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 lll). 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.