facility and verbally informing the Receiving Deputy of the special handling information, the transporting Deputy shall remove from the transmittal the TMAS Inmate Special Handling Request Card report and destroy it.

Care shall be exercised by all personnel utilizing the TMAS Inmate Special Handling Request Card report that they are not exposed to scrutiny by inmates.

• • 7-02/080.25 Special Handling Court List

The purpose of this policy is to have a uniformly prepared Special Handling Courtlist. Any Deputy assigned to the Transportation Bureau Security Deputy position will be able to prepare the Special Handling Courtlist, utilizing the TMAS Special Handling printout, and the Inmate Special Handling Request card file.

The TMAS "Special Handling Inmates Appearing in Court Today" (Appendix IX) report automatically prints at 0115 hours each morning. This report is sequenced in court/name order by male and female special handling inmates, for all planning facilities.

The report lists the special handling number codes (i.e., 01, 02, 03, etc.) and letter codes (i.e., A, D, T, etc.). The inmates booking number, name, charge, race, age, permanent housing location, the planning facility for each inmate, the court and the court case number are also listed.

The report will list the special handling code "X" for two strike inmates, and "F" for three strike inmates.

NOTE: This is different from the codes which appear on the inmate's wristband. For two strike inmates, the code on the wristband is "2X", and for three strike inmates, the code is "3X".

The male and female Special Handling Inmate Appearing in Court Today Courtlist shall be prepared as follows (Appendix IX):

- Most inmates on the Special Handling Inmate Appearing in Court Today Courtlist require some type of special handling or security during transportation, particularly those inmates with a "T" designation in the "SPECIAL HANDLING" column.
- There must be an Inmate Special Handling Request card on file at Transportation Bureau for each inmate on the Special Handling Inmate Appearing in Court Today Courtlist.
- The following transporting codes and their designation shall be used. The codes will also be hand printed in the space to the left of the booking number:

Code	Designation
(.)	On The Bus

(B)	Central Jail Arraignment Court (CJAC) tunnel (The TMAS system will indicate these as "CJAC-T")

- The TMAS system will indicate Criminal Courts Building (CCB) forthwith inmates (CCB - forthwith) as "CCB F/W".
- Inmates requiring a particular bus or particular seating on a bus, for security reasons will be indicated by hand printing the following notations on the same line next to the inmate's last name, as follows:
  - CAGE
  - CAGE ALONE
  - CAGE - SPOT (number)
  - SPOT (number)
  - WILL CALL
    - (These are usually K-1, K-9 and K-10 inmates going to court at CCB and transported by the CCB Forthwith Crew).
- Inmates requiring particular chaining will be indicated by the following codes. These codes will be hand printed to the left of the transportation codes.

CODE	
LW	Leg chain and waist chain or "4-man wrap"
WC	Waist chain
KA	Keep Away - (Print last name and last three booking number of the inmate to be kept away from. This information can be obtained from the Inmate Special Handling Request Card in the file box or the TMAS system)

- Additional information or instructions that will assist in handling and/or transporting inmates may be added by the Security Deputy to the Inmate Special Handling Request Report via TMAS.

• • 7-02/090.00 Classification Codes for Inmates

All personnel shall be thoroughly familiar with inmate classification codes and procedures for their own protection and the safety of their co-workers. Do not discuss these codes in the presence of inmates. If an inmate is designated for special handling and the reason is unknown and/or the method of transportation is unknown, contact a supervisor immediately and get clarification.

• • 7-02/090.05 Wristband Colors

RED - Used exclusively for inmates that must be escorted at all times.

BLUE - For inmates that are of a lesser risk than red bands but still require special security measures.

ORANGE - Juveniles

WHITE - General population inmates

YELLOW - Indicates a medical problem. The code designations appearing on yellow bands apply only to yellow bands and have a different meaning on bands of other colors:

- "C" - Contagious
- "E" - Epilepsy
- "M" - Mentally Ill
- "D" - Diabetic
- "H" - Hepatitis
- "T" - Tuberculosis
- "P" - Pregnant

GREEN - Any inmate whose bail is one million dollars or more will be identified at Inmate Reception Center when he is booked into the system. These inmates shall wear green wristbands and receive a K-6 High Bail Special Handling designation. Other inmates who have no bail or a bail lower than one million dollars may also be classified as K-6 (Green) by Inmate Reception Center or the Men's Central Jail Watch Commander.

PURPLE - For inmates determined to be potential two or three strike inmates, and all homicide suspects. The codes 2X, 3X, and 187 will be placed on the wristband as appropriate.

• • 7-02/090.10 Wristband Codes

"A" - Assaultive - Inmates who have exhibited a propensity for violence directed at officers or other inmates.

"C" - Contagious - Inmates with communicable diseases.

"D" - Dangerous - Inmates who have physically assaulted others (Blue wristband).

"E" - Escape Tendencies - Inmates who have attempted escape or have escaped from custody (red or blue wristband).

"H" - Highly Dangerous - Only for inmates with a history of assault on law enforcement officers or other inmates (red wristband).

"M" - Mental - Mentally disordered inmates. Not necessarily physically dangerous (blue wristband).

"S" - Suicidal Tendencies - Inmates who have made sincere suicide attempts (blue wristband).

"V" - Noteworthy - Inmates who receive inordinate publicity (red wristband). To be used in conjunction with K-1 or K-10 status.

"Z" - Condemned Prisoner - Sentenced to death or returned from death row (red wristband). To be used in conjunction with K-10 status.

"K-1" - Keep away from all except other K-1 inmates (red wristband). Primarily used for inmates with significant relationship to law enforcement agency employees.

"K-2" thru **"K-5" -** Keep away from all except other K-1 inmates (red wristband). Primarily used for inmates with significant relationship to law enforcement agency employees.

"K-6" - High bail (green wristband).

"K-7" - Crip gang member (white wristband).

"K-9" - Used exclusively for informants (red wristband).

"K-10" - Keep away from all other inmates, including other K-10's (red wristband).

"2X" - Used exclusively for potential two strike inmates (purple wristband).

"3X" - Used exclusively for potential three strike inmates (purple wristband).

"187" - Used exclusively for homicide suspects (purple wristband).

• • 7-02/090.15 Jumpsuit Color Coding

Jumpsuit colors cannot be relied on for inmate classification because they are easily exchanged between inmates, and Custody Division is not always able to maintain proper distribution due to shortages of certain colors. Nevertheless, the general assignment of jumpsuit colors at **Men's Central Jail** is as follows:

Dark Blue	General Population
Green	Pitchess Detention Center - Minimum Security
Light Blue	Outside Trusties
Orange	Homosexual
Red	Juvenile

The general assignment of dress colors at **Sybil Brand Institute** is as follows:

Blue	General Population

Dark Blue	State Prisoner
Green	Discipline
Orange	Mentally Ill
Red	K-10 Status
Yellow	Work Crews for outside of the facility

• • 7-02/100.00 LASD/LAPD Transfer Record (Transmittal)

The LASD/LAPD Transfer Record, (SH-C-R-275) (Appendix X) is commonly referred to as a "transmittal." The basic purpose of the transmittal is to provide a record of the movement of inmates, court papers and property. The transmittal also provides a receipt for inmates, therefore, acts as a protection against accusations of mishandling that might arise. Inmate Reception Center also uses the transmittal to release or detain individuals. It is imperative that transmittals are legible, neat, accurate and complete.

Generally, a transmittal must accompany all inmates transported to the Inmate Reception Center unless they are coming from a Custody Division facility. When inmates are transported from a Custody Division facility they will be accompanied by a teletype listing all inmates transported. Usually the Unit or agency requesting transportation will prepare the transmittal, however, transporting Deputies will occasionally be required to prepare the transmittal (i.e., when picking up a warrant arrestee at an outside agency).

• • 7-02/100.05 Transmittal Contents

Each transmittal should contain the following information (a sample transmittal is included with this order for reference, Appendix X):

1. Title (written in large letters across the top of the form) and nature of inmates, i.e., male or female, new booking, returnee, L.A.P.D. new booking, station booking, sentenced, unsentenced, etc.
2. Purpose of the transmittal. Check all appropriate boxes:
    - Property
    - Prisoners
    - Paper
    - Paper Only
3. The date and time the form was prepared.
4. "From" box - Place of origin of the transmittal. This may be court, Sheriff's station, police department, L.A.P.D. station, etc.
5. "To" box - Destination, i.e., Men's Central Jail, Sybil Brand Institute, etc.
6. Name - Inmate's name, last name first, first name, middle initial.
7. Special handling classification code - When an inmate has any special handling classification, the code shall be written in the left margin next to the inmate's last name.
8. Sheriff's Department booking number, if one has been issued. L.A.P.D. uses Sheriff's Department booking numbers.

9. Charges and/or warrant numbers - Use one line of the transmittal for each charge and/or warrant number accompanied by a court order or a warrant.
10. Remarks - This section gives a definition of exactly what is to happen to this individual as a result of having been to court this date i.e., hold, return court date, status change, change in charge, etc.
11. Property:
    -

R - (Retained)	"0" - As of March 8, 1995 - All jail facilities became "cashless jails"
S - (Stored)	This is property stored for the new booking. It may have been packaged at a Sheriff's station, L.A.P.D. station, or removed from a new booking at a court lockup.
D - (Deposited)	This is a dollar amount deposited by the Sheriff's Department or L.A.P.D. personnel refer to CSDM, 7-02/060.00 - Money and Property

12. Disposition - In this column, describe the disposition of that particular charge i.e., reject (D.A.), trial, hold, release, days in county jail, etc.
13. Case/Warr # - Commitment - Enter case number.
14. Bail - The amount of bail should be entered. If a no bail case, write "no bail."
15. Transferred by - Enter the name and employee number of the originator and the time the form was completed.
16. Transported by - Print the last name and employee number of the transporting Deputy. The transporting Deputy shall sign the transmittal.
17. Time - Enter the time the inmates are picked up.
18. Received by - Name and employee number of person receiving paperwork at Inmate Reception Center, Sybil Brand Institute, L.C.M.C., etc.
19. Number of - An inventory of each classification of inmates transported along with a total number of warrants, court papers, and a total thereof.
20. Entry Control Deputy - Signature of Entry Control Deputy at Inmate Reception Center, Sybil Brand Institute, L.C.M.C., etc. who received the inmate.

• • 7-02/100.10 Processing and Disposition of Transmittal

Transmittals will be prepared as an original and four copies. One copy will remain at the court lockup as their receipt. When delivering inmates to the Inmate Reception Center, the original and one copy will be given to the Inmate Reception Center Receiving Clerk with the property and court papers. The third copy will serve as a body receipt. The Inmate Reception Center Control Deputy will sign the copy of the transmittal acknowledging receipt of a particular quantity of inmates. The fourth copy will be placed in the inmate canvas property bag, as a receipt.

The transporting crew shall place the signed copy acknowledging receipt of the inmates in the tray marked transmittals located on the Transportation Bureau counter at the front desk.

Each day the Early Morning Watch Deputy will bundle together the previous day's transmittals and place them on the shelf underneath the counter. The transmittals will be kept for three working days and then be destroyed.

Inquiries regarding information on completed transmittals, should be referred to the Inmate Reception Center/Sybil Brand Institute.

• • 7-02/100.15 Statewide Detail

When transporting State prisoners, Statewide Detail shall retain the original transmittal after it is signed by the Inmate Reception Center Receiving Clerk and leave two copies. The Statewide Detail Sergeant shall ensure that the original transmittal is forwarded to Fiscal Services for billing purposes.

• • 7-02/110.00 Mobile Digital Terminal Logs and Trip Tickets

Mobile Digital Terminal Logs (Appendix XI) and Crew Log Sheets (Appendix XII) are the only vehicle assignment logs kept at Transportation Bureau, with the exclusion of Statewide Detail. They are a legal record of daily activities which can be subpoenaed into court and as such, shall be completed legibly and accurately. All Mobile Digital Terminal entries are recorded on microfilm. Each week the microfilm is retrieved from the Sheriff's Communication Center and retained at Transportation Bureau for a period of two years.

• • 7-02/110.05 Trip Tickets

Bus crews are to use Trip Tickets only under the following conditions:

- The assigned vehicle does not have a Mobile Digital Terminal. If at a later time, a secondary vehicle with a Mobile Digital Terminal is assigned, the Trip Ticket of the first vehicle is to be completed and the terminal of the second vehicle will be used from that time on.
- The Host Link for the Mobile Digital Terminal is down.
- Assigned to a Statewide Detail Crew.

• • 7-02/110.10 Crew Log Sheets

The Early Morning Shift Desk Deputy shall initiate new daily Crew Log Sheets for each day. It is the responsibility of the Desk Deputy to add crews during the day that have not been previously listed on the Crew Log Sheet.

Vehicle Loans: All drivers borrowing a vehicle shall complete a Trip Ticket. The Desk Deputy issuing the Trip Ticket shall write "Vehicle Loan - (Unit)" above the words "Trip Ticket" and enter the name of the person receiving the vehicle on the "Deputies" line. The Desk Deputy issuing the Trip Ticket shall advise the driver to complete the Arrival, Departure, Location and Mileage Sections.

• • 7-02/110.15 Statewide Detail Logs

Statewide Detail Crews shall log all location stops on the Statewide Detail Logs. At the end of the shift, all logs are to be given to the Statewide Detail Sergeant. The Statewide Detail Sergeant will check all logs for completeness and accuracy, then forward all copies to the Senior Systems Aide, the following morning.

Statewide Detail crews shall not log any of their stops into the Mobile Digital Terminal.

The Senior Systems Aide will be responsible for entering all Statewide Detail Log information into the Mobile Digital Terminal system.

• • 7-02/110.20 Security Deputy's Responsibilities

All location stops shall be entered into the Mobile Digital Terminal system or logged on the Trip Ticket. This includes all meal breaks and fast food stops.

The Security Deputy shall ensure that the Mobile Digital Terminal Log and/or Trip Ticket is accurate, complete and submitted to the Watch Sergeant at the end of the shift.

Bus Crews shall not go off duty until their Mobil Digital Terminal Log and/or Trip Ticket has been inspected and initialed in the lower right hand corner, by the Watch Sergeant or the Watch Commander.

• • 7-02/110.25 Watch Sergeant's Responsibilities

It is essential that Mobile Digital Terminal Logs and/or Trip Tickets be complete and accurate before filing. They are the main source of information necessary to arrive at major decisions affecting the operation of this Bureau. Supervisors shall consider the enforcement of this policy as one of their primary responsibilities. Specifically, Watch Sergeants or other supervisors processing Mobile Digital Terminal Logs and/or Trip Tickets shall:

- Review all Mobile Digital Terminal Logs and/or Trip Tickets for accuracy and completeness prior to the crew going off duty.
- If any errors are found, they shall be corrected. The incorrect Mobile Digital Terminal Log and a printout of the corrected Mobile Digital Terminal Log shall be submitted to the Senior Systems Aide, for her review.
- Initial the Mobile Digital Terminal Logs and/or Trip Tickets in the lower right hand corner after ensuring it is complete and accurate.
- Ensure that all Mobile Digital Terminal Logs and/or Trip Tickets are turned in prior to crews going off duty on the shift for which the Watch Sergeant is responsible. Initial Crew Log Sheets for all Mobile Digital Terminal Logs and/or Trip Tickets that have been received and approved.
- Follow up on any Mobile Digital Terminal Logs and/or Trip Tickets that were issued and noted on the Crew Log Sheet, but were missing at the end of the shift.

- Ensure that completed Trip Tickets are turned in by personnel borrowing vehicles. If, at the end of the shift, a Trip Ticket is missing, a memorandum is to be left for the next shift Watch Sergeant, who will do the follow up.

- Forward all Mobile Digital Terminal Logs and/or Trip Tickets for each shift to the Early Morning Watch Sergeant.

• • 7-02/110.30 Early Morning Watch Sergeant Mobile Digital Terminal Log and/or Trip Ticket Responsibilities

The Early Morning Watch Sergeant shall:

- Collect, review and process all Mobile Digital Terminal Logs and/or Trip Tickets for the last day's activities. Place all Mobile Digital Terminal Logs in crew order, followed by miscellaneous Trip Tickets that do not have crew numbers.
- Ensure that the Crew Log Sheets are complete and accurate.
- Be responsible for tracking missing or incomplete Mobile Digital Terminal Logs and/or Trip Tickets. Under no circumstances shall an original Mobile Digital Terminal Log be returned to a crew for correction. The crew shall be contacted and instructed to enter correction(s) in the Mobile Digital Terminal and/or on the Trip Ticket.
- Both incorrect and corrected Mobile Digital Terminal Logs, any corrected Trip Tickets and all other Mobile Digital Terminal Logs and/or Trip Tickets are to be forwarded to the Senior Systems Aide, for processing.
- If it is found that an error cannot be corrected or a missing log cannot be found or replaced, the Early Morning Watch Sergeant shall direct a memorandum of explanation to the Day Watch Sergeant. The Day Watch Sergeant shall follow up with the person assigned to the log. If this procedure cannot be completed before the Daily Log Package is forwarded to the Senior Systems Aide, a memorandum of explanation is to be included, detailing the problem.

• • 7-02/110.35 Standard Abbreviations

Court Abbreviation	Court Name
Central Bureau	
CCB	Criminal Court Building/Clara Shortridge Foltz Justice Center
CCW	Central Civil West Court

D95	Hollywood Court/Department 95
MET	Metropolitan Court
CCH	Civil Court House/Stanley Mosk Court
CAC/CJAC	Central Jail Arraignment Court
East Bureau	
ALH	Alhambra Court
BLF	Bellflower Court
BUR	Burbank Court
COLC	Compton/Lynwood Court
DOW	Downey Court
ELA	East Los Angeles Court
ELJC	Eastlake Juvenile Court
ECC	Edelman Children's Court
ELM	El Monte Court
GLN	Glendale Court
LP	Los Padrinos Juvenile Court
NOR/NWKC	Norwalk Court
PAS	Pasadena Court
POM	Pomona Court
CIT	West Covina Court/Citrus Court
WHI	Whittier Court
West Bureau	
AVC	Michael D. Antonovich Antelope Valley Court
BVH	Beverly Hills Court
CTW	Chatsworth Court
ING	Inglewood Court
LAN	Alfred J. McCourtney JJC Lancaster Court
LAX	Airport/LAX Court
GGD	Governor George Deukmejian Court/Avalon Court
SF	San Fernando/North Valley Court
SCV/NV	Santa Clarita/Valencia Court
SMO	Santa Monica Court
SYL	Sylmar Juvenile Court
TOR	Torrance Court
VNY	Van Nuys Court
WLA	West Los Angeles Court
IJC	Inglewood Juvenile Court

Facilities Abbreviation	Facility Name
BC	Biscailuz Center

CRD	Central Regional Detention Facility
LCMC	Los Angeles County Medical Center
MCJ	Men's Central Jail
MIR	Mira Loma Facility
NCCF	North County Correctional Facility
PEAU	PJPDC - East Facility
PNOU	PJPDC - North Facility
PSOU	PJPDC - South Facility
PRAN	PJPDC - Ranch Facility
SBI	Sybil Brand Institute
TTCF	Twin Towers Correctional Facility

STATION ABBREVIATION	STATION NAME
ALD	Altadena Station
AVA	Avalon Station
CAS	Carson Station
CEN	Century Station
CVS	Crescenta Valley Station
ELA	East Los Angeles Station
IDT	Industry Station
LKD	Lakewood Station
LAN	Lancaster Station
LMT	Lomita Station
LHS	Lost Hills Station
MAL	Malibu Station
MDR	Marina Del Rey Station
NWK	Norwalk Sattion
PRV	Pico Rivera Station
SDM	San Dimas Station
SCT	Santa Clarita Station
SLA	South Los Angeles
TEM	Temple Station
WAL	Walnut Station
WHD	West Hollywood Station

LAPD ABBREVIATION	STATION NAME
77D	77th Division
DEVD	Devonshire Division
FTLD	Foothill Division
HARD	Harbor Division

HWD	Hollywood Division
NHD	North Hollywood Division
PACD	Pacific Division
PC	Parker Center
RAMD	Rampart Division
SED	Southeast Division
SWD	Southwest Division
VSD	Valley Services Division
WLAD	West Los Angeles Division
WVD	West Valley Services Division
WILD	Wilshire Division

OTHER ABBREVIATION	OTHER LOCATION NAMES
ACR	Abortiuon Clinic Run
AERO	Aero Bureau
ESC	Inmate Escape
FUN	Funeral
GLNPD	Glendale Police Department
HEMO	Hemodialysis
SFPD	San Fernando Police Department

The following list of location codes requires a description in the "LOC DETAIL" of the Mobile Digital Terminal Log. If a location is not listed above, or you are assigned to a Statewide Detail use the following:

OTHER	TYPE
C	Other Court not Listed
F	Other Sheriff's Facility
J	Other Juvenile facility
L	Other LAPD Location
O	Other Location
P	Other Police Department
S	Other Sheriff's Station
SW	Any Statewide Detail

• • 7-02/120.00 Vehicle Operation and Maintenance

(Title page only, No content)

• • 7-02/120.05 Department Image

Our black and white buses and vans are highly visible and immediately recognizable by most residents in this county. We periodically receive letters and telephone calls from persons complaining about some action taken involving a bus and/or Bureau personnel. A few complaints have merit and can be avoided by the use of common sense.

- Never leave inmates unattended in a vehicle in an unsecured area, with the exception of an extreme emergency.
- Do not park a bus or van outside the Credit Union or any other building while conducting personal business inside.
- Obey all rules of the road and be a courteous driver.

• • 7-02/120.07 Pre-trip Safety Inspection and Air Brake Test

Each Deputy assigned to the Bureau will attend the Bus Driver Training Course conducted by a Driver Trainer. This course will include the proper method and procedure for conducting a Pre-Trip Safety Inspection and an Air Brake Test for a bus. Once a Trainee has demonstrated an adequate knowledge and ability, he will be administered a Road Test which will require the Trainee to perform a Pre-Trip Safety Inspection and Air Brake Test. Upon successful completion of the Road Test, the Trainee will receive and sign for a copy of the MCI/Crown Bus Safety Inspection Procedures, an Air Brake System Check-Out Procedures handout, and sign a Declaration of Understanding.

When a vehicle is assigned to a Driver, his/her first responsibility shall be to conduct a Pre-Trip Safety Inspection, in accordance with the MCI/Crown Bus Safety Inspection Procedures handout, prior to leaving the Unit.

As indicated in the procedural handout, if any of the items with an asterisk cannot be corrected by the mechanic in a timely manner, the Driver will deadline the vehicle, notify the Watch Deputy, and submit a "Beef Slip."

If the Pre-Trip Safety Inspection is completed successfully, the Driver will then be required to conduct an Air Brake Test, in accordance with the Air Brake System Check-Out Procedure handout. If the vehicle fails the Air Brake Test, the Driver is to deadline the vehicle, notify the Watch Deputy, and submit a "Beef Slip."

Under no circumstances is a Driver to drive a bus without performing a Pre-Trip Safety Inspection and an Air Brake Test.

• • 7-02/120.10 Fueling Vehicles

Transportation Bureau personnel driving Bureau vehicles shall refuel their vehicles at Transportation Bureau prior to the end of their shift, if the fuel indicator reading registers under 3/4 full. If the fuel gauge is not operative, the Driver shall refuel the vehicle.

Drivers shall not leave their vehicles parked at Transportation Bureau with anything less than a 3/4 full fuel tank without obtaining permission to do so from the Watch Sergeant prior to going off duty.

Except in an emergency, Transportation Bureau vehicles are not to be fueled with inmates/passengers aboard the vehicle. In rare instances, when the Driver is unable to refuel the vehicle during regular work hours, the Driver shall notify the Watch Sergeant who will note on the Mobile Digital Terminal Log and/or Trip Ticket that the vehicle was not refueled, state the reason(s) and sign his name.

Except in cases of emergency response or when assigned to a Statewide Crew, overtime **shall not** be granted for refueling vehicles.

When filling the fuel tank on a diesel bus, stop when the nozzle clicks off. Do not try to top off the tank, it will overflow onto the driveway and/or parking area when the vehicle is parked causing a safety hazard. If fuel is spilled around the fuel pumps or overflows when the vehicle is parked, grease sweep or some similar absorbent shall be applied to soak up the spill.

• • 7-02/120.12 Fueling the superbus

The Superbus shall be refueled prior to the end of the shift regardless of the miles driven.

When filling the fuel tanks on a Superbus, stop when the nozzle clicks off. Do not attempt to top off the tank, as fuel expansion will cause an overflow and spill fuel.

When fueling, the pump hose shall be attended at all times. Due to the large size of the fuel tank opening, it is very easy for the nozzle to fall out of the tank and cause a fuel spill. If fuel is spilled around the fuel pumps or overflows when the vehicle is parked, grease sweep or some similar absorbent shall be applied to soak up the spill.

• • 7-02/120.15 Backing of Buses

The majority of bus accidents occur when a bus is backing. Buses shall not be backed without the assistance of the Security Deputy when two deputies are assigned to a bus crew. When only a Driver is assigned, he shall secure the assistance of other personnel.

Driving from sunlight into a shaded area, glare, shadow and/or reduced light will play tricks with your vision. Due to the reduced visibility, it shall be required that all personnel carry and use a flashlight to aid and assist the Driver when backing.

The Security Deputy shall place himself in a position outside the bus where he can ensure the bus has proper clearance while backing, and direct the Driver in the proper manner. If there is any doubt, stop the vehicle and reevaluate the situation.

Both the Driver and Security Deputy are responsible for compliance with this policy.

• • 7-02/120.17 Backing the Superbus

The majority of the Bureau's accidents occur when backing. The Superbus shall not be backed without the assistance of the Security Deputy when two Deputies are assigned to the Superbus crew. If only a Driver is available, he/she shall secure the assistance of other personnel.

The Security Deputy shall dismount the trailer unit and place him/ herself in a position of visual advantage. He/she will ensure the vehicle has proper clearance to back, and will direct the Driver in the proper manner. It is important therefore, that the Security Deputy always stands where the Driver can see him/her, since the mirrors move on a different axis, than the trailer. It is required that the Security Deputy constantly move his/her position to stay in the view of the cab mounted side mirrors, or in the direct view of the Driver.

Both the Driver and Security Deputy are responsible for compliance with this policy.

• • 7-02/120.20 Vehicle Security

All Transportation Bureau vehicles that have the capability of locking the outside door will be locked when the vehicle is parked and left unattended. This includes sedans, vans and those buses that have a tumble lock on the outside door. On buses that have an air operated outside door, turn off the air valve to the door and pull the door closed using the outside handle, or open the Driver's side window from outside the bus and push the "close" button.

The Driver shall ensure that all windows are closed prior to securing the vehicle.

When transporting other than inmates in a bus, the padlocks on the rear and side emergency doors shall be removed. At the conclusion of the trip, the locks shall be replaced.

The Automotive Equipment Coordinator shall ensure all padlocks are periodically checked. The Driver of a bus shall ensure all locks are in working order, as part of the Pre-Trip Safety Inspection. Locks not in good working order after lubrication shall be replaced.

After transporting inmates, the Security Deputy will check the interior of the vehicle for contraband and hiding inmates. The Security Deputy will also be responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates.

• • 7-02/120.22 Superbus Security

All Superbus exterior doors shall be locked with the 5170 padlock provided. The tractor doors and the Security Deputy's trailer compartment door shall be secured with the tumbler locks provided. The Driver shall ensure that all windows are closed prior to securing the vehicle.

When transporting other than inmates on the Superbus, the padlocks shall be removed on the main double entrance doors and the side emergency door. At the conclusion of the trip, the locks shall be replaced.

Padlocks shall be maintained in good working order. Locks not in good working order after lubrication shall be replaced. The Driver of the Superbus shall ensure the locks are in working order, as part of the Pre-Trip Safety

Inspection.

After transporting inmates, the Security Deputy will check the interior of the vehicle for contraband and hiding inmates. The Security Deputy will also be responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates.

• • 7-02/120.25 Code-3 Response

Operating an emergency vehicle under Code 3 conditions in a congested metropolitan area is an extremely dangerous undertaking, which is not to be engaged in by personnel of the Transportation Bureau, unless previously authorized by the Watch Commander through Sheriff's Communication Center.

Vehicles assigned to this Bureau shall be considered as "passenger transporting" vehicles rather than emergency vehicles. Deputies shall not initiate a Code 3 operation via Sheriff's Communication Center unless a life threatening incident occurs involving the passengers on the vehicle.

Pursuit of traffic law violators does not justify Code 3 operation of transportation vehicles. Bureau Deputies shall respond to request for assistance calls only when there are no inmates aboard the vehicle and authorization has been obtained from the Transportation Bureau Watch Commander through Sheriff's Communication Center.

Any Code 3 operation must be within the restrictions imposed by the Basic Speed Law and Department policies.

• • 7-02/120.30 Loaning of Vehicles

The Transportation Bureau is not the Department's motor pool. Personnel requesting vehicle loans shall be directed to contact the Automotive Fleet Operations Unit at (213) 267-2167.

If an emergency request is received from Men's Central Jail or Inmate Reception Center, desk personnel shall immediately assign a van or sedan, then notify the Watch Sergeant of the vehicle loan.

When the vehicle is returned to the Unit, the Watch Deputy will ensure that all required information is entered on the Trip Ticket, for each vehicle loaned. Non-emergent requests from custody personnel shall be referred to the Watch Sergeant or in his absence the Operations Sergeant.

All requests from personnel outside this Unit, for the loan of a bus, will be referred to the Unit Commander for review and authorization.

• • 7-02/130.00 Vehicle Damage Reports

Upon being assigned a vehicle, the Driver will make a visual inspection of that vehicle, noting any physical

damage.

If damage is noted, the Driver will check the Vehicle Damage notebook by the Watch Sergeant's Office to ascertain whether the damage had previously been reported.

If the damage was reported and proper notations were made on the Vehicle Damage Sheet, the Driver may proceed with his assignment.

If the damage has not been reported, the Driver will make the notations on the Vehicle Damage Sheet in the notebook and report the damage to a supervisor. In the event there is no sheet for that vehicle, a blank will be inserted in the notebook in numerical order, and the proper notations shall be made. Be sure to enter the vehicle number in the lower right corner of the sheet.

When the damage has been repaired, the Automotive Coordinator will remove the sheet from the Vehicle Damage notebook.

This procedure does not in any way, take the place of the procedures in the Department Policy and Procedures Manual regarding accident or damage reporting. Personnel are still required to promptly report every accident and/or incident causing damage.

• • 7-02/140.00 Weapons Security

(Title page only, No content)

• • 7-02/140.05 Desk Shotgun

The desk shotgun shall be maintained in a loaded condition and locked in the provided rack. The Early Morning Watch Sergeant shall conduct a daily inspection of the shotgun to ensure it is in proper working condition and properly secured. The Day Watch Sergeant shall perform this duty on weekends and holidays. All regularly scheduled desk personnel shall have a key to the shotgun lock on their person, while on duty. The Watch Commander's key block shall have a shotgun lock key attached.

• • 7-02/140.10 Unit Gun Lockers

The Unit gun lockers shall be used only for temporary storage of a weapon by personnel on duty and at this facility. Personnel shall not keep a gun locker key in their possession when the locker is not being used. No person shall have access to the master key for the lockers without the expressed permission of the Watch Commander. Duplicate keys shall not be issued to any persons.

Every Friday, the Early Morning Watch Sergeant shall inspect the gun locker cabinet and lockers and report maintenance requirements and violations of this policy to the Operations Sergeant by memorandum.

• • 7-02/140.15 Weapons Security on Vehicles

When practical and in consideration of varying inmate and weapon security conditions at the different facilities serviced by this Bureau, Transportation Bureau personnel will utilize the weapons storage box in their assigned vehicle, whenever unarmed inmate escort is required. In all cases, these boxes will be utilized when there is no gun locker or its equivalent at a particular facility. Unoccupied cages of a vehicle are not to be used as temporary storage for weapons.

Weapon boxes, whether empty or not, will be kept locked at all times, except when depositing or removing a weapon.

Deputies are responsible for ensuring that the safest possible weapon procedures are followed in each instance. Although the weapon boxes will be securely mounted and locked, no lock is inviolate when the person who desires entry is given ample opportunity or tools to defeat the lock. Do not ever assume that the locked box provides total security for weapons.

• • 7-02/140.17 Weapons Security on the Superbus

On the Superbus a secured area is provided for the Security Deputy in the trailer unit. While in this caged area the Security Deputy will be armed. Under no circumstances will the Security Deputy exit this compartment and enter the occupied inmate section of the trailer unit wearing or carrying a firearm. The weapon must first be secured in a gun locker or secured with the Driver who will be staged outside the vehicle.

Deputies are responsible for ensuring that the safest possible weapon procedures are followed, in each instance.

• • 7-02/140.20 Security Compound

Transportation Bureau personnel shall not enter the security compound with their weapons. All weapons will be placed in the gun lockers prior to entering the compound and will be retrieved by the Security Deputy, who will then wait for the vehicle to exit the security compound.

All outside personnel and agencies are required to deposit their weapons prior to entering the security compound. Gun lockers are installed on the concrete wall adjacent to the main gate entrance.

Shotguns must be locked in a shotgun rack or secured in the trunk before vehicles enter the compound.

• • 7-02/150.00 Smoking in Vehicles

Smoking in Transportation Bureau vehicles shall only be permitted when all Deputy personnel in the vehicle agree to allow smoking. Smoking is not permitted in a Transportation Bureau vehicle while inmates are being transported.

• Chapter 3 - Inmate Movement Procedures

(Title page only, No content)

• • 7-03/000.00 Inmate Movement Procedures

(Title page only, No content)

• • 7-03/010.00 Acceptance of Inmates

Refusal to accept an inmate for transportation for any reason, including those outlined in this manual shall be reported to the Watch Sergeant immediately.

It is the policy of Transportation Bureau to transport only those inmates remanded to the custody of the Sheriff, those whom we are otherwise legally obligated to transport, and inmates booked through one of our Sheriff's stations who are physically fit for transportation and approved for acceptance, by Inmate Reception Center. Inmates released at court or from any other facility shall not be transported after they have achieved non-inmate status. When confronted with a situation not included in this policy statement, a supervisor shall be contacted for instructions.

• • 7-03/010.03 Obligation to Transport

Transportation crews assigned to transport inmates from a court lockup shall pick up all inmates at the lockup that are ready for transportation, seating space permitting, and shall not leave inmates at the court lockup for a later bus unless unusual circumstances are present.

When a crew decides to leave inmates at a court lockup or any facility, and seating is available on the bus, the transporting deputies shall immediately report the reason for their action to the Transportation Bureau Watch Sergeant prior to leaving the location.

• • 7-03/010.05 Sheriff's Department Warrant Arrestee

Inmates arrested by other agencies in this county on warrants held by this Department shall be transported from court lockups, outside agencies and/or Sheriff's stations.

The desk, upon notification via teletype or telephone that another police agency inside Los Angeles County has arrested a defendant on a warrant, on file with the Sheriff's Department, shall verify with Inmate Reception Center's Warrants and Detainer Section that it is in fact a Sheriff's Department warrant, unless the agency is holding the warrant abstract. This verification may be done by telephone. The arresting agency should then be advised of the estimated time the transporting crew will pick up the inmate.

Do not accept the inmate without a valid abstract. Inmate Reception Center will not accept the inmate without

a valid abstract.

If there is a question about the validity of the abstract, call the County Warrant System (CWS) at (213) 974-4653.

Transportation for all inmates arrested on this Department's warrants by agencies outside Los Angeles County shall be provided by Statewide Detail. Inquiries should be referred to Statewide Detail at (213) 974-4565.

• • 7-03/010.07 Warrants Originated by Agencies Within Los Angeles County

Inmates arrested by Sheriff's personnel and delivered to a court lockup from a Sheriff's station with warrants that are not adjudicated at the court, will be accepted for transportation, regardless of which agency originated the warrant.

All inmates with warrants originated by police agencies in Los Angeles County that have been arrested by Sheriff's Department personnel, and booked at Sheriff's stations shall be accepted for transportation at the Sheriff's station.

Inmates shall not be accepted for transportation from any court lockup or station, if such transportation is in violation of Inmate Reception Center's guidelines for acceptance of inmates.

L.A.P.D. inmates transported to court for arraignment on a Transportation Bureau bus shall be accepted for transportation from a court lockup when they have outstanding warrants from other agencies.

Inmates arrested by an outside agency on another outside agency's warrant and booked at a Sheriff's station solely for transportation to court or to another agency shall not be accepted for transportation. It is the responsibility of the arresting agency to contact the agency initiating the warrant, for pick-up of the inmate. If a Sheriff's station accepts the inmate, it is the station's responsibility to contact the agency initiating the warrant, for pick-up of the inmate.

An outside agency's membership in the Consolidated Booking System has no bearing on this policy.

• • 7-03/010.08 District Attorney's Office Warrants

Inmates arrested on warrants originated by the District Attorney's Office and booked into the Consolidated Booking System shall be accepted for transportation.

• • 7-03/010.15 Out-of-County Warrants

When a request is received from another police agency within Los Angeles County requesting transportation of an inmate arrested on a warrant originating outside of Los Angeles County, the requesting agency will be instructed to contact the originating agency regarding transportation.

When a request is received from a Sheriff's station for transportation of an inmate arrested on the authority of an out-of-county warrant, Transportation Bureau Deputies will accept and transport the inmate to Inmate Reception Center/Sybil Brand Institute. This shall be done whether or not the issuing county contracts with Los Angeles county for transportation of warrant arrestees.

Counties contracting with the Sheriff's Department, as of November 1995, are as follows:

1. Alameda County
2. Amador County
3. Colusa County
4. Contra Costa County
5. El Dorado County
6. Fresno County
7. Glenn County
8. Humboldt County
9. Kern County
10. Lake County
11. Madera County
12. Marin County
13. Merced County
14. Monterey County
15. Napa County
16. Nevada County
17. Orange County
18. Placer County
19. Riverside County
20. Sacramento County
21. San Bentio County
22. San Bernardino County
23. San Diego County
24. San Francisco County
25. San Luis Obispo County
26. San Mateo County
27. Santa Barbara County
28. Santa Clara County
29. Santa Cruz County
30. Shasta County
31. Siskiyou County
32. Solano County
33. Stanislaus County
34. Tehama County

35. Trinity County
36. Yolo County

• • 7-03/010.20 Warrants Issued by Contract Counties

Inmates arrested by agencies on warrants issued by other counties that contract with this county for Statewide prisoner transportation shall be transported from court lockups, outside agencies, and/or Sheriff's stations. If possible, contact Statewide Detail before accepting the prisoner for the contracting agency.

• • 7-03/010.25 Out-of State Warrants

When a request is received from another police agency within Los Angeles County requesting the transportation of a prisoner arrested on a warrant or warrant abstract originating outside the State of California, the requesting agency will be instructed to contact the Sheriff's Fugitive-Warrant Detail which will make the transportation request via JDIC.

When a prisoner is delivered to a Transportation Bureau Deputy whether at a court, from another police agency, or from a Sheriff's station, and the prisoner is an out-of-state fugitive, accept custody of the prisoner provided that you receive either a teletype warrant or a copy of the warrant abstract from the originating state authorizing the arresting agency to hold the prisoner. A local arrest warrant or remand order is not necessary as an authorization to take custody of such prisoners.

When a fugitive prisoner is accepted from any police agency other than our own, notify the Sheriff's Fugitive-Warrant Detail during business hours at (213) 974-4411 or Sheriff's Information Bureau after hours at (213) 526-4541. Have them contact someone from the Sheriff's Fugitive-Warrant Detail and advise them of the situation. Inmate Reception Center's Warrants and Detainer Section shall also be contacted at (213) 974-4025. The Sheriff's Fugitive-Warrant Detail handles fugitive warrants for all police agencies in Los Angeles County.

• • 7-03/010.30 State Parole Warrant Arrestee

If a State Parole Officer wishes to deliver a prisoner to our custody along with a valid warrant or warrant abstract, we will transport the prisoner from a court lockup or Sheriff's station. The inmate will be transported as if he were a new booking to Inmate Reception Center. These warrants will be for violation of 1767.3 W.I.C., 3151 W.I.C., or 3056 P.C., and will either be for escape or for violation of parole with no bail authorized. The State Parole Officer shall also attach his business card to the warrant or warrant abstract. Inmate Reception Center has agreed to accept the violator.

• • 7-03/010.35 State Parole Violators

The Transportation Bureau will transport state parole violators arrested under authority of 3056 P.C. when such prisoner(s) have been booked at a Sheriff's station by a Parole Agent. Transportation Bureau Deputies shall not accepted or transport prisoners booked on 3056 P.C. unless authorized by a teletype sent by the

Parole Agent. A copy of the teletype must accompany the prisoner to the Inmate Reception Center. The teletype must adhere to the following format:

(Prisoner's name and description)
"This is authorization for detaining agency, Los Angeles County Sheriff's Department and any Peace Officer in the State of California to arrest and book per 3056 P.C. and transport to Los Angeles County Jail."

• • 7-03/010.40 Probation Violators

Adult

Transportation Bureau Deputies will transport probation violators arrested under authority of 1203.2 P.C. when such inmates have been booked at a Sheriff's station by a Probation Officer. Inmate Reception Center does not require a warrant of arrest for acceptance into the jail.

Probation violators will be accepted from L.A.P.D. stations for transportation to an arraignment, per terms of the transportation contract.

Juvenile

Juveniles shall be accepted from Sheriff's stations for trans- portation to a juvenile facility only when a booking slip and arrest report accompany the juvenile.

• • 7-03/010.45 647(F) PC - Drunk; and 11550 H&S - PCP

Do not accept non-remanded inmates charged with 647(F) P.C. (drunk) or 11550 H&S (PCP) misdemeanor offenses only, as the local agencies and Sheriff's stations should resolve the status at their local level under Sections 853.6 P.C. or 849 P.C. which describes release procedures. The only exceptions come under 853.6(i) P.C. In such cases, the original of the booking slip will be approved by the Unit's Watch Commander.

• • 7-03/010.47 Non-Ambulatory Inmates

Transportation Deputies providing regular transportation are not required to accept inmates unless they can walk to, and board the transportation vehicle with little or no assistance. Special transportation or an ambulance should be ordered for inmates that cannot walk.

• • 7-03/010.48 Accepting Inmates from Medical Facilities

In situations where the transporting Deputy does not know the medical status or condition of an inmate, and/or when in the Deputy's opinion it is unwise to place an inmate in general population due to an infection or the possibility of aggravating an injury, the following procedures shall be followed:

- Inmates in this category shall be segregated and transported separately in a bus cage compartment. Only inmates in this category shall sit together.
- Proper hygiene shall be observed during and after each contact with inmates transported in this manner.
- Receiving deputies must be advised of the special medical handling status of these inmates.

On occasion, there may be more inmates than compartment space. In this event, inmates of this status shall be transported to court as a last priority, on a space available basis, unless they are in trial. If there is insufficient space on the regular court bus, the court shall be notified of the late arrival of the inmate.

Legal restrictions prevent the release of information needed to tailor the transportation mode for each sick or injured inmate; therefore, Deputies shall treat all medical inmates with a reasonable level of caution and segregation.

• • 7-03/010.50 Mental Observations (5150 WIC)

5150 W.I.C. provides for an individual to be held for mental evaluation and treatment. If transporting under 5150 W.I.C., the following procedure shall be followed:

- The subject and appropriate papers shall be received from the Inmate Reception Center.
- The subject and papers shall be transported to the Psychiatric Hospital, Los Angeles County-USC Medical Center (Unit III) Emergency Service, 1934 Hospital Place, Los Angeles.
- The inmate is to be released to the custody of the hospital staff.

• • 7-03/010.55 Mentally Disordered Inmates

All 4011.6 P.C. inmates and paperwork are generated in court. The Court Clerk will provide the Court Lockup Deputy with a commitment and 4011.6 P.C. paperwork. All inmates who are made the subject of a 4011.6 P.C. court commitment shall be listed on a separate transmittal form. This transmittal shall bear the notation "4011.6" in large block numbers (one inch or more) centered across lines 1 and 2. The Court Lockup Deputy shall also verbally advise the transporting Deputies that a 4011.6 P.C. inmate is to be transported.

Transporting Deputies shall verbally advise the Inmate Reception Center Receiving Deputy and Receiving Clerk whenever a 4011.6 P.C. inmate and his accompanying papers are being placed into their custody. (The sealed envelope is to be delivered to the Statewide Detail).

The Inmate Reception Center Receiving Deputy will direct the trans-porting Deputy to an appropriate cell in Inmate Reception Center where the 4011.6 P.C. inmate is to be placed and unchained.

From Men's Central Jail all 4011.6 P.C. inmates and paperwork are to be handled by the Statewide Detail on a space available basis. Central Jail Medical Services will request transportation for this type of inmate to the agency specified in the transportation Court Order.

• • 7-03/010.60 Civil Prisoners

Inmates remanded to the custody of the Sheriff on civil process, or arrested on a civil contempt warrant must be segregated from inmates charged with crimes (refer 4001 P.C.). Should a civil prisoner also be charged with a crime, he will be dealt with in the normal manner. Prisoners detained on civil charges only will be kept segregated from all other inmates.

A separate transmittal will be prepared should a "civil" prisoner be remanded to the custody of the Sheriff. This transmittal must be clearly marked at the top, "Civil Prisoner Only".

• • 7-03/010.65 Material Witnesses

Material witnesses not charged with a crime will be handled in a similar manner to "Civil Prisoner." The transmittal must be marked "Material Witness" and brought to the attention of the Inmate Reception Center. The Watch Sergeant should be contacted if there is any question as to the correct procedure to follow.

• • 7-03/020.00 Airport Transportation

(Title page only, No content)

• • 7-03/020.05 Out-of State Fugitives

The following procedures are to be used for the transportation of out-of-state fugitives, between the Men's Central Jail and Sybil Brand Institute, and the Los Angeles International Airport Los Angeles Police Department substation (LAX L.A.P.D.), where the transfer of the prisoner(s) to authorized agents of a requesting state may be effected.

The requesting agency will notify Sheriff and L.A.P.D. Fugitive Details of their arrival and departure plans, and the name of the prisoner(s) to be transported to LAX L.A.P.D. substation.

The police agency that files the fugitive case on the prisoner, whether Sheriff or L.A.P.D., shall send a teletype to the Transportation Bureau requesting transportation. If the prisoner is a male, Men's Central Jail Warrant and Detainer Unit, or if the prisoner is a female, Sybil Brand Institute Booking Office should be notified at least 24 hours prior to the time the prisoner must be transported to the airport.
The teletype shall include the following information:

- Prisoner's name, physical description and booking number
- Crime accused of, in the requesting state
- The name of the requesting state's authorized agent(s)

- Date and time the agent will be arriving at the LAX L.A.P.D. substation for transfer of custody

Sheriff's Transportation Bureau will transport weekdays only, between 1000 and 1400 hours. Circumstances requiring any special or unusual procedures must be arranged by telephone with the Transportation Bureau Watch Commander, as far in advance as possible. It should be emphasized in advance to agents from the requesting state, that it will be their responsibility to meet the transporting Deputies at the appointed time, at the LAX L.A.P.D. substation.

Transporting Deputies shall place in a paper bag the prisoner's booked property, money, and all property from the prisoner including jail items such as combs, folders, etc. A transmittal shall be prepared listing the property as stored and the money as deposited.

Upon arrival at the LAX L.A.P.D. substation the transporting Deputies shall check the agents' identification and give them the signed Waiver of Extradition (Appendix XIII) (sometimes called "Governor's Demand" or "Agent's Commission"). The transporting Deputies will also have the agent(s) complete the prisoner "Transfer of Custody" (Appendix XIV) form furnished by the Men's Central Jail, being especially careful to ensure that the time and date of the "Transfer of Custody" are accurate and complete. Upon return to the Men's Central Jail, the transporting Deputy will return the form to the Inmate Reception Center, Warrants and Detainer Unit and place it in the "Sheriff's Fugitive" tray for hand delivery, regardless which agency's prisoner was released. The form will then be transferred to the proper agency at Division 30 of the Los Angeles Municipal Court. The return of these forms is imperative. The forms are used by the court as the basis for dismissal of the fugitive case after the fugitive has been returned to the requesting state.

The prisoner's property and money deposit will be delivered to the agent(s). The agent(s) will sign the transmittal as a receipt for the property and money deposit. The copy of the transmittal will be submitted to the Transportation Bureau's Watch Sergeant for filing. The Unit secretary shall maintain a file for the receipts. This file shall be purged every two years.

Should the agents' departure time be in the late afternoon or evening, the agent shall nevertheless meet the transporting Deputies. The agents shall take custody of their prisoner(s) and property, and complete the "Transfer of Custody" form (provided by the transporting Deputies). The agents can then make arrangements with the LAX L.A.P.D. substation Watch Commander to temporarily house the prisoner(s) in their jail until time of departure.

Sometimes circumstances are such that an agent will be late or cannot meet the transporting Deputies at the LAX L.A.P.D. sub-station. If this happens, the transporting Deputy shall leave the prisoner, property, original "Waiver of Extradition ("Governor's Demand"), and the "Transfer of Custody" form with the L.A.P.D. Desk Officer, at the LAX L.A.P.D. substation. The L.A.P.D. Desk Officer can sign the transmittal for the property and money deposit.

Upon arrival of the requesting state's agent(s), the L.A.P.D. Desk Officer will check his identification and transfer the "Waiver of Custody" ("Governor's Demand"), the prisoner, and property to the agent. The agent will complete the "Transfer of Custody" form. The L.A.P.D. Desk Officer will then send the "Transfer of Custody" form via Department mail to "L.A.P.D. Fugitive Detail." The Fugitive Officer will then exchange the necessary paperwork the following court day, in Division 30 of the Los Angeles Municipal Court.

• • 7-03/020.10 Airport Transportation for California

Transportation Bureau does not routinely provide airport prisoner transportation for other Departments within California. Such transportation may be provided as a courtesy, if resources are available. All requests for this type of transportation shall be referred to a supervisor.

• • 7-03/020.15 Airport Transportation for Commercial Agencies

The Transportation Bureau shall not transport prisoners to the airport for commercial enterprises that specialize in the transportation of prisoners.

• • 7-03/020.20 Location and Time of Airport Transportation

The Transportation Bureau will not deliver fugitives to airports other than Los Angeles International Airport. Other airports, such as Long Beach, Hollywood, Burbank and El Monte, do not have inmate holding facilities.

All airport deliveries will be made only on weekdays between 1000 and 1400 hours. The Transportation Bureau will not transport to the airport on weekends.

• • 7-03/030.00 Courtline Loading Procedures

Two Transportation Bureau Deputies are assigned to Inmate Reception Center gates #1 and #9 during morning courtline. Their function is to coordinate inmate movement between the Inmate Reception Center and the Transportation Bureau vehicles. These Deputies are designated "Gate #1 Crew Chief" and "Gate #9 Crew Chief."

The following procedures apply to the positions of Crew Chief, loaders and bus crews.

- When the courtlist for a line of inmates is given to the Crew Chief, the court name, loading instructions and the vehicle spot number will appear at the top left portion of the courtlist.
- After receiving a courtlist for a line of inmates, or a loading slip for an inmate loaded as a individual, i.e. special handling or missout, the Crew Chief will assign one or more loaders to move the inmate(s) from the gate to the bus.
- The Crew Chief responsible for the line movement will assign loaders, and write their names on the lines provided. He will verbally tell the loaders the court name, the number of inmates on the line and the vehicle spot number. Example: "Alhambra, twenty-two, spot 24," he will then give the court-list to the lead loader.

- The lead loader will direct the front of the line to proceed to the yellow "stop" line outside Gate #1 and #9 where the inmates will be counted. The inmate count must be exactly the same as the count indicated on the courtlist.

- If the count is not correct, the error must be rectified before moving the inmates to the vehicle.

- If the count is correct, one loader will take a position near the front and to one side of the line. The other loader will take a position at the end of the line. After having verified the count, the loader at the end of the line will signal the front loader to move the line. While en route to the correct vehicle spot, the front loader shall be in a position to direct the line, rather than lead it. The end loader shall keep the line closed up, and be in a position to observe the entire line and the front loader at all times.

- At the vehicle spot, the lead loader will direct the front of the line to stop near the bus door. He will then enter the bus turn off the engine, take the vehicle out of neutral (MCI buses only), and remove the key from the ignition.

- The lead loader will unlock the door(s), step back into the driver's area and instruct the line of inmates to enter the bus. The lead loader will count the inmates as they pass by, and visually check that each inmate is handcuffed. The loader at the end of the line will also count and maintain visual surveillance of the line, as they enter the bus.

- Once all inmates are loaded aboard the vehicle, close and lock all cages and aisle doors. Restart the bus engine ensuring the air circulation system is operating properly. If the inmate count is correct, place the courtlist on the bus dash. Turn on the bus clearance lights to indicate inmates are on the vehicle. Once completed the loaders are to return to gates #1 and #9 for further instructions.

- If the three counts do not agree, they shall count the inmates again and confirm the actual number of inmates. If the count does not agree with the courtlist, one loader shall remain on the bus while the other immediately notifies the Gate Crew Chief and the Watch Sergeant or other supervisor, of the discrepancy.

- All loaders shall remain at gates #1 and #9 until all inmates are loaded, unless directed otherwise by a Crew Chief or a supervisor.

- Each Bus Crew shall confirm the inmate count with the courtlist and any loading slips, prior to leaving the compound. This shall be accomplished by an inmate count and by conducting roll call. Call out the name of each inmate on the courtlist and any loading slips, the inmate should respond with the last three numbers of his booking number. If the inmate count does not agree with the courtlist count, the crew shall attempt to reconcile the discrepancy. If they are unable to do so, they shall notify a supervisor immediately. If the count is correct, the crew shall complete a Transportation Bureau Loading Count form and turn it into the desk prior to leaving.

• • 7-03/040.00 Death Sentenced Inmates/High Risk Convictions

The following addresses the increased risk associated with the handling of inmates convicted of "third strike" offenses as well as other high risk inmates.

Upon receipt of information that an inmate falls within one or more of the below listed categories, the inmate shall be considered an **extreme escape risk** and shall be transported accordingly.

1. All inmates convicted of murder
2. All inmates convicted on a "Third Strikes" case

3. Any inmate who should be, in the opinion of the court bailiff or the Court Lockup Deputy, considered an escape risk

The inmate shall be transported in waist chains on all occasions. Additional restraints may be used when the situation calls for tighter security. Each situation shall be evaluated and proper security measures taken. An Inmate Special Handling Request card shall be prepared by the Court Lockup Deputy for such individuals and a copy is to be delivered to the Transportation Bureau Watch Commander and the original to the Men's Central Jail Inmate Reception Center/Sybil Brand Institute Reception Center Watch Commander. Special care should be taken by the Court Lockup Deputy to ensure the transporting Deputies are apprised of the new special handling paperwork prior to their departure from the court lockup.

Upon receipt of information that a death sentence is going to be formally imposed, the Court Lockup Deputy shall notify the Transportation Bureau Statewide Detail Sergeant, giving him advance notification. Prior to leaving the court, the transporting Deputy is to verify that this has been done.

Once the formal death sentence has been announced, the court will issue a commitment to San Quentin State Prison. This commitment must be immediately transported to the Statewide Detail Sergeant. If it is received after 1500 hours, the commitment is to be placed on the Statewide Detail Sergeant's desk.

Under no circumstances is this process to be circumvented. The Statewide Detail has only ten (10) calendar days to complete all paperwork, processing and transporting of the prisoner to San Quentin Prison.

Note that there must be two notifications to Statewide Detail:

1. When there is information that the death sentence is going to be imposed
2. When the formal death sentence has been announced.

• • 7-03/050.00 Inmate Reception Center Receiving Procedures - Court Returnees

The following unloading procedures apply in all cases where transmittals are used when transporting inmates to the Inmate Reception Center whether in a bus, van or sedan.

- Upon arrival in the security compound, bus crews shall off load inmates in the order their bus arrives. When female inmates must be off loaded at the Female Lockup, later arriving buses may off load male inmates ahead of the bus off loading female inmates, until the bus is ready to off load males.
- When off loading females inmates the bus crew is to give all paperwork and property to the Deputy assigned to the Female Lockup.
- When the bus arrives on the line, both the Driver and the Security Deputy shall know the correct total inmate count and the breakdown of new bookings, returnees, "keepaways", special handling and/or other classifications to be unloaded.
- The Security Deputy shall take the original and the third copy of the court transmittal, court papers and property bag for the new booking males to the Inmate Reception Receiving Clerk. The Transportation Bureau Deputy shall fill out the two part property bag receipt form. The property and papers are given to a Receiving Clerk who will sign the receipt form. (Transmittal procedures are different for Statewide Detail when delivering State prisoners)
- The Security Deputy shall give the Inmate Reception Control Deputy at Gate #1 one copy of the property

bag receipt form. This notifies the Intake Deputy that the transporting Deputy is clear to unload new bookings. The second copy of the property bag receipt form shall be turned into the Transportation Bureau Watch Sergeant for filing.

- The Security Deputy and the Driver shall wait at or on the bus until the Inmate Reception Center Intake Deputy calls over the loudspeaker to unload new bookings and/or returnees. New bookings are taken through Gate #1 and returnees are taken through Gate #9.
- Both the Driver and the Security Deputy shall ensure the compound gate is secured or a Deputy is posted at the gate, and there is an adequate level of security, prior to off loading the inmates.
- Both the Driver and the Security Deputy shall ensure that each inmate is handcuffed, and shall physically count the inmates as they exit the bus and enter Gate #1 or Gate #9. The Inmate Reception Center Intake Deputy will also count the inmates as they enter the facility.
- When entering Gate #1 or #9, give the third copy of the transmittal to the Inmate Reception Control Deputy at Gate #1 or #9.
- After physically counting the returnees, the Control Deputy at Gate #9 will assign a holding cell where the Security Deputy will unchain the returnees. The Security Deputy will report to the new booking side and unchain the inmates in the holding cell.
- When inmates are left on the bus, the Driver shall remain on the bus, except when escorting inmate lines into the Inmate Reception Center.
- Vehicles shall be moved from the numbered spaces on the line (Bus Spot #1 through #7) immediately after the inmates have been unloaded and secured in the facility. The Security Deputy will check the interior of the vehicle for contraband and hiding inmates, and secure all compartment doors. The Security Deputy will also be responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates. If at this time no further assignments are scheduled the vehicle entrance door shall be locked. The bus shall also be fueled in compliance with Bureau policy
- Do not off load the bus in the middle of the security com-pound. Await a parking space on the line, unless there are extenuating circumstances. If so, ensure there is sufficient security available prior to off loading.
- Bus crews shall ensure that inmates with a "keepaway status" do not have the opportunity to have contact with each other and shall off load accordingly.

• • 7-03/060.00 Juvenile Transportation

(Title page only, No content)

• • 7-03/060.05 Time Limits

Section 626.5 of the Welfare and Institutions Code requires that juveniles shall be delivered to the Probation Department (Juvenile Hall) within six hours after being taken into custody. When a request for juvenile transportation is received, ascertain the arrest time and follow the policy of this order.

Juvenile Transport: Upon receiving a request for the transportation of a juvenile to Juvenile Hall, the Watch Deputy will make every effort to make the pick up within six hours. If the Watch Deputy is unable to make arrangements for the pick up within this time, the Station Watch Sergeant or Jailer should be advised of the

estimated time of arrival. The station will then decide whether to transport the juvenile or wait for Transportation Bureau personnel to do the transporting.

If delivery of the juvenile can be made within six hours after the time of arrest, excluding Saturday, Sunday and legal holidays, Transportation Bureau shall transport as requested.

When deviation from the normal procedure is encountered, contact the Intake Officer of the intended institution by telephone and obtain his specific approval, prior to accepting the juvenile from the station Jailer.

• • 7-03/060.10 Transportation of Juveniles Under 16 Years of Age

Male juveniles under the age of sixteen will be transported separately when possible. Female juveniles must always be accompanied by a female Deputy. Any deviation from this must be approved by the Watch Commander.

• • 7-03/060.15 Transportation of Juveniles 16 Years of Age or Over

Juveniles age sixteen and over may be transported on the same vehicle as adult inmates provided they are segregated from the adult inmates. This may be accomplished by placing the juvenile in an unoccupied cage or by seating them at the front of the rear compartment, separated from the adults by at least one row of empty seats. When placed at the front of the rear compartment, the juvenile will be kept under constant and direct visual surveillance.

• • 7-03/060.20 Acceptance Requirements at Juvenile Facilities

Juveniles under 18 years of age cannot be booked into Men's Central Jail/Sybil Brand Institute. They must be detained at Eastlake Juvenile Hall, the Intake Officer will dictate which facility. Before accepting a juvenile for transportation ensure the "mandatory delivery time" can be met, and that you have admittance papers (Juvenile Hall Entrance forms), remand order, or a warrant for the subject. The Probation Department will refuse to admit any subject without the proper paperwork, or if the mandatory delivery time has been exceeded.

In the event difficulty is encountered during normal office hours concerning the acceptance of juveniles into a juvenile custody facility, contact the Sheriff's Department Juvenile Investigation Bureau at (310) 946-7901 for assistance. Submit a memorandum of the circumstances to the Transportation Bureau Watch Commander in every instance, wherein complete cooperation with juvenile custody facility personnel is not experienced.

• • 7-03/060.25 Injured Juveniles

Juveniles with visible injuries or those requiring medical attention will be handled the same as injured adult inmates.

• • 7-03/060.30 Certification as a Juvenile

When an inmate is arraigned in a Municipal Court and the court finds the new booking to be under 18 years of age, the court will certify the inmate to Juvenile Court. The Court Lockup Deputy, upon receipt of the Juvenile Certification (Appendix XV), will notify the Transportation Bureau Watch Sergeant of the situation.

The certified juvenile shall be segregated from the adult inmates and dealt with as a juvenile. The juvenile and the Juvenile Certification will be delivered to Eastlake Juvenile Hall, by the first available transportation.

An inmate who is remanded to the Sheriff's custody and later in court determined to be a juvenile, will be returned to the custody facility along with the Juvenile Certification papers. The transporting Deputy will inform the custody facility Receiving Deputy that the inmate has been certified as a juvenile and is to be processed for release to Eastlake Juvenile Hall.

• • 7-03/060.33 Juveniles Remanded to the Custody of the Sheriff

It is the policy of the Court that when minors are found unfit and the Court orders housing in County Jail, said minor shall not be returned to custody with other juveniles, but shall be remanded forthwith to the custody of the Los Angeles County Sheriff's Department.

In order to facilitate the transfer of physical custody of the minor, the Court Clerk will prepare the Unfit Minute Order and the Temporary Commitment (blue) form indicating that the Sheriff is directed to transfer said minor to the County Jail under the custody of the Sheriff.

The Court Probation Officer will complete the Unfit Minor Transfer form and deliver it to the Bailiff.

The Bailiff will deliver the **MINUTE ORDER**, the **REMAND ORDER** and the **UNFIT MINOR TRANSFER** form to the Sheriff's Court Lockup.

The Court Lockup Deputy will present the three forms along with the juvenile to the Transportation Bureau Crew, who will forward the same to Inmate Reception Center. If there are any questions, contact the Watch Sergeant prior to transporting the juvenile.

• • 7-03/060.40 Transportation from Juvenile Facilities to Court

The Probation Department has the primary responsibility for trans-porting juveniles to Juvenile Court. The Sheriff's Department transports juveniles declared unfit for trial in a juvenile court.

Requests for transportation of a juvenile in any other classification should be referred to the Probation Department.

• • 7-03/060.50 Juvenile Warrants

The California Youth Authority is empowered by Section 1767.3 of the Welfare and Institution Code to issue warrants for the arrest of parole violators. Transportation Bureau personnel may pick up and transport subjects detained under the authority of such warrants. The warrant must accompany the subject in such a case. Juveniles may also be accepted and transported on Juvenile Court original warrants or on the basis of a valid warrant abstract.

Violation of Probation: Transportation Bureau personnel shall not accept or transport juveniles charged with violation of probation from any police department or Sheriff's station unless a Warrant of Arrest, Warrant Abstract or Remanding Order is presented to the transporting Deputy.

Juvenile transportation to detention institutions other than Eastlake Juvenile Hall or Los Padrinos Juvenile Hall requires prior telephonic approval from the institution.

• • 7-03/070.00 Medical Procedures

(Title page only - No content)

• • 7-03/070.05 Sick/Injured Inmate

Although the well-being of inmates in the custody of Sheriff personnel is of utmost importance, it must be emphasized that Deputy safety and the security of all inmates in custody must be considered. In aiding a sick or injured inmate, two points must be remembered:

- Do not enter an occupied detention area or bus compartment while armed.
- Do not enter an occupied detention area or bus compartment unless you have sufficient back up.

After satisfying the above, attempt to determine the seriousness of the illness or injury, keeping in mind that you are not a qualified medical technician. If any doubt exists, immediately call for medical assistance and sufficient back up. If you are in a vehicle and near a hospital consider the option of driving to the hospital. Whether waiting for an ambulance or driving to a nearby hospital, ensure that sufficient back up is en route.

If the paramedics arrive in the field and advise treatment at an emergency hospital or the ambulance arrives (where no paramedics are available), a peace officer must accompany the inmate. All inmates escorted or transported outside of a secure facility shall be handcuffed or chained.

When transporting an inmate in an ambulance, take all necessary documents (commitments, remand orders, etc.). In the event the inmate is subsequently transported to Los Angeles County Medical Center (LCMC) Jail Ward, the papers will be delivered with the inmate. Prepare a transmittal and obtain a signature for the inmate and papers. LCMC Jail Ward will not accept property. All property is to be taken to Inmate Reception Center/Sybil Brand Institute and processed.

When an ambulance is called or an inmate is treated at an emergency hospital, a report must be written. Give all the information to the Watch Sergeant for inclusion in the Watch Commander's Log. If the inmate is

transported to LCMC Jail Ward, any subsequent transportation of property or papers must be listed on a "papers only" or "property only" transmittal.

• • 7-03/070.10 Reporting Procedures

The Department Manual of Policy and Procedures requires a Complaint Report (SH-R 49) be written to document an injury when medical aid is sought for an inmate when a crime is involved and that inmate is in any court, court lockup, station area, or in transit.

The Complaint Report will be completed by the Deputy who is responsible for the inmate at the time of the injury.

If the inmate is in the custody of another police agency, the Deputy who first accepts custody of the injured inmate also accepts the responsibility for completing the necessary reports.

Transportation Bureau personnel shall not accept an injured inmate from a Sheriff's Department facility without a completed Complaint Report.

The Deputy completing the report will furnish a copy to the Transportation Bureau Deputy transporting the inmate to the custody facility.

The transporting Deputy will then give the copy to the Inmate Reception Center Receiving Deputy. If the report has not been approved by the time the bus crew departs, a copy marked "unapproved copy" will accompany the inmate.

If the inmate becomes ill or injured while in the custody of Transportation Bureau personnel, the transporting Deputy will complete the Complaint Report and forward the original to the Transportation Bureau Watch Sergeant.

The Watch Sergeant will send a copy of the Complaint Report to the medical facility.

The original report shall be forwarded to the Transportation Bureau secretary for processing.

The Custody Division "Inmate Ill or Injured" report (SH-J-212) required to admit an inmate for treatment is a Custody Division form only.

It is not necessary for Transportation Bureau to complete this second report. If it is required by Custody Division, Transportation Bureau personnel must complete and submit the report based on information in the Complaint Report.

• • 7-03/070.20 Overnight Hospital Detention

Custody Division Order # 16 states that overnight security for sick/injured inmates shall be the responsibility of Custody Division Units. The order reads as follows:

- Custody Division shall assume the duty of providing security for inmates detained for treatment at county and private hospitals, if the inmate has been remanded to the custody of the Sheriff or has been booked into a Custody Division facility.
- For male inmates, the primary responsibility shall rest with Men's Central Jail.
- For female inmates, the primary responsibility shall rest with Sybil Brand Institute.
- Inmates booked at patrol stations will remain the responsibility of the respective station until transfer to a Custody Division facility.

• • 7-03/070.25 Inmates with Crutches

Occasionally, inmates in custody will have crutches. Not all situations can be anticipated regarding inmates with crutches, therefore, each case is to be evaluated prior to the movement of an inmate with crutches.

All inmates escorted or transported outside of a secure facility shall be handcuffed or chained. If approval from a supervisor is received to allow the inmate to be transported without handcuffs, the transporting Deputy shall maintain constant visual surveillance and control of the inmate. Do not become complacent. Always be discerning of the need for security.

While crutches pose a security problem, further injury to the inmate can sometimes occur when an inmate is required to move without the aid of crutches. This often occurs when an ankle or leg is broken and minimal weight bearing is prescribed.

Due to lack of medical qualifications, Transportation Bureau personnel shall not make any determination as to which inmates may be moved without crutches. If an inmate has crutches, he shall be permitted to keep them during any movement. If a breech of security is conceivable, the crutches may be removed from the inmates while he is seated in a Bureau vehicle or in the Female Lockup. The crutches shall be returned to the inmate when he is required to move to another location. If there is any question regarding the procedures for transporting an inmate with crutches, contact a supervisor.

• • 7-03/070.30 Medical Transfer between Facilities

Inmates being transferred between custody facilities for medical reasons will have a red striped envelope containing medical papers. The envelope and all other medical papers are to accompany the inmate and be delivered to the Receiving Deputy along with the inmate. If there are no medical papers, note this on the teletype transfer request and give the teletype to the Receiving Deputy.

All inmates returning to Men's Central Jail for medical evaluation or treatment will have an additional clincher band (yellow in color) attached to the existing identification wristband. The attachment of the additional wristband will be done by custody personnel with the approval of the medical staff.

The transfer teletype will include the inmate's name, the reason for the transfer, and the inmate's booking number. The following is an example:

Doe, John	(Reclassification)	1234567
Boy, Bad	(Court Appearance)	8901234
Crook, Good	(Medical)	5678901
Dunk, Slam	(Parole Hearing)	2345678
Outahere, Im	(Release)	9012345

Do not accept any inmate from any Custody Division facility who is being transferred to Men's Central Jail for medical evaluation without an attached yellow clincher. This also applies to **"Medical Turnarounds."**

When entering the Inmate Reception Center advise the Receiving Deputy of the number of inmates being delivered for medical evaluation.

Failure to follow this procedure may cause the Transportation Bureau Deputy to be responsible for escorting the inmate through Inmate Reception Center to the Men's Central Jail Medical Clinic.

The following procedure will be utilized in processing teletype requests for transportation of inmates from a Sheriff's detention facility to LCMC Jail Ward via Inmate Reception Center.

- Upon receipt of the request for transportation, the Watch Deputy will direct the next Transportation Bureau crew going to the detention facility to pick up the inmate and deliver him to the Inmate Reception Center pending subsequent transportation to LCMC Jail Ward.
- The Transportation Bureau crew assigned to accomplish the movement will verify that the inmate is:
    1. Ambulatory and capable of boarding the bus unaided.
    2. Non-emergent in regards to the need for medical attention.
    3. To be accepted at LCMC Jail Ward without delay.
- The transporting crew will advise the Transportation Bureau Watch Deputy when they have delivered the inmate and the red striped envelope to the Inmate Reception Center.
- Whenever possible, the Transportation Bureau Watch Deputy will dispatch a crew to the Inmate Reception Center within thirty minutes to transfer the inmate to LCMC Jail Ward. No additional teletype will be required to complete the inmate's transfer.

In the event that more than thirty minutes has elapsed, and the inmate has not been transported by a crew, Inmate Reception Center personnel have been instructed to contact the Transportation Bureau desk to request further transportation.

• • 7-03/080.00 Inmate Security

The safe and secure transportation of inmates is the primary function of Transportation Bureau and a major responsibility of all personnel assigned to this Unit. Every decision and action taken affecting inmates must be accomplished with this level of security as the primary determining factor.

• • 7-03/080.05 Counting, Loading and Unloading Inmates

Prior to loading or unloading inmates from a vehicle, the transporting Deputy will enter the bus, turn off the engine, take the vehicle out of neutral (MCI buses only), and remove the key from the ignition.

The function of inmate security is a shared responsibility. Each time an inmate count is conducted, verify the count with the paperwork and your partner. Inmates must be counted at least twice when loading and twice when unloading a vehicle. Count the inmates as they leave their cell or the facility, and again when they board the vehicle. Count the inmates when they leave the vehicle, and again when they have entered the secured facility.

Buses are not to be loaded or off loaded in the middle of the Men's Central Jail security compound. Always wait for a parking space on the line unless there are extenuating circumstances. If so, ensure there is sufficient security available prior to inmate movement. Also, when escorting an inmate line, the Deputy at the end of the inmate line shall keep the line closed up, and be in a position to observe the entire line and the Deputy at the front of the line, at all times.

When anything unusual happens aboard the vehicle i.e., excessive noise, unusual noise and/or medical emergency, to ensure there has not been an escape, count the inmates and verify the count with your partner and the paperwork. Any discrepancy should be investigated immediately.

Do not leave inmates unattended in a vehicle, with the exception of morning court line, and in an extreme emergency. The term "unattended" does not imply the Deputy is to be physically present on the bus, however, the Deputy must keep the vehicle in view at all times, and be immediately available to respond to a disturbance aboard the vehicle.

If it is necessary to leave inmates unattended momentarily in a vehicle, due to an extreme emergency, count the inmates immediately upon your return to the vehicle. This should be done even if the vehicle is parked in a secured sallyport or compound.

Always know exactly how many inmates you are supposed to have in your custody, and how many you do have in custody. Any discrepancy should be investigated immediately.

Deputies shall position themselves in such a way as to block exit routes and maintain constant visual surveillance of the inmate line. Do not allow inmates to walk around corners or through obscure areas unless sufficient back up is available to maintain constant visual surveillance.

Avoid conversations with inmates and do not become distracted.

Limit the number of inmates moved at one time, based on the level of security available. When in doubt contact a supervisor.

When one or more inmates are loaded on an empty bus, all cage/ compartment doors shall be locked, including the doors of empty compartments. Additionally, each time an inmate is added to a compartment, the Deputy escorting the inmate shall check/secure each cage door, prior to leaving the bus.

• • 7-03/080.07 Accountability of Inmates in the Superbus

The function of inmate security is a shared responsibility. Each time an inmate count is conducted, verify the count with the paperwork and your partner. Inmates must be counted at least twice when loading and twice when unloading the Superbus. Count the inmates as they leave their cell or the facility, and again when they board the vehicle. Count the inmates when they leave the Superbus, and again when they have entered the secured facility.

When anything unusual happens aboard the vehicle i.e., excessive noise, unusual noise, and/or medical emergency, to ensure there has not been an escape, count the inmates. Any discrepancy should be investigated immediately.

If it is necessary due to an emergency, to leave the inmates momentarily unattended in the trailer unit, count the inmates immediately upon your return to the vehicle. This should be done even if the vehicle is parked in a secured sallyport or compound.

Always know exactly how many inmates you are supposed to have in your custody, and how many you do have in your custody. Any discrepancy should be investigated immediately.

• • 7-03/080.08 Loading and Unloading Inmates in the Superbus

See the Superbus Seating Diagram (Appendix XVI) which displays the seating compartments. Use the diagram as a visual aid for the following Superbus procedures when loading and unloading inmates.

While loading the Superbus, there should be a minimum of three Deputies involved, one Deputy will position him/herself to get an uninterrupted view of inmates within the trailer vehicle. If any problems arise, this Deputy is in a position to evaluate the situation, direct the inmates, and guide the action of backup personnel. It is important that the Deputy be either standing near the entrance door, or within the Security Officer's area. Do not venture back to the 21 or 32 seat section to check seating or to lock/unlock the security section doors, without backup aboard the trailer unit.

The trailer unit should be loaded as follows:

First, load the two special handling compartments, located at the front of the trailer unit and lock the gates. During this loading, the Driver will stand where he is able to observe the Security Deputy and the remaining line of 63 inmates.

Second, 21 inmates will be instructed to sit in the rear compartment. With this accomplished the Security Deputy will enter the vacant 32 seat section and lock the section security door to the now occupied 21 seat section.

The Security Deputy will take a position just outside the Officer's compartment in the main aisle and direct the next 32 inmates. When this group is seated, the section security door to the 32 seat section will be locked by the Security Deputy. The Security Deputy will now enter the Security Officer's area where he will be able to observe the continued loading process. The remaining 10 inmates will be loaded by the Driver, who will secure the main entrance doors from the outside. Both weapons can now be retrieved by the Driver. The Security Deputy will receive his/her weapon through the Security Officer's compartment door.

Unloading is accomplished in the following manner: Relevant to the facility environment, officer's weapons will be secured at the first opportunity, in keeping with officer's safety and inmate security. The Security Officer will remain in the Officer's area and maintain a view of the 10 seat section to ensure inmate compliance, and officer safety. Prior to unlocking the main entrance doors, the Driver will ascertain from the Security Officer that the inmates in the 10 seat section are seated. If the circumstances dictate, the Driver will obtain additional backup prior to unloading. Once unloaded, the inmates will be escorted to the facility's receiving personnel.

At this time, the Security Deputy will exit the Security Officer's compartment, via the main aisle of the trailer, unlock the 32 seat section and secure the door open. The Security Deputy will return to the main aisle just outside the Security Officer's area and direct the inmates off the vehicle. The Driver will provide backup from a position just outside the main entrance doors. Once the inmates have vacated the 32 seat section, the Security Deputy will enter that section, open the section security door to the 21 seat section and secure the door open. The Security Deputy will return to the main aisle just outside the Security Officer's compartment and instruct the 21 inmates to exit the vehicle. The Driver will remain at the same location to provide backup for the Security Deputy while he/she is loading and/or unloading inmates from the special handling compartments.

After the last inmate has exited the vehicle and is safely within the secured facility, the Security Deputy will check the interior of the vehicle for contraband and hiding inmates. The Security Deputy will also be responsible for conducting an inspection of the exterior of the vehicle for damage. This search and inspection shall be conducted each time the vehicle is emptied of inmates.

• • 7-03/080.10 Handcuffing and Chaining

All inmates escorted or transported outside of a secure facility shall be handcuffed or chained. All inmates escorted or transported within a secure compound or within a facility that is not secure shall be handcuffed or chained prior to entering such compound or area. All exceptions must be approved by a supervisor.

Handcuffs and other restraints, including chemical agents, shall only be used for security purposes. The use of restraints in other than a normal and routine manner must have the prior approval of a supervisor. Under no circumstances shall an inmate be chained or handcuffed as a means of punishment.

Inmates that are to be unloaded in an unsecured area shall be handcuffed or chained. One Deputy shall position him/herself on the bus in such a manner as to physically check all handcuffs and chains of the inmates being off loaded to ensure security. Any discrepancy in the security of an inmate shall be corrected before the inmate leaves the bus. Security is not to be jeopardized for the sake of expediency.

Occasionally, it may be necessary to transport inmates without chains or handcuffs. This can only be done with the approval of a supervisor. When this occurs, the inmates must be kept under **constant direct visual surveillance** by a member of the transporting crew. This procedure is only permissible when the inmates are loaded and unloaded in a secured area.

Handcuffs shall always be doubled locked.

When chaining less than four inmates on a 4-man chain, the extra handcuffs shall be placed on an uncuffed wrist.

Whether chaining or unchaining inmates in a cell, it is required that a minimum of one chainup Deputy be positioned at the gate/door to the cell, and one backup Deputy positioned outside the gate/door to the cell. The backup Deputy requirement also applies when inmates are being chained or unchained in the Transportation Bureau Female Lockup.

When there are unlocked or open doors between a cell containing inmates to be chained and non-secure areas, chaining of the inmate(s) shall be conducted inside the cell.

• • 7-03/080.13 Female Lockup

When the Female Lockup is in use, the following procedure shall be strictly adhered to:

> To account for the safety and well-being of inmates temporarily detained in the Transportation Bureau Female Lockup, desk personnel shall designate a Deputy to remain in the lockup, as long as inmates are being held there. The Deputy is to monitor the activities of the inmates from the control booth. The Deputy is not to leave the control booth to assist loading/unloading of inmates, as it would jeopardize security. If backup is needed, contact the Watch Deputy and request additional personnel.

The "Female Lockup Security Check Log" (Appendix XVII) will be maintained by the Deputy assigned to the lockup. Personnel assigned to the lockup are required to supply the following information on the log:

- Name of person assigned to the Female Lockup
- Time assigned
- Inmate count at time of assignment
- **Remarks:** Record information on occurrences out of the ordinary, i.e., requests for medication, inmate sick/injured, medical attention rendered, disturbances, needed facility repair, and so forth.

The log will be kept at the Female Lockup. A new log sheet will be initiated each day. The log from the previous day is to be given to the Operations Deputy upon completion. Logs will be kept on file for two years.

Prior to closing the Female Lockup the designated Deputy will **SECURE** the area by checking to ensure:

- There are no inmates left in the lockup
- No paperwork has been over looked
- The area is free of any contraband
- The lockup is secured for the day

The designated Deputy will sign the log, enter the time the area was checked, and give the log to the Watch Sergeant.

The Watch Sergeant will be responsible for ensuring that this procedure is adhered to. The Watch Sergeant who is on duty when the Female Lockup is closed will provide the time it was closed and sign the bottom of the log.

• • 7-03/080.15 Transportation of Inmates Requiring Segregation

The following procedures shall be followed when processing or transporting inmates requiring segregation:

- Inmates requiring segregation, including homosexuals, shall be placed in a bus compartment either alone or with other inmates in the same category, whenever space is available.
- Whenever an inmate requiring segregation is seated in the general population section of the bus, he shall be placed in the front row. When this occurs, one Deputy shall maintain constant visual surveillance of the inmates. If necessary, when a line of inmates is to be escorted, request backup officers from the court lockup or custody facility. If appropriate, remove the segregated inmate from the general population section prior to escorting the line.
- Inmates requiring segregation shall not be handcuffed to general population inmates or inmates not in their category.
- When delivering inmates requiring segregation to a court lockup or any custody facility, the transporting Deputy shall verbally notify the Receiving Deputy of the inmate's status.

• • 7-03/080.17 Informant Transportation

When transporting inmates classified as informants (K-9), they should be transported in a vehicle separate from the party(s) they are providing information on, whenever possible.

When we have a court order requiring that the informant be trans-ported in a separate vehicle, the court order **shall** be honored in **every** case. When the informant will be late arriving at court be-cause separate transportation is not immediately available, notify the court and give the reason.

The Security Deputy shall ensure that informants are properly segregated when transported to and from court and/or facilities.

Crews and desk personnel **shall not** modify this order for purposes of expediency.

• • 7-03/080.20 En Route Procedures

Deputy personnel shall be aware that all situations cannot be anticipated and, therefore, generalization is unavoidable.

Unusual activity on a vehicle shall be investigated immediately. If necessary, drive directly to the nearest law enforcement facility for assistance.

Inmates will frequently kick at windows in escape attempts. Bus crews should be especially alert for loud noises, and movement of inmates from the front to the rear of the vehicle.

During hours of darkness, the aisle lights in the bus shall remain on. Faulty lights shall be reported as soon as the bus returns to Headquarters.

Mirrors are not to be relied upon as the only method of viewing inmates on a bus. Security Deputies are primarily responsible for the security of the inmates when the bus is en route between locations. It is essential that the Security Deputy maintain frequent or constant visual surveillance of the inmates when the bus is en route, and that the Security Deputy or Driver maintain direct visual surveillance when the bus is parked.

Vehicles are not to be considered as secure holding areas. Inmates shall not be left unattended in a Transportation Bureau vehicle, with the exception of morning Courtline.

In the event of a disturbance or medical emergency, Deputies shall not enter the inmate area without sufficient backup. If necessary, drive to the nearest law enforcement facility for assistance.

Fire and Collision

- It is not possible to list specific guidelines for fires or collisions. Inmate security and officer safety are the primary concerns. Do not hesitate to request Code 3 assistance, if you feel it is warranted. If there is imminent danger of fire or explosion after a collision, unload the inmates as quickly as possible. When the inmates are safely away from the danger and it is necessary to enhance security, use additional chains or handcuffs if they are available.
- If there is smoke or fire while en route, consider the option of driving to the nearest fire station or law enforcement facility.

• • 7-03/080.23 En Route Procedures for the Superbus

Unusual activity on the Superbus shall be investigated immediately. If necessary, drive to the nearest law enforcement facility for assistance.

Windows on the Superbus are positioned low. Inmates attempting an escape might try to kick out the windows. Therefore, Superbus crews should be especially conscious of loud noises and any unnecessary inmate movement.

During the hours of darkness, the aisle lights in the trailer unit shall remain on. Faulty lights shall be reported as soon as the vehicle returns to Headquarters.

The three television cameras are strategically placed to afford the Security Deputy a good view of the interior of the trailer unit. The monitor is located in the Security Officer's area, and an identical monitor is located in the tractor unit for the Driver. Since the Security Deputy is primarily responsible for security, the surveillance cameras will be aligned by a visual check through the security screens at frequent intervals. It is essential that the Security Deputy maintain frequent surveillance of the inmates when the Superbus is en route and that the Security Deputy or Driver maintain visual surveillance when the Superbus is parked.

The Superbus is not to be considered as a secure holding area. Inmates shall not be left unattended in the

vehicle, with the exception of State facilities, which present unique situations for Statewide crews. If the Superbus is in a secured compound the Statewide crew may leave the vehicle unattended. Upon return to the vehicle the Statewide crew will conduct a count of the inmates and verify the count with the paperwork, to ensure the correct number of inmates are aboard the vehicle.

In the event of a disturbance or medical emergency, Deputies shall not enter the occupied inmate compartments without sufficient backup. If necessary, drive to the nearest law enforcement facility for assistance.

• • 7-03/080.25 Conversations with Inmates

We are frequently involved in high security trials with multiple defendants, and significant interest on the part of the press. To avoid providing the possible basis for a mistrial, Transportation Bureau personnel shall not discuss any subject with inmates relating to their trial or anyone else's trial. Also, conversations with inmates can be distracting and interfere with ones duties.

• • 7-03/080.30 Wristbands

Inmates with loose, missing, damaged or unreadable wristbands shall be immediately reported to the custody facility Receiving Deputy.

• • 7-03/080.35 Security of Inmates at Courts without Secure Sallyports

When loading or off loading inmates at any court without a secure sallyport, inmates shall have each wrist handcuffed (two inmates per four-man chain). Handcuffs shall be double locked in current Bureau policy. When off loading, inmates will be instructed to remain seated until directed otherwise by a CST Deputy, who shall take a position on the bus during the loading/off loading of inmates. The CST Deputy shall monitor all inmate movement and order inmates from the bus one chain at a time.

The CST Deputy directing inmate movement shall be responsible for physically checking each handcuff as the inmate approaches the first security gate of the bus, which is the gate closest to the driver's area. That Deputy shall ensure that all cuffs are properly secured and that they have not been tampered with.

When moving inmates from the court lockup to a Transportation Bureau vehicle, inmates shall be chained as previously described. Inmates will remain in the lockup cell, either seated or at the rear of the cell, until instructed otherwise. The Deputy monitoring inmate movement at the court lockup shall direct inmates from the cell to the bus one chain at a time.

Should any question(s) arise concerning this procedure, a Bureau supervisor shall be contacted prior to moving any inmate(s). **OFFICER SAFETY AND INMATE SECURITY SHALL NOT BE JEOPARDIZED FOR THE SAKE OF SAVING TIME OR FOR ANY OTHER PURPOSE**.

• • 7-03/080.40 Security Procedures for Inmate Movement at Unsecured

Locations, Other than Courts

Inmate movement at unsecured locations, (i.e. LAPD/Sheriff Stations, jail facilities, etc.) must be afforded the same security considerations as those given to unsecured courts. These locations pose some unique problems, and while not all situations can be anticipated, the following guidelines must be considered when moving inmates at those types of facilities.

- Position the vehicle as close as possible to the entrance/exit door of the facility.
- Evaluate the situation prior to undertaking any inmate movement. Consider the location, distance from the vehicle to the facility, type of inmate(s) being transferred, time of day and proximity of public access. Any questions as to inmate security/officer safety should be brought to the attention of a Bureau supervisor prior to moving any inmate(s).
- Obtain sufficient sworn personnel as backup to assist with inmate movement. Position support personnel so as to allow for the most effective means of providing security.
- Inmates being moved shall have both their wrists handcuffed (two inmates per four-man chain). **Handcuffs shall be double locked in accordance with current Bureau policy**. This applies to both the loading and off loading of inmates.
- Prior to off loading, inmates shall be directed to remain seated until told otherwise by a CST Deputy. The CST Deputy shall monitor the movement of inmates, and instruct inmates to exit the vehicle one chain at a time.
- The CST Deputy directing inmate movement shall physically check each handcuff as required by Bureau policy prior to any inmate leaving the bus.
- When one chain leaves the vehicle, the CST Deputy shall keep the first security gate of the bus locked.
- The second CST Deputy shall maintain inmate security from the time the inmate(s) leave the vehicle until the time they enter the holding cell. Support personnel will facilitate this procedure.
    - **Note:** While this procedure may take a while longer, it serves to enhance the level of inmate security during movement.
- One support person shall be designated to remain with the CST Deputy guarding the remaining inmates on the bus. If in need of assistance, the CST Deputy can promptly dispatch the support person with valuable information.
- When transporting inmates from unsecured locations, after all paperwork is completed, the drive and security deputy shall return to their vehicle, assess the situation and surroundings, then prepare the vehicle for the loading of inmates.
- Following the chainup of inmates being prepared for transportation from an unsecured facility, they will remain in the holding cell, either seated or at the rear of the cell until instructed otherwise. Inmates will be instructed to approach the cell door one chain at a time. The CST Deputy monitoring inmate movement shall inspect each handcuff to insure they have not been tampered with and are still properly secured. The CST Deputy shall then escort inmates to the bus, one chain at a time.

Any questions regarding this procedure, or issues of inmate security/officer safety shall be dealt with by notifying a Bureau supervisor as soon as possible. **OFFICER SAFETY AND INMATE SECURITY SHALL NOT BE JEOPARDIZED FOR THE SAKE OF SAVING TIME OR FOR ANY OTHER PURPOSE.**

• • 7-03/090.00 Special Transportation

This order applies to the types of transportation that fall outside the routine transportation provided for all inmates, to and from court, facilities, and other agencies. For example, special transportation would be used for funerals, doctor visits, and hemodialysis treatments.

Special transportation is provided pursuant to court orders. Any requested transportation of this nature, not authorized by court order, shall be provided only when expressly authorized by the Unit Commander.

Inmate security and officer safety, not convenience, shall be the primary concerns during a special transportation assignment. At all times, the escorting Deputies shall remain close enough to maintain visual contact, and control of the inmate.

Deputies will familiarize themselves with the details of the court order prior to leaving the jail facility. A check will be made of the inmate's information file located in Inmate Reception Center to determine if there are any unusual security problems associated with the inmate(s) named in the order. A search for an Inmate Special Handling Request card will also be conducted prior to leaving.

These guidelines apply to most situations, however, each transportation assignment presents unique problems pertaining to security and safety. Occasionally, the escorting Deputies will have to modify normal procedures due to special circumstances.

Transportation Deputies are responsible for the safety and security of the inmate from the time he is placed in their custody, until the time that custody is relinquished to an authorized person. Do not hesitate to use handcuffs, chains and/or a leg braces to provide adequate security. If necessary, consult a supervisor for additional instructions or advice.

• • 7-03/090.05 Funeral Escorts and/or Family Contact

Transportation Bureau Deputies will wear suitable business attire when assigned to execute a court order requiring the removal of an inmate for the purpose of attending a funeral, visiting a critically ill relative or any similar situation where the prisoner will be in close contact with relatives. An unmarked car will be used for these assignments. A leg brace or leg chain secured with padlocks shall be used on the inmate for all funerals and other events where the inmate will have contact with relatives, whether or not the inmate is wearing handcuffs. The inmate will be handcuffed until his arrival at the location specified in the court order. Normally, the handcuffs may be removed prior to the inmate alighting from the vehicle. The leg brace or chain shall not be removed. Escorting Deputies shall remain close enough to maintain visual contact, and control of the inmate.

If proper security measures cannot be arranged and maintained throughout the trip, the inmate shall be immediately returned to the custodial facility. If transportation of the inmate presents unusual security problems, additional security measures should be discussed with a supervisor prior to transporting the inmate.

Generally, court orders for funerals or other family contact will be obtained through the Men's Central Jail Chaplain's Office. However, they may arrive directly from court. When the court order conflicts with our policy, a cancellation should be requested through the Chaplain's Office. The Unit Commander shall be advised in all cases when a court order conflicts with our transportation policy.

Inmates shall not be transported to funerals or other types of family contact, except for family members. For the purposes of this order, a family member shall be one of the following:

- Parent (natural and legal guardian)
- Spouse
- Children (natural and legally adopted)
- Step children
- Brother or sister
- Step or half brother or sister
- Grandparents
- Grandchildren

Other limitations are as follows:

- Federal prisoners shall not be transported to funerals or hospital visits by Transportation Bureau personnel.
- County prisoners with State holds will not be transported to funeral or hospital visits unless the holds are removed.
- State prisoners will not be transported to funerals or hospital visits by Transportation Bureau personnel.
- Inmates charged with murder, potential two strike or three strike inmates and/or inmates who have bail in excess of $50,000.00 are not eligible.
- Inmates who are classified as security risks or who are potentially dangerous or violent are not eligible.
- Transportation to hospitals and funerals will generally be permitted only between 0900 and 1300 hours, Monday through Friday; however, the Watch Commander may extend the hours when resources are available.
- Funerals or visits to critically ill persons shall be limited to locations within Los Angeles county. Catholic inmates may choose between attending the rosary or the general service, but cannot attend both.

Any deviation from the above policy must have the prior approval of the Watch Commander or higher.

• • 7-03/090.10 Medical Visits

Inmates shall not be left unattended in a room under any circumstances. If the doctor is with the inmate and requires privacy, guard all exits from the room. If a doctor or nurse leaves the room, the escorting Deputy must enter immediately. If this is not possible, return the inmate to the custodial facility.

After returning the inmate to the custodial facility, the court order will be stamped with the "Executed" (Appendix V) stamp. The court order will then be placed in the Watch Sergeant's in tray.

• • 7-03/090.15 Transportation for Hemodialysis

The basic responsibility of maintaining custody of inmates is of paramount importance, however, there are certain medical facts that must be considered when transporting inmates for hemodialysis treatments:

- When an inmate is undergoing treatment on the dialysis machines body functions are greatly decreased. If the inmate were to try an escape attempt, profuse bleeding would result, and the possibility of death would occur within three to five minutes.
- While undergoing treatment, the chance of cardiac arrest increases greatly. If cardiac arrest occurs, the medical staff must move the inmate/patient from the treatment chair to the floor, for immediate cardiopulmonary resuscitation.

Because of medical necessity, the following procedures will be adhered to:

- Inmates will be secured with chains and/or handcuffs going to, and returning from the dialysis center, in accordance with existing Department and Bureau policies.
- It is not necessary nor desirable, to handcuff or leg chain an inmate who is in the treatment chair undergoing dialysis treatment, except under the following conditions:
    1. The inmate is a high escape risk.
    2. The dialysis center requests to have the inmate restrained.
    3. The Deputy is aware of extenuating circumstances that justifies handcuffing.
- Inmates are not to be chained to the hemodialysis chair or bed.
- If a disagreement arises between the transporting Deputy and the medical staff about restraining an inmate/patient, the Watch Sergeant shall be immediately notified and will resolve the conflict.

When transporting an inmate for dialysis treatment, transporting personnel should have in their immediate possession a pair of rubber gloves. A large percentage of hemodialysis patients also have hepatitis.

Bleeding is a common occurrence for individuals suffering from kidney failure, particularly after being dialyzed. Due to the possibility of contracting hepatitis from the blood of an infected individual, rubber gloves should always be worn if the necessity for first aid arises. It is also a good idea to wear rubber gloves during chaining and unchaining.

The medical staff at the hemodialysis center will fax to Men's Central Jail Medical Clinic/Sybil Brand Institute Medical Clinic all doctor's orders, prescriptions, or medical forms pertaining to the inmate/patient.

When an inmate refuses dialysis treatment, the inmate shall be returned to the Inmate Reception Center at Men's Central Jail or Sybil Brand Institute, as soon as possible. The transporting Deputy shall notify the Transportation Bureau Watch Commander and the Men's Central Jail/Sybil Brand Institute Clinic Supervisor, of the refusal.

• • 7-03/100.00 Courtline Miss Outs

All inquiries from the courts regarding miss outs shall be reported to the Watch Sergeant. The Watch Sergeant shall ensure that the status of the inmate is determined, that the court is advised of the estimated time of arrival, and that the inmate either arrives at the time given or the court is to be advised otherwise. In particular, when the court is told the inmate will be arriving on the noon bus, the Watch Sergeant will ensure the inmate is on the noon bus. The Watch Sergeant shall log the time the inquiry was received and the disposition.

• • 7-03/110.00 Inmate Incident Reports

Inmate discipline is the outcome of the process of orientation, training, guidance and punitive sanctions intended to bring about orderly conduct and personal responsibility.

Discipline should be based on realistic, acceptable and understandable standards. Counseling and advising an inmate of expected conduct is encouraged for a first violation of a minor nature.

When a rule is violated, discipline should be prompt and fair. The disciplinary process must conform to constitutional standards of due process, and the provisions of the California Administrative Code Title 15, which regulates discipline for inmates who violate jail rules and regulations.

Inmates involved in any disciplinary action, other than counseling or reprimand shall have the right to an administrative process or hearing within 72 hours of the incident.

Deputies observing an inmate commit a major infraction of the rules shall immediately advise the inmate of the violation(s) orally and subsequently issue him a copy of "Notice of Disciplinary Violation" (SH-J-380). The form lists seventeen different jail violations. An "Inmate Incident Report" (SH-J-213) must be completed.

The half sheet "Notice of Disciplinary Violation" must be written in duplicate, one copy is given to the inmate and the original submitted with the "Inmate Incident Report." The inmate cannot be taken to Sergeant's Court for 24 hours after this notice has been given to the inmate. This is a required time limit given to the inmate to prepare his defense.

The "Inmate Incident Report" (white card) must be completed within a reasonable time to allow the paper path for approval, and to be delivered to Men's Central Jail for Sergeant's Court.

If the inmate is housed at Men's Central Jail, the Deputy shall complete an "Inmate Incident Report" specifying the circumstances surrounding the violations. All witnesses to the incident shall be identified in the report, relevant statements included, and any evidence held. The report must be turned in as soon as possible, but in all cases prior to the end of shift.

The Desk or Field Sergeant shall review the report, interview the Deputy, inmate and/or witnesses, and record his findings and recommendations on the Incident Report, then approve the report. The Watch Commander shall conduct a more thorough investigation, if the circumstances warrant, and sign the review box. If the Watch Commander is off duty, the Watch Sergeant may sign both the approved and reviewed portions of the report.

A copy of all incident reports must be maintained at Transportation Bureau. The report is filed alphabetically within each year. The approved Inmate Incident Report shall be delivered to Men's Central Jail and placed in the top tier of the Legal Sergeant's tray located in the Watch Sergeant's Office.

If the inmate is not housed at Men's Central Jail, the original Incident Report shall be delivered or faxed to the facility where the inmate is housed, this must be done within 24 hours.

Some incidents may occur while en route to a jail facility. The Deputy may deviate from the above process by giving the violator a copy of "Notice of Disciplinary Violation," and then write the "Inmate Incident Report," at the facility. Submit the report to the Custody Shift Supervisor who can incorporate the Incident Report with the

facilities disciplinary process. Make a copy of the Incident Report for the Transportation Bureau file.

If the incident involves the writing of a "First Report" (SH-AD-49) it should be noted that no discipline will be imposed unless an "Inmate Incident Report" is also written. In these cases, it is permissible to omit a narrative description of the rule violations and simply refer to the URN file number. A copy of the **approved "First Report"** shall be attached to the Inmate Incident Report by the reporting Deputy.

• • 7-03/120.00 Extraction Procedures

The following procedures are guidelines for the extraction of inmate(s) from a bus. Similar tactics should be employed when other types of vehicles are involved.

• • 7-03/120.05 En Route - Disturbance Occurs

The Security Officer gives verbal instructions to the inmates in the disturbance to sit down, and follow instructions. If the situation is not controlled by verbal commands:

- Proceed to the nearest secure facility, i.e., Sheriff or Police station, jail facility or court.
- Notify the CST Desk regarding the situation, and give your destination. The CST Desk will notify the station, facility, or court of the situation and your estimated time of arrival.
- If the situation dictates, request backup or assistance from the local police department or California Highway Patrol.
- The Security Officer should continue to give verbal commands to the inmates to sit down, i.e., "If you do not stop fighting and sit down, you will be sprayed with pepper spray." The Security Officer should attempt to identify the inmates involved in the disturbance.
- All interior lights are to remain on in the vehicle.

If at all possible CST personnel should refrain from utilizing pepper spray when the vehicle is in operation, or when the air conditioning system is functioning. The spray may overcome the driver while en route.

Upon arriving at a secure facility, secure the weapons and proceed as instructed in the following section.

• • 7-03/120.10 On a Bus in CST Compound, Court Sallyport or Custody Facility

If a situation is not controlled by verbal commands i.e., a verbal order advising inmates to sit down and follow instructions or they will be pepper sprayed, the following procedures should be initiated:

- Close and lock all vehicle security gates to control inmates and prevent an escape.
- Obtain backup personnel, notify the CST Desk regarding the situation, and request a supervisor to

respond to the disturbance.

- It is not necessary to wait for a supervisor before beginning to remove inmates or take other appropriate action.

- If the disturbance is located in the CST compound, desk personnel shall contact Inmate Reception Center Courtline and request that they advise all Transportation personnel to curtail all inmate movement, lock down all cells, and respond to the location of the disturbance.
- The original Deputy should continue to issue verbal commands i.e., "If you do not stop fighting and sit down, you will be sprayed with pepper spray."
- In addition, the original Deputy should attempt to identify the inmates involved in the disturbance.
- During this procedure all interior lights should remain on and the engine should be turned off, to ensure the air circulation system is not contaminated in the event pepper spray is used.
- Once sufficient backup has arrived one Deputy will take command, and become the "Lead Deputy" of the situation.
  - Preferably the Security Officer assigned to the particular bus or, if not available, the first Transportation Deputy on the scene.
- The Lead Deputy will stand at the first gate. The gate will remain secure until all deputies are in position.
- The first backup Deputy will stand in the Security Officer's area ready to respond with pepper spray.
- The second backup Deputy will stand on the stairs, ready to respond with pepper spray.
- The remaining backup deputies will be staged outside the bus ready to receive the inmates.
  - These deputies will be responsible for securing the off loading inmates.

Pepper spray will only be used after verbal command efforts have not been effective. Due to the confined area and interior configuration of a bus, pepper spray is the primary devise to obtain control in an inmate disturbance. The PR24 and/or the Handler 12 would be an optional tool. Bureau personnel are not required to carry the PR24 or the Handler 12, due to the restriction of such equipment in many areas, and the lack of adequate accommodations for weapons storage at the various facilities served.

• • 7-03/120.15 Off Loading Procedures

The Lead Deputy will begin with the multi-man compartment. The multi-man compartment will always be off loaded first. Deputies are not to enter the inmate compartment of the bus with inmates still seated in this section.

The Lead Deputy will instruct the first chain of inmates to stand. He will visually check their handcuffs to ensure they are still secure. He will open the gate and allow the chain to pass. The first backup Deputy will remain in the Security Officer's area ready to respond, if necessary with pepper spray, to any adverse situation. The second backup Deputy on the stairs will retreat down the stairs and off the bus, keeping visual contact of the chain of inmates. The backup deputies staged outside the bus will take control of the chained inmates and place them in a secured holding area, or have them sit on the ground, depending on the situation.

Once the multi-man compartment is empty, if the situation is under control, proceed to the two-man cages. Using the same procedures, off load the inmates. If the disturbance has continued, go directly to the door of the general population section. The Lead Deputy will continue to control the cage door.The next two backup deputies will move to the multi-man compartment ready to respond if necessary with pepper spray. The

backup Deputy on the stairs will move up to the Security Officer's area. One of the backup deputies staged outside the bus will move up to the stairs.

Off load the general population section using the same procedures as the multi-man section. One chain at a time, visually check the handcuffs and off load from front to back.

• • 7-03/120.20 Uncooperative Inmate(s) During Off Loading

If during the off loading procedures, an inmate refuses to follow directions, continue to off load the cooperative inmates until only the uncooperative inmate(s) are left on the bus.

The Lead Deputy will remain at the cage door. If there is only one uncooperative inmate, the two backup deputies will enter the general population area and use the reasonable force necessary to gain compliance of the inmates i.e., pepper spray. The two backup deputies from the stairs will enter the multi-man compartment to provide further backup, if necessary. Be advised that while off loading uncooperative inmates from the vehicle, it is possible they may be concealing weapons that can be used to attack Deputy personnel, or other inmates. If there is more than one uncooperative inmate, the Lead Deputy will determine how many backup deputies will enter the general population section.

• • 7-03/120.25 Combative Inmate(s) During Off Loading Procedures

If, during off loading, an inmate becomes combative, the first backup Deputy will use the reasonable force necessary to control the situation. The additional backup deputies staged at the stairs or outside the bus will assist, as needed.

• • 7-03/120.30 Medical Treatment

All inmates pepper sprayed shall be seen by a Doctor. If in the field or at a court lockup, paramedics must be summoned to examine the inmates sprayed. Obtain an "O.K. to transport" from the paramedics prior to transporting. Upon arrival at the jail facility the inmate(s) shall be seen by a Doctor. If there are any questions or anticipated delays contact the Watch Sergeant, for additional direction.