2-06/030.40 Delineation Of Responsibilities Between Correctional CST Bureau and CSD Personnel

Inmates are the responsibility of Court Services Transportation Bureau (CST) until they have been accepted by the Court's Branch Supervisor. When a CST bus enters the Court's bus bay, the Branch Supervisor assumes functional supervision of the CST personnel. Documentation for incidents occurring inside the bus, up to the threshold of the bus doorway, shall be the responsibility of CST. If the incident involves the use of force and a Sergeant is on duty at the court, the Court's Sergeant will assist CST by accepting verbal notification of the use of force and perform those duties required under "Immediate Supervisor's Responsibilities." The Sergeant's completed reports shall be forwarded to the CST Watch Commander. If there is no Sergeant on duty at the court, the Bonus Deputy will assist the responding CST Sergeant, if requested to do so, by conducting initial interviews on tape and presenting them to the CST Sergeant when he/she arrives at the court.

Specific areas of responsibility are outlined and delineated below. However, the personnel most closely involved in an emergency situation shall immediately handle the situation regardless of which Bureau is ultimately charged with administrative responsibility. The eventual assignment of an incident to either Bureau does not relieve personnel of their obligation, including the primary duty to safeguard inmates in their care. The safety and security of inmates and personnel shall be the primary focus of all deputy personnel during these operations.

Inmate Movement and Force Incidents

When a CST bus arrives at a Court Branch, the custody and control of the inmates will be the responsibility of the Court's Supervisor. The Branch Supervisor will ensure adequate personnel are present for the safe and secure loading and unloading of the bus. The Branch Supervisor's responsibilities will continue until the CST bus exits the bus bay.

CST Deputies are involved in a force incident while enroute to a court, or while inside the bus bay at a court, the force reporting is the responsibility of CST. However, if the force occurs while inside the bus bay at the court, and there is a Branch Sergeant on duty, the Court will assist CST by having a Branch Sergeant accept verbal notification of the use of force and perform those duties required under "Immediate Supervisor's Responsibilities." The Branch Sergeant's completed reports shall be forwarded to the CST Watch Commander. If a Branch Sergeant is not on-duty, CST is responsible for immediately dispatching a supervisor to the Branch Court and preparing a "force package."

The Court's Bonus Deputy shall assume responsibility for conducting taped interviews. A copy of the interview(s) will be provided to the responding CST Supervisor

Disagreements as to responsibilities should be resolved by the Court's Sergeant or Area Lieutenant and the CST Watch Commander.

Escapes

When a CST bus arrives at a courthouse, responsibility for the security of the inmates shall transfer to the Court's Supervisor. Should there be an escape or attempted escape, the Court's Supervisor shall assume

command of the incident. The Branch Supervisor is responsible for all escapes and attempted escapes that occur prior to the CST bus exiting the bus sally port. The documentation of escapes or attempted escapes after the bus leaves the sally port reverts back to CST.

Injured or Sick Inmates

Inmates are the responsibility of CST until responsibility is accepted by the Court's Branch Supervisor. Prior to acceptance, if an inmate appears to require medical attention, a supervisor shall be summoned immediately. The Court's Supervisor shall respond and personally evaluate the inmate's medical condition. If the supervisor concurs with the assessment that the inmate requires medical attention, the supervisor shall not accept custody of the inmate. This includes, but is not limited to, inmates needing medication before the end of a court day, intoxicated inmates, inmates with minor injuries that can be treated at a jail clinic, etc. The supervisor shall advise the transporting Deputies of their responsibility for ensuring the inmate receives medical attention in a timely manner.

If an inmate requires immediate medical care, paramedics shall be called. If the inmate subsequently needs transportation to a medical facility, the responsibility for transportation remains with the CST. If required, the Court's Supervisor shall assign Court personnel to assist in transporting the inmate to a medical facility and arrange for CST personnel to relieve them in a timely manner.

Responsibility for relieving CST Deputies and providing security for inmates while at a hospital shall be governed by Custody Division Manual. This policy provides for the following guidelines:

Inmates Assigned to a Housing Unit: Personnel from the originating custody facility shall respond and assume responsibility for the inmate's security.

Inmates Remanded at Court: The North County Correctional Facility (NCCF) shall assume responsibility and security for inmates remanded into Sheriff's custody from Court Services Division's Valley Area Courts, including Antelope Valley/Lancaster, North Valley/San Fernando, Newhall/Valencia, and Van Nuys Courts. The Twin Towers Correctional Facility (TTCF) shall assume responsibility for inmates remanded from all other courts.

Inmates Not Remanded, Station or Other Agency Booking: That station or police agency shall provide security.

Inmates that become injured or ill while in the custody of Court Services Division shall not be accepted by CST until the prisoner receives appropriate medical treatment from paramedics who determine there is no need to transport the prisoner to a hospital. Additionally, one of the following conditions must be met:

• A completed and approved Inmate Injury Report (SH-AD-212) is provided to CST personnel in cases involving an injury not associated with a crime, or;

• A completed and approved Inmate Injury Report (SH-AD-212) and Complaint Report (SH-AD-49) is provided to CST personnel in cases involving an injury associated with a crime, or;

• A completed and approved Complaint Report (SH-AD-49) is provided to CST personnel in cases where a prisoner becomes ill.

The documentation of incidents involving inmates becoming injured, ill, or the victims of a crime occurring inside the bus, up to the threshold of the bus doorway, shall be the responsibility of CST.