2-06/010.15 Search and Booking of New Remands from Court

When a judge remands a defendant to the custody of the Sheriff, the bailiff shall immediately remove the individual from the courtroom. If the individual desires to give any property to a relative in the audience, they may do so. However, the bailiff must maintain full control of the situation. Prior to or immediately after entering the court holding area, the bailiff or the transporting Deputy shall conduct a pat-down search for weapons, prior to escorting the remand to the main lockup. Immediately upon entering lockup but prior to un-cuffing the remand, a hand-held metal detector shall be used as a secondary search. The bailiff shall complete the "Medical Screening Form." (The "Outside Agency Medical Declaration" section does not apply). The bailiff shall ensure that the court commitment paper follows the new remand to the main lockup as soon as possible. Under no circumstances shall a newly committed person be placed in a cell with other inmates without having been searched, both physically and with a hand-held metal detector, for weapons or contraband.

On arrival in the main lockup, the inmate shall be physically searched in a thorough manner and the property shall be inventoried and processed in accordance with Department procedures, refer to Manual Policy and Procedures.

Court Services Division, lockup personnel, shall LiveScan and fully complete an Electronic Booking and Property Record and include all booking photographs, prior to being transported to IRC/CRDF. Exception to this policy requires approval from the IRC/CRDF Watch Commander. If the Electronic LiveScan Booking Process is off-line or unavailable, a SH-AD-J 294, Booking and Property Record (manual "nine line") shall be fully completed.

During the booking process, all persons remanded shall be asked, "Are you okay to be housed in General Population?" The inmate's booking slip shall be stamped with "OK for General Population" with check boxes for yes or no, and the name of the lockup personnel obtaining the response. If the response is yes, the inmate will be placed in a general population cell and so indicated in the "Yes" check box. If the response is "No", the check box will be checked "No" and the inmate will be interviewed further, and the current Special Handle Request policy, CSDM, 2-07/015.05 - Requests for Special Handling Classification will be followed.

Area Lieutenants/Branch Supervisors shall be responsible for compliance with this policy.

Supervisors identifying training needs should e-mail the Data Systems Bureau Liaison Deputy at Court Services Division Headquarters. LiveScan equipment repair needs (including LiveScan printers) should be e-mailed to the LACRIS Help Desk.