

Custody Operations Informational Bulletins

- **2025 Informational Bulletins**
 - • **2025-01 Court Miss-out and Refusal Procedures**
-

Los Angeles County Sheriff's Department **INFORMATIONAL BULLETIN** Custody Operations



Custody Support Services

Bulletin #2025-01

COURT MISS-OUT AND REFUSAL PROCEDURES

INTRODUCTION

The purpose of this informational bulletin is to inform all personnel assigned to the Custody Services Division on the proper procedures to follow in the event an inmate refuses to attend court (Refusal) or otherwise is unable to attend a court appearance (Miss-out), and to advise supervising line deputies and sergeants on how to document both court Refusals and Miss-outs.

BACKGROUND

Until recently the Department tracked Refusals and Miss-outs using a paper-based system. In February of 2025, the Department replaced the paper-based system with a paperless automated system called TRACE (Tracking Refusals and Court Exceptions).

Concurrent with the rollout of the TRACE system, the Department has also implemented a new process to document Refusals and Miss-outs. This bulletin provides details on both the new TRACE system and the procedures to document Refusals and Miss-outs.

PROCEDURES

TRACE SYSTEM

All Refusals or Miss-outs are to be entered into the TRACE system in a timely manner. The TRACE system can be accessed in any of the following ways:

- Clicking [this link](#)

- Going to [REDACTED TEXT]
- Searching the Intranet for any of the following words: 'Court Refusals,' 'Miss-outs,' 'TRACE'

Minimum requirements to create **any** entry in TRACE are:

- Inmate last name
- Booking number
- Refusal/Miss-out date/time
- Unit submitting
- Miss-out reason
- Comments/details about Refusal or Miss-out reason

For Refusals only:

- A video recording evidencing the reading of the Court Appearance Refusal Admonishment (see Figure 2 Court Appearance Refusal Admonishment)
- Employee number of personnel who read the Admonishment to the inmate
- The name of the sergeant who was notified

For all other Miss-outs

- Medical 'No-Go' paperwork

*For Refusals a video file **must** be uploaded.
'Refusal' forms are no longer required or accepted.*

After submitting the TRACE notification, the employee uploading will receive an e-mail notification that the submission was accepted or rejected. For submissions that were accepted, verify that the inmate's last name on the confirmation (bubble 2) matches the name you entered in the submission (bubble 1). If the last names do not match, you entered an incorrect booking number. Please resubmit and notify the Court Refusal Team (CRT) to void the incorrect submission (see Figure 1 Exemplar TRACE Submission below).

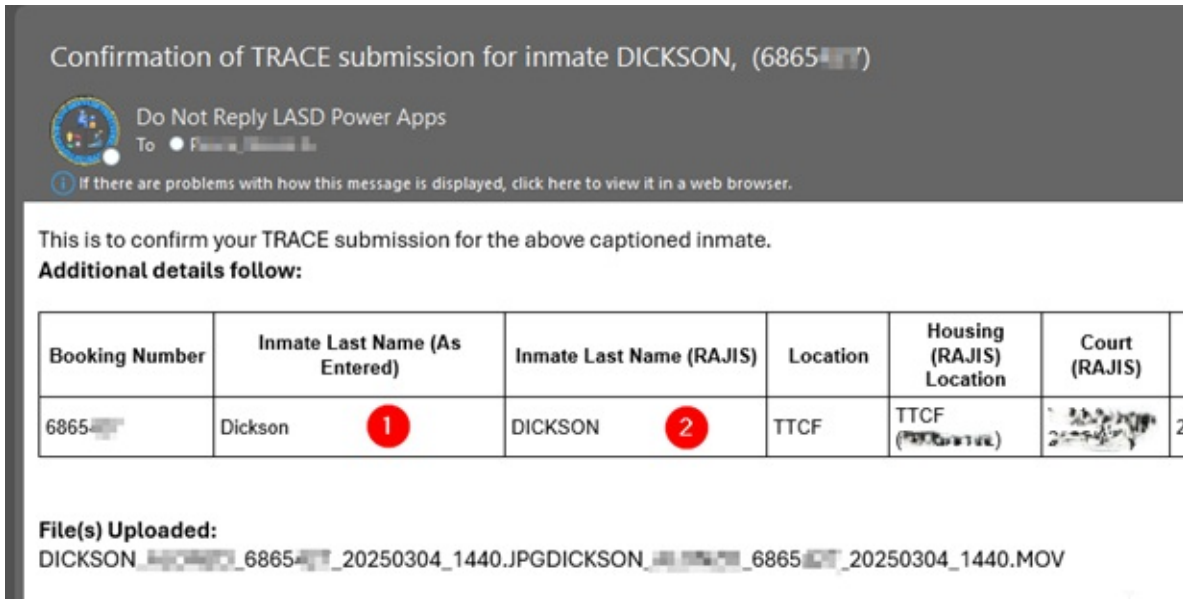


Figure 1 Exemplar TRACE Submission

The most common reason for a rejection is an invalid booking number.

The confirmation email is your record of an accepted TRACE submission. If you experience technical issues with your TRACE submission, contact CRT at [REDACTED TEXT] and be prepared to give them the message number at the bottom of the email you received.

REFUSAL SPECIFIC PROCEDURES:

When an inmate refuses to go to court, every attempt should be made to explain the importance of attending court. However, if the inmate continues to refuse, custody personnel shall notify their sergeant.

The sergeant or their designee (supervising line deputy) will read the court refusal admonishment to the inmate. The reading of the admonition and the inmate’s response will be video recorded and properly labeled in the following manner: Date, Time, Booking Number, Last Name, First Name.

*Your video file name should not contain any spaces or other special characters such as “#”. A properly named video file would look like:
‘20250301_0630_1234567_InmateLast_InmateFirst’*

In the event an inmate refuses after they arrive at IRC Old Side Courtline, a sergeant assigned to IRC Old Side Courtline, or their designee (supervising line deputy), will conduct and record the reading of the court refusal admonishment and the inmate’s response. See below for the court refusal admonishment:

Custody Operations Informational Bulletins

Court Appearance Refusal Admonishment

Inmate _____ . You have been ordered to appear in Court today in case number _____. You have notified the Los Angeles County Sheriff that you refuse to leave your cell and you refuse to attend your court appearance.

You have the right to be present at all court proceedings. By refusing to leave your cell and refusing to appear in court, the Court will construe your absence as a waiver of appearance. If the trial has commenced, the Court will also find that you are "voluntarily absent" within the meaning of Penal Code section 1043(b)(2). The Court may also order your extraction and require that you be forcibly removed from your jail cell and transported to court should you continue to refuse to attend court proceedings.

I am directing you to exit your cell at this time to appear in court. Will you cooperate and come with me?

DATE: _____

Upon completion of the refusal video, facilities will enter all required information and upload the video into the TRACE system as soon as feasible, but no later than 1100 hours.

The IRC Court Refusal Team will then transfer the videos from TRACE onto Court LEA Information Center (CLIC) for the courts to access.

REFUSAL AND MISS-OUT DASHBOARD

As a companion tool to the TRACE system, an online dashboard has been created. The dashboard provides both current and historical statistics about Refusals and Miss-outs. The Dashboard is an important tool for unit commanders within Custody Division as well as Court Services Transportation Bureau (CST). The dashboard can be accessed by [clicking here](#) or searching the Intranet for the word 'Navigator,' once on the Power BI Navigator page select '**TSD-BPIG-I-160**'. Below is an exemplary screenshot of the dashboard:

Custody Operations Informational Bulletins

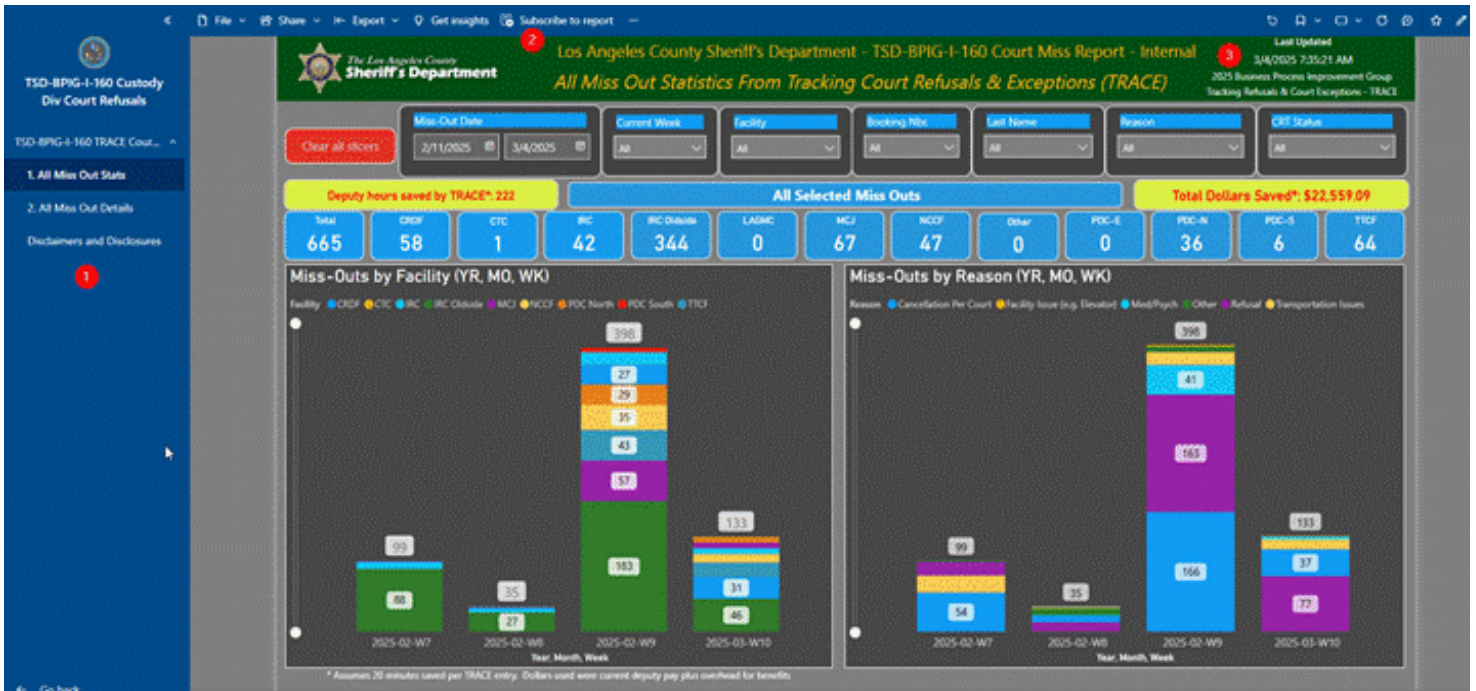


Figure 3 TSD-BPIG-I-160 TRACE Dashboard

- The dashboard is updated every 30 minutes, Monday-Friday, from 0400-1100, and hourly thereafter until 1800. The date/time of the most recent update is located in the upper right of each dashboard page (see bubble 3).
- If you wish to access the dashboard, send yourself an email link to the report whenever you wish. To do this, click the 'Subscribe to Report' link at the top (see bubble 2 above).
- You can also get details about Miss-outs by using the page navigation (see bubble 1 above) and selecting page 2.
- Information in the table visual on page 2 can be exported by pressing the ellipses in the upper right of the visual (see Figure 4 TRACE Dashboard Exemplar page 2 below)

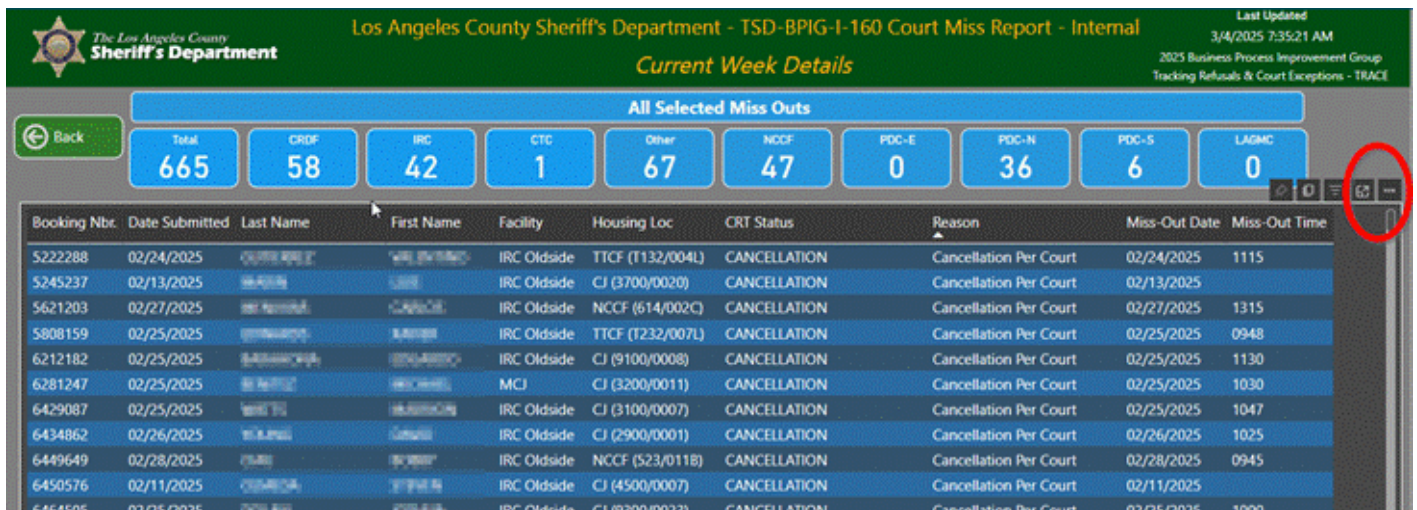


Figure 4 TRACE Dashboard Exemplar page 2

ADDITIONAL INFORMATION and FAQs

Q: *How large can the video file be?*

A: Video files should be less than 500MB in length and not be of the 'MTS' format.

Q *Our unit's camera records in 'MTS' format, which isn't accepted. What should we do?*

A: If your unit's camera records in 'MTS' format and is a Sony CX405 'Handy Cam,' it can be reconfigured to record in MP4 format by following the following instructions:

1. **Turn on the camera** and press the **MENU** button.
2. Navigate to **Image Quality/Size** settings.
3. Look for **File Format** or **Recording Mode**.
4. Select **MP4** instead of AVCHD.
5. Exit the menu and start recording in **MP4 format**.

Q: *What if an error was made with a TRACE submission?*

A: Create a new entry then call CRT to provide information on the entry that needs to be deleted.

If there is any doubt regarding the above, please contact IRC CRT at [REDACTED TEXT].

• • 2025-02 Foreign National Arrest Advisement Form Procedures

Los Angeles County Sheriff's Department INFORMATIONAL BULLETIN Custody Operations



Custody Support Services

Bulletin #2025-02

FOREIGN NATIONAL ARREST ADVISEMENT FORM PROCEDURES

INTRODUCTION

The purpose of this informational bulletin is to provide all personnel assigned to the Custody Services Divisions and patrol station jails with information concerning the submission of the “Los Angeles County Foreign National Arrest Advisement Form” following the arrest of a foreign national.

PROCEDURES

In accordance with the Custody Division Manual – Station Jail Manual section 6-03/010.00, “Booking and Property Record Form (SH-J-293),” booking packets shall be completed for all arrestees upon booking. The “Foreign National Arrest Advisement Form” is a required component of the booking packet when the arrestee is a foreign national.

Personnel completing the booking packet are instructed to ask all arrestees, including those arrested by other agencies, whether they are a foreign national or were born in another country. If the arrestee answers “yes,” they should be provided with the “Foreign National Arrest Advisement Form.” This question is unrelated to immigration status and serves only to notify the consulate of the arrestee’s country of national origin about the arrestee’s detention, in accordance with international treaties and law.

Once completed (whether “yes,” “no,” or refuse to sign), copies of the form should be emailed or faxed to the Sheriff’s Information Bureau (SIB) – International Liaison Unit [REDACTED TEXT] and scanned into the Sheriff’s Electronic Criminal Documents Archive (SECDA).

Personnel are encouraged to view the following informational video concerning these procedures:

[Foreign National Arrest Advisement Procedures](#)

Any question concerning the contents of this bulletin can be directed to the SIB – International Liaison Unit [REDACTED TEXT]

- • **2025-03 Legal Name and Gender Change Requests**

Los Angeles County Sheriff’s Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

Bulletin# 2025-03

LEGAL NAME AND GENDER CHANGE REQUESTS

INTRODUCTION

The purpose of this informational bulletin is to provide all personnel assigned to Custody Operations with additional information concerning an inmate's right to petition the court for a legal name and/or gender change, and the Department's role in these requests.

PROCEDURES

As stipulated in California Code of Civil Procedure § 1279.5, "A person... sentenced to a county jail has the right to petition the court to obtain a name or gender change..." Further, the law states, "A person sentenced to the county jail shall provide a copy of the petition for name change to the sheriff's department, in a manner prescribed by the department..." In accordance with State law, Custody Division Manual section 8-02/010.00, "General Requests," delineates that such requests shall be directed to the facility legal units.

When an inmate submits a general request for a legal name and/or gender change, facility legal unit personnel should provide the requestor with the appropriate court provided forms (Los Angeles County civil court address list; NC-100, "Petition for Change of Name"; NC-125, "Order to Show Cause – Change of Name to Conform to Gender Identity"; and/or NC-300, "Petition for Recognition of Change of Gender and Sex Identifier") located in the Department's e-forms library. The requesting inmate will need to complete the required documentation and mail them on their own accord to the appropriate court. The Department does not require a copy of the petition.

Once the inmate receives a court order approving the name and/or gender change, the inmate should submit a second general request to the facility legal unit to process a copy of the court order. Facility legal unit personnel should submit the copy of the court order to the Records Administrative Deputy at the Inmate Reception Center (IRC), who will then update the inmate's records.

For inmates whose names and/or gender were changed pre-incarceration, they must arrange for an advocate outside of custody to mail them the court order so it can be forwarded to the IRC Records Administrative Deputy in the manner prescribed above.

In addition to the e-forms library, personnel and inmate advocates may retrieve the appropriate court documents from the following publicly accessible link: [Court Forms | Judicial Branch of California](#)

Any question concerning the contents of this bulletin can be directed to the IRC records clerk [REDACTED TEXT].

• • 2025-04 Safety Check Audits

Los Angeles County Sheriff's Department

INSTRUCTIONAL BULLETIN

Custody Training and Standards Bureau

Custody Support Services
Bulletin #2025-04

INTRODUCTION

The purpose of this informational bulletin is to codify procedures for the audit of inmate safety checks within Custody Services Division facilities.

PROCEDURES

Inmate safety check audits should be conducted at all Custody Services Division facilities that house inmates. Audits should be conducted on each shift by a supervisor, sergeant, and lieutenant by checking the fixed video equipment (closed circuit television [CCTV]) for the timeliness and quality of safety checks performed by custody personnel in accordance with Custody Division Manual section 4-11/030.00, "Inmate Safety Checks."

The auditing system will randomly select a safety check from the same shift on the previous day. All safety check audits should be documented within the "Security Checks Application" on the Department's Intranet. A comment for each audit shall be completed indicating whether the check was of good quality or document any necessary corrective action, if needed.

Sergeant Facility Audits

A sergeant at each facility shall conduct a minimum of five safety check audits at locations throughout their respective facility for each shift. If, due to minimum staffing, a sergeant is unable to complete the safety check audits, a supervising line deputy (SLD) may be assigned to complete the audit.

Sergeant Audit

Each sergeant assigned to supervise an inmate housing location should audit at least one safety check that was conducted at a location under their supervision.

Watch Commander Audit

The facility watch commander, or designated lieutenant, should audit a completed audit by a supervisor or sergeant to ensure proper completion and documentation. The auditing system will randomly select an audit completed on the previous shift.

Additional procedures to the above bulletin may be documented in facility specific unit orders. Any question concerning the contents of this bulletin can be directed to Custody Support Services Bureau, [REDACTED TEXT].

- **2024 Informational Bulletins**

- • **2024-01 Reporting the Use of Head Strikes in E-LOTS**

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

REPORTING THE USE OF HEAD STRIKES IN E-LOTS

INTRODUCTION

The purpose of this informational bulletin is to ensure consistency and accuracy throughout Custody Operations regarding the reporting of the use of head strikes during use of force incidents in the electronic Line Operations Tracking System (e-LOTS).

PROCEDURES

Per CDM section 7-01/030.00, "Prohibited Force" and in accordance with Rosas provision 2.6, the use of personal weapons to strike an inmate in the head is prohibited unless the inmate is physically assaultive, presents an imminent danger of serious injury and/or death, and other techniques would be ineffective.

When a Category 2 or 3 use of force incident is entered in e-LOTS, the "Personal Weapons w/Head Strike" field is automatically activated. Personnel making the entry shall select the appropriate response from the dropdown menu. Personnel shall select "yes" in any instance where personal weapons (e.g., punches, kicks, knees, etc.) were used to strike an inmate in the head, face, and/or neck.

Category: CFRC Review?: PDE #: Personal Weapons w/ Head Strike?

 WRAP Duration:

Any questions concerning this bulletin can be directed to Custody Support Services Bureau, at (213) 893-5102.

• • 2024-02 Watch Commander Interviews

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

2024-02

WATCH COMMANDER INTERVIEWS

INTRODUCTION

The purpose of this informational bulletin is to advise custody watch commanders and designees on how to conduct a watch commander's interview following a use of force incident.

PROCEDURES

In accordance with Custody Division Manual (CDM) 7-07/000.00, *Use of Force Review Procedures*, "the watch commander/supervising lieutenant shall, with extreme priority, personally examine any inmate upon whom force has been used and, except in category 3 force incidents, interview the inmate regarding the incident."

As with every investigation, involved persons and witnesses should be isolated from one another and interviewed separately and privately. The interviews of non-sworn witnesses and other involved persons (suspects, persons assisting deputies, etc.) should be video recorded. The camera should be operated by a person other than the supervisor conducting the interview or by use of a stand or tripod for the camera.

When interviewing person(s) involved, the watch commander or their designee should, at the minimum, ask the following questions:

1. What happened?
2. What did you do?
3. What did the deputy(ies) do?
4. Are you injured? If so, where? How did you get that injury (nature of injury)?
5. Have you been medically treated?
6. Do you have any pre-existing injuries? If so, explain.
7. Have you consumed any alcohol or taken any drugs? If so, what and when?
8. Are you taking any medications? If so, what and when?
9. Do you have any history of mental illness?

When interviewing witnesses, the supervisor should ask the following questions:

1. Tell me what you saw.
2. What did the suspect do?
3. What did the deputy(ies) do?
4. Did you hear the deputy(ies) give commands?
5. How far away were you when you witnessed the incident?

If the witness exhibits obvious signs of intoxication or impairment, the supervisor should also ask the following questions:

1. Have you consumed any alcohol or taken any drugs? If so, what and when?
2. Are you taking any medications? If so, what and when?
3. Do you have any history of mental illness?

The interviewee should be allowed to provide a statement without interruption. If the interviewee's statement is unclear, the supervisor should prompt them to explain their statement. If the statement remains vague or incomplete, the supervisor should ask clarifying questions. Specific questions should be asked to identify each deputy and their respective actions. The purpose of the interview is to obtain a voluntary and complete statement that establishes the interviewee's observations and actions, NOT to argue with the interviewee and attempt to point out inconsistencies. All questions asked should:

- be open-ended, not leading or showing any predisposition towards a specific conclusion.
- be non-accusatory or implying any wrongdoing on part of the interviewee.
- not be given in a coercive manner or in a manner that could imply coercion.
- be asked from a neutral perspective and not delivered in a manner suggesting a particular bias or preference on the part of the interviewer.
- prioritize professionalism.
- be asked for the sole purpose of establishing the events that occurred during the force incident (questions asked for the purpose of establishing facts for a criminal investigation must be asked in the context of a criminal investigation and be clearly distinguished as such. These questions may, depending on the circumstances of the interview, require a Miranda advisement).

If there is any doubt regarding the above, please contact CSS Policy Review at [REDACTED TEXT].

• • 2024-03 Recognizing Signs of Alcohol Withdrawal Syndrome

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

Bulletin #2024-03

RECOGNIZING SIGNS OF ALCOHOL WITHDRAWAL SYNDROME

INTRODUCTION

The purpose of this informational bulletin is to provide all personnel assigned to the Custody Services Divisions valuable information to assist in recognizing patients with acute alcohol withdrawal syndrome to prevent delirium tremens, seizure, and other life-threatening health consequences related to alcohol withdrawal.

If custody personnel detect or observe an inmate with any sign of medical distress or any type of withdrawal symptom, personnel should notify and/or summon medical staff immediately, in accordance with Custody Division Manual (CDM) section 5-03/060.00, "Response to Inmate Medical Emergencies." If not properly treated, alcohol withdrawal may be fatal.

WHAT IS ALCOHOL WITHDRAWAL SYNDROME

1. Alcohol Withdrawal is a complication of alcohol use disorder. It is a syndrome of central nervous system hyperactivity, manifested by physical and psychological signs and symptoms that can occur when an individual reduces or stops alcohol consumption after long periods of use. Symptoms can develop within a few hours of decreasing or discontinuing use, and symptoms peak within 24–36 hours. Symptoms may range from mild to severe. Patients may exhibit symptoms prior to their blood alcohol level reaching zero. In many alcoholics, the severity of withdrawal symptoms increases after repeated withdrawal episodes. Uncomplicated alcohol withdrawal is completed within five days.
2. Mild Withdrawal is characterized by nausea, vomiting, mild agitation or irritability, anxiety, restlessness, mild tremor (involuntary shaking of the hands and/or tongue twitching), insomnia, and craving of alcohol. Vital signs may reveal tachycardia (fast heart rate) and/or hypertension (elevated blood pressure). Mild withdrawal may progress to more severe withdrawal or may resolve in 1-2 days.
3. Alcoholic Hallucinosis refers to hallucinations that develop within 12 to 24 hours after the last drink. They typically resolve within 24 to 48 hours. The hallucinations are usually visual, although auditory and tactile phenomena may also occur. In contrast to delirium tremens (DTs), which usually begins 48 to 72 hours after the last drink, vital signs are normal and alcoholic hallucinosi is not associated with generalized confusion or disorientation.
4. Alcohol Withdrawal-Related Seizures are typically brief, generalized tonic-clonic seizures that occur 6 to

48 hours after the last drink. Seizures occur in approximately 10-30% of patients with alcohol withdrawal, and 60% of patients with alcohol withdrawal-related seizures will have multiple seizures. If not treated, withdrawal seizures progress to DTs in about one-third of patients.

5. Alcohol-Related Psychosis is a secondary psychosis that manifests as prominent hallucinations and delusions. Psychosis can occur during phases of acute intoxication or withdrawal, with or without delirium tremens.
6. Delirium Tremens (DTs) is the most severe form of alcohol withdrawal manifested by altered mental status (global confusion), agitation, and sympathetic overdrive (autonomic hyperactivity, which may include fever, elevated heart rate, elevated blood pressure, and sweating), which can progress to cardiovascular collapse. **DTs is a medical emergency with a high mortality rate of approximately 20%, making early recognition and treatment essential. DTs requires transfer to the emergency department for appropriate management. With treatment, the mortality rate of DTs is 1-4%.**

HOW TO RECOGNIZE ALCOHOL WITHDRAWAL

- Early signs and symptoms of alcohol withdrawal:
 - Nausea/Vomiting
 - Anxiety/Restlessness
 - Irritability
 - Insomnia
 - Tremor (involuntary shaking of the hands, can also check tongue for twitching)
 - Sweating (can range from mild facial redness to drenching in sweat)
- More serious complications can occur, including:
 - Withdrawal seizures within 6 to 48 hours of the last drink
 - Alcoholic Hallucinosis or psychosis within 24 to 48 hours of the last drink
 - Auditory, tactile (bugs crawling on skin), or visual hallucinations
 - Agitation
- Delirium tremens begins 48 to 72 hours after the last drink
 - Altered mental status (global confusion)
 - Hallucinations – visual, auditory, and/or tactile
 - Increased heart rate
 - Increased blood pressure
 - Fever
 - Agitation
 - Sweating

HOW TO HELP IF YOU SUSPECT ALCOHOL WITHDRAWAL SYNDROME

- Notify medical personnel (nurse or provider) so that the appropriate treatment and management plan can be initiated.
- If a patient is confused, agitated, and/or acting oddly (shadow boxing, pacing, yelling and banging

against wall) notify medical personnel immediately.

- Report worsening conditions (i.e., sudden chest pain, trouble breathing, fainting spells, seizures, continuous vomiting or vomiting blood, confusion, hallucinations, extreme agitation, and shaking that does not get better with medications).

Any question concerning the contents of this bulletin can be directed to Custody Support Services Bureau [REDACTED TEXT].

- • ****RESCINDED** 2024-04 Court Refusal Procedure**

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



~~Custody Support Services Bureau~~
~~Bulletin #2024-04~~

COURT REFUSAL PROCEDURE

INTRODUCTION

~~The purpose of this informational bulletin is to inform all personnel assigned to the Custody Services Division on the proper procedures to follow in the event an inmate refuses to attend court, and to advise supervising line deputies and sergeants on how to document court refusals.~~

PROCEDURES

~~When an inmate refuses to go to court, every attempt should be made to explain the importance of attending court. However, if the inmate continues to refuse, custody personnel will notify their sergeant.~~

~~The sergeant or their designee (supervising line deputy) will read the court refusal admonishment to the inmate. The reading of the admonition and the inmate's response will be video recorded and properly labeled in the following manner: Date, Booking Number, Last Name, First Name.~~

~~In the event an inmate refuses after they arrive at IRC Old Side Courtline, a sergeant assigned to IRC Old Side~~

Courtline, or their designee (supervising line deputy), will conduct and record the reading of the court refusal admonishment and the inmate's response. See below for the court refusal admonishment:

Court Appearance Refusal Admonishment

Inmate _____ . You have been ordered to appear in Court today in case number _____. You have notified the Los Angeles County Sheriff that you refuse to leave your cell and you refuse to attend your court appearance.

You have the right to be present at all court proceedings. By refusing to leave your cell and refusing to appear in court, the Court will construe your absence as a waiver of appearance. If the trial has commenced, the Court will also find that you are "voluntarily absent" within the meaning of Penal Code section 1043(b)(2). The Court may also order your extraction and require that you be forcibly removed from your jail cell and transported to court should you continue to refuse to attend court proceedings.

I am directing you to exit your cell at this time to appear in court. Will you cooperate and come with me?

DATE: _____

~~Tracking Refusals and Court Exception (TRACE) is a new paperless system that enables facilities to upload video and submit refusal information. TRACE will be accessible via the Department's Intranet site using the keywords "TRACE" or "Court Refusal" or through the link [REDACTED TEXT]~~

~~Upon completion of the refusal video, facilities will enter all required information and upload the video into the TRACE system as soon as feasible, but no later than 1100 hours.~~

~~The IRC Court Refusal Team will then transfer the videos from TRACE onto Court LEA Information Center (CLIC) for the courts to access.~~

~~If there is any doubt regarding the above, please contact IRC Court Refusal Team at [REDACTED TEXT]~~

- **2023 Informational Bulletins**

- • **2023-01 Crime Scene and Trauma Cleanup Vendors**

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

CRIME SCENE AND TRAUMA CLEANUP VENDORS

INTRODUCTION

The purpose of this informational bulletin is to familiarize custody personnel with procedures related to requesting and obtaining services from crime scene and trauma cleanup vendors.

PROCEDURES

If a significant incident occurs within a custody facility (e.g., inmate death, etc.) where a substantial presence of biohazardous materials or infectious waste exists, the on-duty watch commander, or their designee, shall request the response of a crime scene and trauma cleanup vendor. The watch commander shall follow the procedures listed below when requesting services.

The on-duty watch commander, or their designee, shall contact the County of Los Angeles Internal Services Department (ISD) via phone at (323)267-3100 or (323)267-2321 (24-hour assistance), complete a Service Request (SR) and email it to CustomerCenterOPS@isd.lacounty.gov. The SR will be processed by ISD who will retain the services of the appropriate County approved vendor. The SR and any additional information may be obtained from the ISD's Operations Service webpage at <https://isd.lacounty.gov/services/operations-service/>.

During normal business hours, the on-duty watch commander, or their designee, may instead direct their respective facility's budget representative to submit a request to obtain services by contacting the division budget representative and submitting a Requisition for Purchase (eProcurement) form via eCAPS and following normal procurement procedures.

Areas that have been contaminated with biohazardous or infectious waste such as blood and/or bodily fluids that do not rise to the level requiring a crime scene and trauma cleanup vendor, may be cleaned by the facility's cleaning crew. In accordance with Manual of Policy and Procedures (MPP) section 3-02/040.25, "Employee Exposed to Communicable Disease," inmate workers may be assigned to assist in cleaning contaminated areas. Inmate workers assigned to clean the affected areas shall be provided with the appropriate cleaning supplies and personal protective equipment (PPE), and shall be supervised by trained personnel. The assignment of inmate workers cleaning such areas shall be voluntarily, and inmates shall not be disciplined if they decline to carry out the task.

Custody personnel shall ensure procedures related to the sanitation and disinfection of common areas within Custody Division jail facilities are implemented in accordance with:

MPP 3-02/040.25, "Employee Exposed to Communicable Disease"

CDM 5-11/020.00, "Sanitation"

CDM 3-15/020.00, "Communicable Disease Protective Equipment"

Any questions concerning this bulletin can be directed to Custody Support Services Bureau[REDACTED TEXT].

• • **2023-02 Distribution of Personal Care Items**

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

Bulletin 2023-02

DISTRIBUTION OF PERSONAL CARE ITEMS

INTRODUCTION

The purpose of this informational bulletin is to brief custody personnel on the procedures for the distribution of personal care items to inmates under their supervision.

PROCEDURES

In accordance with the Custody Division Manual (CDM), section 5-13/090.00, "Personnel Care Items and Supplies for Inmates," module officers shall ensure the following personal care items are available to inmates upon request:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Shaving implements
- Deodorant
- Shampoo

- Sanitary napkins (female inmates)

In addition, custody personnel should remind inmates who are indigent and unable to supply themselves with personal care items that “Indigent Kits” containing personal care and stationary items are available through the commissary service. If an inmate has less money than the price of the indigent kit in their trust fund account at the time of ordering, the indigent kit will be provided to the inmate and the total cost of any indigent kits provided to the inmate will be deducted from the inmate’s trust fund account at any time that funds become available.

For more information concerning this procedure, refer to the CDM, section 5-13/090.00, “Personal Care Items and Supplies for Inmates.” Any questions concerning this bulletin can be directed to the Custody Support Services Bureau[REDACTED TEXT].

- • **2023-03 Screening of Transgender and Intersex Inmates**

Los Angeles County Sheriff’s Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

Bulletin #2023-03

Screening of Transgender and Intersex Inmates

INTRODUCTION

The purpose of this informational bulletin is to inform personnel on the procedures of screening transgender and intersex inmates in accordance with Manual of Policy and Procedures (MPP) section 5-09/560.00, “Interactions with Transgender and Gender Non-Conforming Persons”; Custody Division Manual (CDM) sections 5-02/050.00, “Classification, Housing of Gay, Gender Non-Conforming, Intersex, and Transgender Inmates” and 5-08/010.00, “Searches”; and Station Jail Manual (SJM) section 6-04/010.00, “Inmate Classification.”

DEFINITIONS

Transgender: Individuals with a gender identity that is different from the sex assigned to them at birth. Someone who was assigned the male sex at birth, but who identifies as female, is a transgender woman. Likewise, a person assigned the female sex at birth, but who identifies as male, is a transgender man. Some individuals who would fit this definition of transgender do not identify themselves as such, and identify simply as men and women, consistent with their gender identity. The guidance discussed in this bulletin applies whether or not a particular individual self-identifies as transgender.

Intersex: The general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't seem to fit the typical definitions of female or male.

For additional definitions related to gender identity, refer to MPP section 5-09/560.00, "Interactions with Transgender and Gender Non-Conforming Persons."

PROCEDURES

Screening and Classification

If an inmate's gender identity cannot be determined during a Preliminary Gender Identity Interview, the inmate shall be temporarily administratively segregated and classified as a [REDACTED TEXT] for up to 72 hours, during which time personnel assigned to the [REDACTED TEXT] Processing Detail will be summoned and shall conduct a Gender Identity Interview and screen, classify, or de-classify any inmate who has self-identified as being transgender or intersex. If the [REDACTED TEXT] Processing Detail cannot ascertain the gender identity of the inmate, a Gender Identity Review Board (GIRB) will convene in a timely manner to determine the best housing for the inmate. A GIRB consists of LASD executives and community representatives and is used as a last resort. Only the [REDACTED TEXT] Processing Detail can refer an inmate to the GIRB.

Note: The inmate shall not be moved from a facility or placed in [REDACTED TEXT] housing until safe housing has been identified by the [REDACTED TEXT] Processing Detail or the GIRB.

If the facility or the [REDACTED TEXT] Processing Detail cannot identify safe housing for a transgender or intersex inmate, immediate notification shall be made of the inmate's name, booking number, temporary housing location, and a brief synopsis to the following individuals/groups:

- The receiving facility's watch commander
- The receiving facility's Prison Rape Elimination Act (PREA) Compliance Manager
- Department PREA Coordinator (PREA-Coordinator@lasd.org)

The watch commander shall document the notifications in the Watch Commander's Log.

Circumstances and related documentation will be referred to the GIRB to determine the appropriate housing location for the inmate.

Searches

LASD personnel may verbally determine gender. (e.g., "What is your gender?")

LASD personnel shall not conduct a search for the sole purpose of determining gender or the presence or absence of genitalia.

LASD personnel shall not ask medical staff to conduct an examination for the sole purpose of determining gender.

LASD personnel shall, under no circumstance, subject a transgender or intersex person to a more invasive search than a non-transgender or non-intersex person.

These guidelines do not preclude personnel from conducting searches for safety and security. For further information on search procedures for transgender and intersex inmates, refer to CDM section 5-08/010.00, "Searches."

Name And Pronoun Usage

Los Angeles County Sheriff's employees are to interact with transgender and gender non-conforming people in a manner that is professional, respectful, and courteous.

Employees shall follow these policies when either of these two conditions are met:

- A person informs a deputy or employee that he/she is transgender.
- A deputy or employee has good reason to believe the individual is a transgender person. Good reason may be based on gender expression and presentation, reasonable observations, prior interactions, and/or background checks.

Every individual has the right, upon request, to be addressed by the name and pronoun that correspond to their gender identity. Proof of a court-ordered name or gender change is not required. If an individual's appearance and gender expression do not clearly indicate their gender identity, a deputy or employee shall politely and respectfully ask how the person wishes to be addressed, for instance, "What name and pronouns would you prefer I use when I address you?"

The intentional or persistent refusal to respect an individual's gender identity (for example, intentionally referring to the person by a name or pronoun that does not correspond to their gender identity) constitutes harassment and violates MPP sections 5-09/560.00, "Interactions with Transgender and Gender Non-Conforming Persons" and 3-01/030.15, "Conduct Toward Others."

The procedures outlined in this informational bulletin are intended to ensure LASD personnel are aware of key elements from the MPP, CDM, and SJM sections listed in the introduction to this bulletin.

If you have any questions regarding this informational bulletin, please contact the Office of PREA Compliance [REDACTED TEXT].

• • 2023-04 Proper Disposal and Documentation of Found Medication

Los Angeles County Sheriff's Department INFORMATIONAL BULLETIN Custody Operations



Custody Support Services

PROPER DISPOSAL AND DOCUMENTATION OF FOUND

MEDICATION

INTRODUCTION

The purpose of this informational bulletin is to provide custody personnel additional information on the proper procedures and documentation for returning found medication to Correctional Health Services (CHS) personnel, as required by DOJ compliance measure 65 and existing Department policy.

PROCEDURES

In accordance with Custody Division Manual (CDM) section 5-07/010.00, "Contraband Defined," any medication that is expired, has been depleted, altered from its original form or purpose, whose prescription has been rescinded, or not prescribed for an inmate as determined by CHS personnel shall be considered contraband.

Additionally, as delineated in CDM section 5-08/010.00, "Searches," hoarding medication is defined as an inmate retaining in their possession any medication in any quantity or form, for which retention is not allowed by the prescriber as self-medication ("self-med"), or when the medication is intended for another inmate. Prescriptions labeled as self-medication shall not be considered contraband.

Personnel shall dispose of any found contraband medication by returning it to CHS personnel and providing them with the name and booking number of the inmate in possession of the hoarded medication. Personnel shall document the name and employee number of CHS personnel accepting the contraband medication in all related reports (e.g., search, IRTS, CARTS, etc.). All searches shall be logged and signed in the electronic Uniform Daily Activity Log (e-UDAL) by the line sergeant or supervising line deputy.

Any questions concerning this bulletin can be directed to Custody Support Services Bureau, at [REDACTED TEXT].

• 2022 Informational Bulletins

• • 2022-01 Custody Division Narcan Tracking System

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

CUSTODY DIVISION NARCAN TRACKING SYSTEM (CDNATS)

INTRODUCTION

The purpose of this informational bulletin is to familiarize custody personnel with the Division wide introduction of the online Custody Division NARCAN Tracking System (CDNATS), to document NARCAN deployments that occur within custody facilities.

PROCEDURES

Beginning January 2, 2022, post-incident reporting for all deployment and administrations of Naloxone Nasal Spray (NARCAN) will be completed electronically. Procedures concerning post-incident reporting of NARCAN in custody facilities are delineated in Custody Division Manual (CDM) section 5-03/060.00, "Nasal Spray Administration for Suspected Overdoses." With the implementation of CDNATS, Custody personnel will cease to utilize the Los Angeles County Sheriff's Department Custody NARCAN (Naloxone) Use Report SH-J-630) paper form.

When NARCAN is deployed and administered, custody personnel are responsible for completing the Custody NARCAN Use Report electronic form via CDNATS, which can be accessed through the Los Angeles County intranet website. The form can be accessed under the "Web Applications" tab or through the following address: [REDACTED TEXT]

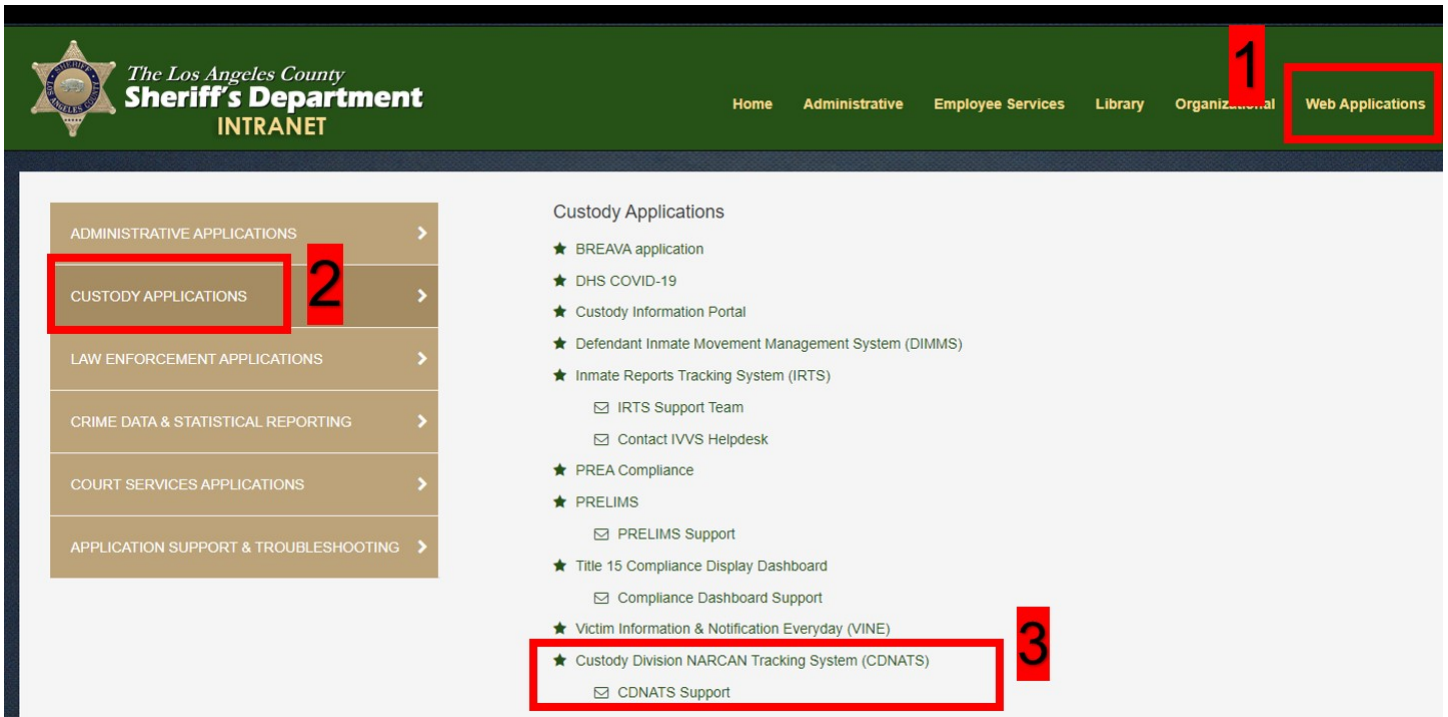
After personnel complete the form, it will be assigned to and reviewed by the respective floor sergeant. The sergeant will then electronically submit the form to the on-duty watch commander for final approval. During the review and approval process, an email will be generated to notify the reviewer (sergeant) and approver (watch commander) they have a pending report for review.

Differing from the outgoing SH-J-630 paper form, the electronic form now includes fields to document administration of NARCAN by custody personnel, Correctional Health Services (CHS) personnel, and inmate on inmate administration.

In order to maintain accurate tracking, all reporting shall be completed by the end of each shift.

Any questions concerning this bulletin can be directed to the ADA Compliance Team, at [REDACTED TEXT].

Below is an illustration on how to access CDNATS.



The screenshot shows the Los Angeles County Sheriff's Department Intranet. At the top right, the 'Web Applications' link is highlighted with a red box and the number 1. On the left sidebar, the 'CUSTODY APPLICATIONS' menu item is highlighted with a red box and the number 2. In the main content area, under 'Custody Applications', the 'Custody Division NARCAN Tracking System (CDNATS)' link is highlighted with a red box and the number 3.

• • **2022-03 Housing Multiple Arrestees in Station Jail Cells**

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services Bureau

Bulletin #2022-03

HOUSING MULTIPLE ARRESTEES IN STATION JAIL CELLS

INTRODUCTION

The purpose of this informational bulletin is to encourage the practice of housing multiple arrestees together in station jails, when appropriate and feasible within the governing policies of the Station Jail Manual (SJM).

PROCEDURES

Due to the recentness of their arrests, arrestees held in station jails are often at a higher risk for medical emergencies or self-harm. In order to reduce those risks, station jail personnel are encouraged to house

multiple arrestees together in cells when applicable under the housing and classification procedures delineated in SJM sections 6-04/010.00 through 6-04/060.00.

While the practice of housing multiple inmates together is encouraged, this bulletin is in no way intended to supersede the housing and classification policies referenced above. The practice of housing multiple arrestees together shall be done in the safest possible manner, while adhering to applicable policies.

Any questions concerning this bulletin can be directed to the Custody Support Services Bureau, [REDACTED TEXT].

- • **2022-04 Security of Inmates During Transportation**

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations



Custody Support Services

SECURITY OF INMATES DURING TRANSPORTATION

INTRODUCTION

The purpose of this informational bulletin is to familiarize personnel with procedures and considerations related to the security of inmates during transportation to County or private hospitals, between County facilities, or other locations.

PROCEDURES

Custody personnel shall provide security when transporting inmates to County or private hospitals, between County facilities, or to other locations outside Custody Services Division facilities. The security of the inmate and safety of personnel shall be considered in determining the most appropriate restraint method of securing the inmate being transported.

Searches of inmates who are being transported to another facility shall be conducted prior to the transport, if feasible. [REDACTED TEXT] shall be assigned as security for inmate transportations and at least [REDACTED TEXT] shall be present with the inmate at all times. At no time during the inmate transportation shall one deputy distance themselves from the other to the degree that they would be unable to immediately respond to the deputy remaining with the inmate and render assistance if needed.

The inmate should be placed in the best possible position during transportation to maintain observation (e.g., rear passenger's side of vehicle during a [REDACTED TEXT] transportation or rear driver's side during a [REDACTED TEXT] transportation). During the transportation of an inmate in an ambulance, custody

personnel should place themselves in the best possible position to maintain the security of the inmate without interfering with medical treatment (e.g., between the inmate and exit door of the ambulance, if possible).

All deputy personnel assigned to transportation security shall be equipped with the following prior to leaving the facility:

- full gun belt, including all required safety equipment;
- duty weapon;
- leg restraint chains (if available);
- two fully charged radio batteries; and
- personnel should confirm all required equipment is operational.

When a female inmate is being transported, the following shall also apply:

- [REDACTED TEXT] (with at least [REDACTED TEXT]) shall transport the female inmate;
- in exigent circumstances, and if no female deputies are available to transport the inmate, [REDACTED TEXT] may transport the female with the approval of the watch commander;
- transporting deputies shall advise their facility control and the Sheriff's Communication Center via radio of their starting and ending location, starting and ending mileage, and their destination.

Refer to Custody Division Manual (CDM) section 5-03/100.00, "Inmate Detention at Hospitals" for further information.

RESTRAINTS DURING TRANSPORTATION

Appropriate restraint methods for inmates being transported shall be in compliance with the Manual of Policy and Procedures (MPP) section 3-01/110.23, "Handcuffing Prisoners," MPP section 5-09/000.10, "Persons in Custody," and CDM section 7-03/000.00, "General Principles of Security Restraints and Handcuffing Inmates."

All inmates who are being transported shall be handcuffed. Handcuffs may be placed on the prisoner with their hands in front of their body to allow placement on a stretcher, gurney, or wheelchair. Personnel should consider the need to handcuff the inmate to the gurney or stretcher. Leg restraint chains should also be considered during transportation.

Handcuffs may be considered unnecessary if the use of handcuffs are not possible due to the inmate's injuries or physical condition, or if the handcuffs interfere with medical treatment.

Refer to CDM section 7-02/010.00, "Pregnant Inmates" for procedures related to restraining pregnant inmates.

ESCAPE ATTEMPTS

In the event an inmate attempts to escape during transportation, deputies shall take immediate action to recapture the inmate. All Departmental policies and procedures governing foot pursuits and the use of force, including the use of deadly force, shall apply. Deputies shall ensure an emergency broadcast is initiated and that their facility is notified by the Sheriff's Communication Center (SCC). The facility watch commander shall

contact the nearest Sheriff's station to have a supervisor respond to the location immediately and ensure a facility supervisor responds to the location.

If the inmate is able to successfully escape from the custody of the assigned deputies, the deputies shall immediately make contact with the first arriving agency police officer, supervisor, or Sheriff's Department responding personnel and provide them with the inmate's information packet, if applicable (required for hospital transports).

The overall responsibility for apprehending the escaped inmate shall be with the local law enforcement agency. Department personnel and/or the sergeant at the scene within another jurisdiction shall establish a Department command post with the jurisdiction incident commander and assist the field units as directed by the incident commander. All Departmental escape notifications and procedures shall apply.

Any questions concerning this bulletin can be directed to the Custody Support Services Bureau, at [REDACTED TEXT].

- • **2022-05 Documenting the Use of the WRAP Restraint in CARTS**

Los Angeles County Sheriff's Department

INFORMATIONAL BULLETIN

Custody Operations

Custody Support Services

DOCUMENTING THE USE OF THE WRAP RESTRAINT IN THE CUSTODY AUTOMATED REPORTING AND TRACKING SYSTEM (CARTS)

INTRODUCTION

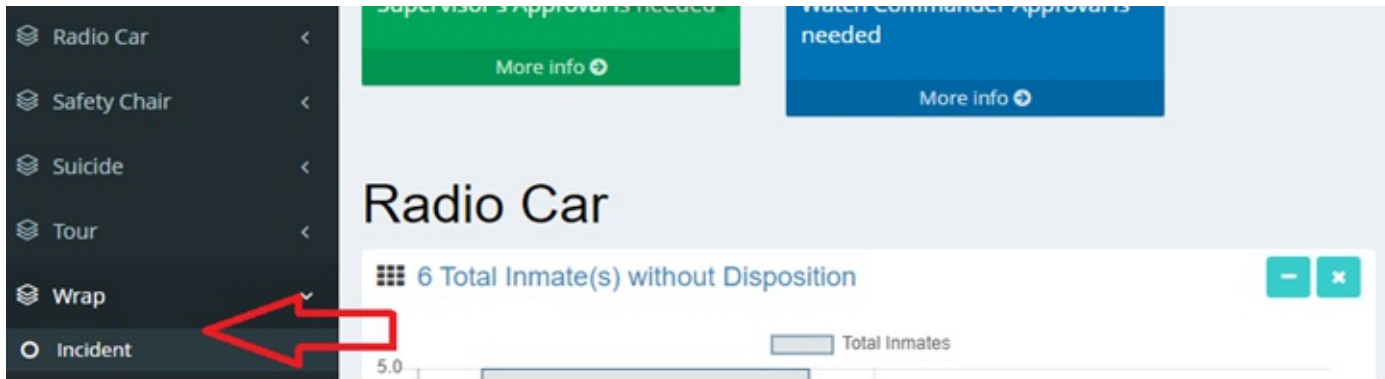
The purpose of this informational bulletin is to familiarize Custody Services Division sergeants with mandatory reporting and documentation procedures delineated in Custody Operations Directive 22-003, "WRAP Restraint" and the appropriate completion of the WRAP incident tracker in the Custody Automated Reporting and Tracking System (CARTS).

PROCEDURES

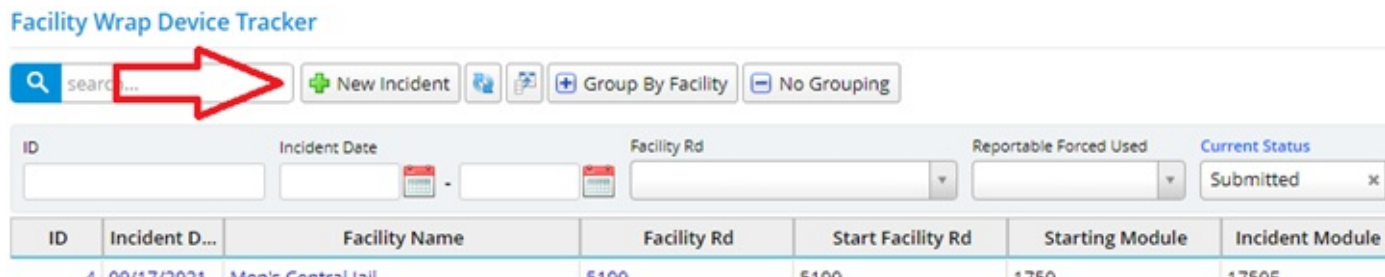
Upon the completion of an incident involving the WRAP restraint or WRAP CART, the sergeant supervising

the WRAP incident shall enter the information completed on the WRAP Restraint Security Check Log ([SH-J-480](#)) into CARTS. The CARTS entry shall be completed by the sergeant prior to the end of their shift.

CARTS can be accessed through the Department intranet page under the "[Custody Information Portal](#)." Once in CARTS, select "WRAP" and "Incident" on the left side of the page.



After selecting "Incident," the sergeant will select "New Incident" to document the use of the WRAP or WRAP CART.



The information added to the CARTS WRAP incident tracker will be obtained from the completed WRAP Restraint Security Check Log ([SH-J-480](#)). The sergeant shall confirm the accuracy of the information provided in the WRAP Restraint Security Check Log ([SH-J-480](#)), add the content to CARTS, and approve the entry under the "Reviewed By" section in the WRAP incident tracker.

Any questions concerning this bulletin can be directed to Custody Compliance and Sustainability Bureau, at (213) 893-6755.