

## 2-07/015.05 Requests for Special Handling Classification

Requests to have prisoners placed on “Special Handling” status shall be submitted using the Electronic Special Handling Program to the Inmate Reception Center (IRC), Classification Unit (male inmates) and Century Regional Detention Facility (CRDF) (female inmates) via the intranet.

Branch Courts lockups are to maintain a sufficient supply of special handle wristbands (Red, Blue, Yellow) for their use.

### Procedures to enter an Electronic Special Handling Request:

**Electronic Special Handling Program:** Inmate must be Live scanned prior to Special Handling Request.

- **From the LASD Intranet:** General Information - Custody Information Portal, click Special Handling under Classification Unit. Enter your NT logon and password.
- **Special Handling Welcome screen:** From the opening welcome screen, enter the inmates booking number in the designated box and click the “GET” button.
- **Special Handling Request:** Review and verify the inmate’s name, charge, physical description, DOB etc. for correct information.
  - **Note:** CII is linked to Los Angeles County Jail prior bookings history.
- **Reason for Special Handle (IC12 Comments Displayed):** Enter a detailed narrative of the need for special handling.
- **Keep Away from Inmates:** If keep away status is needed, enter booking number of inmate(s) to be kept away from the inmate for whom the request is being completed for.
  - **Note:** Each keep away inmate shall have their own special handling request.
- **Requesting Officers:** In the “Person Submitting” field, ensure your name is in the “User ID (Windows)” field and the name of the requestor in the “Name / Person Requesting” field. Select the Unit of Assignment and telephone number of the person requesting the inmate special handling.
  - **Note:** After submission to unit supervisor, open “Approved Wristband Report” and monitor report for approved special handling request.
- **Wrist banded:** In the Wrist banded field, ensure your name is the User ID (Windows) field and the name and employee number of the person who placed the wristband in the Name / Person Requesting filed.
  - **Note:** Edit Function: If a special handling request is in need of correction during the processing stage, the person who last submitted the request can retrieve and correct the request.

### Supervisor’s Responsibilities:

- **Unit of Assignment Supervisor:** Supervisor at submitting unit will review Special Handling Request and document approval with their NT logon name.

### Procedures to add Additional or Updated Information:

- **Electronic Special Handling Program:** From the LASD Intranet - General Intranet - Custody Information Portal: Enter your NT logon and password.

- **Special Handling Welcome screen:** From the opening welcome screen, enter the inmates booking number in the designated box and click the “GET” button.
- **Existing Special Handling Request:** Review and verify the correct special handling request for the concerned inmate. Use the “Add New Comment” button to access the update form.
  - **Note:** If the existing special handling request has not been approved at the Classification Supervisor’s level, the update button will not function. In this case, notification to the classification unit is needed to have the request approved.
- **Additional Comment Page:** Review and verify the inmate’s name and booking number are correct.
- **Add New Comments:** Enter a detailed narrative of the additional / updated information of an existing special handling. If keep away status is needed, enter the name and booking number of the inmate(s) to be kept away from the inmate for whom the additional / updated information is being completed for. Each keep away inmate without an existing special handling request shall have their own special handling request submitted.
  - **Note:** The name and booking number of keep away(s) will be added to the “Add New Comments” narrative field.
- **Contact Info (Name/UOA/Phone):** In the “Contact Info” field, enter your name, unit of assignment and telephone number.
  - **Note:** After submission, open “Approved Wristband Report” and monitor report for approved special handling request. If a wristband change is required, follow directions as outlined above in Wristbanded.

### **What to do in the event the Electronic Special Handling Request program isn’t available:**

**From Microsoft Outlook:** Open “Public Folder” > “All Public Folders” > “All Forms” > “Miscellaneous” > “Inmate Special Handling Request SH-J-181”. Open the Special Handling Request, print a blank copy of the request form, and fully complete the request, after completed, have the request reviewed and approved by a Unit Supervisor. Have the inmate transferred to IRC/CRDF along with the completed request for processing by the Classification Unit.

### **Urgent Special Handling Status Needed:**

In those cases when an urgent special handling status needed, contact the IRC Classification Unit at (213) 893-5365 and CRDF Classification Unit at (323) 568-4500.

### **Declassification:**

Any declassification refer to IRC Classification Unit (213)893-5365 for male inmates and CRDF, (323)568-4500 for female inmates.

**Note:** For K-10 inmates contact Jail Liaison Unit (213)974-5003

**Note:** The following applies to all “Special Handling” codes excluding the \*A\* code. See Custody Division Manual for policy and procedures concerning the \*A\* code.

Inmates classified as a K-b, \*E\* \*H\* \*P\* ~ or K-6 ~ \*E\* \*F\* \*G\* \*L\* \*P\* \*T\* \*V\* and K-1, must be escorted at all times. Also, depending on their keep away classification, they require segregation during transportation and

at the court lockup. Inmates so classified, particularly K-I 0, may, at the discretion of the IRC Watch Commander, be transported to court by the arresting/investigating unit or agency. If space is not available to segregate an inmate in a court lockup, the escorting officers may be required to remain with the prisoner until he is returned to the Inmate Reception Center. If an inmate is classified with a reserve code, appropriate security should be provided regarding housing and transporting this individual.

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