Chapter 3 - Inmate Movement Procedures

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• 7-03/000.00 Inmate Movement Procedures

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• 7-03/010.00 Acceptance of Inmates

Refusal to accept an inmate for transportation for any reason, including those outlined in this manual shall be reported to the Watch Sergeant immediately.

It is the policy of Transportation Bureau to transport only those inmates remanded to the custody of the Sheriff, those whom we are otherwise legally obligated to transport, and inmates booked through one of our Sheriff's stations who are physically fit for transportation and approved for acceptance, by Inmate Reception Center. Inmates released at court or from any other facility shall not be transported after they have achieved non-inmate status. When confronted with a situation not included in this policy statement, a supervisor shall be contacted for instructions.

• 7-03/010.03 Obligation to Transport

Transportation crews assigned to transport inmates from a court lockup shall pick up all inmates at the lockup that are ready for transportation, seating space permitting, and shall not leave inmates at the court lockup for a later bus unless unusual circumstances are present.

When a crew decides to leave inmates at a court lockup or any facility, and seating is available on the bus, the transporting deputies shall immediately report the reason for their action to the Transportation Bureau Watch Sergeant prior to leaving the location.

• 7-03/010.05 Sheriff's Department Warrant Arrestee

Inmates arrested by other agencies in this county on warrants held by this Department shall be transported from court lockups, outside agencies and/or Sheriff's stations.

The desk, upon notification via teletype or telephone that another police agency inside Los Angeles County has arrested a defendant on a warrant, on file with the Sheriff's Department, shall verify with Inmate Reception Center's Warrants and Detainer Section that it is in fact a Sheriff's Department warrant, unless the agency is holding the warrant abstract. This verification may be done by telephone. The arresting agency should then be advised of the estimated time the transporting crew will pick up the inmate.

Do not accept the inmate without a valid abstract. Inmate Reception Center will not accept the inmate without

a valid abstract.

If there is a question about the validity of the abstract, call the County Warrant System (CWS) at (213) 974-4653.

Transportation for all inmates arrested on this Department's warrants by agencies outside Los Angeles County shall be provided by Statewide Detail. Inquiries should be referred to Statewide Detail at (213) 974-4565.

• 7-03/010.07 Warrants Originated by Agencies Within Los Angeles County

Inmates arrested by Sheriff's personnel and delivered to a court lockup from a Sheriff's station with warrants that are not adjudicated at the court, will be accepted for transportation, regardless of which agency originated the warrant.

All inmates with warrants originated by police agencies in Los Angeles County that have been arrested by Sheriff's Department personnel, and booked at Sheriff's stations shall be accepted for transportation at the Sheriff's station.

Inmates shall not be accepted for transportation from any court lockup or station, if such transportation is in violation of Inmate Reception Center's guidelines for acceptance of inmates.

L.A.P.D. inmates transported to court for arraignment on a Transportation Bureau bus shall be accepted for transportation from a court lockup when they have outstanding warrants from other agencies.

Inmates arrested by an outside agency on another outside agency's warrant and booked at a Sheriff's station solely for transportation to court or to another agency shall not be accepted for transportation. It is the responsibility of the arresting agency to contact the agency initiating the warrant, for pick-up of the inmate. If a Sheriff's station accepts the inmate, it is the station's responsibility to contact the agency initiating the warrant, for pick-up of the inmate.

An outside agency's membership in the Consolidated Booking System has no bearing on this policy.

• 7-03/010.08 District Attorney's Office Warrants

Inmates arrested on warrants originated by the District Attorney's Office and booked into the Consolidated Booking System shall be accepted for transportation.

• 7-03/010.15 Out-of-County Warrants

When a request is received from another police agency within Los Angeles County requesting transportation of an inmate arrested on a warrant originating outside of Los Angeles County, the requesting agency will be

instructed to contact the originating agency regarding transportation.

When a request is received from a Sheriff's station for transportation of an inmate arrested on the authority of an out-of-county warrant, Transportation Bureau Deputies will accept and transport the inmate to Inmate Reception Center/Sybil Brand Institute. This shall be done whether or not the issuing county contracts with Los Angeles county for transportation of warrant arrestees.

Counties contracting with the Sheriff's Department, as of November 1995, are as follows:

1. Alameda County
2. Amador County
3. Colusa County
4. Contra Costa County
5. El Dorado County
6. Fresno County
7. Glenn County
8. Humboldt County
9. Kern County
10. Lake County
11. Madera County
12. Marin County
13. Merced County
14. Monterey County
15. Napa County
16. Nevada County
17. Orange County
18. Placer County
19. Riverside County
20. Sacramento County
21. San Bentio County
22. San Bernardino County
23. San Diego County
24. San Francisco County
25. San Luis Obispo County
26. San Mateo County
27. Santa Barbara County
28. Santa Clara County
29. Santa Cruz County
30. Shasta County
31. Siskiyou County
32. Solano County

33. Stanislaus County
34. Tehama County
35. Trinity County
36. Yolo County

• 7-03/010.20 Warrants Issued by Contract Counties

Inmates arrested by agencies on warrants issued by other counties that contract with this county for Statewide prisoner transportation shall be transported from court lockups, outside agencies, and/or Sheriff's stations. If possible, contact Statewide Detail before accepting the prisoner for the contracting agency.

• 7-03/010.25 Out-of State Warrants

When a request is received from another police agency within Los Angeles County requesting the transportation of a prisoner arrested on a warrant or warrant abstract originating outside the State of California, the requesting agency will be instructed to contact the Sheriff's Fugitive-Warrant Detail which will make the transportation request via JDIC.

When a prisoner is delivered to a Transportation Bureau Deputy whether at a court, from another police agency, or from a Sheriff's station, and the prisoner is an out-of-state fugitive, accept custody of the prisoner provided that you receive either a teletype warrant or a copy of the warrant abstract from the originating state authorizing the arresting agency to hold the prisoner. A local arrest warrant or remand order is not necessary as an authorization to take custody of such prisoners.

When a fugitive prisoner is accepted from any police agency other than our own, notify the Sheriff's Fugitive-Warrant Detail during business hours at (213) 974-4411 or Sheriff's Information Bureau after hours at (213) 526-4541. Have them contact someone from the Sheriff's Fugitive-Warrant Detail and advise them of the situation. Inmate Reception Center's Warrants and Detainer Section shall also be contacted at (213) 974-4025. The Sheriff's Fugitive-Warrant Detail handles fugitive warrants for all police agencies in Los Angeles County.

• 7-03/010.30 State Parole Warrant Arrestee

If a State Parole Officer wishes to deliver a prisoner to our custody along with a valid warrant or warrant abstract, we will transport the prisoner from a court lockup or Sheriff's station. The inmate will be transported as if he were a new booking to Inmate Reception Center. These warrants will be for violation of 1767.3 W.I.C., 3151 W.I.C., or 3056 P.C., and will either be for escape or for violation of parole with no bail authorized. The State Parole Officer shall also attach his business card to the warrant or warrant abstract. Inmate Reception Center has agreed to accept the violator.

• 7-03/010.35 State Parole Violators

The Transportation Bureau will transport state parole violators arrested under authority of 3056 P.C. when such prisoner(s) have been booked at a Sheriff's station by a Parole Agent. Transportation Bureau Deputies shall not accepted or transport prisoners booked on 3056 P.C. unless authorized by a teletype sent by the Parole Agent. A copy of the teletype must accompany the prisoner to the Inmate Reception Center. The teletype must adhere to the following format:

(Prisoner's name and description)
"This is authorization for detaining agency, Los Angeles County Sheriff's Department and any Peace Officer in the State of California to arrest and book per 3056 P.C. and transport to Los Angeles County Jail."

• 7-03/010.40 Probation Violators

Adult

Transportation Bureau Deputies will transport probation violators arrested under authority of 1203.2 P.C. when such inmates have been booked at a Sheriff's station by a Probation Officer. Inmate Reception Center does not require a warrant of arrest for acceptance into the jail.

Probation violators will be accepted from L.A.P.D. stations for transportation to an arraignment, per terms of the transportation contract.

Juvenile

Juveniles shall be accepted from Sheriff's stations for trans- portation to a juvenile facility only when a booking slip and arrest report accompany the juvenile.

• 7-03/010.45 647(F) PC - Drunk; and 11550 H&S - PCP

Do not accept non-remanded inmates charged with 647(F) P.C. (drunk) or 11550 H&S (PCP) misdemeanor offenses only, as the local agencies and Sheriff's stations should resolve the status at their local level under Sections 853.6 P.C. or 849 P.C. which describes release procedures. The only exceptions come under 853.6(i) P.C. In such cases, the original of the booking slip will be approved by the Unit's Watch Commander.

• 7-03/010.47 Non-Ambulatory Inmates

Transportation Deputies providing regular transportation are not required to accept inmates unless they can walk to, and board the transportation vehicle with little or no assistance. Special transportation or an ambulance should be ordered for inmates that cannot walk.

• 7-03/010.48 Accepting Inmates from Medical Facilities

In situations where the transporting Deputy does not know the medical status or condition of an inmate, and/or when in the Deputy's opinion it is unwise to place an inmate in general population due to an infection or the possibility of aggravating an injury, the following procedures shall be followed:

- Inmates in this category shall be segregated and transported separately in a bus cage compartment. Only inmates in this category shall sit together.
- Proper hygiene shall be observed during and after each contact with inmates transported in this manner.
- Receiving deputies must be advised of the special medical handling status of these inmates.

On occasion, there may be more inmates than compartment space. In this event, inmates of this status shall be transported to court as a last priority, on a space available basis, unless they are in trial. If there is insufficient space on the regular court bus, the court shall be notified of the late arrival of the inmate.

Legal restrictions prevent the release of information needed to tailor the transportation mode for each sick or injured inmate; therefore, Deputies shall treat all medical inmates with a reasonable level of caution and segregation.

• 7-03/010.50 Mental Observations (5150 WIC)

5150 W.I.C. provides for an individual to be held for mental evaluation and treatment. If transporting under 5150 W.I.C., the following procedure shall be followed:

- The subject and appropriate papers shall be received from the Inmate Reception Center.
- The subject and papers shall be transported to the Psychiatric Hospital, Los Angeles County-USC Medical Center (Unit III) Emergency Service, 1934 Hospital Place, Los Angeles.
- The inmate is to be released to the custody of the hospital staff.

• 7-03/010.55 Mentally Disordered Inmates

All 4011.6 P.C. inmates and paperwork are generated in court. The Court Clerk will provide the Court Lockup Deputy with a commitment and 4011.6 P.C. paperwork. All inmates who are made the subject of a 4011.6 P.C. court commitment shall be listed on a separate transmittal form. This transmittal shall bear the notation "4011.6" in large block numbers (one inch or more) centered across lines 1 and 2. The Court Lockup Deputy shall also verbally advise the transporting Deputies that a 4011.6 P.C. inmate is to be transported.

Transporting Deputies shall verbally advise the Inmate Reception Center Receiving Deputy and Receiving Clerk whenever a 4011.6 P.C. inmate and his accompanying papers are being placed into their custody. (The sealed envelope is to be delivered to the Statewide Detail).

The Inmate Reception Center Receiving Deputy will direct the trans-porting Deputy to an appropriate cell in Inmate Reception Center where the 4011.6 P.C. inmate is to be placed and unchained.

From Men's Central Jail all 4011.6 P.C. inmates and paperwork are to be handled by the Statewide Detail on a space available basis. Central Jail Medical Services will request transportation for this type of inmate to the agency specified in the transportation Court Order.

• 7-03/010.60 Civil Prisoners

Inmates remanded to the custody of the Sheriff on civil process, or arrested on a civil contempt warrant must be segregated from inmates charged with crimes (refer 4001 P.C.). Should a civil prisoner also be charged with a crime, he will be dealt with in the normal manner. Prisoners detained on civil charges only will be kept segregated from all other inmates.

A separate transmittal will be prepared should a "civil" prisoner be remanded to the custody of the Sheriff. This transmittal must be clearly marked at the top, "Civil Prisoner Only".

• 7-03/010.65 Material Witnesses

Material witnesses not charged with a crime will be handled in a similar manner to "Civil Prisoner." The transmittal must be marked "Material Witness" and brought to the attention of the Inmate Reception Center. The Watch Sergeant should be contacted if there is any question as to the correct procedure to follow.

• 7-03/020.00 Airport Transportation

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• 7-03/020.05 Out-of State Fugitives

The following procedures are to be used for the transportation of out-of-state fugitives, between the Men's Central Jail and Sybil Brand Institute, and the Los Angeles International Airport Los Angeles Police Department substation (LAX L.A.P.D.), where the transfer of the prisoner(s) to authorized agents of a requesting state may be effected.

The requesting agency will notify Sheriff and L.A.P.D. Fugitive Details of their arrival and departure plans, and the name of the prisoner(s) to be transported to LAX L.A.P.D. substation.

The police agency that files the fugitive case on the prisoner, whether Sheriff or L.A.P.D., shall send a teletype to the Transportation Bureau requesting transportation. If the prisoner is a male, Men's Central Jail Warrant and Detainer Unit, or if the prisoner is a female, Sybil Brand Institute Booking Office should be notified at least 24 hours prior to the time the prisoner must be transported to the airport.
The teletype shall include the following information:

- Prisoner's name, physical description and booking number
- Crime accused of, in the requesting state
- The name of the requesting state's authorized agent(s)
- Date and time the agent will be arriving at the LAX L.A.P.D. substation for transfer of custody

Sheriff's Transportation Bureau will transport weekdays only, between 1000 and 1400 hours. Circumstances requiring any special or unusual procedures must be arranged by telephone with the Transportation Bureau Watch Commander, as far in advance as possible. It should be emphasized in advance to agents from the requesting state, that it will be their responsibility to meet the transporting Deputies at the appointed time, at the LAX L.A.P.D. substation.

Transporting Deputies shall place in a paper bag the prisoner's booked property, money, and all property from the prisoner including jail items such as combs, folders, etc. A transmittal shall be prepared listing the property as stored and the money as deposited.

Upon arrival at the LAX L.A.P.D. substation the transporting Deputies shall check the agents' identification and give them the signed Waiver of Extradition (Appendix XIII) (sometimes called "Governor's Demand" or "Agent's Commission"). The transporting Deputies will also have the agent(s) complete the prisoner "Transfer of Custody" (Appendix XIV) form furnished by the Men's Central Jail, being especially careful to ensure that the time and date of the "Transfer of Custody" are accurate and complete. Upon return to the Men's Central Jail, the transporting Deputy will return the form to the Inmate Reception Center, Warrants and Detainer Unit and place it in the "Sheriff's Fugitive" tray for hand delivery, regardless which agency's prisoner was released. The form will then be transferred to the proper agency at Division 30 of the Los Angeles Municipal Court. The return of these forms is imperative. The forms are used by the court as the basis for dismissal of the fugitive case after the fugitive has been returned to the requesting state.

The prisoner's property and money deposit will be delivered to the agent(s). The agent(s) will sign the transmittal as a receipt for the property and money deposit. The copy of the transmittal will be submitted to the Transportation Bureau's Watch Sergeant for filing. The Unit secretary shall maintain a file for the receipts. This file shall be purged every two years.

Should the agents' departure time be in the late afternoon or evening, the agent shall nevertheless meet the transporting Deputies. The agents shall take custody of their prisoner(s) and property, and complete the "Transfer of Custody" form (provided by the transporting Deputies). The agents can then make arrangements with the LAX L.A.P.D. substation Watch Commander to temporarily house the prisoner(s) in their jail until time of departure.

Sometimes circumstances are such that an agent will be late or cannot meet the transporting Deputies at the LAX L.A.P.D. sub-station. If this happens, the transporting Deputy shall leave the prisoner, property, original "Waiver of Extradition ("Governor's Demand"), and the "Transfer of Custody" form with the L.A.P.D. Desk Officer, at the LAX L.A.P.D. substation. The L.A.P.D. Desk Officer can sign the transmittal for the property and money deposit.

Upon arrival of the requesting state's agent(s), the L.A.P.D. Desk Officer will check his identification and transfer the "Waiver of Custody" ("Governor's Demand"), the prisoner, and property to the agent. The agent will complete the "Transfer of Custody" form. The L.A.P.D. Desk Officer will then send the "Transfer of Custody" form via Department mail to "L.A.P.D. Fugitive Detail." The Fugitive Officer will then exchange the necessary paperwork the following court day, in Division 30 of the Los Angeles Municipal Court.

• 7-03/020.10 Airport Transportation for California

Transportation Bureau does not routinely provide airport prisoner transportation for other Departments within California. Such transportation may be provided as a courtesy, if resources are available. All requests for this type of transportation shall be referred to a supervisor.

• 7-03/020.15 Airport Transportation for Commercial Agencies

The Transportation Bureau shall not transport prisoners to the airport for commercial enterprises that specialize in the transportation of prisoners.

• 7-03/020.20 Location and Time of Airport Transportation

The Transportation Bureau will not deliver fugitives to airports other than Los Angeles International Airport. Other airports, such as Long Beach, Hollywood, Burbank and El Monte, do not have inmate holding facilities.

All airport deliveries will be made only on weekdays between 1000 and 1400 hours. The Transportation Bureau will not transport to the airport on weekends.

• 7-03/030.00 Courtline Loading Procedures

Two Transportation Bureau Deputies are assigned to Inmate Reception Center gates #1 and #9 during morning courtline. Their function is to coordinate inmate movement between the Inmate Reception Center and the Transportation Bureau vehicles. These Deputies are designated "Gate #1 Crew Chief" and "Gate #9 Crew Chief."

The following procedures apply to the positions of Crew Chief, loaders and bus crews.

- When the courtlist for a line of inmates is given to the Crew Chief, the court name, loading instructions and the vehicle spot number will appear at the top left portion of the courtlist.
- After receiving a courtlist for a line of inmates, or a loading slip for an inmate loaded as a individual, i.e. special handling or missout, the Crew Chief will assign one or more loaders to move the inmate(s) from the gate to the bus.
- The Crew Chief responsible for the line movement will assign loaders, and write their names on the lines provided. He will verbally tell the loaders the court name, the number of inmates on the line and the vehicle spot number. Example: "Alhambra, twenty-two, spot 24," he will then give the court-list to the lead loader.

- The lead loader will direct the front of the line to proceed to the yellow "stop" line outside Gate #1 and #9 where the inmates will be counted. The inmate count must be exactly the same as the count indicated on

the courtlist.

- If the count is not correct, the error must be rectified before moving the inmates to the vehicle.
- If the count is correct, one loader will take a position near the front and to one side of the line. The other loader will take a position at the end of the line. After having verified the count, the loader at the end of the line will signal the front loader to move the line. While en route to the correct vehicle spot, the front loader shall be in a position to direct the line, rather than lead it. The end loader shall keep the line closed up, and be in a position to observe the entire line and the front loader at all times.
- At the vehicle spot, the lead loader will direct the front of the line to stop near the bus door. He will then enter the bus turn off the engine, take the vehicle out of neutral (MCI buses only), and remove the key from the ignition.
- The lead loader will unlock the door(s), step back into the driver's area and instruct the line of inmates to enter the bus. The lead loader will count the inmates as they pass by, and visually check that each inmate is handcuffed. The loader at the end of the line will also count and maintain visual surveillance of the line, as they enter the bus.
- Once all inmates are loaded aboard the vehicle, close and lock all cages and aisle doors. Restart the bus engine ensuring the air circulation system is operating properly. If the inmate count is correct, place the courtlist on the bus dash. Turn on the bus clearance lights to indicate inmates are on the vehicle. Once completed the loaders are to return to gates #1 and #9 for further instructions.
- If the three counts do not agree, they shall count the inmates again and confirm the actual number of inmates. If the count does not agree with the courtlist, one loader shall remain on the bus while the other immediately notifies the Gate Crew Chief and the Watch Sergeant or other supervisor, of the discrepancy.
- All loaders shall remain at gates #1 and #9 until all inmates are loaded, unless directed otherwise by a Crew Chief or a supervisor.
- Each Bus Crew shall confirm the inmate count with the courtlist and any loading slips, prior to leaving the compound. This shall be accomplished by an inmate count and by conducting roll call. Call out the name of each inmate on the courtlist and any loading slips, the inmate should respond with the last three numbers of his booking number. If the inmate count does not agree with the courtlist count, the crew shall attempt to reconcile the discrepancy. If they are unable to do so, they shall notify a supervisor immediately. If the count is correct, the crew shall complete a Transportation Bureau Loading Count form and turn it into the desk prior to leaving.

• 7-03/040.00 Death Sentenced Inmates/High Risk Convictions

The following addresses the increased risk associated with the handling of inmates convicted of "third strike" offenses as well as other high risk inmates.

Upon receipt of information that an inmate falls within one or more of the below listed categories, the inmate

shall be considered an **extreme escape risk** and shall be transported accordingly.

1. All inmates convicted of murder
2. All inmates convicted on a "Third Strikes" case
3. Any inmate who should be, in the opinion of the court bailiff or the Court Lockup Deputy, considered an escape risk

The inmate shall be transported in waist chains on all occasions. Additional restraints may be used when the situation calls for tighter security. Each situation shall be evaluated and proper security measures taken. An Inmate Special Handling Request card shall be prepared by the Court Lockup Deputy for such individuals and a copy is to be delivered to the Transportation Bureau Watch Commander and the original to the Men's Central Jail Inmate Reception Center/Sybil Brand Institute Reception Center Watch Commander. Special care should be taken by the Court Lockup Deputy to ensure the transporting Deputies are apprised of the new special handling paperwork prior to their departure from the court lockup.

Upon receipt of information that a death sentence is going to be formally imposed, the Court Lockup Deputy shall notify the Transportation Bureau Statewide Detail Sergeant, giving him advance notification. Prior to leaving the court, the transporting Deputy is to verify that this has been done.

Once the formal death sentence has been announced, the court will issue a commitment to San Quentin State Prison. This commitment must be immediately transported to the Statewide Detail Sergeant. If it is received after 1500 hours, the commitment is to be placed on the Statewide Detail Sergeant's desk.

Under no circumstances is this process to be circumvented. The Statewide Detail has only ten (10) calendar days to complete all paperwork, processing and transporting of the prisoner to San Quentin Prison.

Note that there must be two notifications to Statewide Detail:

1. When there is information that the death sentence is going to be imposed
2. When the formal death sentence has been announced.

• 7-03/050.00 Inmate Reception Center Receiving Procedures - Court Returnees

The following unloading procedures apply in all cases where transmittals are used when transporting inmates to the Inmate Reception Center whether in a bus, van or sedan.

- Upon arrival in the security compound, bus crews shall off load inmates in the order their bus arrives. When female inmates must be off loaded at the Female Lockup, later arriving buses may off load male inmates ahead of the bus off loading female inmates, until the bus is ready to off load males.
- When off loading females inmates the bus crew is to give all paperwork and property to the Deputy assigned to the Female Lockup.
- When the bus arrives on the line, both the Driver and the Security Deputy shall know the correct total inmate count and the breakdown of new bookings, returnees, "keepaways", special handling and/or other classifications to be unloaded.

- The Security Deputy shall take the original and the third copy of the court transmittal, court papers and property bag for the new booking males to the Inmate Reception Receiving Clerk. The Transportation Bureau Deputy shall fill out the two part property bag receipt form. The property and papers are given to a Receiving Clerk who will sign the receipt form. (Transmittal procedures are different for Statewide Detail when delivering State prisoners)
- The Security Deputy shall give the Inmate Reception Control Deputy at Gate #1 one copy of the property bag receipt form. This notifies the Intake Deputy that the transporting Deputy is clear to unload new bookings. The second copy of the property bag receipt form shall be turned into the Transportation Bureau Watch Sergeant for filing.
- The Security Deputy and the Driver shall wait at or on the bus until the Inmate Reception Center Intake Deputy calls over the loudspeaker to unload new bookings and/or returnees. New bookings are taken through Gate #1 and returnees are taken through Gate #9.
- Both the Driver and the Security Deputy shall ensure the compound gate is secured or a Deputy is posted at the gate, and there is an adequate level of security, prior to off loading the inmates.
- Both the Driver and the Security Deputy shall ensure that each inmate is handcuffed, and shall physically count the inmates as they exit the bus and enter Gate #1 or Gate #9. The Inmate Reception Center Intake Deputy will also count the inmates as they enter the facility.
- When entering Gate #1 or #9, give the third copy of the transmittal to the Inmate Reception Control Deputy at Gate #1 or #9.
- After physically counting the returnees, the Control Deputy at Gate #9 will assign a holding cell where the Security Deputy will unchain the returnees. The Security Deputy will report to the new booking side and unchain the inmates in the holding cell.
- When inmates are left on the bus, the Driver shall remain on the bus, except when escorting inmate lines into the Inmate Reception Center.
- Vehicles shall be moved from the numbered spaces on the line (Bus Spot #1 through #7) immediately after the inmates have been unloaded and secured in the facility. The Security Deputy will check the interior of the vehicle for contraband and hiding inmates, and secure all compartment doors. 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. If at this time no further assignments are scheduled the vehicle entrance door shall be locked. The bus shall also be fueled in compliance with Bureau policy
- Do not off load the bus in the middle of the security com-pound. Await a parking space on the line, unless there are extenuating circumstances. If so, ensure there is sufficient security available prior to off loading.
- Bus crews shall ensure that inmates with a "keepaway status" do not have the opportunity to have contact with each other and shall off load accordingly.

• 7-03/060.00 Juvenile Transportation

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• 7-03/060.05 Time Limits

Section 626.5 of the Welfare and Institutions Code requires that juveniles shall be delivered to the Probation Department (Juvenile Hall) within six hours after being taken into custody. When a request for juvenile transportation is received, ascertain the arrest time and follow the policy of this order.

Juvenile Transport: Upon receiving a request for the transportation of a juvenile to Juvenile Hall, the Watch Deputy will make every effort to make the pick up within six hours. If the Watch Deputy is unable to make arrangements for the pick up within this time, the Station Watch Sergeant or Jailer should be advised of the estimated time of arrival. The station will then decide whether to transport the juvenile or wait for Transportation Bureau personnel to do the transporting.

If delivery of the juvenile can be made within six hours after the time of arrest, excluding Saturday, Sunday and legal holidays, Transportation Bureau shall transport as requested.

When deviation from the normal procedure is encountered, contact the Intake Officer of the intended institution by telephone and obtain his specific approval, prior to accepting the juvenile from the station Jailer.

• 7-03/060.10 Transportation of Juveniles Under 16 Years of Age

Male juveniles under the age of sixteen will be transported separately when possible. Female juveniles must always be accompanied by a female Deputy. Any deviation from this must be approved by the Watch Commander.

• 7-03/060.15 Transportation of Juveniles 16 Years of Age or Over

Juveniles age sixteen and over may be transported on the same vehicle as adult inmates provided they are segregated from the adult inmates. This may be accomplished by placing the juvenile in an unoccupied cage or by seating them at the front of the rear compartment, separated from the adults by at least one row of empty seats. When placed at the front of the rear compartment, the juvenile will be kept under constant and direct visual surveillance.

• 7-03/060.20 Acceptance Requirements at Juvenile Facilities

Juveniles under 18 years of age cannot be booked into Men's Central Jail/Sybil Brand Institute. They must be detained at Eastlake Juvenile Hall, the Intake Officer will dictate which facility. Before accepting a juvenile for transportation ensure the "mandatory delivery time" can be met, and that you have admittance papers (Juvenile Hall Entrance forms), remand order, or a warrant for the subject. The Probation Department will refuse to admit any subject without the proper paperwork, or if the mandatory delivery time has been exceeded.

In the event difficulty is encountered during normal office hours concerning the acceptance of juveniles into a juvenile custody facility, contact the Sheriff's Department Juvenile Investigation Bureau at (310) 946-7901 for assistance. Submit a memorandum of the circumstances to the Transportation Bureau Watch Commander in

every instance, wherein complete cooperation with juvenile custody facility personnel is not experienced.

• 7-03/060.25 Injured Juveniles

Juveniles with visible injuries or those requiring medical attention will be handled the same as injured adult inmates.

• 7-03/060.30 Certification as a Juvenile

When an inmate is arraigned in a Municipal Court and the court finds the new booking to be under 18 years of age, the court will certify the inmate to Juvenile Court. The Court Lockup Deputy, upon receipt of the Juvenile Certification (Appendix XV), will notify the Transportation Bureau Watch Sergeant of the situation.

The certified juvenile shall be segregated from the adult inmates and dealt with as a juvenile. The juvenile and the Juvenile Certification will be delivered to Eastlake Juvenile Hall, by the first available transportation.

An inmate who is remanded to the Sheriff's custody and later in court determined to be a juvenile, will be returned to the custody facility along with the Juvenile Certification papers. The transporting Deputy will inform the custody facility Receiving Deputy that the inmate has been certified as a juvenile and is to be processed for release to Eastlake Juvenile Hall.

• 7-03/060.33 Juveniles Remanded to the Custody of the Sheriff

It is the policy of the Court that when minors are found unfit and the Court orders housing in County Jail, said minor shall not be returned to custody with other juveniles, but shall be remanded forthwith to the custody of the Los Angeles County Sheriff's Department.

In order to facilitate the transfer of physical custody of the minor, the Court Clerk will prepare the Unfit Minute Order and the Temporary Commitment (blue) form indicating that the Sheriff is directed to transfer said minor to the County Jail under the custody of the Sheriff.

The Court Probation Officer will complete the Unfit Minor Transfer form and deliver it to the Bailiff.

The Bailiff will deliver the **MINUTE ORDER**, the **REMAND ORDER** and the **UNFIT MINOR TRANSFER** form to the Sheriff's Court Lockup.

The Court Lockup Deputy will present the three forms along with the juvenile to the Transportation Bureau Crew, who will forward the same to Inmate Reception Center. If there are any questions, contact the Watch Sergeant prior to transporting the juvenile.

• 7-03/060.40 Transportation from Juvenile Facilities to Court

The Probation Department has the primary responsibility for trans-porting juveniles to Juvenile Court. The Sheriff's Department transports juveniles declared unfit for trial in a juvenile court.

Requests for transportation of a juvenile in any other classification should be referred to the Probation Department.

• 7-03/060.50 Juvenile Warrants

The California Youth Authority is empowered by Section 1767.3 of the Welfare and Institution Code to issue warrants for the arrest of parole violators. Transportation Bureau personnel may pick up and transport subjects detained under the authority of such warrants. The warrant must accompany the subject in such a case. Juveniles may also be accepted and transported on Juvenile Court original warrants or on the basis of a valid warrant abstract.

Violation of Probation: Transportation Bureau personnel shall not accept or transport juveniles charged with violation of probation from any police department or Sheriff's station unless a Warrant of Arrest, Warrant Abstract or Remanding Order is presented to the transporting Deputy.

Juvenile transportation to detention institutions other than Eastlake Juvenile Hall or Los Padrinos Juvenile Hall requires prior telephonic approval from the institution.

• 7-03/070.00 Medical Procedures

(Title page only - No content)

• 7-03/070.05 Sick/Injured Inmate

Although the well-being of inmates in the custody of Sheriff personnel is of utmost importance, it must be emphasized that Deputy safety and the security of all inmates in custody must be considered. In aiding a sick or injured inmate, two points must be remembered:

- Do not enter an occupied detention area or bus compartment while armed.
- Do not enter an occupied detention area or bus compartment unless you have sufficient back up.

After satisfying the above, attempt to determine the seriousness of the illness or injury, keeping in mind that you are not a qualified medical technician. If any doubt exists, immediately call for medical assistance and sufficient back up. If you are in a vehicle and near a hospital consider the option of driving to the hospital. Whether waiting for an ambulance or driving to a nearby hospital, ensure that sufficient back up is en route.

If the paramedics arrive in the field and advise treatment at an emergency hospital or the ambulance arrives (where no paramedics are available), a peace officer must accompany the inmate. All inmates escorted or transported outside of a secure facility shall be handcuffed or chained.

When transporting an inmate in an ambulance, take all necessary documents (commitments, remand orders, etc.). In the event the inmate is subsequently transported to Los Angeles County Medical Center (LCMC) Jail Ward, the papers will be delivered with the inmate. Prepare a transmittal and obtain a signature for the inmate and papers. LCMC Jail Ward will not accept property. All property is to be taken to Inmate Reception Center/Sybil Brand Institute and processed.

When an ambulance is called or an inmate is treated at an emergency hospital, a report must be written. Give all the information to the Watch Sergeant for inclusion in the Watch Commander's Log. If the inmate is transported to LCMC Jail Ward, any subsequent transportation of property or papers must be listed on a "papers only" or "property only" transmittal.

• 7-03/070.10 Reporting Procedures

The Department Manual of Policy and Procedures requires a Complaint Report (SH-R 49) be written to document an injury when medical aid is sought for an inmate when a crime is involved and that inmate is in any court, court lockup, station area, or in transit.

The Complaint Report will be completed by the Deputy who is responsible for the inmate at the time of the injury.

If the inmate is in the custody of another police agency, the Deputy who first accepts custody of the injured inmate also accepts the responsibility for completing the necessary reports.

Transportation Bureau personnel shall not accept an injured inmate from a Sheriff's Department facility without a completed Complaint Report.

The Deputy completing the report will furnish a copy to the Transportation Bureau Deputy transporting the inmate to the custody facility.

The transporting Deputy will then give the copy to the Inmate Reception Center Receiving Deputy. If the report has not been approved by the time the bus crew departs, a copy marked "unapproved copy" will accompany the inmate.

If the inmate becomes ill or injured while in the custody of Transportation Bureau personnel, the transporting Deputy will complete the Complaint Report and forward the original to the Transportation Bureau Watch Sergeant.

The Watch Sergeant will send a copy of the Complaint Report to the medical facility.

The original report shall be forwarded to the Transportation Bureau secretary for processing.

The Custody Division "Inmate Ill or Injured" report (SH-J-212) required to admit an inmate for treatment is a Custody Division form only.

It is not necessary for Transportation Bureau to complete this second report. If it is required by Custody Division, Transportation Bureau personnel must complete and submit the report based on information in the

Complaint Report.

• 7-03/070.20 Overnight Hospital Detention

Custody Division Order # 16 states that overnight security for sick/injured inmates shall be the responsibility of Custody Division Units. The order reads as follows:

- Custody Division shall assume the duty of providing security for inmates detained for treatment at county and private hospitals, if the inmate has been remanded to the custody of the Sheriff or has been booked into a Custody Division facility.
- For male inmates, the primary responsibility shall rest with Men's Central Jail.
- For female inmates, the primary responsibility shall rest with Sybil Brand Institute.
- Inmates booked at patrol stations will remain the responsibility of the respective station until transfer to a Custody Division facility.

• 7-03/070.25 Inmates with Crutches

Occasionally, inmates in custody will have crutches. Not all situations can be anticipated regarding inmates with crutches, therefore, each case is to be evaluated prior to the movement of an inmate with crutches.

All inmates escorted or transported outside of a secure facility shall be handcuffed or chained. If approval from a supervisor is received to allow the inmate to be transported without handcuffs, the transporting Deputy shall maintain constant visual surveillance and control of the inmate. Do not become complacent. Always be discerning of the need for security.

While crutches pose a security problem, further injury to the inmate can sometimes occur when an inmate is required to move without the aid of crutches. This often occurs when an ankle or leg is broken and minimal weight bearing is prescribed.

Due to lack of medical qualifications, Transportation Bureau personnel shall not make any determination as to which inmates may be moved without crutches. If an inmate has crutches, he shall be permitted to keep them during any movement. If a breech of security is conceivable, the crutches may be removed from the inmates while he is seated in a Bureau vehicle or in the Female Lockup. The crutches shall be returned to the inmate when he is required to move to another location. If there is any question regarding the procedures for transporting an inmate with crutches, contact a supervisor.

• 7-03/070.30 Medical Transfer between Facilities

Inmates being transferred between custody facilities for medical reasons will have a red striped envelope containing medical papers. The envelope and all other medical papers are to accompany the inmate and be delivered to the Receiving Deputy along with the inmate. If there are no medical papers, note this on the

teletype transfer request and give the teletype to the Receiving Deputy.

All inmates returning to Men's Central Jail for medical evaluation or treatment will have an additional clincher band (yellow in color) attached to the existing identification wristband. The attachment of the additional wristband will be done by custody personnel with the approval of the medical staff.

The transfer teletype will include the inmate's name, the reason for the transfer, and the inmate's booking number. The following is an example:

Doe, John	(Reclassification)	1234567
Boy, Bad	(Court Appearance)	8901234
Crook, Good	(Medical)	5678901
Dunk, Slam	(Parole Hearing)	2345678
Outahere, Im	(Release)	9012345

Do not accept any inmate from any Custody Division facility who is being transferred to Men's Central Jail for medical evaluation without an attached yellow clincher. This also applies to **"Medical Turnarounds."**

When entering the Inmate Reception Center advise the Receiving Deputy of the number of inmates being delivered for medical evaluation.

Failure to follow this procedure may cause the Transportation Bureau Deputy to be responsible for escorting the inmate through Inmate Reception Center to the Men's Central Jail Medical Clinic.

The following procedure will be utilized in processing teletype requests for transportation of inmates from a Sheriff's detention facility to LCMC Jail Ward via Inmate Reception Center.

- Upon receipt of the request for transportation, the Watch Deputy will direct the next Transportation Bureau crew going to the detention facility to pick up the inmate and deliver him to the Inmate Reception Center pending subsequent transportation to LCMC Jail Ward.
- The Transportation Bureau crew assigned to accomplish the movement will verify that the inmate is:
    1. Ambulatory and capable of boarding the bus unaided.
    2. Non-emergent in regards to the need for medical attention.
    3. To be accepted at LCMC Jail Ward without delay.
- The transporting crew will advise the Transportation Bureau Watch Deputy when they have delivered the inmate and the red striped envelope to the Inmate Reception Center.
- Whenever possible, the Transportation Bureau Watch Deputy will dispatch a crew to the Inmate Reception Center within thirty minutes to transfer the inmate to LCMC Jail Ward. No additional teletype will be required to complete the inmate's transfer.

In the event that more than thirty minutes has elapsed, and the inmate has not been transported by a crew, Inmate Reception Center personnel have been instructed to contact the Transportation Bureau desk to request further transportation.

• 7-03/080.00 Inmate Security

The safe and secure transportation of inmates is the primary function of Transportation Bureau and a major responsibility of all personnel assigned to this Unit. Every decision and action taken affecting inmates must be accomplished with this level of security as the primary determining factor.

• 7-03/080.05 Counting, Loading and Unloading Inmates

Prior to loading or unloading inmates from a vehicle, the transporting Deputy will enter the bus, turn off the engine, take the vehicle out of neutral (MCI buses only), and remove the key from the ignition.

The function of inmate security is a shared responsibility. Each time an inmate count is conducted, verify the count with the paperwork and your partner. Inmates must be counted at least twice when loading and twice when unloading a vehicle. Count the inmates as they leave their cell or the facility, and again when they board the vehicle. Count the inmates when they leave the vehicle, and again when they have entered the secured facility.

Buses are not to be loaded or off loaded in the middle of the Men's Central Jail security compound. Always wait for a parking space on the line unless there are extenuating circumstances. If so, ensure there is sufficient security available prior to inmate movement. Also, when escorting an inmate line, the Deputy at the end of the inmate line shall keep the line closed up, and be in a position to observe the entire line and the Deputy at the front of the line, at all times.

When anything unusual happens aboard the vehicle i.e., excessive noise, unusual noise and/or medical emergency, to ensure there has not been an escape, count the inmates and verify the count with your partner and the paperwork. Any discrepancy should be investigated immediately.

Do not leave inmates unattended in a vehicle, with the exception of morning court line, and in an extreme emergency. The term "unattended" does not imply the Deputy is to be physically present on the bus, however, the Deputy must keep the vehicle in view at all times, and be immediately available to respond to a disturbance aboard the vehicle.

If it is necessary to leave inmates unattended momentarily in a vehicle, due to an extreme emergency, count the inmates immediately upon your return to the vehicle. This should be done even if the vehicle is parked in a secured sallyport or compound.

Always know exactly how many inmates you are supposed to have in your custody, and how many you do have in custody. Any discrepancy should be investigated immediately.

Deputies shall position themselves in such a way as to block exit routes and maintain constant visual surveillance of the inmate line. Do not allow inmates to walk around corners or through obscure areas unless sufficient back up is available to maintain constant visual surveillance.

Avoid conversations with inmates and do not become distracted.

Limit the number of inmates moved at one time, based on the level of security available. When in doubt

contact a supervisor.

When one or more inmates are loaded on an empty bus, all cage/ compartment doors shall be locked, including the doors of empty compartments. Additionally, each time an inmate is added to a compartment, the Deputy escorting the inmate shall check/secure each cage door, prior to leaving the bus.

• 7-03/080.07 Accountability of Inmates in the Superbus

The function of inmate security is a shared responsibility. Each time an inmate count is conducted, verify the count with the paperwork and your partner. Inmates must be counted at least twice when loading and twice when unloading the Superbus. Count the inmates as they leave their cell or the facility, and again when they board the vehicle. Count the inmates when they leave the Superbus, and again when they have entered the secured facility.

When anything unusual happens aboard the vehicle i.e., excessive noise, unusual noise, and/or medical emergency, to ensure there has not been an escape, count the inmates. Any discrepancy should be investigated immediately.

If it is necessary due to an emergency, to leave the inmates momentarily unattended in the trailer unit, count the inmates immediately upon your return to the vehicle. This should be done even if the vehicle is parked in a secured sallyport or compound.

Always know exactly how many inmates you are supposed to have in your custody, and how many you do have in your custody. Any discrepancy should be investigated immediately.

• 7-03/080.08 Loading and Unloading Inmates in the Superbus

See the Superbus Seating Diagram (Appendix XVI) which displays the seating compartments. Use the diagram as a visual aid for the following Superbus procedures when loading and unloading inmates.

While loading the Superbus, there should be a minimum of three Deputies involved, one Deputy will position him/herself to get an uninterrupted view of inmates within the trailer vehicle. If any problems arise, this Deputy is in a position to evaluate the situation, direct the inmates, and guide the action of backup personnel. It is important that the Deputy be either standing near the entrance door, or within the Security Officer's area. Do not venture back to the 21 or 32 seat section to check seating or to lock/unlock the security section doors, without backup aboard the trailer unit.

The trailer unit should be loaded as follows:

First, load the two special handling compartments, located at the front of the trailer unit and lock the gates. During this loading, the Driver will stand where he is able to observe the Security Deputy and the remaining line of 63 inmates.

Second, 21 inmates will be instructed to sit in the rear compartment. With this accomplished the Security Deputy will enter the vacant 32 seat section and lock the section security door to the now occupied 21 seat

section.

The Security Deputy will take a position just outside the Officer's compartment in the main aisle and direct the next 32 inmates. When this group is seated, the section security door to the 32 seat section will be locked by the Security Deputy. The Security Deputy will now enter the Security Officer's area where he will be able to observe the continued loading process. The remaining 10 inmates will be loaded by the Driver, who will secure the main entrance doors from the outside. Both weapons can now be retrieved by the Driver. The Security Deputy will receive his/her weapon through the Security Officer's compartment door.

Unloading is accomplished in the following manner: Relevant to the facility environment, officer's weapons will be secured at the first opportunity, in keeping with officer's safety and inmate security. The Security Officer will remain in the Officer's area and maintain a view of the 10 seat section to ensure inmate compliance, and officer safety. Prior to unlocking the main entrance doors, the Driver will ascertain from the Security Officer that the inmates in the 10 seat section are seated. If the circumstances dictate, the Driver will obtain additional backup prior to unloading. Once unloaded, the inmates will be escorted to the facility's receiving personnel.

At this time, the Security Deputy will exit the Security Officer's compartment, via the main aisle of the trailer, unlock the 32 seat section and secure the door open. The Security Deputy will return to the main aisle just outside the Security Officer's area and direct the inmates off the vehicle. The Driver will provide backup from a position just outside the main entrance doors. Once the inmates have vacated the 32 seat section, the Security Deputy will enter that section, open the section security door to the 21 seat section and secure the door open. The Security Deputy will return to the main aisle just outside the Security Officer's compartment and instruct the 21 inmates to exit the vehicle. The Driver will remain at the same location to provide backup for the Security Deputy while he/she is loading and/or unloading inmates from the special handling compartments.

After the last inmate has exited the vehicle and is safely within the secured facility, 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.

• 7-03/080.10 Handcuffing and Chaining

All inmates escorted or transported outside of a secure facility shall be handcuffed or chained. All inmates escorted or transported within a secure compound or within a facility that is not secure shall be handcuffed or chained prior to entering such compound or area. All exceptions must be approved by a supervisor.

Handcuffs and other restraints, including chemical agents, shall only be used for security purposes. The use of restraints in other than a normal and routine manner must have the prior approval of a supervisor. Under no circumstances shall an inmate be chained or handcuffed as a means of punishment.

Inmates that are to be unloaded in an unsecured area shall be handcuffed or chained. One Deputy shall position him/herself on the bus in such a manner as to physically check all handcuffs and chains of the inmates being off loaded to ensure security. Any discrepancy in the security of an inmate shall be corrected before the

inmate leaves the bus. Security is not to be jeopardized for the sake of expediency.

Occasionally, it may be necessary to transport inmates without chains or handcuffs. This can only be done with the approval of a supervisor. When this occurs, the inmates must be kept under **constant direct visual surveillance** by a member of the transporting crew. This procedure is only permissible when the inmates are loaded and unloaded in a secured area.

Handcuffs shall always be doubled locked.

When chaining less than four inmates on a 4-man chain, the extra handcuffs shall be placed on an uncuffed wrist.

Whether chaining or unchaining inmates in a cell, it is required that a minimum of one chainup Deputy be positioned at the gate/door to the cell, and one backup Deputy positioned outside the gate/door to the cell. The backup Deputy requirement also applies when inmates are being chained or unchained in the Transportation Bureau Female Lockup.

When there are unlocked or open doors between a cell containing inmates to be chained and non-secure areas, chaining of the inmate(s) shall be conducted inside the cell.

• 7-03/080.13 Female Lockup

When the Female Lockup is in use, the following procedure shall be strictly adhered to:

> To account for the safety and well-being of inmates temporarily detained in the Transportation Bureau Female Lockup, desk personnel shall designate a Deputy to remain in the lockup, as long as inmates are being held there. The Deputy is to monitor the activities of the inmates from the control booth. The Deputy is not to leave the control booth to assist loading/unloading of inmates, as it would jeopardize security. If backup is needed, contact the Watch Deputy and request additional personnel.

The "Female Lockup Security Check Log" (Appendix XVII) will be maintained by the Deputy assigned to the lockup. Personnel assigned to the lockup are required to supply the following information on the log:

- Name of person assigned to the Female Lockup
- Time assigned
- Inmate count at time of assignment
- **Remarks:** Record information on occurrences out of the ordinary, i.e., requests for medication, inmate sick/injured, medical attention rendered, disturbances, needed facility repair, and so forth.

The log will be kept at the Female Lockup. A new log sheet will be initiated each day. The log from the previous day is to be given to the Operations Deputy upon completion. Logs will be kept on file for two years.

Prior to closing the Female Lockup the designated Deputy will **SECURE** the area by checking to ensure:

- There are no inmates left in the lockup
- No paperwork has been over looked

- The area is free of any contraband
- The lockup is secured for the day

The designated Deputy will sign the log, enter the time the area was checked, and give the log to the Watch Sergeant.

The Watch Sergeant will be responsible for ensuring that this procedure is adhered to. The Watch Sergeant who is on duty when the Female Lockup is closed will provide the time it was closed and sign the bottom of the log.

• 7-03/080.15 Transportation of Inmates Requiring Segregation

The following procedures shall be followed when processing or transporting inmates requiring segregation:

- Inmates requiring segregation, including homosexuals, shall be placed in a bus compartment either alone or with other inmates in the same category, whenever space is available.
- Whenever an inmate requiring segregation is seated in the general population section of the bus, he shall be placed in the front row. When this occurs, one Deputy shall maintain constant visual surveillance of the inmates. If necessary, when a line of inmates is to be escorted, request backup officers from the court lockup or custody facility. If appropriate, remove the segregated inmate from the general population section prior to escorting the line.
- Inmates requiring segregation shall not be handcuffed to general population inmates or inmates not in their category.
- When delivering inmates requiring segregation to a court lockup or any custody facility, the transporting Deputy shall verbally notify the Receiving Deputy of the inmate's status.

• 7-03/080.17 Informant Transportation

When transporting inmates classified as informants (K-9), they should be transported in a vehicle separate from the party(s) they are providing information on, whenever possible.

When we have a court order requiring that the informant be trans-ported in a separate vehicle, the court order **shall** be honored in **every** case. When the informant will be late arriving at court be-cause separate transportation is not immediately available, notify the court and give the reason.

The Security Deputy shall ensure that informants are properly segregated when transported to and from court and/or facilities.

Crews and desk personnel **shall not** modify this order for purposes of expediency.

• 7-03/080.20 En Route Procedures

Deputy personnel shall be aware that all situations cannot be anticipated and, therefore, generalization is unavoidable.

Unusual activity on a vehicle shall be investigated immediately. If necessary, drive directly to the nearest law enforcement facility for assistance.

Inmates will frequently kick at windows in escape attempts. Bus crews should be especially alert for loud noises, and movement of inmates from the front to the rear of the vehicle.

During hours of darkness, the aisle lights in the bus shall remain on. Faulty lights shall be reported as soon as the bus returns to Headquarters.

Mirrors are not to be relied upon as the only method of viewing inmates on a bus. Security Deputies are primarily responsible for the security of the inmates when the bus is en route between locations. It is essential that the Security Deputy maintain frequent or constant visual surveillance of the inmates when the bus is en route, and that the Security Deputy or Driver maintain direct visual surveillance when the bus is parked.

Vehicles are not to be considered as secure holding areas. Inmates shall not be left unattended in a Transportation Bureau vehicle, with the exception of morning Courtline.

In the event of a disturbance or medical emergency, Deputies shall not enter the inmate area without sufficient backup. If necessary, drive to the nearest law enforcement facility for assistance.

Fire and Collision

- It is not possible to list specific guidelines for fires or collisions. Inmate security and officer safety are the primary concerns. Do not hesitate to request Code 3 assistance, if you feel it is warranted. If there is imminent danger of fire or explosion after a collision, unload the inmates as quickly as possible. When the inmates are safely away from the danger and it is necessary to enhance security, use additional chains or handcuffs if they are available.
- If there is smoke or fire while en route, consider the option of driving to the nearest fire station or law enforcement facility.

• 7-03/080.23 En Route Procedures for the Superbus

Unusual activity on the Superbus shall be investigated immediately. If necessary, drive to the nearest law enforcement facility for assistance.

Windows on the Superbus are positioned low. Inmates attempting an escape might try to kick out the windows. Therefore, Superbus crews should be especially conscious of loud noises and any unnecessary inmate movement.

During the hours of darkness, the aisle lights in the trailer unit shall remain on. Faulty lights shall be reported as soon as the vehicle returns to Headquarters.

The three television cameras are strategically placed to afford the Security Deputy a good view of the interior of the trailer unit. The monitor is located in the Security Officer's area, and an identical monitor is located in the tractor unit for the Driver. Since the Security Deputy is primarily responsible for security, the surveillance cameras will be aligned by a visual check through the security screens at frequent intervals. It is essential that the Security Deputy maintain frequent surveillance of the inmates when the Superbus is en route and that the Security Deputy or Driver maintain visual surveillance when the Superbus is parked.

The Superbus is not to be considered as a secure holding area. Inmates shall not be left unattended in the vehicle, with the exception of State facilities, which present unique situations for Statewide crews. If the Superbus is in a secured compound the Statewide crew may leave the vehicle unattended. Upon return to the vehicle the Statewide crew will conduct a count of the inmates and verify the count with the paperwork, to ensure the correct number of inmates are aboard the vehicle.

In the event of a disturbance or medical emergency, Deputies shall not enter the occupied inmate compartments without sufficient backup. If necessary, drive to the nearest law enforcement facility for assistance.

• 7-03/080.25 Conversations with Inmates

We are frequently involved in high security trials with multiple defendants, and significant interest on the part of the press. To avoid providing the possible basis for a mistrial, Transportation Bureau personnel shall not discuss any subject with inmates relating to their trial or anyone else's trial. Also, conversations with inmates can be distracting and interfere with ones duties.

• 7-03/080.30 Wristbands

Inmates with loose, missing, damaged or unreadable wristbands shall be immediately reported to the custody facility Receiving Deputy.

• 7-03/080.35 Security of Inmates at Courts without Secure Sallyports

When loading or off loading inmates at any court without a secure sallyport, inmates shall have each wrist handcuffed (two inmates per four-man chain). Handcuffs shall be double locked in current Bureau policy. When off loading, inmates will be instructed to remain seated until directed otherwise by a CST Deputy, who shall take a position on the bus during the loading/off loading of inmates. The CST Deputy shall monitor all inmate movement and order inmates from the bus one chain at a time.

The CST Deputy directing inmate movement shall be responsible for physically checking each handcuff as the inmate approaches the first security gate of the bus, which is the gate closest to the driver's area. That Deputy shall ensure that all cuffs are properly secured and that they have not been tampered with.

When moving inmates from the court lockup to a Transportation Bureau vehicle, inmates shall be chained as previously described. Inmates will remain in the lockup cell, either seated or at the rear of the cell, until

instructed otherwise. The Deputy monitoring inmate movement at the court lockup shall direct inmates from the cell to the bus one chain at a time.

Should any question(s) arise concerning this procedure, a Bureau supervisor shall be contacted prior to moving any inmate(s). **OFFICER SAFETY AND INMATE SECURITY SHALL NOT BE JEOPARDIZED FOR THE SAKE OF SAVING TIME OR FOR ANY OTHER PURPOSE**.

• 7-03/080.40 Security Procedures for Inmate Movement at Unsecured Locations, Other than Courts

Inmate movement at unsecured locations, (i.e. LAPD/Sheriff Stations, jail facilities, etc.) must be afforded the same security considerations as those given to unsecured courts. These locations pose some unique problems, and while not all situations can be anticipated, the following guidelines must be considered when moving inmates at those types of facilities.

- Position the vehicle as close as possible to the entrance/exit door of the facility.
- Evaluate the situation prior to undertaking any inmate movement. Consider the location, distance from the vehicle to the facility, type of inmate(s) being transferred, time of day and proximity of public access. Any questions as to inmate security/officer safety should be brought to the attention of a Bureau supervisor prior to moving any inmate(s).
- Obtain sufficient sworn personnel as backup to assist with inmate movement. Position support personnel so as to allow for the most effective means of providing security.
- Inmates being moved shall have both their wrists handcuffed (two inmates per four-man chain). **Handcuffs shall be double locked in accordance with current Bureau policy**. This applies to both the loading and off loading of inmates.
- Prior to off loading, inmates shall be directed to remain seated until told otherwise by a CST Deputy. The CST Deputy shall monitor the movement of inmates, and instruct inmates to exit the vehicle one chain at a time.
- The CST Deputy directing inmate movement shall physically check each handcuff as required by Bureau policy prior to any inmate leaving the bus.
- When one chain leaves the vehicle, the CST Deputy shall keep the first security gate of the bus locked.
- The second CST Deputy shall maintain inmate security from the time the inmate(s) leave the vehicle until the time they enter the holding cell. Support personnel will facilitate this procedure.
    - **Note:** While this procedure may take a while longer, it serves to enhance the level of inmate security during movement.
- One support person shall be designated to remain with the CST Deputy guarding the remaining inmates on the bus. If in need of assistance, the CST Deputy can promptly dispatch the support person with valuable information.
- When transporting inmates from unsecured locations, after all paperwork is completed, the drive and security deputy shall return to their vehicle, assess the situation and surroundings, then prepare the vehicle for the loading of inmates.
- Following the chainup of inmates being prepared for transportation from an unsecured facility, they will remain in the holding cell, either seated or at the rear of the cell until instructed otherwise. Inmates will be instructed to approach the cell door one chain at a time. The CST Deputy monitoring inmate movement

shall inspect each handcuff to insure they have not been tampered with and are still properly secured. The CST Deputy shall then escort inmates to the bus, one chain at a time.

Any questions regarding this procedure, or issues of inmate security/officer safety shall be dealt with by notifying a Bureau supervisor as soon as possible. **OFFICER SAFETY AND INMATE SECURITY SHALL NOT BE JEOPARDIZED FOR THE SAKE OF SAVING TIME OR FOR ANY OTHER PURPOSE.**

• 7-03/090.00 Special Transportation

This order applies to the types of transportation that fall outside the routine transportation provided for all inmates, to and from court, facilities, and other agencies. For example, special transportation would be used for funerals, doctor visits, and hemodialysis treatments.

Special transportation is provided pursuant to court orders. Any requested transportation of this nature, not authorized by court order, shall be provided only when expressly authorized by the Unit Commander.

Inmate security and officer safety, not convenience, shall be the primary concerns during a special transportation assignment. At all times, the escorting Deputies shall remain close enough to maintain visual contact, and control of the inmate.

Deputies will familiarize themselves with the details of the court order prior to leaving the jail facility. A check will be made of the inmate's information file located in Inmate Reception Center to determine if there are any unusual security problems associated with the inmate(s) named in the order. A search for an Inmate Special Handling Request card will also be conducted prior to leaving.

These guidelines apply to most situations, however, each transportation assignment presents unique problems pertaining to security and safety. Occasionally, the escorting Deputies will have to modify normal procedures due to special circumstances.

Transportation Deputies are responsible for the safety and security of the inmate from the time he is placed in their custody, until the time that custody is relinquished to an authorized person. Do not hesitate to use handcuffs, chains and/or a leg braces to provide adequate security. If necessary, consult a supervisor for additional instructions or advice.

• 7-03/090.05 Funeral Escorts and/or Family Contact

Transportation Bureau Deputies will wear suitable business attire when assigned to execute a court order requiring the removal of an inmate for the purpose of attending a funeral, visiting a critically ill relative or any similar situation where the prisoner will be in close contact with relatives. An unmarked car will be used for these assignments. A leg brace or leg chain secured with padlocks shall be used on the inmate for all funerals and other events where the inmate will have contact with relatives, whether or not the inmate is wearing handcuffs. The inmate will be handcuffed until his arrival at the location specified in the court order. Normally, the handcuffs may be removed prior to the inmate alighting from the vehicle. The leg brace or chain shall not be removed. Escorting Deputies shall remain close enough to maintain visual contact, and control of the inmate.

If proper security measures cannot be arranged and maintained throughout the trip, the inmate shall be immediately returned to the custodial facility. If transportation of the inmate presents unusual security problems, additional security measures should be discussed with a supervisor prior to transporting the inmate.

Generally, court orders for funerals or other family contact will be obtained through the Men's Central Jail Chaplain's Office. However, they may arrive directly from court. When the court order conflicts with our policy, a cancellation should be requested through the Chaplain's Office. The Unit Commander shall be advised in all cases when a court order conflicts with our transportation policy.

Inmates shall not be transported to funerals or other types of family contact, except for family members. For the purposes of this order, a family member shall be one of the following:

- Parent (natural and legal guardian)
- Spouse
- Children (natural and legally adopted)
- Step children
- Brother or sister
- Step or half brother or sister
- Grandparents
- Grandchildren

Other limitations are as follows:

- Federal prisoners shall not be transported to funerals or hospital visits by Transportation Bureau personnel.
- County prisoners with State holds will not be transported to funeral or hospital visits unless the holds are removed.
- State prisoners will not be transported to funerals or hospital visits by Transportation Bureau personnel.
- Inmates charged with murder, potential two strike or three strike inmates and/or inmates who have bail in excess of $50,000.00 are not eligible.
- Inmates who are classified as security risks or who are potentially dangerous or violent are not eligible.
- Transportation to hospitals and funerals will generally be permitted only between 0900 and 1300 hours, Monday through Friday; however, the Watch Commander may extend the hours when resources are available.
- Funerals or visits to critically ill persons shall be limited to locations within Los Angeles county. Catholic inmates may choose between attending the rosary or the general service, but cannot attend both.

Any deviation from the above policy must have the prior approval of the Watch Commander or higher.

• 7-03/090.10 Medical Visits

Inmates shall not be left unattended in a room under any circumstances. If the doctor is with the inmate and requires privacy, guard all exits from the room. If a doctor or nurse leaves the room, the escorting Deputy must

enter immediately. If this is not possible, return the inmate to the custodial facility.

After returning the inmate to the custodial facility, the court order will be stamped with the "Executed" (Appendix V) stamp. The court order will then be placed in the Watch Sergeant's in tray.

• 7-03/090.15 Transportation for Hemodialysis

The basic responsibility of maintaining custody of inmates is of paramount importance, however, there are certain medical facts that must be considered when transporting inmates for hemodialysis treatments:

- When an inmate is undergoing treatment on the dialysis machines body functions are greatly decreased. If the inmate were to try an escape attempt, profuse bleeding would result, and the possibility of death would occur within three to five minutes.
- While undergoing treatment, the chance of cardiac arrest increases greatly. If cardiac arrest occurs, the medical staff must move the inmate/patient from the treatment chair to the floor, for immediate cardiopulmonary resuscitation.

Because of medical necessity, the following procedures will be adhered to:

- Inmates will be secured with chains and/or handcuffs going to, and returning from the dialysis center, in accordance with existing Department and Bureau policies.
- It is not necessary nor desirable, to handcuff or leg chain an inmate who is in the treatment chair undergoing dialysis treatment, except under the following conditions:
    1. The inmate is a high escape risk.
    2. The dialysis center requests to have the inmate restrained.
    3. The Deputy is aware of extenuating circumstances that justifies handcuffing.
- Inmates are not to be chained to the hemodialysis chair or bed.
- If a disagreement arises between the transporting Deputy and the medical staff about restraining an inmate/patient, the Watch Sergeant shall be immediately notified and will resolve the conflict.

When transporting an inmate for dialysis treatment, transporting personnel should have in their immediate possession a pair of rubber gloves. A large percentage of hemodialysis patients also have hepatitis.

Bleeding is a common occurrence for individuals suffering from kidney failure, particularly after being dialyzed. Due to the possibility of contracting hepatitis from the blood of an infected individual, rubber gloves should always be worn if the necessity for first aid arises. It is also a good idea to wear rubber gloves during chaining and unchaining.

The medical staff at the hemodialysis center will fax to Men's Central Jail Medical Clinic/Sybil Brand Institute Medical Clinic all doctor's orders, prescriptions, or medical forms pertaining to the inmate/patient.

When an inmate refuses dialysis treatment, the inmate shall be returned to the Inmate Reception Center at Men's Central Jail or Sybil Brand Institute, as soon as possible. The transporting Deputy shall notify the Transportation Bureau Watch Commander and the Men's Central Jail/Sybil Brand Institute Clinic Supervisor, of the refusal.

• 7-03/100.00 Courtline Miss Outs

All inquiries from the courts regarding miss outs shall be reported to the Watch Sergeant. The Watch Sergeant shall ensure that the status of the inmate is determined, that the court is advised of the estimated time of arrival, and that the inmate either arrives at the time given or the court is to be advised otherwise. In particular, when the court is told the inmate will be arriving on the noon bus, the Watch Sergeant will ensure the inmate is on the noon bus. The Watch Sergeant shall log the time the inquiry was received and the disposition.

• 7-03/110.00 Inmate Incident Reports

Inmate discipline is the outcome of the process of orientation, training, guidance and punitive sanctions intended to bring about orderly conduct and personal responsibility.

Discipline should be based on realistic, acceptable and understandable standards. Counseling and advising an inmate of expected conduct is encouraged for a first violation of a minor nature.

When a rule is violated, discipline should be prompt and fair. The disciplinary process must conform to constitutional standards of due process, and the provisions of the California Administrative Code Title 15, which regulates discipline for inmates who violate jail rules and regulations.

Inmates involved in any disciplinary action, other than counseling or reprimand shall have the right to an administrative process or hearing within 72 hours of the incident.

Deputies observing an inmate commit a major infraction of the rules shall immediately advise the inmate of the violation(s) orally and subsequently issue him a copy of "Notice of Disciplinary Violation" (SH-J-380). The form lists seventeen different jail violations. An "Inmate Incident Report" (SH-J-213) must be completed.

The half sheet "Notice of Disciplinary Violation" must be written in duplicate, one copy is given to the inmate and the original submitted with the "Inmate Incident Report." The inmate cannot be taken to Sergeant's Court for 24 hours after this notice has been given to the inmate. This is a required time limit given to the inmate to prepare his defense.

The "Inmate Incident Report" (white card) must be completed within a reasonable time to allow the paper path for approval, and to be delivered to Men's Central Jail for Sergeant's Court.

If the inmate is housed at Men's Central Jail, the Deputy shall complete an "Inmate Incident Report" specifying the circumstances surrounding the violations. All witnesses to the incident shall be identified in the report, relevant statements included, and any evidence held. The report must be turned in as soon as possible, but in all cases prior to the end of shift.

The Desk or Field Sergeant shall review the report, interview the Deputy, inmate and/or witnesses, and record his findings and recommendations on the Incident Report, then approve the report. The Watch Commander shall conduct a more thorough investigation, if the circumstances warrant, and sign the review box. If the Watch Commander is off duty, the Watch Sergeant may sign both the approved and reviewed portions of the report.

A copy of all incident reports must be maintained at Transportation Bureau. The report is filed alphabetically within each year. The approved Inmate Incident Report shall be delivered to Men's Central Jail and placed in the top tier of the Legal Sergeant's tray located in the Watch Sergeant's Office.

If the inmate is not housed at Men's Central Jail, the original Incident Report shall be delivered or faxed to the facility where the inmate is housed, this must be done within 24 hours.

Some incidents may occur while en route to a jail facility. The Deputy may deviate from the above process by giving the violator a copy of "Notice of Disciplinary Violation," and then write the "Inmate Incident Report," at the facility. Submit the report to the Custody Shift Supervisor who can incorporate the Incident Report with the facilities disciplinary process. Make a copy of the Incident Report for the Transportation Bureau file.

If the incident involves the writing of a "First Report" (SH-AD-49) it should be noted that no discipline will be imposed unless an "Inmate Incident Report" is also written. In these cases, it is permissible to omit a narrative description of the rule violations and simply refer to the URN file number. A copy of the **approved "First Report"** shall be attached to the Inmate Incident Report by the reporting Deputy.

• 7-03/120.00 Extraction Procedures

The following procedures are guidelines for the extraction of inmate(s) from a bus. Similar tactics should be employed when other types of vehicles are involved.

• 7-03/120.05 En Route - Disturbance Occurs

The Security Officer gives verbal instructions to the inmates in the disturbance to sit down, and follow instructions. If the situation is not controlled by verbal commands:

- Proceed to the nearest secure facility, i.e., Sheriff or Police station, jail facility or court.
- Notify the CST Desk regarding the situation, and give your destination. The CST Desk will notify the station, facility, or court of the situation and your estimated time of arrival.
- If the situation dictates, request backup or assistance from the local police department or California Highway Patrol.
- The Security Officer should continue to give verbal commands to the inmates to sit down, i.e., "If you do not stop fighting and sit down, you will be sprayed with pepper spray." The Security Officer should attempt to identify the inmates involved in the disturbance.
- All interior lights are to remain on in the vehicle.

If at all possible CST personnel should refrain from utilizing pepper spray when the vehicle is in operation, or when the air conditioning system is functioning. The spray may overcome the driver while en route.

Upon arriving at a secure facility, secure the weapons and proceed as instructed in the following section.

• 7-03/120.10 On a Bus in CST Compound, Court Sallyport or Custody Facility

If a situation is not controlled by verbal commands i.e., a verbal order advising inmates to sit down and follow instructions or they will be pepper sprayed, the following procedures should be initiated:

- Close and lock all vehicle security gates to control inmates and prevent an escape.
- Obtain backup personnel, notify the CST Desk regarding the situation, and request a supervisor to respond to the disturbance.
    - It is not necessary to wait for a supervisor before beginning to remove inmates or take other appropriate action.
- If the disturbance is located in the CST compound, desk personnel shall contact Inmate Reception Center Courtline and request that they advise all Transportation personnel to curtail all inmate movement, lock down all cells, and respond to the location of the disturbance.
- The original Deputy should continue to issue verbal commands i.e., "If you do not stop fighting and sit down, you will be sprayed with pepper spray."
- In addition, the original Deputy should attempt to identify the inmates involved in the disturbance.
- During this procedure all interior lights should remain on and the engine should be turned off, to ensure the air circulation system is not contaminated in the event pepper spray is used.
- Once sufficient backup has arrived one Deputy will take command, and become the "Lead Deputy" of the situation.
    - Preferably the Security Officer assigned to the particular bus or, if not available, the first Transportation Deputy on the scene.
- The Lead Deputy will stand at the first gate. The gate will remain secure until all deputies are in position.
- The first backup Deputy will stand in the Security Officer's area ready to respond with pepper spray.
- The second backup Deputy will stand on the stairs, ready to respond with pepper spray.
- The remaining backup deputies will be staged outside the bus ready to receive the inmates.
    - These deputies will be responsible for securing the off loading inmates.

Pepper spray will only be used after verbal command efforts have not been effective. Due to the confined area and interior configuration of a bus, pepper spray is the primary devise to obtain control in an inmate disturbance. The PR24 and/or the Handler 12 would be an optional tool. Bureau personnel are not required to carry the PR24 or the Handler 12, due to the restriction of such equipment in many areas, and the lack of adequate accommodations for weapons storage at the various facilities served.

• 7-03/120.15 Off Loading Procedures

The Lead Deputy will begin with the multi-man compartment. The multi-man compartment will always be off loaded first. Deputies are not to enter the inmate compartment of the bus with inmates still seated in this section.

The Lead Deputy will instruct the first chain of inmates to stand. He will visually check their handcuffs to ensure

they are still secure. He will open the gate and allow the chain to pass. The first backup Deputy will remain in the Security Officer's area ready to respond, if necessary with pepper spray, to any adverse situation. The second backup Deputy on the stairs will retreat down the stairs and off the bus, keeping visual contact of the chain of inmates. The backup deputies staged outside the bus will take control of the chained inmates and place them in a secured holding area, or have them sit on the ground, depending on the situation.

Once the multi-man compartment is empty, if the situation is under control, proceed to the two-man cages. Using the same procedures, off load the inmates. If the disturbance has continued, go directly to the door of the general population section. The Lead Deputy will continue to control the cage door.The next two backup deputies will move to the multi-man compartment ready to respond if necessary with pepper spray. The backup Deputy on the stairs will move up to the Security Officer's area. One of the backup deputies staged outside the bus will move up to the stairs.

Off load the general population section using the same procedures as the multi-man section. One chain at a time, visually check the handcuffs and off load from front to back.

• 7-03/120.20 Uncooperative Inmate(s) During Off Loading

If during the off loading procedures, an inmate refuses to follow directions, continue to off load the cooperative inmates until only the uncooperative inmate(s) are left on the bus.

The Lead Deputy will remain at the cage door. If there is only one uncooperative inmate, the two backup deputies will enter the general population area and use the reasonable force necessary to gain compliance of the inmates i.e., pepper spray. The two backup deputies from the stairs will enter the multi-man compartment to provide further backup, if necessary. Be advised that while off loading uncooperative inmates from the vehicle, it is possible they may be concealing weapons that can be used to attack Deputy personnel, or other inmates. If there is more than one uncooperative inmate, the Lead Deputy will determine how many backup deputies will enter the general population section.

• 7-03/120.25 Combative Inmate(s) During Off Loading Procedures

If, during off loading, an inmate becomes combative, the first backup Deputy will use the reasonable force necessary to control the situation. The additional backup deputies staged at the stairs or outside the bus will assist, as needed.

• 7-03/120.30 Medical Treatment

All inmates pepper sprayed shall be seen by a Doctor. If in the field or at a court lockup, paramedics must be summoned to examine the inmates sprayed. Obtain an "O.K. to transport" from the paramedics prior to transporting. Upon arrival at the jail facility the inmate(s) shall be seen by a Doctor. If there are any questions or anticipated delays contact the Watch Sergeant, for additional direction.