99-001 Outside Agencies Bookings

Los Angeles County Sheriff's Department

FIELD OPERATIONS DIRECTIVE

Field Operations Support Services

OUTSIDE AGENCIES BOOKINGS

Purpose

The purpose of this Directive is to establish policy for Sheriff's station personnel when accepting prisoners from outside agencies that book directly into LASD patrol stations, including the California Highway Patrol

Policy

It is the policy of the Field Operations Regions to accept all prisoners into custody who have been arrested by outside law enforcement agencies. Exceptions shall be authorized only under the most compelling of circumstances: No outside agency will be denied reasonable access to booking arrested persons at any Sheriff's station.

Procedures

Acceptance

- Station personnel shall make every effort to ensure that outside agency arrestees are accommodated, unless compelling circumstances dictate otherwise. Examples of compelling circumstances are: Station jail out of service; Station jail already at or over capacity. All medical screening and medical pre-approval for booking policies continue to apply.

Transportation Bureau Bus Loops

- Station commanders shall ensure that Station jail facilities are kept available by taking advantage of off-hours Transportation Bureau bus loops.

Female Prisoners

- Station commanders shall take full advantage of the Matron program to help ensure that outside agency female prisoners can be booked and housed. W here necessary, Station commanders shall seek additional matrons so that female prisoners can be accommodated at all times.

Overall Responsibility

- In those situations when outside agency bookings cannot be accommodated, Station personnel (jailers, watch sergeants, watch commanders) are responsible for making arrangements for booking the

prisoner at alternate facilities. Under no circumstances shall an outside agency be denied booking privileges and then left on its own to find an alternate location.

Notifications

- In the event that lower level managers/supervisors cannot resolve inter agency booking issues, the divisional or Duty Commander shall be notified. Also, when a station jail is at or over capacity and cannot accept additional bookings (and the arrival of a Transportation Bureau bus is not imminent), a Department Operations Log entry shall be made. When the station's jail again becomes available for booking, a second Operations Log entry shall be made.