2-06/035.00 Court Ordered Extraction Procedure of a County Jail Inmate Located at a County Jail Facility

Court Services Division (CSD) personnel will follow the extraction procedure for a county jail inmate listed below when an inmate is being summoned to court by a judge due to a court removal order and the inmate is refusing to cooperate.

- CSD personnel shall send a facsimile of the extraction order to the Inmate Reception Center (IRC) Records Section at (213) 217-4973.
- CSD personnel shall telephone the IRC Watch Commander at (213) 893-5303 and document the notification via a log maintained by CSD. The log shall note that the IRC Watch Commander was notified of the pending extraction order, the time and date of the notification, and the name and booking number of the inmate involved in the extraction order.

Court Removal Orders and Subpoenas for an Inmate to Appear in Court

In the event that the extraction is based upon a court removal order or subpoena, the Branch Supervisor shall contact the judge of the concerned court. The judge shall be advised that force may be necessary to extract the inmate from a cell to ensure court appearance.

The judge will be offered an opportunity to enforce, rescind, or delay the removal order. If the judge demands the inmate to appear in court, the inmate shall be extracted based on the verbal order of the court.

Authorization for the removal from the judge may be relayed and accepted via the court clerk or bailiff. Following the verbal order, the judge will provide a minute order requiring the inmate’s appearance in court to the branch supervisor of the concerned facility. A record of all contacts between CSD personnel and court personnel, and a copy of the minute order shall be included in the required Use of Force Report package.