2015

- **97-03 DEFERRED REPORTS**

Los Angeles County Sheriff's Deaprtment

STATION ORDER

Carson Station

STATION ORDER NUMBER: 97-03 JANUARY 25, 2015

Effective Date:	01/25/15	Last Date Revised:	01/25/15
Last Date Reviewed:	05/26/17	Next Review Date:	05/26/18

DEFERRED REPORTS

PURPOSE:

The purpose of this order shall be to establish policies and procedures for deferring reports by all personnel assigned to Carson Station while considering our public service responsibilities and overtime constraints.

GENERAL GUIDELINES:

When an employee realizes that he/she will be unable to complete any report(s) during their assigned shift, he/she shall notify the watch sergeant who shall approve or disapprove the deferral. Deferred reports shall be completed within 24 hours of the incident unless otherwise approved by the watch commander. If the employee is not scheduled to work the next day, the report shall not be deferred.

A report may be deferred when:

-There is no workable information

-Misdemeanor field releases

-Misdemeanor non-desirous

-Felony, no workable information

-Traffic collisions with no injuries

-Traffic collisions with minor injuries and no follow-up

-Late arrest/in-custody reports may be deferred when a PCD has been completed and detectives are aware of the incident and concur with deferral of the report.

Child Abuse reports **shall not** be deferred, per M.P.P. Section 4-06/023.00.

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SCOPE OF DIRECTIVE:

This directive applies to all personnel assigned to Carson Station.

DIRECTIVE:

Deputy Responsibilities

Once the report is authorized for deferral, the deputy shall;

- Print the required information in the deferred report log
- Complete the face page of the report, with the complete file number
- Photocopy the completed face page of the report and write "DEFERRED" in the upper right corner of the copy and submit to the watch sergeant for attachment to the deferral log as a reference
- At the beginning of their next shift, complete the deferred report prior to initiating any observations,

patrol checks, or other self-initiated activities. The deputy shall assist on any assigned calls, requests for assistance / back up, and then immediately return to completing the report

- Ensure that the deferred report is cleared from the deferred log and dry erase board upon submitting it to the watch sergeant.

Watch Sergeant's Responsibilities

When a report has been approved for deferral, the watch sergeant shall sign the deferred log and enter the appropriate information on the dry erase board. The watch sergeant shall write, on the left side of the **URN** Log, "DEFERRED," including the date and the approving supervisor's initials. Once the report is approved, it shall be marked accordingly on the URN Log. The watch sergeant shall check the URN Log each shift and ensure all reports from the prior day's shift are either turned in or deferred.

No reports shall be deferred longer than 24-hours. Deputies shall notify the watch sergeant of any compelling or substantial reasons a deferred report cannot be completed on time. If necessary, the watch commander shall determine the proper course of action to ensure the completion of the report.

• 15-01 DISPATCHING, DELAYED RESPONSE PROCEDURES, AND EXCEPTION REPORTS

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 15-01 January 9, 2015

Effective Date:	01/09/2015	Last Date Revised:	03/16/2016
Last Date Reviewed:	03/02/2016	Next Review Date:	01/09/2017

DISPATCHING, DELAYED RESPONSE PROCEDURES, AND EXCEPTION REPORTS

PURPOSE:

The purpose of this directive is to ensure dispatchers and watch deputies are actively managing calls for service and assigning calls to minimize the number of calls that exceed our station goal response times, referred to as "over threshold." Maximum thresholds for the Department are discussed in FOD 90-12. However, the station has the ability to set realistic and appropriate goals commensurate with the expectations of the unincorporated communities and contract city served by this station. As such, thresholds have been reset as shown:

- Emergent - 5 minutes
- Priority - 7 minutes
- Routine - 30 minutes

The response time rule, known as the 7/30 rule, was established to ensure station response times were met. The rule was not intended to *obligate* a patrol deputy to respond within the established time frames when it was *unreasonable* to do so. The procedures set forth below establish the duties and responsibilities of all personnel involved in the assignment, management, and handling of service calls when the 7/30 rule cannot be met. It also clarifies the roles and responsibilities of supervisors to oversee the desk operation and conduct daily audits to ensure compliance with this order.

The following procedures are intended to increase accountability and ensure calls are properly being dispatched, tracked by dispatchers, and actively monitored by watch deputies. Load balancing, monitoring status of all pending calls and

availability of units in the field requires continual "real time" attention by the dispatcher, watch deputy, field sergeant, and watch commander.

POLICY:

This order references the following Department policies:

- FIELD OPERATIONS DIRECTIVE 90-12, STATION DESK

PROCEDURE/RELAYED RESPONSE POLICY
- FIELD OPERATIONS DIRECTIVE 04-03, STATION DESK AND FRONT COUNTER OPERATIONS

SCOPE OF ORDER:

This directive applies to all personnel assigned to patrol, as well as the dispatcher, watch deputy, watch sergeant, field sergeant and watch commander positions at Carson Station.

DIRECTIVE:

DELAYED RESPONSE PROCEDURES

Patrol Deputy

As mentioned above, the 7/30 response time rule, does not *obligate* you to respond within the established time frames when it is *unreasonable* to do so.

However, a patrol deputy shall do the following:

- Advise the watch deputy or dispatcher, verbally or via MDC, that you will be extended beyond the 7 or 30 minute threshold, respectively. Advise as to the anticipated length and reason for the delay.
- Indicate in the service call's clearance narrative the notification was made to the watch deputy or dispatcher (i.e., W/D 914N) and note the reason for the delay.

Dispatcher

- Upon receiving a patrol deputy's notification regarding a service call delay, the dispatcher shall evaluate the current resource allocation and current volume of calls to determine whether to re-assign the call. The dispatcher shall either re-assign the call for service and/or notify the informant of the delay. The notification shall be logged in the remarks section of the call by typing, "informant advised of delay," or "IAD."
- If there is an incident requiring a large resource allocation and service call delays are anticipated to be lengthy, the dispatcher or his designate must advise the informant of the delay as soon as possible and enter the notification (IAD) in the remarks section of the call.

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- Regardless of whether the dispatcher receives a notification from a patrol deputy

about a service call delay, the dispatcher or his designate shall advise the field sergeant if the timer for any 7/30 call expires **twice or more.**

Watch Deputy

- Upon receiving a patrol deputy's notification regarding a service call delay, the watch deputy shall advise the dispatcher about the delay. The watch deputy and/or the dispatcher, shall evaluate the current resource allocation and current volume of calls to determine whether to re-assign the call. The watch deputy and/or the dispatcher shall ensure the informant is advised of the delay and ensure such notification is logged in the remarks section of the call as, "informant advised of delay," or "IAD."

Field Sergeant

- Upon receiving a dispatcher's notification regarding continued timer expirations, the field sergeant shall check the unit status of the concerned patrol unit and ensure the unit's ability to respond to the service call. The field sergeant shall continue to monitor the subsequent response activity, and, if necessary, the field sergeant shall request the dispatcher re-assign the call.

- If the field sergeant requests a call's re-assignment, the field sergeant shall assign himself to the call and indicate in the remarks section the reason for re-assignment and any other actions taken.

- The field sergeant shall monitor field response activities once per hour by checking "Waiting Incident" status and "Assigned Incident" status via the MDC. If necessary, the field sergeant shall communicate with the dispatcher and handling patrol unit to address any present or potential response time concerns.

Watch Sergeant

- The shift watch sergeant shall monitor field response activities once per hour by checking "Waiting Incident" status and "Assigned Incident" status via the CAD terminal. The shift sergeant shall communicate with the dispatcher and field sergeant, if necessary, to address any present or potential response time concerns.

Watch Commander

- The shift watch commander shall monitor field response activities once per hour by checking "Waiting Incident" status and "Assigned Incident" status via the CAD terminal. If necessary, the watch commander shall communicate with the dispatcher, handling patrol unit, and field sergeant to address any present or potential response time concerns.

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EXCEPTION REPORT PROCEDURES

Watch Deputy

All personnel assigned to the watch deputy position shall be responsible for the following:

1. Print a copy of the Exception Report from CAD for the shift 24-hours prior.

2. Review the report for log errors.

3. If there are any log errors they must be corrected during that shift, notify the author of the log or the error either personally or via email.

4. Errors discovered on each deputies Deputy Daily Work Sheet (DDWS) shall be recorded on the "Over Threshold Auditing" Excel document matrix under the "Other Errors" tab.

5. Complete the "Over Threshold" audit of calls by recording the reason each call on the Exception Report exceeded the time threshold. A detailed explanation regarding the delay is required for each listed call.

6. Update the 'Time Expirations" tab. Record the explanation each time the call was reset as reflected on the exception report.

7. No explanation is necessary if the same call was already addressed in the "Over Threshold" tab.

8. When the review is complete, the watch deputy will notify the watch sergeant.

Watch Sergeant

All personnel assigned to the watch sergeant position shall be responsible for the following:

1. The watch sergeant shall reconcile the exception report and ensure the Excel "Over Threshold Auditing" document tabs are correct and there are no errors reflected on the deputy's DDWS.

2. The watch sergeant shall review the explanations noted in the Over Threshold Auditing document and note their initials along the right column of the entry.

3. The watch sergeant shall examine the exception report denoting timer expirations. In any instance where the timer expirations for a 7/30 call occurred twice or more, the watch sergeant shall examine the call details and ensure the call was handled as outlined above.

4. When the review is completed, the watch sergeant shall advise the watch commander of the completed review and any deficiencies noted.

Watch Commander

All personnel assigned to the watch commander position shall be responsible for ensuring adherence to this order. Watch commanders shall verify the audits

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have been completed during their tour of duty and notate that on the watch commander's log. Any notable concerns discovered, discrepancies or issues unable to be resolved or corrected may be included on the log or handled via memorandum to the unit commander.

Oversight

The lieutenant with the collateral oversight of desk operations shall regularly monitor for compliance with this order. Any notable concerns should be corrected and/or brought to the unit commander's attention at the earliest possible opportunity.



CHRIS E. MARKS, CAPTAIN

- **15-02 TIMELY SUBMISSION AND APPROVAL OF REPORTS**

Los Angeles County Sheriff's Department

UNIT ORDER

Carson Station

UNIT ORDER NUMBER: 15-02 January 26, 2015

Subject: Timely Submission and Approval of Reports			
Effective Date:	01/26/2015	Last Date Revised:	06/20/2016
Last Date Reviewed:	06/20/2016	Next Review Date:	06/20/2017

PURPOSE:

The purpose of this order is to identify the proper procedures for the timely submission and approval of written reports. The order will delineate the responsibilities of employees and supervisors regarding the matter.

GENERAL GUIDELINES:

Carson Station personnel write over 10,000 reports each year and a majority of these reports are approved without corrections and processed accordingly. This fact is testament to the high quality of written work completed by Carson personnel. In certain instances, however, reports are rejected by a supervisor. In other cases, the reports are forwarded to Carson Station's Traffic Office and subsequently require correction. This directive will provide guidelines for the proper handling of reports when they are rejected by a supervisor.

SCOPE OF ORDER:

This directive applies to all personnel assigned to Carson Station.

ORDER:

Deputy Responsibilities

All personnel must be accountable for managing their time efficiently when handling matters

assigned to them. This includes the timely submission of reports. Personnel shall turn in all written reports to a supervisor as soon as reasonably possible for approval. Field units shall make every effort to utilize a field supervisor for report review and approval.

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Personnel shall ensure ***all*** reports, either approved or requiring approval, are submitted to the watch sergeant prior to the end of their assigned shift. This includes the face page of reports properly deferred (see Unit Order 97-03, Deferred Reports, revised 01-25-15).

If an employee discovers a supervisor rejected his/her report, the employee shall make the necessary corrections and resubmit the report **prior to the end of his/her shift.** Employees shall submit **all** reports, originals or those requiring correction, in a timely manner and shall not hold reports until the end of shift for approval.

Sergeant Responsibilities

A sergeant who finds errors in a report shall do the following:

- Note the necessary corrections and include his/her legible name as the reviewing supervisor.
- Page the concerned deputy via the station's public address system and send a message to the deputy's MDC via the CAD system. If the concerned deputy is still on duty, every effort should be made to have the deputy correct and resubmit the report prior to the end of his/her shift, time permitting.
- If the concerned deputy does not respond or has ended his/her shift, the sergeant shall also send an e-mail to the concerned deputy informing them of the required corrections. The sergeant shall place the corrected report and a copy of the sent e-mail in the appropriate "rejection" folder in the watch sergeant's office.
- Legibly initial the URN log and indicate the report was rejected and the rejection date
- Note the rejected report on the dry erase board outside the watch sergeant's office.

Watch sergeants shall check the rejection folders at the beginning of their shift. If any reports remain from the previous day (or earlier), the watch sergeant shall review the in-service to see if the concerned deputy is working. If so, the watch sergeant shall direct that deputy to make the appropriate corrections and resubmit the report prior to the end of their shift.

Watch sergeants shall also review the URN log prior to the end of their shift to ensure all file numbers generated on the previous shift are accounted for — either as approved, rejected, or deferred. In addition, watch sergeants shall review the URN log to ensure each entry has a notation regarding the status of the associated report, the report type, a sergeant's initials, and

the date. Signed off reports require no status. For example:

- 49, SI (Sergeant's Initials), 6/20 - (signed off report example)
- Deferred 555, SI, 6/20 - (not just "T/C," but specify 555, PDO, etc.)
- B/0 180, SI, 6/20
- Supp/Smith. SI, 6/20 - (include author on supps in case there are several)

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When the temporary entries at the bottom of the URN log contain more than ten (10) new URNs since the last printed URN log, a new URN log sheet shall be requested from the secretariat. Only full pages of URNs (10 numbers) shall be used. When a new URN log sheet is provided, the on-duty watch sergeant shall be responsible for transferring the temporary notations at the bottom of the previous URN log sheet(s) to the appropriate spaces on the new sheet.

Watch sergeants shall make every effort to ensure URN log entries are not left blank with no indication as to a report's status. If there is a discrepancy as to a report's status, the watch sergeant shall make further inquiries with the concerned deputy and brief the relieving watch sergeant.

Sergeants shall be responsible for identifying personnel who demonstrate difficulty in managing their time and develop an appropriate course of action for these employees to improve their time management skills.

Traffic Reports

Traffic reports shall be handled as follows:

Reporting Deputy Responsibilities

- The reporting deputy shall treat traffic reports in the same manner as criminal incident reports insofar as submission and deferral requirements. In effect, traffic collision reports shall be submitted to the watch sergeant prior to the end of the reporting deputy's shift, unless properly deferred.
- When a reporting deputy receives notification of a rejected traffic report on his/her shift, the reporting deputy shall make the necessary corrections and re-submit the traffic report ***by the end of that shift.***

Watch Sergeant Responsibilities

- Watch sergeants receiving such reports shall not correct them, but forward them to the station's

Traffic Office for review and approval. The watch sergeant shall note on the URN log the type of report (555, PDO, etc.), date of receipt, and legibly initial. The watch sergeant shall place the report in the "Traffic" tray in the watch sergeant's office.

Traffic Office Responsibilities

- Traffic Office personnel shall retrieve traffic reports from the "Traffic" tray in the watch sergeant's office and place their legible initials and the date just inside the right edge of the URN log box.
- Traffic Office personnel shall account for the receipt of traffic reports utilizing an internal tracking system. If traffic reports require rejection, Traffic Office personnel shall do the following:

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  - Indicate the required corrections along with the reviewing person's name
  - Note the rejection date via the internal tracking system and send an e-mail to the concerned deputy
  - Place the rejected report and a copy of the sent e-mail in the "rejected" folder in the watch sergeant's office
  - Initial the URN log in the watch sergeant's office, indicate the report was rejected, and note the rejected date.
- The traffic sergeant shall review the internal tracking log daily to ensure all rejected reports are re-submitted by the concerned deputies within the appropriate time frame and take necessary action if required.



CHRIS E. MARKS, CAPTAIN

• 15-03 DESK OPERATIONS - LESS LETHAL WEAPONS, FIREARMS, RESTRAINT DEVICES

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 15-03 JANUARY 30, 2015

Effective Date:	01/30/2015	Last Date Revised:	01/30/2015
Last Date Reviewed:	05/26/2017	Next Review Date:	05/26/2018

DESK OPERATIONS — LESS LETHAL WEAPONS, FIREARMS, RESTRAINT DEVICES

PURPOSE:

Amongst many duties, personnel assigned to desk operations are tasked with the immediate security of the lobby and the front desk. In the event an incident occurs in the station's front desk/lobby area compelling desk personnel to use force, it is imperative they have force options readily available for immediate use, including Department authorized weapons and restraint devices. The purpose of this unit order is to establish procedures for maintaining less lethal weapons, firearms, and restraint devices at the station's front desk.

POLICY:

MPP SECTION 5-06/040.35, PROCEDURE FOR THE USE OF INDIVIDUALLY ISSUED OLEORESIN CAPSICUM (O.C.) AND O.C. + CHLOROBENZYLIDENE MALONONITRILE (C.S.) BLENDED AEROSOL AGENTS.

MMP SECTION 3-03/210.05, REVOLVER/SEMI-AUTOMATIC PISTOLS (ON AND OFF DUTY).

SCOPE OF DIRECTIVE:

This directive applies to all sworn personnel assigned to Carson Station desk operations.

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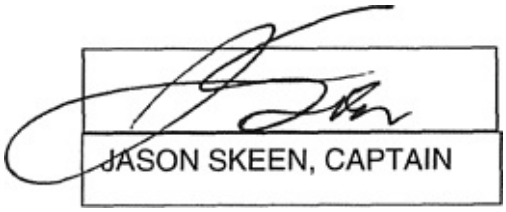
DIRECTIVE:

Less lethal weapons, firearms, and restraint devices shall be maintained by sworn personnel and the following guidelines shall be adhered:

- Each deputy working the dispatch area shall carry ***on their person*** a Departmentally-approved canister of O.C. or O.C./C.S. spray.
- The dispatch area shall have at least one Departmentally-approved Taser (X-26 model or newer variant) readily accessible at all times. At least one additional Taser cartridge shall also be available.
- All sworn personnel assigned to the dispatch area shall carry ***on their person*** their Department authorized, on-duty, sidearm.
- Handcuffs shall be available and maintained at the desk area for use as needed. A minimum of one set of handcuffs shall be available to each sworn member assigned to the desk during any given shift.

SWORN DESK PERSONNEL:

- Sworn personnel assigned to desk operations shall inventory and safely inspect weapons and restraint devices at the beginning of their shift.
- The watch deputy shall note the inspection in the watch deputy's DDWS.
- The watch sergeant will be advised immediately when any of these tools are not available to desk personnel.



• 15-04 LOGGING SPECIAL EQUIPMENT IN DDWS AND DAILY ACCOUNTABILITY OF PATROL EQUIPMENT

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

STATION ORDER NUMBER: 15-04 APRIL 9, 2015

Effective Date:		Last Date Revised:	
Last Date Reviewed:		Next Review Date:	

LOGGING SPECIAL EQUIPMENT IN DDWS/DAILY ACCOUNTABILITY OF PATROL RIFLES, SHOTGUNS,

STUNBAG SHOTGUNS, TASERS, and BLUECHECK DEVICES

PURPOSE:

The purpose of this order is to establish procedures that will assist in the inventory and control of specialized patrol equipment including patrol rifles, shotguns, stunbag shotguns, TASERs, and BlueCheck devices.

POLICY:

This directive references the following Department policies:

- CFMB Newsletter 15-01, Rifle Deployment Tracking
- MPP Section 3-03/210.10 Department Shotgun
- MPP Section 5-06/040.20 12 Gauge Stunbag Weapons

- MPP Section 5-06/040.95 Electronic Immobilization Device (TASER) Procedures

SCOPE OF DIRECTIVE:

This directive applies to all sworn personnel assigned to Carson Station who deploy with the following equipment:

- Patrol Rifles
- Shotguns
- Stunbag Shotguns
- TASERs
- BlueCheck Devices

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DIRECTIVE:

FIELD PERSONNEL

All patrol personnel **shall** enter the serial number or station identifier of the following equipment into Deputy Daily Work Sheet (DDWS) under "Specialized Equipment." If assigned a patrol rifle, it shall be the first entry. All equipment **shall** be listed according the following examples:

- Patrol Rifle - R/(space) (the last four digits of the serial number)
  Example: "R/ 1234"

- Shotgun - SG (station identifier located on the slide)
  Example: "SG5"

- Stunbag Shotgun - SB (last four digits of the serial number located on the stock)
  Example: "SB1234"

- TASER - TZ (last four digits of the serial number)
  Example: "TZ1234"

- BlueCheck - Station identifier located on the front of the device
  Example: "BC069"

Some weapons and equipment have been assigned to a team, an area, or an individual, however, any weapons and/or equipment assigned to the armory shall be returned to the armory at the end of shift. Armory weapons or equipment shall not be retained by personnel (in their lockers, warbags, or elsewhere) beyond the end of their shift.

EARLY MORNING WATCH SERGEANT

The EM Watch Sergeant will print a copy of the unit roster. He/she will check off all shotguns, stunbag shotguns, and TASERs logged into the field units' DDWS on the Armory Reconciliation Sheet. The Watch Sergeant will then reconcile the shotgun closet and the armory, checking off all shotguns, stunbag shotguns, and TASERs present. Once this task is complete, he/she will sign and date the armory reconciliation sheet and turn it into the watch commander.

Every effort shall be made to successfully reconcile the armory before the end of shift. In the event the sheet cannot be resolved, the watch sergeant and watch commander of the next shift will be notified and they will continue the efforts to locate any missing weapons. The armory lieutenant and sergeant shall be notified of any discrepancy. The Unit Commander shall be updated on the progress in resolving the discrepancy.

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EARLY MORNING WATCH COMMANDER

The Watch Commander shall review the Armory Reconciliation Sheet to ensure all equipment has been properly accounted for. The Watch Commander will then store the completed sheet on the designated clipboard in the watch commander's office.

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CHRIS E. MARKS, CAPTAIN

• 15-07 INMATE SAFETY CHECKS

Los Angeles County Sheriff's Department

UNIT ORDER

Carson Station

UNIT ORDER NUMBER: 15-07 October 20, 2015

Subject: Inmate Safety Checks			
Effective Date:	10/22/2015	Last Date Revised:	08/11/2016
Last Date Reviewed:	08/11/2016	Next Review Date:	08/11/2017

PURPOSE:

One of the primary objectives for personnel assigned to the station jail is to ensure the safety and security of all inmates housed within the jail. Whether in a custody facility or a station jail, there is a proven history that inmate safety checks, if done adequately, help prevent inmate injuries, deaths, and assaults.

The purpose of this order is to set forth policies and procedures governing inmate safety checks for all inmates housed at Carson Station Jail.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail, as well as supervisory personnel conducting inmate safety checks.

ORDER:

To comply with state regulations and to act in conformance with existing Custody Division policy regarding inmate safety checks, the following shall be conducted:

Frequency of the Inmate Safety Check

All inmates housed in the station jail shall be visually checked at least once per 30 minutes.

*See table below for the exact frequency of inmate safety checks relative to the inmate's specific classification, i.e., general population, intoxicated inmates, suicidal inmates, and juveniles.

Inmate Safety Check Defined: Nature and Quality

Station jail and supervisory personnel shall conduct periodic, visual checks to look for the following:

- Signs of life such as breathing, talking, or bodily movement; AND
- Signs of distress such as bleeding, injury, difficulty breathing, or other behavior indicating the individual's welfare may be in jeopardy.

Station jail personnel shall look into the cells by opening the outer jail door, entering the inner sally-port area, and visually looking into the rooms/cells. Personnel shall visually inspect each inmate from a reasonable distance and inspect the general area for any items obstructing their view. If such items exist, jail personnel shall ensure such items are removed in accordance with appropriate officer safety principles and tactics.

If there is doubt about an inmate's condition, personnel shall attempt to elicit a response from the inmate, i.e., an "arousal attempt."

An arousal attempt can be made by:

- ***calling the inmate by name while observing from the hall; or***
- ***making a loud noise, such as scraping or knocking keys across the doors or bars; or***
- ***asking another inmate in the cell to attempt to get a response; or***
- ***if unable to obtain a verbal response to stimulation, obtain backup and attempt to physically rouse the person.***

If the inmate is non-responsive, then personnel shall immediately adhere to Emergency Alarm Activation and Supervisory Notification Procedures set forth in Carson Station Unit Order 15-08.

Once such procedures are completed, personnel shall immediately render first aid and, if necessary, cardiopulmonary resuscitation (CPR). Proper officer safety practices shall be observed at all times prior to initiating first aid and/or CPR, i.e., removing other inmates from the cell and securing them in a separate cell.

- **NOTE:** Time is critical during this period and although personnel shall take appropriate actions to ensure scene safety, they must bear in mind their duty to immediately render first aid and preserve life.

Personnel who perform first aid procedures and/or CPR shall continue these practices

until relieved by qualified station personnel, qualified medical personnel, or they are physically unable to continue life-saving procedures.

If station jail personnel, during their assigned shift, are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required.

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Inmate Safety Check Documentation

All inmate safety checks shall be recorded as manual entries on the daily Prisoner Count sheets with the time, date, and name of the person who conducted each check.

Intoxicated Inmates, Use of Sobering Cell & Housing

Due to an inmate's state of intoxication, an inmate may pose a threat to his/her own safety or the safety of others. Inmates displaying symptoms of intoxication including being unable to care for oneself, being unable to stand or walk without more than minimal assistance, and being unresponsive to verbal stimulation shall be temporarily housed in a sobering cell.

> NOTE: Inmates with other medical complications (as noted on the Medical Screening form) are inappropriate candidates for a station sobering cell and should be transferred to an appropriate custodial facility with licensed medical personnel.

Intermittent, direct, visual observation of inmates held in the sobering cell shall be conducted no less than **once per every 30 minutes** to monitor their behavior and ensure they are breathing in a regular manner. **These checks shall be recorded by the jailer on the back of the Intoxication Observation Sheet.**

The primary goals of inmate safety checks for intoxicated inmates are to:

1. To observe the inmate's breathing and determine his/her breathing is regular, as opposed to erratic or difficult.

   NOTE: Loud, stertorous snoring is an indication of difficulty in breathing and requires closer monitoring.

2. Engage in an arousal attempt, if necessary, to ensure the inmate can respond to verbal or pressure stimulation **(shaking them awake).** This is the most important monitoring procedure for jailers in non-medical settings.

If an intoxicated inmate is unresponsive, personnel shall adhere to the policies stated above (Unit Order 15-08) regarding emergency alarm activation, supervisory notification, and rendering of life-saving procedures.

In no case shall an **intoxicated** inmate be held in a sobering cell over six hours, without a re-evaluation by the jailer. If, after re-evaluation, it is the jailer's opinion that the inmate:

- **Is not sobering up,** then an evaluation by a medical staff person is needed to determine whether the inmate has an urgent medical problem.

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- **Is sobering up,** then it is the jailer's responsibility to complete another

  evaluation, as indicated on the **Intoxication Observation Sheet** and continue to monitor.

An inmate no longer meeting the intoxicated criteria above shall be removed from the detoxification cell since they are now able to continue booking procedures.

Once the inmate sobers up (from either drugs or alcohol), **he/she should be moved from the sobering cell and housed in a regular cell. When feasible, inmates shall be placed in a regular cell with other inmates who have the same security points as mandated by the Station Jail Inmate Classification Questionnaire form.**

Watch Sergeant Responsibilities

- The Watch Sergeant on every shift shall conduct two inmate safety checks. The checks shall be documented manually on the daily Prisoner Count sheet in the same manner noted above.
- The Watch Sergeant shall ensure required inmate safety checks are being conducted and properly documented.
- The Watch Sergeant shall inspect the remaining areas of the jail to ensure safe and secure conditions are being maintained.
- The Watch Sergeant shall record their inmate safety checks in the electronic Uniform Daily Activity Log, e-Gatebook section under, "Supervisor Checks."

Watch Commander Responsibilities

- The Watch Commander on every shift shall conduct two inmate safety checks. The two checks shall be documented manually and electronically, in the same manner noted above.
- The Watch Commander on each respective shift shall conduct a random audit of inmate safety checks once every month. The random audit shall consist of accessing the closed-circuit television system used to monitor jail activities. The Watch Commander shall obtain surveillance footage, observe the date and time of inmate checks, and confirm the checks correspond to the manual entries. If discrepancies are found, the Watch Commander shall investigate and take appropriate action.
- The Watch Commander on each shift shall notify the Operations Lieutenant via e-mail of his/her findings from the monthly random audit. The e-mail shall be sent no later than the 30th day of each month.

If station jail personnel notify a supervisor, a sergeant or above, that an inmate safety check cannot be completed, the supervisor must ensure the check is conducted within the appropriate time interval.

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Frequency of Inmate Safety Checks and Inmate Classification

Inmate Classification	Frequency Interval:
General Population Inmates	Once per 30 minutes
Intoxicated Inmates	Once per 30 minutes
Suicidal Inmates	Once per 15 minutes
Juveniles (Secured Detention & Locked Enclosure only)	Once per 30 minutes
Intoxicated Juveniles	Once per 15 minutes



• 15-08 JAIL EMERGENCIES AND SUPERVISORY NOTIFICATION PROCEDURES

Los Angeles County Sheriff's Department

STATION ORDER

Carson Station

UNIT ORDER NUMBER: 15-08 October 20, 2015

Subject: Jail Emergencies and Supervisory Notification Procedures			
Effective Date:	10/22/2015	Last Date Revised:	10/22/2015
Last Date Reviewed:	05/26/2017	Next Review Date:	05/26/2018

PURPOSE:

The purpose of this order is to establish procedures for the use of the station jail's emergency activation systems during a jail emergency. This order shall also set forth the notification process, specifically supervisory notification procedures, during a jail emergency.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the station jail.

ORDER:

In the event of a jail emergency, it is imperative resources are summoned as soon as possible. Just as important is the need to notify a supervisor of the incident, as the supervisor shall ensure all necessary actions are being taken and shall be present to manage the incident.

Jail emergencies shall include, but are not limited to:

- Use of force
- Inmate Deaths
- Attempt Suicides

CARSON STATION

STATION ORDER 15-07

- Unconscious or Non-Responsive Inmates
- Inmate Assaults

Seven alarm panels are located throughout the jail as a means to notify other station personnel their immediate assistance is required. Each panel has an alarm button that sends a warning alert to station desk personnel. In the event of a jail emergency described above, station jail personnel shall utilize this system as a primary means of notification ***unless*** other expedient means exist at the time the emergency is discovered.
Once the emergency alert system is activated and with due regard for officer and scene safety, station jail personnel shall immediately make proper verbal notification to the watch sergeant or above.

JASON SKEEN, CAPTAIN