Jail Unit Orders

• Clear Out Gas

PURPOSE
The purpose of this order is to establish guidelines for the use of Clear Out gas to facilitate the removal of recalcitrant/combative inmates from a jail cell.

SCOPE
This order shall apply to all station personnel assigned to Marina del Rey Station.

ORDER
Clear Out gas is made from a combination of Oleoresin Capsicum (OC) spray and CS gas. It is non-flammable and may be used inside a structure when residual contamination or fire is a concern. The use of Clear Out has proven to be very effective when used during cell extractions and riot situations.

Directed cell removals are accomplished through directed force in situations where it becomes necessary to remove an inmate, who refuses to exit a cell. The goal in a cell removal is to restore order, maintain the security of the facility and remove inmates, when necessary, with a minimal amount of force.

The tactics, equipment, special weapons, and force used to remove an inmate from a cell shall be employed to overcome only that level of resistance confronting Department personnel. Therefore, the force utilized to remove an inmate should begin and end at the lowest possible level.

The inmate shall be afforded the opportunity to comply with instructions and exit voluntarily prior to implementing such measures. If simple instructions and requests fail to cause an inmate to exit his cell, the watch sergeant shall be notified. If the watch sergeant is unsuccessful in gaining the inmate's cooperation, the watch commander shall be notified and respond to the area. Negotiations shall resume to gain the inmate's cooperation.

The authorization for the deployment of Clear Out gas can only be given by the watch commander, or higher authority in the chain of command. In no instance will authorization be given for the use of Clear Out gas by other than authorized personnel.

Clear Out gas or OC spray will normally be the initial tools of choice in a removals, and will, when feasible, be employed before any other weapons are used. In such cases, it is important that the agent be given time to take effect. Deputy personnel should consider delaying entry until such time.

The use of Clear Out has the potential to affect those deploying it. For this reason, all personnel should be aware of the possibility of being exposed to the agent. Personnel deploying Clear Out shall wear Department approved particulate masks during the application of the agent. Authorization to use Clear Out shall only be given to qualified personnel. Personnel deploying the gas shall have completed the required special weapons training for this chemical agent.

Watch Commander Responsibility:

Once it is determined that a cell removal may be necessary, the watch commander shall be notified and shall:

- Respond to the location and assume incident command responsibility,
- Confer with the watch sergeant/field sergeant to ensure all other options have been exhausted,
- If appropriate, notify the unit commander,
- Plan the removal and tactics to be used with the watch sergeant/field sergeant,
- Time permitting, evaluate the inmate(s) medical screening form to determine if the Fire Department/medical personnel should be notified prior to the commencement of the removal process,
- Approve the plan, and standby during team and supporting personnel briefing, deployment and completion of removal,
- Ensure the inmate is secured,
- Ensure the inmate receives appropriate medical treatment,
- Conduct the necessary interviews.

NOTE: The watch commander shall ensure the use of Clear Out is appropriate. The use of Clear Out may cause cross contamination in the adjacent jail cells and other parts of the administrative building. Evacuating the jail, including all non-involved inmates, and administrative personnel from the building should be evaluated prior to the use of gas products in the station's jail.

NOTE: A cell removal shall not escalate to a cell extraction without the presence of a life threatening emergency, exigent circumstances or unit commander's approval (or his/her designee when he/she is not available).

Videotaping:

To ensure accurate records regarding tactical operations and injury allegations, the watch commander shall ensure the documentation of the incident with videotape. This shall include:

- Videotaping the entire removal; including all attempts made requesting the inmate's compliance,
- Videotaped interviews of all inmates involved in the incident,
- Videotaped documentation of all alleged injuries. Each inmate shall be questioned relative to his injuries on videotape,
- Specific commentary as to the decision factors that led to use of Clear Out gas to effect the cell removal.

Cell removals shall be noted in the watch commander's log. Verbal notification shall be made to the unit commander. The use of aerosol chemical agents constitutes the use of force. The watch commander shall ensure the appropriate documentation detailing the use of force is completed by involved personnel.

All inmates exposed to chemical agents shall be given medical assistance as soon as possible after exposure.

Clear Out gas will be stored in the Marina del Rey Station armory and shall not be issued for any purpose of a routine nature. The station's inventory of gas products shall be inventoried annually by the armory sergeant.

Incident Analysis and Review:

The watch commander shall ensure that all phases of the cell removal are debriefed with involved personnel. A critical incident debriefing form shall be completed and submitted to the unit commander for review.

• Sobering Cell

PURPOSE
The purpose of this order is to establish guidelines and procedures for booking and housing persons arrested for DUI, 647f P.C., and/or 11550 H&S.

SCOPE
This order shall apply to all station personnel assigned to Marina del Rey Station.

ORDER
In compliance with Title 15, all persons arrested for DUI, 647f P.C., and /or 11550 H&S, who are a threat to their own safety or the safety of others due to their state of intoxication (Symptoms include but are not limited to: inability to care for onself or another; inability to stand or walk without minimal assistance; unresponsive to verbal stimulation etc.) will not be booked nor housed at Marina Station.

Instead, those individuals shall be temporarily housed at West Hollywood Station, the Century Regional Detention Facility, or South Los Angeles Station until it has been determined that they can care for his/her safety and/or the safety of another. Then they shall be picked up and returned to Marina Station, for the completion of the booking process.

NOTE: When we arrest any individual for being Under the Influence of Alcohol or Drugs and/or 647(f) PC, an "INTOXICATION ASSESSMENT" form shall be completed, even if we are not charging them with the violation. Also, during the completion of this form, if we denote that the individual's "Coordination" is affected, we shall not house that individual at Marina Del Rey Station.

• Security of personal property

PURPOSE
The purpose of this order is to establish guidelines and procedures regarding the prohibition of Departmental employees (Sworn & Professional Staff) or other persons having in their possession unauthorized items inside Marina Station's jail. This order shall not supersede the Department's Custody division Manual Sections 3-01/090.00 and 3-01/090.05, and/or section 4575 of the California Penal Code.

SCOPE
This order shall apply to all station personnel assigned to Marina del Rey Station.

ORDER
Any employee or person entering the Marina Station jail shall be prohibited from having in their possession any unauthorized items per Custody Division Manual Section 3-01/090.00, Security of Personal Property (i.e., firearms, knives, ammunition, batons, saps, personal phones, etc.).

Personal phones are described as any wireless communication device, including but not limited to, a cellular

telephone, voice over internet protocol (VOIP) phone, or wireless internet device, as per Custody Division Manual Section 3-01/090.05.

Penal code 4575 (a) states, “Any person in a local correctional facility who possesses a wireless communication device, including but not limited to a cellular telephone, pager, or wireless internet device, who is not authorized to possess that item is guilty of a misdemeanor, punishable by a fine of not more than one thousand dollars ($1000).”

Any deviation of this Station Order shall be with the approval of the Undersheriff.

• Inmate Safety Checks

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

SCOPE
This order shall apply to all station personnel assigned to Marina del Rey Station.

ORDER
To comply with state regulations and to act in conformance with existing 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 every half hour.

STATION ORDER 15-02

*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.

To prevent an inmate's ability to plan around anticipated checks, the safety checks shall be conducted in a staggered fashion, i.e., each check is conducted within the time interval, but not repeatedly and precisely at the same interval.

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.

If the inmate is non-responsive, then personnel shall immediately adhere to Emergency Alarm Activation and Supervisory Notification Procedures set forth in Marina del Rey Station Unit Order #15-03.

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.

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.

Housing of Inmates:

Upon completion of the “Station Jail Inmate Classification Questionnaire” form, the on-duty jailer(s) must segregate inmates in accordance to the level of their charges (felony vs. misdemeanor), security levels, and other special classifications (i.e., crimes against children, noteworthy arrest, escape or attempt escape inmates). The jailer(s) must screen intoxicated inmates and temporarily house them in a sobering cell at West Hollywood Station, Century Regional Detention Facility, or South Los Angeles Station. All persons arrested for being Under the Influence, DUI, 647(f) PC, and/or 11550 H&S, who are a threat to their own safety or the safety of others due to their state of intoxication (Symptoms include, but are not limited to: inability to care for oneself or another; inability to stand or walk without minimal assistance; unresponsive to verbal stimulation, etc.) will not be booked nor housed at Marina del Rey Station.

Upon completion of the observational period(s) in a sobering cell at West Hollywood Station, Century Regional Detention Facility, or South Los Angeles Station, and when feasible, inmate(s), who are booked for alcoholic intoxication or under the influence of a controlled substance, shall be picked up and returned to Marina del Rey Station, for the completion of the booking process. The inmate(s) shall be placed in regular housing cells with other inmates that 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.

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

• Releasing Inmates from Station Jail, Deputies Presence Required

Purpose of Directive

The purpose of this correspondence is to establish uniform guidelines to ensure the safe release of inmates from the station jail. Nothing in this order shall conflict with the L.A. County Sheriff's Department's Manual of Policy and Procedures, directives, newsletters, and/or case law.

Scope of Directive

This directive applies to all personnel responsible for the release of inmates from the station jail.

Directive

When an inmate is to be released from the station jail, the jailer shall notify the on duty watch commander. The watch commander will ensure a deputy responds to the jail to provide security while the jailer releases an inmate from our jail.