

Unit Orders 61-65

- **LCS Unit Order 61**

LANCASTER STATION

UNIT ORDER # 61

FACILITY CLEANING AND MAINTENANCE INSPECTIONS OF WAIST CHAINS

Facility inspections are required daily and weekly to ensure maintenance and cleanliness.

Inspections and required cleaning shall be conducted in a manner that demonstrates compliance with Sheriff's Department, Department of Public Health, Cal/OSHA, Board of Corrections, and Title 15 standards.

Lancaster station jail personnel shall be responsible for the cleaning / sterilization of the waist chains after each use. Once the waist chains are clean / sterilized, they will be place in clean plastic bag and sealed until the next use. The shift jail supervisor shall ensure that the process is successfully completed and documented in the E-Gate Book (E-UDAL).

Jail personnel shall ensure the procurement of an acceptable pathogen cleaning product (anti-MRSA) and ensure adequate supply by notifying their supervisor and station personnel responsible for procurement when supplies are low.

Personnel or their designees who clean the waist chains shall wear gloves and follow the protective guidelines established by the manufacturer of the product. For additional information regarding sanitation, refer to the Station Jail Manual and Title 15 Guidelines.

- **LCS Unit Order 62**

LANCASTER STATION

UNIT ORDER # 62

EMERGENCY PROCEDURES

PURPOSE:

The purpose of this unit order is to prepare for the safety of all personnel within Lancaster station should it be necessary to evacuate the facility.

Lancaster station's emergency drills should be conducted bi-annual, along with the fire extinguishers charged, inspected monthly, and serviced yearly. The administrative jailer should document all inspections pertaining to the fire extinguishers.

Should there be an emergency to evacuate the facility, the following procedures should be followed.

Station Area

If an evacuation is necessary look for the safest and quickest exit route. Do not wait to exit the facility if asked to do so or it is obvious that structure damage or other life threatening emergencies exhibit. Personnel assigned to the Jail, Dispatch or complaint desk will only evacuate when a catastrophe has created an immediate life threatening situation in their work area. Other than immediate life threatening situations these personnel will not evacuate their work areas unless a coordinate evacuation is authorized by the watch commander. The Mobil Command Post will be activated. Extended phone cords contained in the Mobil Command Post will be run to the front desk area and attached to the complaint phone lines. The mobile command center will then be used for receiving phone calls and dispatching emergency responses. Every effort will be made to secure the dispatch and complaint desk area as soon as possible.

When evacuating the building do so calmly and advise others to evacuate if they have not already acknowledge the danger or structural damage.

Gathering locations should be in the south parking lot, in front of the station, near Lancaster Boulevard and

Sierra Highway, or the north parking lot near the heliport.

The watch sergeant will assign personnel to maintain security at the entrance and exit doors of the facility. Those personnel assigned will assure no one enters the facility without authorization.

Once personnel have gathered outside, the shift supervisors will conduct a personnel count to determine on duty personnel have evacuated the building. Personnel who have vacated the building should make every effort to report to their shift supervisor, and should not automatically leave the facility. When the emergency has been handled and the building has been cleared for re-entry, the watch commander or watch sergeant will advise personnel to return to their work areas.

Jail Area

If an evacuation is necessary in the jail due to an emergency or a fire in the jail area, the jailer will notify the watch sergeant. The watch sergeant will notify the watch deputy and the watch commander, then assist the jailer assessing the emergency and / or fire and evacuation of prisoners if required. The watch deputy will notify the Fire Department. He will advise station personnel via the public address system and designate field crews to respond to the station for prisoner evacuation and security.

The watch commander will notify the station commander, North Patrol Division Headquarters, the IRC watch commander, Sheriff's Headquarters Bureau and initiate a chief's memorandum regarding the fire and evacuation.

If prisoners need to be removed from the station jail, they should be handcuffed using "TST" chains and escorted to the north parking lot unless this interferes with the Fire Department operation or if the north exits are blocked. If the booking (north) exit is blocked, the prisoners can be taken out of the jail via the rear jail (west) door or the interview rooms. The jailer's gate book (U-dal) and booking packages in the roll-around file cabinet will be removed when evacuating the station.

After evacuation, the jailer will verify all prisoners are accounted for. The prisoners should remain on "TST" chains in the station parking lot until they can be transferred to another detention facility, such as Palmdale station, Antelope Municipal Court lock up, Santa Clarita station, etc.

All prisoners evacuated from the Lancaster station jail will be handcuffed using "TST" chains. They will be held in the north parking lot pending transportation. If at all possible, transportation will be done by Transportation Bureau. Access to Antelope Municipal Court lock up will be handled by the on-duty watch commander and Court Services Division. Prisoners being transferred out of the jail will be escorted by a deputy armed with a shotgun. This deputy will be a field unit called in by the dispatcher / watch deputy.

• **LCS Unit Order 64**

LANCASTER STATION

UNIT ORDER # 64

IMMIGRATION DETAINERS

PURPOSE:

The purpose of this unit order is to ensure personnel assigned to Lancaster Station adhere to the below Custody Operations Directive 17-004. This directive establishes release procedures for inmates being housed at station jails who have an Immigration and Customs Enforcement (ICE) Detainer.

OVERVIEW:

The California Trust Act (California Government Code 7282 et seq. or "AB4") prohibits law enforcement officials from detaining an inmate for a United States Immigration and Customs (ICE) detainer after the inmate becomes eligible for release from custody, unless, certain conditions are met, including one or more of the following conditions:

- The inmate has a prior serious violent felony conviction as described in California Government Code 1192.7(c) and California Penal Code 667.5(c);
- The inmate has been convicted of a felony punishable by imprisonment in state prison;
- The inmate is currently on, or is required to register with, the California Sex and Arson Registry in

accordance with California Penal Code 290; or

- The inmate has been convicted of a federal crime which meets the definition of an aggravated felony as set forth in subparagraphs (A) through (P), inclusive, of paragraph (43) of subsection (a) of section 101 of the Federal Immigration and Nationality Act (8 U.S.C. 1101), or is identified by the United States Department of Homeland Security's Immigration and Customs Enforcement as the subject of an outstanding federal warrant.

An ICE Detainer (Department of Homeland Security [DHS] I-247 form – “Immigration Detainer – Request for Voluntary Action”) shall only be honored if the inmate’s current or past criminal history meets the qualifying criteria specified in California Government code 7282.5.

Qualifying inmates, upon completion of custody time, or upon the posting of bail or bond, or when all court proceedings are terminated, can be immediately made available to ICE. ICE agents will be required to take custody and transport the inmate within the standard time for release processing **without additional delay**.

PROCEDURES:

Release Compliance Desk (RCD)

- All detainers issued for inmates live scanned at a station will be sent directly to the Inmate Reception Center (IRC) RCD
- The RCD will send an email with a copy of the detainer and required forms to the station jailer. The email will contain the following instructions:
 - Print two (2) copies of the attached detainer, one (1) copy of the attached TRUST Act form, one (1) copy of the TRUTH Act form, and one (1) copy of the attached advocate list
 - Have the inmate complete the TRUST Act form
 - Give the inmate one (1) copy of the detainer and one (1) copy of the advocate list
 - Place the blank TRUTH Act form in the booking packet – do not complete the TRUTH Act form at this time
 - Fax the signed detainer and TRUST Act form to the RCD at (323) 415-7992
 - Notify the RCD the detainer was served and the TRUST Act form was completed
 - Place a copy of the detainer and the completed TRUST Act form in the booking packet

Inmate for Release – Station Jail

- At the start of the release process for ALL inmates, regardless of the presence of a detainer, update the inmate's housing location to "PRPR" using the MC07 transaction (this will ensure pending releases are updated to the public information portal and the RCD is notified of the pending release)
 - The RCD will be automatically notified of the pending release and verify if the inmate has a valid detainer. A phone call to the RCD is not necessary.
- If the inmate has a valid detainer, the RCD will contact the station and instruct the jailer to complete a TRUTH Act form (the form should be in the booking packet; however, if necessary, the RCD will re-send the form)
 - Notify the RCD when the form has been completed
 - Fax the form to the RCD (323) 415-7992
 - Place the completed form in the booking packet
- The RCD will inform the station if ICE plans on taking custody of the inmate and arrange transportation with ICE. No phone call or contact with ICE is required.
- **DO NOT DELAY THE RELEASE PROCESS WAITING FOR ICE. IF THE RELEASE PROCESS IS COMPLETED PRIOR TO ICE TAKING CUSTODY OF THE INMATE, THE INMATE SHALL BE RELEASED NORMALLY.**
- Notify the RCD of the final disposition of the inmate (released to ICE, released prior to ICE's arrival, etc.)
 - Inmates released to ICE shall be released from JDIC/AJIS using the RL13 CUST USIM transaction
 - Inmates not released to ICE shall be released from JDIC/AJIS using the appropriate release code (BOND, OR, CITE, etc.)

The watch commander shall be notified of any inmate who has an Immigration and Customs Enforcement Detainer. The watch commander will ensure the proper guidelines of Custody Operations Directive 17-004 are followed.

Questions regarding this directive should be directed to Inmate Reception Center, Release Compliance Desk at (213) 893-6505 or via email under the "IRC Release Compliance Desk" group in Outlook.

• **LCS Unit Order 65**

LANCASTER STATION

UNIT ORDER # 65

ANTELOPE VALLEY COLLEGE SHERIFF SECURITY OFFICER PATROLS

PURPOSE:

To ensure Sheriff's security patrol units exiting the college property in a marked county vehicle, for reasons other than to access other areas of the campus, make proper notifications to the Lancaster Sheriff's Station dispatcher and the A.V. College campus Sheriff's Office dispatcher.

ORDER:

This unit order shall apply to all Los Angeles County Sheriff Security Officers personnel permanently or temporarily assigned to the Antelope Valley College campus and satellite schools. Security Officer Personnel shall notify dispatch when leaving and reentering the campus. This shall be done to ensure the dispatcher is aware of the location of all personnel in the event of any unforeseen issue or emergency involving that unit.

Patrol units exiting campus properties for the following reasons shall notify the campus dispatcher upon exiting and returning:

- Refuel
- Vehicle service
- Station errands
- Transport between satellite schools

(Any reason not enumerated above requires, at a minimum, notification to the Antelope Valley College Campus Sheriff's office dispatcher).

Patrol units exiting campus properties for the following reasons shall notify the Lancaster Station dispatcher upon exiting and returning when:

- Requested or assigned to assist station personnel for the following but not limited reasons:
- Search of suspect
- Assistance request
- Traffic control
- Containment point

At no time will Sheriff Security Officers utilize their amber colored light bars in any manner constituting a "Code" response while operating their vehicle in public. "Rules of the Road" shall apply. This does not preclude them from activating the light bar in a hazardous warning manner while their vehicle is being used for traffic control or similar function in the protection of life and property.
