Volume 5- Line Procedures

Los Angeles County Sheriff's Department

	Unit Order: #5-03-040
CUSTODY SERVICES DIVISION	**Effective Date:** 01/011994
SPECIALIZED PROGRAMS	**Reviewed Date:** 03/07/2025
CENTURY REGIONAL DETENTION FACILITY	
Subject: CRDF Inmate Reception Center Procedures	
Reference: CDM 5-03/030.00, 6-11/010.00, MPP 5-03/030.00 and 5-03/030.03, 5-03/130.05, 5-06/040.00, CRDF UO 3-00-00, 3-08-060, 5-25-025, 6-01-00,	
Unit Commander Signature: On File	**Date:** 03/07/2025

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for processing inmates arriving and departing from the Inmate Reception Center (IRC) at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

The CRDF IRC is the point of ingress and egress for prisoners and inmates who are being transferred, going to and from court, and/or being released.

All inmates received through the CRDF IRC area or initial processing, shall be medically screened, assessed for mental health needs, and classified for housing purposes. Personnel assigned to triage shall determine classification, while the processing custody assistant shall identify housing.

New Bookings

Reception center personnel shall ensure all new bookings who arrive at the reception center are scanned into the Defendants Inmate Movement Management System (DIMMS) utilizing the CRF0/CRF2 barcode.

Reception personnel shall utilize the CROS (CRDF Outdoor Search Area) barcode when an inmate/new

booking(s) enters the search area to be searched utilizing the B-SCAN.

If the inmate/new booking will be subjected to a visual body cavity search (VBCS), reception personnel shall utilize the CRSC (Visual Body Cavity Search) barcode to indicate such.

Once the inmate/new booking has completed the search process, reception personnel shall utilize bar code CRCS, which indicates, “completed search.”

The inmate/new booking shall then be escorted to the classification window to complete the classification process. Custody assistants assigned to the triage area shall utilize the CRCN (CRDF Classification) barcode when the inmate arrives. At the completion of the classification process, the triage custody assistant shall scan the CRCL (Cleared) barcode.

The triage custody assistant shall scan the CRXR (X-ray) barcode indicating the inmate/new booking is pending an X-ray. The triage custody assistant shall notify the X-ray technician. At the completion of X-ray, the inmate/new booking shall be escorted to the nurse clinic located in the reception area to obtain medical clearance.

When the inmate/new booking arrives to the nurse clinic, Correctional Health Services (CHS) personnel shall utilize the CRCC (Medical Clearance/Reception) barcode.

Inmates who do not require any further CHS evaluations shall be assigned to permanent housing. CHS medical personnel should utilize the RGP (Reception-General Population) Automated Justice Information System (AJIS) code. The processing custody assistant shall assign the inmate to permanent housing based on their classification.

CHS personnel who medically clear an inmate in the reception area, but require the inmate to be housed in detox, shall utilize the RD (Reception-Detox) AJIS code. The processing custody assistant shall update the inmate to Module [REDACTED TEXT] The Module [REDACTED TEXT] custody assistant shall assign the inmate to a detox bed inside pod 3 and send the movement request to the processing custody assistant.

NOTE: Refer to CRDF Unit Orders (UO) 5-21-00, “Transitional Detox Program,” and 3-00-00, “Module [REDACTED TEXT] Procedures” for additional information.

Inmates requiring additional medical and/or mental health evaluation, as determined by CHS personnel at the time of intake (reception), shall be escorted from the reception center to Module [REDACTED TEXT]. CHS medical personnel should utilize the 14IN (Reception-Transfer to Intake [Module [REDACTED TEXT]]) AJIS code. The processing custody assistant shall update the inmate to Module [REDACTED TEXT] When the inmate arrives at Module [REDACTED TEXT], the custody assistant shall assign the inmate to Intake pod 1 or 2 and send the movement request to the processing custody assistant.

CHS medical personnel will utilize the CREX (Expedite to 1400) barcode when expediting an inmate/new booking from reception to Module [REDACTED TEXT]

Thermals

New bookings classified as general population who do not require any further medical or mental health

assessments should be provided a set of thermals prior to being escorted to permanent housing.

New bookings sent to Module [REDACTED TEXT] for further medical and mental health evaluations will be provided thermals once assigned to permanent housing. Inmates assigned to mental health High Observation Housing may be provided thermals if approved by the mental health clinician and in consultation with custody personnel. If thermals are approved, the mental health clinician shall document this on the inmate's Allowable Property Form. Any discrepancies or deviation from this shall be approved by the watch commander.

Admissions Kit

All new prisoners at the time of intake, and existing inmates (upon request) who are held over twenty-four (24) hours and unable to supply themselves with the following items (due to indigence or the absence of canteen), shall receive an "Admissions Kit," which includes the below listed items:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Deodorant
- Shampoo
- Shaving implements*
- "Guide Through Custody" pamphlet
- Prison Rape Elimination Act (PREA) Comprehensive Inmate Education Form (SH-J-632)

***NOTE:** Shaving implements (disposable cartridge or razors) shall be provided to general population inmates.

NOTE: Refer to CRDF Unit Order 5-16-040, "Distribution of Personal Care Items" for additional information.

Pre-Arraigned Inmates

Unless there are court documents noting inmates have been arraigned, new bookings from outside agencies, transfers directly from station jails, or county hospitals, shall be treated as pre-arraigned inmates (excluding those inmates not needing arraignment e.g., parole and probation violations). Reception personnel shall ensure a yellow loop is attached to the wristband of all pre-arraigned inmates. Pre-arraigned inmates shall then be processed under normal conditions until the inmates are separated and assigned to their specific housing locations. Once pre-arraigned inmates are processed, they shall be separated and escorted to their designated housing area.

NOTE: It is the responsibility of reception personnel to ensure pre-arraigned inmates are immediately separated, processed, and escorted to their designated housing area.

Inmates arriving from court who are pre-arraigned and have previously been housed, shall be separated immediately upon arrival to the reception center. These inmates shall be escorted to their respective housing area, bypassing the strip search process. They shall, however, be screened through the B-SCAN.

Inmates returning from court that are housed in the pre-arraigned inmate housing areas and are no longer pre-arraigned and shall be rehoused to an appropriate housing location.

Out-of-County Warrants

Outside agencies arresting on a local warrant, when court is in session, shall be advised to take the new booking directly to court for arraignment and/or admittance to bail. If the warrant is out-of-county, the agency shall inform the new booking, in writing, as required by 821 and 822 PC. Neither this county, nor any other county, has the authority to change the amount of bail set by a court in another county.

Outside agencies booking at CRDF on a warrant arrest when court is not in session, shall be responsible for the following:

- Executing the proper return on the warrant.
- Preparing the Arrest Disposition Report (CII-15) and forwarding it to the court of issuance.
- Ordering the prisoner's appearance for the next court date when arrest is on a local warrant or when requested on an out-of-county warrant.
- Notifying the out-of-county agency of the arrest, and if no "holds" are placed or bail is not posted, notifying the agency of the prisoner's availability.

CRDF shall not accept inmates being held solely on an out-of-county warrant unless the inmate is transferred to CRDF within twenty-four (24) hours from the time of arrest.

When receiving new bookings booked on warrant arrests by outside agencies, CRDF personnel shall transport them to court as directed by the arresting agency and accept bail when offered.

The Department shall also:

- Issue a bail receipt
- Release the new booking
- Execute the appropriate return of the bail and warrant disposition to the issuing court and the originating police agency
- When accepted on an out-of-county warrant, notify the issuing agency

The Sheriff's Department shall be responsible for placing holds against the new booking and scheduling court appearances. The Department shall notify the agency holding the warrant on an out of county warrant of the following:

- Non-availability, when local holds are discovered;
- Availability, when local holds have been discharged.

The out-of-county agency has five (5) court days (per 821 and 822 PC) in which to take custody of the new booking after the expiration of local charge

Out-of-State Warrants

Before a person is booked for an out-of-state warrant, it is imperative that a Justice Data Interface Controller

(JDIC) message be received from the demanding out-of-state agency declaring explicitly that the person named on the warrant will be extradited from California by the issuing agency. No inmate shall be accepted at CRDF without this JDIC message stating the demanding out-of- state agency will extradite, except from the Los Angeles Police Department (LAPD).

After the person is booked, it is the arresting officer's responsibility to immediately forward the following information to the Inmate Reception Center's Renditions Unit via fax at [REDACTED TEXT]

- A copy of the booking slip
- A copy of the warrant
- The name and telephone number of the person contacted in the demanding state

If the following information is not contained in the warrant, also provide:

- The date the warrant was issued
- The name of the court or agency issuing the warrant
- The name of the issuing magistrate or other authority
- The charge, including a narrative description
- The bail amounts

Additionally:

- The charge for an out-of-state warrant on the booking slip is "1551.1PC" "Fugitive"
- There is no bail on out-of-state warrant arrests
- The arraignment will be set by the Warrants and Detainers Unit (WAD)
- Warrant abstracts shall accompany out-of-state fugitives to CRDF and be forwarded to IRC

Federal Charges

Inmates with federal charges only, shall be transported by the arresting officer to the Metropolitan Detention Center, located at 535 Alameda Street, Los Angeles, California 90012, [REDACTED TEXT] The CRDF IRC will not accept this type of inmate.

NOTE: The Sheriff's Department does not transport inmates to federal court.

Temporary removal Orders

Inmates who have Temporary Removal Orders (TRO's) signed by a judge shall be processed through reception. Reception personnel shall verify the identity of the inmate prior to releasing the inmate. A copy of the court ordered removal shall be retained and an entry shall be made in the Removal Order Logbook as well as the electronic Uniform Daily Activity Log (e-UDAL).

Court Line

Court line procedures take place Monday through Friday and at approximately 0415 hours, the court line operation will begin. Reception personnel shall obtain the required keys from main control personnel and shall open the reception hallway door and slider. Prior to court line, all cells shall be cleaned and stocked with toilet

paper and sanitary napkins. All doors to the cells shall be opened to allow inmates to walk into their assigned court holding cells.

Reception personnel shall receive special handle inmates during court line unless instructed otherwise. These special handle inmates shall be escorted, and waist chained or handcuffed. Module deputies shall contact reception personnel to confirm if the special handle inmate should be escorted with court line or wait inside the module until Court Services Transportation Bureau (CST) personnel arrives.

Module personnel shall ensure each inmate has a proper wristband prior to being escorted to the reception area. Inmates entering the reception center for court, shall have their wristbands inspected by reception personnel. If a wristband needs to be replaced, the module deputy or escort/rover deputy shall be notified. The module deputy or escort/rover deputy shall be required to replace the wristband prior to the inmate leaving for court. Upon entering reception, all wristbands shall be scanned into Defendant Inmate Movement Management System (DIMMS) as going to court.

NOTE: Inmates shall not take any property bags to court, unless they are Pro Per. Their Pro Per status shall be verified through the CRDF Legal Unit. All property bags shall be secured in their cell. The inmate may bring their court pass, a book, self-medication, and their special diet. Any deviation from this shall be approved by the reception sergeant.

Throughout the court line operation, escort/rover personnel shall assist and remain in the reception area to monitor inmate activity. Reception personnel are responsible for handling all inmate disturbances and any other type of inmate incident, including, but not limited to, medical emergencies. This does not exclude personnel from assisting as needed and/or required.

Reception personnel are responsible for locating missing inmates ("miss-outs") and ensure they arrive to court line. In addition, they are responsible for sending and receiving inmates who have been requested as "add-ons" to the court appearance list.

It is the responsibility of reception personnel to receive, account for, and search inmates returning from court. Personnel assigned to reception shall inspect the inmate’s wristbands and scan each inmate back from court into DIMMS. Inmates shall then be directed to a holding cell, pending the search process, or they can be escorted directly to the outdoor search area to be screened through the B-SCAN.

Prior to entering the search area, reception personnel shall scan each inmate to CROS (CRDF Outdoor Search Area) or CRSC (Visual Body Cavity Search) based on the type of search being conducted. Once the inmate/new booking has completed the search process, reception personnel shall utilize the bar code CRCS, which indicates a “completed search.” Once the search is complete, inmates returning from court on PM shift, shall be provided a meal.

Reception personnel shall request all available rovers to respond to the reception area to escort inmates to their designated housing locations. If rover personnel are unavailable, reception personnel are responsible for escorting the inmate(s) to their housing location.

NOTE: Refer to CRDF UO’s 3-08-060, “Inmate Safety Screening System: B-Scanner,” and 3-00-00, “Module [REDACTED TEXT] Procedures,” for further details.

NOTE: Inmates who receive special diets shall be provided with their meals prior to being escorted to the

reception area.

Court Refusals

When an inmate refuses to attend their scheduled court hearing, module personnel shall immediately notify their tower sergeant. The tower sergeant or their designee (supervising line deputy) shall contact the inmate and read the court refusal admonishment to the inmate. The reading of the admonishment and the inmate's response will be video recorded and properly labeled in the following manner: Date, Booking Number, Last Name, First Name.

"Inmate XXXXX, you have been ordered to appear in court today in case number XXXX. 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 trial has commenced, the Court will 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?

Upon completion of the refusal video, the tower sergeant or their designee will enter all required information and upload the video into the Tracking Refusals and Court Exception (TRACE) system as soon as feasible, but no later than 1100 hours.

NOTE: 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 following link:

- https://forms.office.com/g/weT9m1CCtN

Add Charges

Reception personnel are responsible for verifying the identity of inmates who have been summoned to the reception center to be given notice of an add charge. Following the verification of the inmate's identity, the deputy shall inform the inmate of the additional charge. The inmate's fingerprints shall be affixed to the warrant or Warrant Information Sheet (WIS) and the inmate will sign their name acknowledging notification. Once completed, the module deputy or rover deputy shall escort the inmate back to their module.

Positive Identification of Inmates

Whenever an inmate's wristband is illegible or the identity of the inmate is in question, the inmate must be positively identified by fingerprinting them and forwarding the prints to the Records and Identification Bureau (RIB) for a fingerprint comparison check. Under normal conditions, the fingerprints will be captured using the Live-Scan machine in the reception center. This machine will automatically route the fingerprints to RIB for the comparison. Should the machine not be functional, the Live-Scan machine at Century Booking shall be utilized. If all Live-Scan machines should malfunction, manual prints shall be taken and faxed.

Following the return of the inmate's verification, the results of the check shall be recorded in the e-UDAL. Additional processing, the replacement of the wristband, and/or the return of the inmate to their housing unit can then occur.

Searches

The B-SCAN shall be used in the reception area of CRDF to screen new inmates, court returnees, and any inmates housed at CRDF. Pre-arraigned inmates have no exemption from the B-SCAN safety screening process.

If an inmate refuses to participate in the B-SCAN safety screening process, the inmate shall be separated, escorted, and secured to the reception no-throw chair, and a sergeant shall be requested. If the inmate still refuses to cooperate and participate in the B-SCAN safety screening process after speaking with a sergeant, the inmate may be subjected to a visual body cavity search depending on arraignment status (see the pre-arraigned inmate section of this unit order). The visual body cavity search shall be conducted in accordance with CRDF's unit orders and Custody Division Manual (CDM) section 5-08/010.0, "Searches."

Before the strip search and/or VBCS begins, reception area personnel conducting the search shall verbally give the following admonishment:

Penal Code 4573.6 states, "Anyone in possession of any controlled substance in a jail is guilty of a felony punishable by imprisonment for two, three, or four years. Do you have any controlled substances on you before the search begins?"

All Arraigned Inmates and Pre-arraigned FELONY Inmates:

Once a sergeant is present, pre-arraigned FELONY inmates who decline the opportunity to be screened shall be given a visual body cavity search. Inmates who refuse to submit to a visual body cavity search are subject to a "major violation" disciplinary procedures per CDM section 5-09/030.00, "Disciplinary Guidelines."

An inmate who becomes recalcitrant during any part of the screening or subsequent searching process shall be handled as described in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates." All arraigned inmates shall be handled in the same manner as the pre-arraigned FELONY inmates described above.

Pre-arraigned MISDEMEANOR and INFRACTION Inmates:

Pre-arraigned MISDEMEANOR AND INFRACTION inmates SHALL NOT be subjected to a visual body cavity search based upon refusal alone. The act of declining the screening option does not meet the "*individualized suspicion and articulable facts*" required to authorize the visual body cavity search of pre-arraigned misdemeanor or infraction inmates. If individualized suspicion and articulable facts exist, custody personnel may only perform a visual body cavity search upon completion of a "Strip Search Authorization Record" (SH-R-399), and with approval from the watch commander.

Visual Body Cavity Searches

All inmates subjected to a VBCS shall be scanned into DIMMS utilizing the barcode CRSC-Visual Body

Cavity Search. All VBCSs shall be conducted in the outdoor search area located in the reception area.

A supervisor of the same gender as the inmate(s) being searched, shall be present during all strip searches and VBCS's. If a supervisor of the same gender as the inmate(s) being searched is not available, a sergeant of the opposite gender shall position themselves out of view of the outdoor search area where the search is being conducted.

Two deputies shall be utilized when conducting a VBCS. One deputy shall audio record the search, while also providing the verbal commands. The other deputy shall search the inmate's property and clothing; the inmates clothing and property shall not be placed on the floor.

All audio recorded searches shall be stored on the hard drive located in the reception sergeant's office; a folder shall be created under the date on which the VBCS occurred (e.g., 12/22/2017) for quick identification.

Inmates undergoing a VBCS shall be searched individually and shall not be searched in the immediate presence of other inmates.

If the B-SCAN equipment becomes inoperable, inmates returning from court may undergo a VBCS the outdoor search area in larger groups. Reception personnel shall utilize the "green wall" and privacy partitions for all VBCS's conducted in larger groups. Reception personnel shall document the following in the electronic Uniform Daily Activity Log (e-UDAL):

- "VBCS conducted on _____ (# of inmates) as a result of an inoperable B-SCANNER.

Prior to the visual inspection of an inmate's vaginal cavity, the inmate shall be instructed to place their inmate uniform top and/or t-shirt on to provide the inmate more privacy.

When conducting a VBCS, personnel conducting the search shall read directly from the script created for the type of search being conducted.

Pregnant inmates shall only be instructed to bend and cough; they shall not be ordered to squat or perform the labia lift.

The reception area sergeant or reception area supervising line deputy on each shift shall complete the Body Scanner Refusal and Contraband Tracker.

NOTE: Please refer to CRDF UO 6-01-00, "Protocol for Inmate Searches (Strip, Visual Body Cavity and Physical Body Cavity)," for additional information.

Inmates with Special Needs and/or Physical Limitations

Inmates confined to wheelchairs or who utilize crutches and cannot physically stand for the screening process (approximately seven seconds), as well as those inmates too physically large to pass through the B-SCAN, shall be searched as described in CDM, section 5-08/010.00, "Searches." Medical personnel shall be consulted if there is any question as to whether an inmate can safely participate in the B-SCAN process.

Pregnant Inmates

Female inmates housed at CRDF are provided the opportunity to be tested for pregnancy at the time of intake by CHS medical personnel. Within three to four minutes after administering the pregnancy test, the results are made available. Upon confirmation of an inmate's pregnancy by CHS personnel, the inmate SHALL NOT be screened through the B-SCAN.

All pregnant inmates shall be searched as described in CDM section 5-08/010.00, "Searches." All confirmed pregnant inmates shall be classified in accordance with CDM, section 5-01/030.00, "Identification and Classification Symbols for Special Handling Inmates," and CDM section 5-01/030.05, "Identification and Classification for Pregnant Inmates."

All pregnant inmates shall have an [REDACTED TEXT] around their wristband and the special handling code [REDACTED TEXT] indicated on their wristband to promote optimum safety. Additionally, confirmed pregnant inmates shall be provided a new county issued uniform (light blue and white) indicating their [REDACTED TEXT] classification. Custody personnel shall be responsible for looking at each inmate's wristband prior to the B-SCAN to ensure the inmate is not pregnant.

NOTE: Please refer to CRDF UO 3-08-060, "Inmate Safety Screening System-B Scanner," for more information.

NOTE: [REDACTED TEXT] inmates scheduled for court shall receive their special diet and extra water prior to be escorted to the reception area.

Inmates Placed on Risk Precaution (Suicide Risk)

The processing custody assistant shall make telephonic notification to module personnel when an inmate has been placed on risk precaution by CHS mental health personnel. The processing custody assistant shall follow up with an email notification to assigned module personnel, the tower sergeant, and tower supervising line deputy. Module personnel shall be responsible for changing the inmate out of their county issued jail uniform, and into a risk precaution gown within a reasonable amount of time.

When an inmate is removed from risk precaution, the processing custody assistant shall make notification telephonically and email module personnel. Module personnel shall ensure the inmate is provided a jail uniform within a reasonable amount of time.

NOTE: The processing custody assistant shall save all email notifications sent to staff. The emails shall be saved in the below listed folder under the first initial of the inmate's last name:

- **[REDACTED TEXT]**

Lastly, when an inmate is placed on risk precaution, module personnel shall search the cell and remove any items that are prohibited for inmates placed on risk precaution (plastic bags, plastic spoons, etc.).

NOTE: For additional information please refer to CDM section 5-01/050.00, "Handling of Suicidal Inmates."

Property

When any personal property is taken from an inmate, it shall be placed in an "Additional Property Envelope" and secured to prevent the property from being lost. The flap of the envelope shall be initialed by the deputy and sealed with tape. The deputy who took the inmate's property shall complete the Record of Valuables (SH-J-370) and give the inmate the pink copy of the form. All additional property shall be placed in the property room or given directly to the evidence and property custodian.

Storage of Inmate Money

When money is taken from an inmate, it shall be placed in a money envelope. The deputy shall write the inmate's name and booking number on the outside of the envelope. The envelope shall be taken directly to the cashier and deposited on the inmate's account. Upon receiving a Receipt of Deposit, the deputy shall deliver the receipt to the inmate.

CRDF does not accept bulk property.

High Value Property

High value properties are identified as keepsakes, money, and expensive jewelry (watches, rings, necklaces, medallions, etc.). A Record of Valuables (SH-J-370) shall be completed noting the type of property taken. A receipt shall be given to the inmate. The high value items shall be stored in the watch sergeant's safe after being recorded in the Evidence and Property Ledger.

When the cashier's office is closed, and a new booking arrives to the CRDF IRC with money totaling over four hundred (400) dollars, the following procedures shall be adhered to:

Reception personnel shall place the money in the safe located in booking and log the money in the Evidence and Property Ledger. Personnel assigned to the cashier's office shall report to the booking area and retrieve the money from the booking safe. The booking sergeant or supervising line deputy shall ensure the removal of money from the safe is accurately documented in the Evidence and Property Ledger.

Inmate Count Log

It is the responsibility of reception personnel to control and account for inmates entering the area. The Inmate Count Log shall be maintained to record the number of new booking inmates received at the IRC. The early morning (E.M.) shift reception personnel shall start a new count log at 0000 hours.

At the end of the day, when the Inmate Count Log is completed, the log shall be placed in the appropriate file and maintained in the CRDF IRC for the duration of the month. At the end of the month, the logs shall be collected and stored.

Removal Orders

Los Angeles Sheriff's Department (LASD) detectives or any outside agency who wants to remove an inmate from our custody to theirs, shall obtain a court order to do so. Once obtained, the court

order shall then be submitted to the Warrants & Detainers Unit [REDACTED TEXT] The detective or outside agency requesting the removal order can call [REDACTED TEXT] to follow up with their request.

Releases

To ensure the safety of all inmates being released from the custody of the Los Angeles County Sheriff's Department, the CRDF reception area will not release inmates who have completed their sentence (i.e., expiration percentage) pursuant to Penal Code 4024(a) between 2200 and 0600 hours. During this timeframe, the release area shall be closed. IRC records will ensure all release passes have been sent no later than 1900 hours.

Spontaneous releases (i.e., bail bond) may be released during nighttime hours. CRDF reception personnel shall be responsible for processing these inmates for release in coordination with the bond clerk.

NOTE: CRDF reception personnel shall make every attempt to confirm bond releases have confirmed transportation arrangements.

Upon receipt of an inmate release pass, module personnel shall review the pass to determine if the inmate needs to be escorted to the pharmacy to receive their release medication, prior to being escorted to reception. Inmates requiring medication shall be escorted to the CRDF Pharmacy and then to reception. Inmates who do not require medication shall be escorted directly to reception.

NOTE: Custody personnel shall not take possession of the medication or sign on behalf of the inmate. The pharmacist will hand the inmate their medication and obtain the inmate's signature.

NOTE: Please refer to CRDF UO 5-25-025, Inmate Safe Release Procedures" for additional information.

In-Custody Releases

During female court-line, inmates shall be sent to the reception area for the purpose of being transferred to outlying facilities. Reception personnel shall receive these inmates and account for their arrival. Once the inmates have been checked-in, they shall be placed in one of the transfer holding cells until the arrival of transporting personnel.

Inmates being transferred to other law enforcement agencies shall be processed at the CRDF IRC. A manifest shall be sent to CRDF reception personnel listing the inmates by name and booking number. Reception personnel shall utilize this list to account for the inmates.

Conditional Release Process: Program Releases

Personnel assigned to the positions of release deputy and/or release custody assistant will receive a daily list of inmates scheduled to be released to various programs. The release deputy and/or custody assistant shall issue a pass to the inmate's housing location in preparation for release. In the event an inmate is classified as mental health, the inmate shall be cleared by a CHS mental

health clinician prior to being escorted to the release area for processing.

Once advised that the program representative has arrived at CRDF, the release deputy and/or custody assistant shall contact the representative at the property release window. The release deputy and/or custody assistant shall request and retrieve the following items:

- **A copy of the program representative's driver's license**
- **A minute order from the court ordering the inmate to the program or a copy of the program's letterhead stating the name of the inmate to be released to their program and the name of the representative the inmate is to be released to.**

The program representative taking custody of the inmate shall sign and fill out the appropriate boxes titled "Released To" on the back of the booking slip. The release deputy and/or custody assistant shall then attach a copy of the program representative's driver's license and required paperwork to the booking slip. Any prescribed medication for the inmate shall be turned over to the program representative at this time.

The release deputy and/or custody assistant shall then Live Scan the inmate scheduled for release. The inmate shall be provided with their civilian clothing and allowed to dress out of their jail issued clothing. Once completed, the inmate shall be secured in the holding tank prior to having contact with the program representative.

The release deputy and/or custody assistant shall escort the inmate(s) to the program release representative to ensure the correct inmate is transferred to the program and into the custody of the program representative. The release deputy and/or custody assistant shall then sign the back of the booking and property record under, "Released By."

The inmate's booking slip shall then be forwarded to the IRC records clerk who shall release the inmate from AJIS.

NOTE: The release deputy and/or custody assistant shall only sign the back of the booking and property record under, "Released By," if the Live Scan machine is inoperable and release personnel conduct a hard print release. Otherwise, the release deputy and/or custody assistant shall electronically sign the booking and property record when they complete the Live Scan.

NOTE: Once inmates are released into the custody of the program release representative, it is the inmates' responsibility to retrieve their property from the property window located in the lower floor of the Century Station lobby.

NOTE: Program representatives who have not arrived by 1200 hours must reschedule with the rehabilitation desk located at the CRDF IRC.

<u>Release of Mental Health Inmates</u>

High Observation Housing (HOH) inmates being released to the following entities do not require a mental health evaluation before being released:

- **Metro or Patton State Hospital**

- **Olive View Hospital**
- **United States Marshalls**
- **Probation or parole**
- **Extraditions to any state or federal institution**
- **Office of Diversion and Rehabilitation (ODR); however, the clinician shall sign the inmate release pass**

HOH inmates not being released to one of the above named entities shall be evaluated by CHS mental health personnel prior to release. HOH inmates and Medium Observation Housing (MOH) inmates under conservatorship shall be evaluated by CHS mental health personnel prior to being released.

NOTE: Mental health inmates requiring a mental health evaluation prior to release shall return to CRDF from court. Refer to Manual of Policy and Procedures (MPP) section 5-03/130.05, "Prisoners/Inmates Processed through IRC/CRDF."

NOTE: Inmates may elect to participate in the Voluntary Delayed Release Program. Please refer to Station Jail Manual section 6-11/010.00, "Voluntary Delayed Release Program," for additional information.

Verifying Identity

When an inmate arrives to the reception area, deputies shall inspect their wristband for legibility and tampering to ensure the correct inmate has reported. The inmate shall then be checked-in on the manifest and placed in a holding cell.

Prior to the inmate's transfer, it is the responsibility of reception personnel to verify the fingerprints of all inmates being transferred to another agency. The original fingerprints taken at the time of booking shall be compared to the inmate's actual fingerprints prior to the inmate being released to the agency. In all cases, no matter what the release reason, when an inmate is being processed and there are no fingerprints on file to compare to the inmate that is being considered for release, a positive identification is required. The inmate shall be fingerprinted using a Live Scan machine. The inmate shall be held in custody until a return has been received that confirms the identity of the inmate.

It shall be the responsibility of reception personnel to conduct positive identification checks for all inmates pending release who do not have fingerprints on file.

Temporary Commitments

Inmates who are "Temporary Commitments" (Penal Code section 1203.03 - 90-day observation) shall be fingerprinted on a separate sheet. The sheet shall contain the name and booking number of the inmate, the name and employee number of the deputy taking the fingerprint, and the date and time the fingerprints were taken. This sheet must be stapled to the inmate's booking slip.

State Prison Transfers

The document control clerk from the state prison desk will provide reception personnel with a list of inmates being transferred to the custody of the California Department of Corrections and Rehabilitation (CDCR). This list will contain the inmates' names and their respective CDCR destinations. Reception personnel shall utilize this list to account for the arrival of the inmates into the reception center. When inmates arrive at the reception center for transfer, the inmates' wristbands must be inspected for legibility and tampering to ensure the correct inmates have reported. After the inmates are checked-in, they shall be placed in a holding cell.

Document control will email the inmate's original booking slips to the CRDF IRC. The inmates shall be fingerprinted on the reverse side of the booking slips in the box titled "When Released." Deputies shall then compare the fingerprints to those taken "When Booked" to ensure they match. If the fingerprints do not match, the inmate shall be isolated, and the reception sergeant notified. The reception sergeant shall supervise an investigation/inquiry to determine if an escape attempt has been made. The inmate shall not be released until their identity is established and the investigation is concluded.

After reception personnel determine the fingerprints match, they must sign the reverse side of the booking slip in the box titled "Released By." Prior to accepting the inmate(s), CDCR personnel shall sign the box titled "Released To." IRC personnel shall place the signed booking slips in the IRC pick-up tray to be delivered to the State Prison Desk, document control clerk.

Miss-outs

If an inmate does not report to the reception center for transfer, reception personnel shall contact the inmate's module officer to locate the inmate. The on-duty watch commander and CST Statewide crew are the only personnel authorized to remove an inmate from an in-custody release line.

Clothing for Inmate Release

It is the responsibility of reception personnel to supervise and direct the exchange of clothing for inmates being transferred to the custody of another agency, or who are being released from the custody of the LASD. Evidence and property workers are responsible for retrieving the clothing and delivering it to the reception center for the clothing exchange.

Inmates being transferred under Penal Code section 1203.03 (Mental Observation) shall remain in their jail issued clothing.

NOTE: Refer to CDM section 5-06/040.00, "Non-Institutional (Civilian) Clothing Storage," for additional information.

REVISED 03/07/2025

REVISED 11/07/2024

REVISED 07/24/2024

REVISED 02/03/2022

• 5-16-040: Distribution of Personal Care Items- Approved by CSS 4/2/2024

Los Angeles County Sheriff's Department

	Unit Order: 5-16-040
CUSTODY SERVICES DIVISION	**Effective Date:** 06/21/06
SPECIALIZED PROGRAMS	**Reviewed Date:** 01/18/24
CENTURY REGIONAL DETENTION FACILITY	
Subject: Distribution of Personal Care Items	
Reference: CDM 5-01/050.00, 5-13/080.00, 5-13/090.00; CCR Title 15, Section 1265	
Unit Commander Signature: On File	**Date: 04/04/2024**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the distribution of personal care items to prisoners and inmates housed at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

Pursuant to the California Code of Regulations (CCR) Title 15, section 1265, "Issue of Personal Care Items," and Custody Division Manual (CDM) sections 5-13/080.00, "Indigent Inmates," and 5-13/090.00, "Personal Care Items and Supplies for Inmates," the following procedures have been established for the distribution of personal care and hygiene items to inmates.

All new prisoners at the time of intake, and existing inmates (upon request) who are held over twenty-four (24) hours and unable to supply themselves with the following items (due to indigence or the absence of canteen), shall receive an "Admissions Kit," which includes the below listed items:

- **Toothbrush**
- **Toothpaste**
- **Soap**

- **Comb**
- **Deodorant**
- **Shampoo**
- **Shaving implements***
- **"Guide Through Custody" pamphlet**
- **Prison Rape Elimination Act (PREA) Comprehensive Inmate Education Form (SH-J-632)**

***NOTE: Shaving implements (disposable cartridge or razors) shall be provided to general population inmates.**

All inmates, regardless of the length of time spent in a custody facility, who are unable to supply themselves with the above listed personal care items, shall be provided the needed item upon request, from the module officer. Module officers shall ensure personal care items are available for distribution upon request.

Correctional Health Services (CHS) clinicians will determine and communicate with custody personnel the allowable property recommendations and/or restrictions via an "Inmate Property Door Sign" for inmates placed on risk precaution (suicide risk) and inmates housed in High Observation Housing (HOH). Moderate Observation Housing (MOH) inmates may retain a toothbrush and toothpaste inside their cell. For additional information regarding housing and handling of risk precaution and HOH inmates, refer to CDM section 5-01/050.00, "Handling of Suicidal Inmates."

Each menstruating inmate housed at CRDF shall be provided with sanitary napkins, panty liners, and tampons. All feminine hygiene products shall be readily available in a common space within each module or pod setting.

<u>Indigent Inmates</u>

Inmates who are indigent and unable to supply themselves with personal care items at the time of their commissary order, may select "Indigent Kit," which includes the same articles as the "Admissions Kit."

The following items are included in the "Indigent Kit" supplied by the commissary vendor:

- **"Admissions Kit" items**
- **Stationary**
- **Postage stamps**
- **Pencil**
- **Envelope**

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.

Revised 01/18/2024

Revised 05/04/21 (DOJ 51)

Revised 08/14/20

Revised 08/03/17

• 5-03-030: Law Enforcement Interviews

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for law enforcement interviews at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working in any capacity at CRDF.

ORDER:

Law enforcement investigators (not assigned to LASD Custody Operations) requesting to interview an inmate housed at CRDF, shall make arrangements through the on duty watch commander, or their designee.

Booking Interviews

After booking, prisoners may be interviewed by law enforcement personnel, district attorneys, district investigators, federal, and/or state law enforcement officers. Interviews shall be coordinated by the booking counter deputy and will take place in one of the booking area interview rooms. Officers shall enter through the booking center exterior entrance and shall wear visible identification.

Sheriff's Department detectives may remove Type I prisoners from the booking center and escort them to the Century Station interview rooms with the approval of the on-duty watch commander. The booking sergeant or supervising line deputy is responsible for verifying the identity of law enforcement personnel and maintaining a log of prisoners removed from and returned to the booking center.

Type II Inmate Interviews (housed at CRDF)

Law Enforcement investigators may interview an inmate inside the secured area of the facility, in booking, or through the visiting center.

Law enforcement investigators are required to:

Present their agency identification for examination

Schedule their visit in the Inmate Video Visitation System (IVVS), and

Obtain the watch commanders approval for entry into the secured area of the facility

Once approved, the interviews shall occur in the area(s) designated by the on-duty watch commander, or their designee. Absent a court order, inmates shall not be transported to another facility to be interviewed.

Visiting Center Interviews

If the law enforcement officer does not need to interview the inmate inside the secured area of the facility, they will be able to interview the inmate through the visiting center. The officer shall identify himself/herself to visiting personnel, who will coordinate the interview in the same manner as an attorney/legal visit. The hours for this type of interview are limited to the established attorney visiting hours, unless other arrangements are made through the watch commander.

Use of Recording Devices

The on-duty watch commander shall approve any electronic device brought into the secured area of CRDF by law enforcement personnel. The watch commander shall log their approval in the Watch Commander's Log.

Removal Orders

Inmates remanded to the custody of the Sheriff (per 4004 PC) shall not be removed from the jail without a removal order. All removal orders, shall be completed in adherence with CDM section 5-14/020.00, "Removal Orders," and MPP section 5-03/170.00, "Department Responsibilities."

Revision Date (02-25-2019)

Revision Date (07-14-2013

• 5-03-045: Medical and Mental Health Triage (Reception and Century Booking)

PURPOSE OF THIS ORDER:

The purpose of this order is to establish procedures for the triage and screening of female inmates during the intake process at Century Regional Detention Facility (CRDF) or Century Booking.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working in any capacity at CRDF.

ORDER:

All inmates newly booked into CRDF, either through the reception center or Century Booking, shall be evaluated for healthcare issues. All females booked at Century Station shall be escorted to the CRDF reception center once the booking process has been completed. Female bookings shall not be escorted directly from booking to[REDACTED TEXT], or any other housing area, prior to being triaged in the reception area. All female bookings shall be evaluated by Correctional Health Services (CHS) personnel prior to housing.

During the triage and/or classification process, booking/reception personnel shall ask the following questions to identify inmates in need of medical and/or mental health care.

1) Are you currently taking prescribed medication that you must take within the next six (6) hours?

2) Are you thinking about harming yourself?

If the inmate answers yes to either question, CHS personnel shall be summoned to examine the inmate and determine if they need to be expedited through the booking process.

CRDF personnel who identify an inmate who may be suicidal or who presents a suicide risk, shall immediately do the following:

Notify mental health staff;

Notify the reception center sergeant and supervising line deputy;

Complete a Behavioral Observation and Mental Health Referral (BOMHR) form (SH-J-407)

Remove any articles that may assist the inmate/prisoner in harming themselves (sheet, towel, t-shirt, etc.) and provide them with a suicide prevention gown;

Provide direct and unobstructed observation of the inmate;

Expedite the intake/triage process.

Personnel assigned to the reception center shall ensure the inmate(s) are updated on the Defendants Inmate Movement Management System (DIMMS). The following CRDF operation/ location code shall be used to reflect the inmate was expedited to module 1200 for an assessment by healthcare personnel.

CREX-Century Regional Expedite to [REDACTED TEXT]

Custody personnel shall maintain constant and direct supervision of the inmate until they are evaluated by CHS personnel.

Upon evaluation, inmates determined to be suicidal/mentally ill by CHS, shall be assigned to appropriate mental health housing. The appropriate wristband shall be made prior to the inmate

being escorted to their housing location. In addition, personnel shall ensure the BOMHR form accompanies the inmate and is given to module personnel.

Booking Area

Booking personnel who encounter a female prisoner who is suicidal/mentally ill shall do the following for all non-cite outs:

All female prisoners identified as suicidal shall be waist-chained and placed in [REDACTED TEXT] to ensure constant and direct supervision of the prisoner;

o If booking cells[REDACTED TEXT] are utilized by other suicidal/mentally ill prisoners, other cells facing the booking desk that provide direct supervision of the prisoner may be utilized, if necessary;

Initiate a BOMHR form and generate a reference number;

Notify the booking sergeant and on-duty watch commander;

Initiate 15 minute inmate safety checks utilizing the Title 15 barcode scanner. If the scanner is unavailable or not operating, a manual entry shall be made stating the time the inmate safety check was completed, in addition to the time the handcuffs or waist chain were placed on the inmate. This information shall documented in the "Additional Information" section of the electronic Uniform Daily Activity Log (e-UDAL);

All policies delineated in CDM section 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates," shall be followed;

Female prisoners shall be expedited to the reception area;

Remove any articles that may assist in self-harm and provided the prisoner with a suicide precaution gown;

Notification to the "on-call psych" shall be made by reception area personnel;

Notification to the reception area sergeant and supervising line deputy shall be made;

Expedite the intake/triage process.

Booking personnel who encounter a male prisoner who is suicidal/mentally ill shall do the following for all non-cite outs:

ï,· All male prisoners identified as suicidal shall be waist-chained and placed in booking cell [REDACTED TEXT] to ensure constant and direct supervision of the prisoner;

o If booking cells [REDACTED TEXT] are utilized by other suicidal/mentally ill prisoners, other cells facing the booking desk that provide direct supervision of the prisoner may be utilized, if necessary

Notify the booking sergeant and on-duty watch commander;

Initiate 15 minute inmate safety checks utilizing the Title 15 barcode scanner. Adhere to the procedures described above in the section concerning inmate safety checks for female prisoners;

Initiate a BOMHR form; however, do not generate a reference number;

Contact the arresting agency for transportation of the male prisoner to the Inmate Reception Center (IRC);

Provide the transporting officer with the BOMHR form.

Cite-Outs for Male and Female prisoners:

The same process shall occur for all prisoners being cited and released; however, booking personnel shall contact the Mental Evaluation Team (MET) and/or the arresting agency advising them of a possible 5150 release.

Over-the-Counter Bookings (CRDF Inmate Reception Center)

All Sheriff's station and police department personnel shall contact the CRDF watch commander prior to transporting a female inmate to CRDF for housing. The watch commander or designee shall approve the transportation of the prisoner to CRDF once the prisoner is completely booked and live-scanned. The requirements listed on the JDIC message titled, "BOOKING REQUIREMENTS AT INMATE RECEPTION CENTER (IRC)" shall be followed.

Once the inmate arrives to CRDF, they shall be evaluated for acceptance by a CHS nurse. This applies to ALL over-the-counter bookings. In the event a nurse is not available in the reception area to complete the assessment, reception personnel shall contact the CRDF Main Clinic and request a nurse to respond and make the acceptance evaluation. The transporting officers shall be instructed to wait until CHS personnel accepts the prisoner/inmate.

An inmate who has received outside medical treatment prior to being transported to CRDF and has received a medical diagnosis, a prescription for medication, or a plan of treatment, must be reviewed by CHS personnel prior to CRDF accepting the inmate. The decision made by CHS personnel, in most cases, should be considered final.

The on-duty watch commander shall log all denials in the Watch Commander's Log.

NOTE: When booking personnel see or determine obvious signs of a new booking (non-cite outs) with health problems, (third trimester pregnancy, wearing a cast or brace, etc.) they shall contact the on-duty supervising nurse (ext. 4556 or 4545) and request CHS personnel to respond to the Century Booking area.

Revised (03-02-2020)

Revised (06-06-2013)

Revised (08-10-2007)

• 5-03-010 Escorts and Inmate Passes (Housing, Medical, Video Conference, Department 95 Hearings, and Teleconference)-CSS Approved 03/17/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the movement of inmates within the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

Inmate Passes

Passes are an integral part of inmate movement, as they may relate to Correctional Health Services (CHS), inmate release, housing assignments, video conferences, visiting, and court line. Delayed or unfulfilled passes may cause noncompliance with Title 15 standards, inmate over detentions, and adversely affect jail operations.

Absent exigent circumstances, custody personnel shall ensure inmate passes/requests for service are fulfilled within a reasonable amount of time. If custody personnel are unable to obtain assistance in accommodating an inmate pass/request for service, they shall notify their supervising line deputy or sergeant.

It is the responsibility of the supervising line deputy or sergeant to ensure all pending inmate passes/requests for service within their assigned housing locations are completed prior to the end of their shifts. If the pass/request for service cannot be completed, the tower supervising line deputy or tower sergeant shall notify the watch commander to determine if further action is required. The notification to the watch commander and outcome shall be documented in the electronic or paper Uniform Daily Activity Log (e-UDAL/UDAL) and verified by the tower supervising line deputy or tower sergeant. This also applies to passes/requests, wherein service was completed, and cleared from the Automated Justice Information System (AJIS) absent the physical movement of the inmate.

Once the service is completed for the issued pass, it is imperative that module personnel promptly clear the pass(es) in AJIS to ensure the following:

- **Accurate documentation of generated inmate pass/request for service**
- **Inmate movement**
- **Facility population count**

- **Allow any additional inmate pass/request for service to generate**

In addition, if a pass generated by Inmate Reception Center (IRC) cannot be completed, IRC Document Control personnel and IRC watch commander shall be notified immediately by personnel from the location responsible for completing the pass.

Proper notification of any pending inmate passes/requests for service shall be made to the oncoming shift, so the pass may be completed. For further information pertaining to inmate passes and requests for service, refer to Custody Division Manual (CDM) section 5-12/010.005, "Inmate Passes/Requests for Service," and 3-07/000.00, "Automated Justice Information System (AJIS) Inmate Inventory Audit."

NOTE: All inmate escorts shall be recorded on body worn cameras as delineated in CDM section 3-06/055.15, "Body Worn Cameras."

Rovers

Rovers are responsible for the control and security of the corridors and sally-ports. They are also responsible for movement related to inmate passes/requests for services assigned to their respective floors and shall accomplish this expeditiously accomplish this. The rover shall maintain frequent contact with the module deputy to inquire which passes have been generated and escort the inmate(s) forthwith.

Temporary Movement Log

When an inmate leaves their housing module for any reason, their name, booking number, time, and location shall be documented on the temporary movement log. In the event of an emergency, this will assist personnel with locating inmates who are assigned to the module but are not physically present.

CRDF Inmate Reception Center to Temporary or Permanent Housing

All arriving inmates at CRDF shall be processed through the reception center. The processing custody assistant shall determine the initial inmate housing assignments. Reception center custody personnel shall escort inmates to their assigned modules. If this cannot be accomplished due to staffing issues or an incident occurring within the immediate area, reception personnel may ask for the assistance of other custody personnel from the facility.

The transfer of inmates between housing areas shall be arranged by the processing custody assistant (CA). Custody personnel assigned to module [REDACTED TEXT] (intake), shall notify the processing custody assistant when inmates have been cleared for permanent housing. The processing CA shall locate appropriate housing for each inmate based on classification, security level, and keep away status. When the inmate arrives to their housing assignment, ensure they are removed from the MC03 screen.

NOTE: Inmates escorted to discipline or pre-discipline shall be handcuffed. Prior to the move, the tower sergeant or tower supervising line deputy shall be notified.

NOTE: Inmates with classifications [REDACTED TEXT] and High Observation Housing (HOH) inmates shall be handcuffed and inmates with classification [REDACTED TEXT] shall be waist chained prior to and during movement out of their pod or housing location.

Court Line/Transfer

The CRDF reception center is the centralized point for all inmate court line and transfer activity. All inmates being processed for court and/or transferred shall be escorted to the reception center by the floor rover, or other available line personnel.

Daily Video Conferences and Department 95 Hearings

Monday through Friday, the CRDF Legal Unit will disseminate the daily video conference list and Department 95 Hearing list to line personnel via email. The first list will be generated and distributed by 0700 hours. The second list, known as the "Add-on-Video Conference List" will be prepared and distributed by 1200 hours. Module personnel shall print this list every morning and afternoon, as an inmate pass/request for service will not be generated. The inmates identified on the list, shall be escorted to the designated location at least ten minutes prior to their scheduled visit by the floor rover. If the floor rover is unavailable to escort the inmate to the designated location, module personnel shall contact the tower supervising line deputy to request assistance. For further information, refer to CDM section 5-10/010.05, "Inmate Video Visitation System."

Teleconference

The Correctional Innovative Technology Unit (CITU) is responsible for arranging teleconferences between professionals and inmates housed at CRDF. After a pass is generated, module personnel shall escort the inmate from their cell to any phone located within the housing module. Module personnel shall provide the inmate with the step-by-step instructions located on the pass. These instructions are as follows:

- **Inmate shall pick up the receiver**
- **Select option #1 for English and option #2 for Spanish**
- **Select option #9 for Teleconference**
- **Input booking number and pin number**
- **The call is automatically routed to the scheduled teleconference call**
- **In the event the first attempt was unsuccessful, please have the inmate try again or switch to another phone**

NOTE: While waiting for the incoming call from the professional, the caller may experience extended periods of silence (advise the inmate to remain on the call and not hang up).

Confrontations/Incidents with Hostile, Aggressive, and/or Recalcitrant Inmates

The escorting of a recalcitrant, hostile, or agressive inmates to the clinic or to the discipline module after an incident, shall be done in the presence of a sergeant and ensure body worn camera is activated. Personnel involved in any type of confrontation with the inmate shall not be part of the escort team.

The presence of the supervisor shall be included in written reports concerning the incident. For additional information refer to CDM sections 7-04/000.00, "Escorting Procedures for Combative or Uncooperative Inmates," and 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

Inmates Housed in High Observation Housing (HOH) Units

When escorting an HOH inmate to and from the main clinic, or the reception center, two custody personnel should be utilized when feasible. This type of escort can include at least one deputy and one custody assistant, or two deputies. If the inmate is handcuffed or waist chained, escorting personnel shall maintain positive two-point contact with the inmate. Utilizing this technique ensures better control over the inmate in situations where the inmate becomes assaultive and/or resistive.

NOTE: Custody personnel may excercise the discretion to escort a line of "cooperative" HOH inmates to and from the main clinic and reception area. A minimum of two custody personnel shall be utilized.

REVISED 01/08/2026

REVISED 02/06/2023

REVISED 11/27/2019

REVISED 11/07/2019

REVISED 07/25/2019

REVISED 06/20/2018

• 5-03-030 Law Enforcement Interviews- Approved by CSS Policy Review 4/25/2023

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for law enforcement interviews at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working in any capacity at CRDF.

ORDER:

Law enforcement investigators (not assigned to LASD Custody Operations) requesting to interview an inmate housed at CRDF shall make arrangements through the on duty watch commander or

their designee.

Century Booking Interviews

After booking, prisoners may be interviewed by law enforcement personnel, district attorneys, district investigators, federal, and/or state law enforcement officers. Interviews shall be coordinated by the booking counter deputy and shall take place in the booking area interview rooms. Law enforcement officers shall enter through the booking center exterior entrance and shall wear visible agency identification. During normal visiting hours, booking personnel shall direct law enforcement officers to the visiting area to be processed. Visiting personnel shall record the visit in the Inmate Video Visitation System (IVVS). For interview request during non-visiting hours, the investigator shall seek approval from the on-duty watch commander.

Sheriff's Department detectives may remove Type I prisoners from the booking center and escort them to the Century Station interview rooms with the approval of the on-duty watch commander. The booking sergeant or supervising line deputy is responsible for verifying the identity of law enforcement personnel and maintaining a log of prisoners removed from and returned to the booking center.

Type II Inmate Interviews (housed at CRDF)

Law enforcement investigators may interview an inmate inside the secured area of the facility, in booking, or through the visiting center. During normal visiting hours, investigators will be processed by CRDF visiting personnel. For interview requests during non-visiting hours, the investigator shall seek approval from the on-duty watch commander.

Law enforcement investigators include, but are not limited to:

- **Any deputy sheriff personnel (not assigned to Custody Operations)**
- **Outside law enforcement officers (including federal and state)**
- **District attorneys or district attorney investigators**

Law enforcement investigators are required to:

- **Present their agency identification for examination**
- **Have visiting personnel record the visit in the IVVS, and**
- **Obtain the watch commander’s approval for entry into the secured area of the facilit**

Once approved, the interviews shall occur in the area(s) designated by the on-duty watch commander, or their designee. Absent a court order, inmates shall not be transported to another facility to be interviewed.

Confidential Interviews

When a law enforcement investigator has the need to confidentially interview a person in custody, CDM section 3-10/015.00, "Custody Division Entry and Exit Procedures" shall apply.

Investigators shall advise the facility watch commander in person of their need to conduct a confidential interview and obtain approval for any electronic devices being brought into the secured area of the facility. Once advised, the watch commander shall ensure the appropriate personnel are notified and what electronic devices are allowed to be used during the interview in accordance to CDM section 3-01/090.05, "Wireless Communication Devices." Sheriff's Department investigators shall document their case file listing the date, time, facility and name of the watch commander who approved the electronic devices. The inmate shall be returned to their housing location once the interview is complete.

Use of Recording Devices

The on-duty watch commander shall approve any electronic device brought into the secured area of CRDF by law enforcement personnel. The watch commander shall log their approval in the Watch Commander's Log.

Visiting Center Interviews

If the law enforcement officer does not need to interview the inmate inside the secured area of the facility, they will be able to interview the inmate through the visiting center. The officer shall identify himself/herself to visiting personnel, who will coordinate the interview in the same manner as an attorney/legal visit. The hours for this type of interview are limited to the established attorney visiting hours unless other arrangements are made through the watch commander.

Removal Orders

Inmates remanded to the custody of the Sheriff (per 4004 PC) shall not be removed from the jail without a removal order.

Law enforcement officers shall obtain a removal order to interview an inmate housed at CRDF outside of the Century booking area.

NOTE: All removal orders, shall be completed in adherence with CDM section 5-14/020.00, "Removal Orders," and MPP section 5-03/170.00, "Department Responsibilities."

REVISED 4/10/23

REVISED 2/25/19

REVISED 7/14/13

• 5-03-045 Medical and Mental Health Triage (Reception and Century Booking)- Approved by CSS Policy Review 4/25/2023

PURPOSE OF THIS ORDER:
The purpose of this order is to establish procedures for the triage and screening of female inmates during the intake process at Century Regional Detention Facility (CRDF) or Century booking.

SCOPE OF ORDER:
This order shall apply to all personnel assigned to, and/or working in any capacity at CRDF.

ORDER:
All inmates newly booked into CRDF, either through the reception center or Century booking, shall be evaluated for, but not limited to, medical and mental health problems, developmental disabilities, and communicable diseases.

All females booked at Century Station shall be escorted to the CRDF reception center once the booking process has been completed. Female bookings shall not be escorted directly from booking to module [REDACTED TEXT] or any other housing area, prior to being triaged in the reception area. All female bookings shall be evaluated by Correctional Health Services (CHS) personnel prior to housing.

During the triage and/or classification process, booking/reception personnel shall ask the following questions to identify inmates in need of medical and/or mental health care.
1) Are you currently taking prescribed medication that you must take within the next six (6) hours?
2) Are you thinking about harming yourself?

If the inmate answers yes to either question, CHS personnel shall be summoned to examine the inmate and determine if they need to be expedited through the booking process.

CRDF personnel who identify an inmate who may be suicidal or presents a suicide risk, shall immediately do the following:
• Notify mental health staff;
• Notify the reception center sergeant and supervising line deputy;
• Complete a Behavioral Observation and Mental Health Referral (BOMHR) form (SH-J-407)
• Remove any articles that may assist the inmate/prisoner in harming themselves (sheet, towel, t-shirt, etc.) and provide them with a suicide prevention gown;
• Place inmate under direct and unobstructed visual observation;
• Expedite the intake/triage process.

Personnel assigned to the reception center shall ensure the inmate(s) is updated on the Defendants Inmate Movement Management System (DIMMS). The following CRDF operation/ location code shall be used to reflect the inmate was expedited to module [REDACTED TEXT] for an assessment by healthcare personnel.
• CREX-Century Regional Expedite to Module [REDACTED TEXT]

Custody personnel shall maintain constant and direct supervision of the inmate until they are evaluated by CHS personnel.

Upon evaluation, inmates determined to be suicidal/mentally ill by CHS, shall be assigned to appropriate mental health housing. The appropriate wristband shall be made prior to the inmate being escorted to their housing location. In addition, personnel shall ensure the BOMHR report

accompanies the inmate and is given to the receiving module personnel.

Century Booking Area

Booking personnel who encounter a female prisoner who is suicidal/mentally ill shall do the following for all non-cite outs:
• All female prisoners identified as suicidal shall be waist-chained and placed in booking cell [REDACTED TEXT] to ensure constant and unobstructed supervision of the prisoner;

> **If booking cells [REDACTED TEXT]are utilized by other suicidal/mentally ill prisoners, other cells facing the booking desk that provide unobstructed supervision of the prisoner may be utilized, if necessary;**

• Initiate a BOMHR form and generate a reference number;
• Notify the booking sergeant and on-duty watch commander;
• Initiate 15 minute inmate safety checks utilizing the Title 15 barcode scanner. If the scanner is unavailable or not operating, a manual entry shall be made stating the time the inmate safety check was completed, in addition to the time the handcuffs or waist chain were placed on the inmate. This information shall be documented in the "Additional Information" section of the electronic Uniform Daily Activity Log (e- UDAL);
• All policies delineated in CDM section 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates," shall be followed;
• Female prisoners shall be expedited to the reception area;
• Remove any articles that may assist in self-harm and provide the prisoner with a suicide precaution gown;
• Notification to the "on-call psych" shall be made by reception area personnel;
• Notification to the reception area sergeant and supervising line deputy shall be made;
• Expedite the intake/triage process.

Booking personnel who encounter a male prisoner who is suicidal/mentally ill shall do the following for all non-cite outs:
• All male prisoners identified as suicidal shall be waist-chained and placed in booking cell [REDACTED TEXT] to ensure constant and unobstructed supervision of the prisoner;
o If booking cells[REDACTED TEXT] are utilized by other suicidal/mentally ill prisoners, other cells facing the booking desk that provide unobstructed supervision of the prisoner may be utilized, if necessary
• Notify the booking sergeant and on-duty watch commander;
• Initiate 15 minute inmate safety checks utilizing the Title 15 barcode scanner. Adhere to the procedures described above in the section concerning inmate safety checks for female prisoners;
• Initiate a BOMHR form; however, do not generate a reference number;
• Contact the arresting agency for transportation of the male prisoner to the Inmate Reception Center (IRC);
• Provide the transporting officer with the BOMHR form.

Cite-Outs for Male and Female prisoners:
The same process shall occur for all prisoners being cited and released; however, booking personnel shall contact the Mental Evaluation Team (MET) and/or the arresting agency advising them of a possible 5150 release.

Over-the-Counter Bookings (CRDF Inmate Reception Center)

All Sheriff's station and police department personnel shall contact the CRDF watch commander prior to transporting a female inmate to CRDF for housing. The watch commander or designee shall approve the transportation of the prisoner to CRDF once the prisoner is completely booked and live-scanned. The requirements listed on the JDIC message titled, "BOOKING REQUIREMENTS AT INMATE RECEPTION CENTER (IRC)" shall be followed.

Upon arrival at CRDF, the inmate shall be evaluated for acceptance by a CHS nurse. This applies to ALL over-the-counter bookings. In the event a nurse is not available in the reception area to complete the assessment, reception personnel shall contact the CRDF main clinic and request a nurse to respond and conduct the acceptance evaluation. The transporting officers shall be instructed to wait until CHS personnel accepts the prisoner/inmate.

An inmate who has received outside medical treatment prior to being transported to CRDF and has received a medical diagnosis, a prescription for medication, or a plan of treatment, must be reviewed by CHS personnel prior to CRDF accepting the inmate. The decision made by CHS personnel, in most cases, should be considered final.

The on-duty watch commander shall log all denials in the Watch Commander's Log.

NOTE: When booking personnel see or determine obvious signs of a new booking (non-cite outs) with healthcare needs, (third trimester pregnancy, wearing a cast or brace, etc.), they shall contact the on-duty supervising nurse (ext. [REDACTED TEXT]) and request CHS personnel to respond to the Century Booking area.

NOTE: Refer to CRDF Unit Order 3-00-00 "Module [REDACTED TEXT] Procedures" for additional information pertaining to the booking process.

REVISED 4/11/23
REVISED 3/02/20
REVISED 6/06/13
REVISED 8/10/07

• 5-03-050 Inmate Transportation and Admission to Medical Facilities- Approved by CSS on 05/22/2025

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: #5-03-050**
SPECIALIZED PROGRAMS	**Effective Date:** 04/12/2011
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/09/2025

Subject: Inmate Transportation and Admission to Medical Facilities

Reference: 4021 PC; CCR Title 15, section 1058; CDM 3-01/025.00, 4-01/020.05, 4-07/010.00, 4/07/015.00, 5-03/100.00, Informational Bulletin 2022-04

Unit Commander Signature: On File **Date: 06/10/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmates transferred and/or admitted to a hospital, or any outside medical facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

CRDF deputy personnel shall be responsible for providing primary security for inmates transported to a hospital. [REDACTED TEXT] Pursuant to CDM section 3-01/025.00, "Escorting and Providing Security for Female Inmates," and California Penal Code section 4021, "a female deputy sheriff or custodial officer shall be assigned, available, and accessible for the supervision of female inmates at all times. This includes inmates who are being temporarily held at a hospital or any other place for temporary detention."

In the event of exigent circumstances (e.g., medical emergency), a female inmate may be transported to an outside location by [REDACTED TEXT] male deputies if a female deputy is unavailable. This decision shall require the approval of the facility watch commander and the event shall be documented in the Watch Commander's Log, along with the reasons for the exception. The unit commander shall be notified of the situation. Arrangements shall be made for a female deputy to relieve the transporting male deputy as soon as possible.

If an inmate needs to be transported via ambulance, at least one deputy shall accompany the inmate in the ambulance. An additional deputy shall follow the ambulance in a radio car or van.

When medical personnel determine the need to transfer an inmate to a hospital for any medical reason, the following procedures shall be adhered to:

MEDICAL CLINIC CUSTODY PERSONNEL

The medical deputy/custody assistant (CA) shall be responsible for notifying the Main Control supervising line deputy (SLD) when an inmate needs a medical transport to a hospital or outside medical facility.

The medical deputy/CA shall notify module personnel assigned to the inmate's housing location that the inmate is being transported to a hospital or outside medical facility. Module personnel shall enter the inmate's name, booking number, pod/cell number, and location onto their module's Temporary Movement Log and in the electronic Uniform Daily Activity Log (e-UDAL) under the medical events section.

NOTE: An Inmate Injury/Illness Report (SH-J-212) shall be completed when an inmate has sustained a physical/visible injury and requires medical treatment and/or when medical personnel determines an inmate needs to be transported to an outside medical facility for further medical evaluation due to an illness or injury.

MAIN CONTROL ROOM PERSONNEL

The Main Control SLD, in conjunction with the watch sergeant, shall select and advise the escorting and/or transporting deputies of the impending transport. Supervisors shall make every attempt to assign [REDACTED TEXT] male and [REDACTED TEXT] female deputy to minimize the impact of female deputy personnel leaving the facility.

The Main Control SLD shall ensure an inmate information packet is completed and ready for transport with the inmate. The packet shall include the following documents:

- **A copy of the Hospital Security Assessment form**
- **A copy of the inmate's Los Angeles County Regional Identification System (LACRIS) photo**
- **A copy of the Automated Justice Information System (AJIS) security information**
  - **SIO1**
  - **MCO1**
  - **IC12**
  - **IC01**
  - **1C10**
- **A copy of the Consolidated Criminal History Reporting System (CCHRS)**
- **A copy of a map of the hospital facility and surrounding areas**
- **Emergency contact information**

The Main Control SLD shall give the completed inmate information packet to the escorting deputies and ensure the inmate is secured for transportation.

The Main Control SLD shall be notified by the transporting/escorting deputy when the inmate is cleared to return to CRDF from the hospital. If the returning inmate was admitted to or stayed at the hospital for over 24 hours, the Main Control SLD shall notify the watch commander and gain approval from the watch commander for the inmate to return to CRDF.

NOTE: Refer to CRDF Unit Order 5-03-040, "CRDF Inmate Reception Center Procedures," for additional information regarding the processing of inmates returning from the hospital.

NOTIFICATION TO LAW ENFORCEMENT AGENCY

The watch commander, or their designee, shall notify the law enforcement agency having jurisdiction over the hospital facility where the inmate will be housed. The agency shall be notified that a jail inmate will be at the hospital under the direct supervision of deputy personnel. Notification shall be made at the beginning of each shift for as long as the inmate remains at the hospital facility. The time and person notified shall be documented in the Facility Log.

NOTIFICATION TO THE LOS ANGELES GENERAL MEDICAL CENTER (LAGMC) WATCH COMMANDER

The CRDF Main Control SLD shall make notification to the LAGMC Watch Commander when CRDF deputy personnel are providing security for an inmate at their hospital. This notification shall be documented in the CRDF Facility Log.

NOTE: For additional information, refer to Custody Division Manual (CDM) section 5-03/100.00, "Inmate Detention at Hospitals."

NOTE: LAGMC was previously referred to as LCMC.

NOTIFICATION TO MEDICAL COMMAND CENTER BY WATCH COMMANDER

When an inmate has been cleared for discharge from a private hospital, the transporting/escorting deputies shall notify the Main Control SLD. The Main Control SLD shall contact the watch commander advising them of the inmate's discharge. The watch commander shall contact the Medical Command Center (MCC) to determine if there are any transfer restrictions for the inmate upon discharge from the hospital. The watch commander shall inform the Main Control SLD, who shall then contact the transporting/escorting deputies and provide further instructions regarding transport.

FACILITY LOG

The Main Control SLD shall enter the following information into the Facility Log:

- **Inmate's name**
- **Booking number**
- **Security level**
- **Hospital where the inmate will be transported to**
- **Purpose for the movement**

- **Agency jurisdiction where hospital is located, phone number, and person notified**
- **Name and employee number of deputy personnel who are transporting and providing hospital security**

NOTE: CRDF deputy personnel providing security for an inmate at LAGMC who require a break or end-of-shift relief shall notify the CRDF Main Control SLD. The CRDF Main Control SLD shall notify the LAGMC watch deputy that relief is needed. Notification shall be documented in the Facility Log. If LAGMC is unable to provide relief, the CRDF Main Control SLD shall notify the CRDF Watch Commander and log it in the Facility Log.

TRANSPORTING/ESCORTING DEPUTIES

Deputy personnel responsible for transporting the inmate to the hospital shall retrieve the information packet from the Main Control SLD. This packet shall remain in the direct possession of deputy personnel providing security for the inmate. In the event of an escape, this packet shall be given to the responding law enforcement agency.

The transporting deputies shall check out a vehicle from Main Control and complete a Tour of Duty Equipment Record form (SH-CR-159), including name, date, destination, and starting mileage. Upon return, the driver shall indicate the ending mileage and total miles driven on the Tour of Duty Equipment Record form. All Tour of Duty Equipment Record forms shall be retained in Main Control.

[REDACTED TEXT]

[REDACTED TEXT]

Once deputies have left the facility, they shall change their radio frequency to the Sheriff's Communication Center (SCC) access channel. Transporting deputies shall advise SCC of their transportation of a female inmate, including the starting mileage. Upon arrival at the hospital, the deputies transporting the female inmate shall notify the SCC operator of their ending mileage.

TRANSPORTATION OF PREGNANT INMATES

Deputy personnel assigned to transport a pregnant inmate to the hospital, whom CHS medical personnel have deemed to be in labor, shall not restrain the inmate by the waist, wrist, or ankles unless the inmate poses an immediate threat of great bodily injury or death to herself, her fetus, or others. If restraints must be utilized, watch commander approval shall be obtained. For additional information, refer to Custody Division Manual section 7-02/010.00, "Pregnant Inmates."

HOSPITAL SECURITY DEPUTIES

Upon arrival at the hospital, the deputies shall contact their watch commander and report the following:

- **Confirm they have relieved the previous hospital security deputies (if applicable)**
- **Confirm the above required information packet is present and complete**

- **Advise the inmate is secured and the inmate's room/immediate area has been searched**
- **Contact hospital security and inform them of the room number where the inmate is housed**

Deputies shall contact the watch commander (or their designee) at least once during their shift and provide a status update and at any time there is a significant change in the inmate's condition. These notifications shall be documented in the Watch Commander's Log.

A minimum of one deputy shall be present with the inmate at all times. Male deputy personnel shall not be left alone with a female inmate absent exigent circumstances. If a female deputy must step out of the room for any reason, the male deputy shall exit the room, stand at the door, and maintain a direct visual of the inmate until the female deputy returns.

Deputy personnel may be required to escort an inmate to various areas of the hospital for additional medical evaluation before the inmate is admitted into a hospital ward. Doctors and/or medical personnel do not dictate the level of security the Sheriff's Department provides. If there is a dispute, deputies shall contact the on-duty watch commander. Deputy personnel are reminded that an inmate shall never be left unattended.

When treatment of the inmate is completed and/or it is determined the inmate will be either admitted or discharged back to CRDF, the escorting deputies shall notify Main Control SLD. If the inmate is discharged back to CRDF, the transporting deputies shall contact the Main Control SLD, make notification, and stand by for advisement from the watch commander.

NOTE: For additional information, refer to the "Notification to MCC By Watch Commander" section of this unit order.

If the inmate is admitted to any hospital other than LAGMC, the escorting deputies shall contact the Main Control SLD to arrange for proper relief and to allow the watch sergeant time to assign deputy personnel for the next shift. The Main Control SLD shall notify the watch sergeant for proper hospital relief and shift coverage.

At least once per shift, duties permitting, the watch commander will designate a sergeant to respond to the hospital (unless at the LAGMC jail ward) and check on the status and security of the inmate and deputies. The response shall be documented in the Watch Commander's Log.

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 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 assigned deputies, the deputies shall immediately contact 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.

For additional information, refer to CDM section 4-07/010.00, "Notification and Reporting of Significant Incidents," and 4-07/015.00, "Notification of Incident to Custody Investigative Services Unit."

NOTE: Hospital security deputy personnel shall make notification to the CRDF watch commander or watch sergeant during an emergency or other unusual circumstances that occur while an inmate is detained at the hospital. Deputies encountering emergency situations within a hospital that require the inmate to be relocated or evacuated (e.g. fire, earthquake, etc.), shall follow the direction of hospital staff.

For additional information, refer to CDM section 5-03/100.00, "Inmate Detention at Hospitals," and LASD Informational Bulletin 2022-04, "Security of Inmates During Transportation."

REVISED 5/09/2025

REVISED 8/02/2024

REVISED 5/04/2023

REVISED 8/29/2018

• 5-03-115 Medica Prostheses

PURPOSE OF ORDER:

To establish procedures for inmates with medical prostheses.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

A prosthesis is defined as an artificial device used to replace a missing body part. Inmates shall not be deprived of the possession or use of any orthopedic or prosthetic device if the device has been prescribed, recommended and/or fitted by a physician.

Removal of Prostheses

If there is cause to believe that possession of the device constitutes an immediate risk of bodily harm to any person in the facility or threatens the security of the facility, the Watch Commander shall be notified and determine if the device should be taken from the inmate. The Watch Commander will prepare a memorandum explaining why the prosthesis was taken and submit it to Operations for review by the Unit Commander. [REDACTED TEXT]

When the appliance is removed, the inmate shall be examined by a physician within 24 hours of the removal. The physician will make a determination if the removal negatively impacts the health or safety of the inmate and notify the unit commander of his/her findings.

Upon notification from the physician, the unit commander shall determine if the appliance is to be returned to the inmate. If the appliance is not returned, the unit commander shall inform the physician and the inmate of the reasons for this action and provide the inmate with a form to petition the Superior Court, pursuant to the Penal Code, section 2656, "Orthopedic or Prosthetic Devices."

Inmate Relinquishes Device

If an inmate voluntarily relinquishes and/or declines the necessity of the prosthetic device, Reception Center personnel shall write an *Information Only* IRTS report. The report shall include the Medical Services personnel present during the inmate's search and statement.

[REDACTED TEXT]

• 5-06-010 Inmate Meals: Approved by CSS on 04/04/2025; minor revision made on 11/18/2025

Los Angeles County Sheriff's Department

	Unit Order: #5-06-010
CUSTODY SERVICES DIVISION	**Effective Date:** 01/01/1994
SPECIALIZED PROGRAMS	**Reviewed Date:** 11/18/2025
CENTURY REGIONAL DETENTION FACILITY	
Subject: Inmate Meals	

Reference: CDM 4-13/000.00, 5-11/040.00, 5-11/050.00, 5-13/010.00, 5-13/010.10, 5-15/000.00, CCR Title 15 Sections 1230 and 1240-1243, 1245, 1246 and 1248

Unit Commander Signature: On File **Date: 11/18/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures related to inmate meals at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel who are assigned to and/or working in any capacity at the CRDF.

ORDER:

Inmate meals shall be served three times during each 24-hour period. At least one of these meals shall include a hot meal. If more than 14 hours has elapsed between these meals, supplemental food shall be provided.

A minimum of 15 minutes shall be allowed for the actual consumption of each meal except for those inmates on medical diets where the responsible physician has prescribed additional time. If the inmate misses a regularly scheduled facility meal, they shall be provided with a sandwich and beverage in lieu of that meal.

Food Services Unit (FSU) personnel will obtain a current inmate count for each module and area from kitchen custody personnel, two hours prior to the meal. Kitchen custody personnel shall announce via the county-issued handheld radio when the food carts are available for pickup. Rover deputies shall supervise the inmate workers during the transportation of the flatbed food carts from the kitchen to the housing areas. Prior to leaving the kitchen, the rovers shall ensure all items for the meal are on the food carts by verifying the items against the menu that is to be taped to each food cart. Any discrepancy shall be immediately reported to the kitchen deputy. If any menu item discrepancies arise, personnel shall immediately consult with custody personnel assigned to the kitchen area. Food carts shall be delivered to housing area sally ports by the inmate workers under the supervision of custody personnel.

For additional information regarding transportation of food, inmate meal consumption, and inmate conduct during meals refer to Custody Division Manual (CDM) section 5-13/010.00, "Inmate Meals."

For information pertaining to facility written food service plan and frequency of servings, refer to the California Code of Regulations (CCR) Title 15, sections 1243, "Food Service Plan, and 1240, "Frequency of Servings."

<u>Serving Procedures</u>

Module personnel shall supervise inmate workers preparing for the service of hot meals to ensure compliance with the FSU, "Bulk Feeding and Inmate Hygiene Rules" video. This information shall be documented in the electronic Uniform Daily Activity Log (e-UDAL) in the "Additional Information" section. For example: "Deputy_____ observed the inmate workers adhere to the Bulk Feeding and Inmate Hygiene Rules."

All inmate workers handling food shall be required to wear hair nets to contain loose hair and help prevent the contamination of food. They shall wash their hands, including their forearms, with soap and hot water for at least 20 seconds. All food handlers shall wear gloves when serving food.

When providing meals to inmates located inside of their respective cells, module personnel may allow inmate workers to assist in delivering the food to inmates inside their cells; however, food shall NOT be placed on the floor. Module personnel shall open each cell door as the inmate worker approaches the cell to help deliver the food.

Inmates prescribed therapeutic/special diets shall receive their meals in a timely manner. If the special diet has been delivered to the incorrect module, it is the responsibility of module personnel to have the meal delivered expeditiously to the inmate's current housing location.

- **Food containers shall be arranged lengthwise on the serving tables to allow the trays to be slid down the table.**
- **The tables shall be cleaned with disposable paper towels and disinfectant cleaner before and after each use.**
- **The proper serving utensils shall be utilized for each food item.**
- **The portions indicated on the menu shall not be deviated from.**
- **Food containers shall be kept covered until meals are served.**
- **At the time of service, hot food should be served at or above 140 degrees Fahrenheit and cold food at or below 41 degrees Fahrenheit, to limit the growth of bacteria. The temperature shall be recorded in the e-UDAL.**
- **In order to prevent heat loss, food containers should not be stirred.**
- **Hot food is to be served first and cold food will be served last.**
- **Inmate workers who are part of the food service shall be served last**
- **Food containers shall never be placed on the floor.**
- **Food shall be served only under the immediate supervision of custody personnel.**
- **Inmates shall be allowed to converse in a moderate tone during meals with other inmates at the same table.**

NOTE: Custody personnel assigned to the kitchen area shall ensure all kitchen inmate workers review the bulk feeding and hygiene video provided by FSU personnel. Kitchen custody personnel shall ensure each inmate signs a roster after reviewing the videos. The rosters shall be submitted to the operations deputy who will retain the records in compliance with CDM section 4-13/000.00, "Retention of Records."

For additional information pertaining to establishing and maintaining health standards, the assignment of inmates in all phases of food handling and food serving supervision, refer to CDM section 5-11/040.00, "Food Handling," and CCR Title 15, sections 1246, "Food Serving and

Supervision," and 1230, "Food Handlers."

Direct Supervision Modules

Direct supervision modules may serve day room sleepers first, followed by each tier, to allow for sufficient tables and seating for each inmate receiving meals, per Title 15 regulations. At no time shall any food tray or container be placed on the floor. This includes sandwiches and beverage crates.

Special Population Modules

Inmates housed in special population modules (e.g., HOH, discipline, etc.) who consume meals inside their cell, shall have their trash removed at least two times per day.

- **AM shift personnel shall remove all trash accumulated during breakfast and lunch.**
- **PM shift personnel shall remove all trash after dinner has been consumed.**

Custody personnel shall approach each cell door and instruct the inmate to discard their trash. If an inmate refuses, and after several attempts made by custody personnel to retrieve the trash is unsuccessful, module personnel shall notify the tower supervising line deputy. A plan shall be formulated to retrieve the trash.

Court Line Meals

Food carts shall be delivered to the housing modules for court line meals at 0400 hours. Inmates returning from court after 1800 hours ("late court returnees") shall be provided a hot meal. The CRDF Inmate Reception Center (IRC) shall be responsible for distributing hot meals to all late court returnees as follows:

- **At 1750 hours, Reception Center personnel shall obtain cambros containing burritos, and crates of juice from kitchen personnel.**
- **Prior to serving food, personnel shall ensure inmate workers assigned as food handlers have been medically cleared and have complied with appropriate hygiene procedures.**
- **Beginning at 1800 hours, food shall be served to all late court returnees. They shall receive two burritos and one carton of juice.**
- **Inmates prescribed therapeutic/special diets shall receive their meals after notifying custody staff. The floor rover is responsible for requesting the inmate's meal from the kitchen supervisor.**
- **Once all late court returnees have received their meals, inmate workers will clean all equipment as well as the serving area.**
- **Reception Center personnel on early morning shift shall return all equipment and remaining food to the kitchen.**

CRDF Inmate Reception Center (IRC)

The IRC shall maintain a supply of sandwiches and juice throughout the day for inmates being processed during breakfast and lunch. The processing custody assistant shall call the kitchen

supervisor to replenish food supplies as needed.

Booking Center

Inmate workers assigned to the booking area, or a module where male inmates are temporarily housed, may serve meals through the tray slots and under the direct supervision of custody staff. At no time shall inmate workers be left unsupervised.

[REDACTED TEXT]

[REDACTED TEXT] is an extension of the CRDF IRC and is designed to house inmates on a temporary basis; however, inmates are often housed longer than a 24-hour period due to the extensive healthcare and mental health assessments that are required. As a result, a hot meal at dinner time shall be served.

Inmate Worker Meals

Inmate workers working the early morning shift in the kitchen area shall be fed breakfast at 0300 hours. Inmate workers at their work assignments shall be allowed to return to their housing area for meal service. Inmate workers who are not able to return to their housing area shall be provided a meal and beverage by their work location officer.

Special Diets

FSU personnel shall prepare all medical diets as requested by Correctional Health Services (CHS) personnel. Only the attending physician shall prescribe a medical diet. Inmates returning from court shall be provided their medical diet upon their return. Custody staff shall provide the kitchen supervisor with the inmate's name and booking number and request the inmate's medical diet. Medical diets shall be delivered to the inmate while regular inmate meals are served. Inmate workers shall not rummage through medical diet plates for preferred food items.

Inmates prescribed medical diets shall receive their meals in a timely manner. If the medical diet has been delivered to the incorrect module, it is the responsibility of module personnel to have the meal delivered expeditiously to the inmate's correct housing location.

Religious Diets and Lifestyle Diets

The Office of Religious and Volunteer Services (RVS) is responsible for approving diets for inmates who request accommodation due to religious beliefs.

FSU is responsible for providing all approved religious diets.

If an inmate is arrested on the weekend or holiday and requires a religious diet, the chaplain shall notify the watch commander who shall order the religious diet from the FSU. The chaplain should notify RVS of the request on the next business day.

- **Should an inmate receiving a religious diet become involved in disciplinary action, normal**

disciplinary procedures shall be adhered to.

- **If a medical diet is prescribed for an inmate, it shall take precedence over the religious diet.**
- **An inmate's religious diet may be terminated at any time by the inmate with a signed waiver form.**

Inmates requesting a lifestyle diet do not require a chaplain review. FSU will ensure there are sufficient amounts of Kosher, Halal, vegetarian, and vegan meals readily available at intake areas for inmates requesting these items.

For additional information pertaining to medical, religious, and lifestyle diets refer to CDM section 5-13/010.00, "Special Diets," and CCR Title 15, section 1248, "Medical Diets."

Prenatal Diets/Special Diets/Water for Pregnant Inmates

When a pregnant inmate misses a special/prenatal diet meal because she changed housing locations, was delayed at court, in the hospital, or at another location, the module officer shall immediately contact kitchen personnel to locate the meal. If the inmate was previously housed in another location, they shall contact the prior housing module to inquire if the meal was delivered to their location. If the special/prenatal diet can be located, custody personnel shall be sent to retrieve it immediately. Efforts to locate the special/prenatal diet shall be documented in the e-UDAL. In circumstances where the special diet/prenatal diet is not available, custody personnel shall ensure the pregnant inmate receives a sufficient amount of food from standard inmate meals that are available ("double-ups").

NOTE: For health reasons, pregnant inmates shall not knowingly be provided cold cut meats. If custody personnel are made aware that a pregnant inmate has received cold cut meats as a part of their meal, custody personnel shall make arrangements to provide a suitable alternative to the pregnant inmate in lieu of the cold cut meats.

All pregnant inmates shall receive a minimum of eight bottles of water on a daily basis. With each meal, they shall receive the following allotments of water:

- **Two (2) bottles of water with breakfast**
- **One (1) bottle of water with AM snack**
- **Two (2) bottles of water with lunch**
- **One (1) bottle of water with PM snack**
- **Two (2) bottles of water with dinner**

For additional information regarding policies and procedures pertaining to pregnant inmates, refer to CDM section 7-02/010.00, "Pregnant Inmates."

Food Contamination

The senior cooks assigned to the kitchen keep a tray of every meal served to the inmates in a refrigerator for a period of 72 hours. In the event of contaminated food or food poisoning, the tray shall be sent to a lab for examination. In the event of food poisoning, the watch commander, medical personnel, and the senior cook in the kitchen shall be notified and shall complete the

appropriate reports.

Kitchen facilities, sanitation, and food storage shall comply with standards set forth in Health and Safety Code. For additional information, refer to CCR Title 15, section 1245, "Kitchen Facilities, Sanitation, and Food Storage."

Return of Empty Food Carts and Dirty Tray Carts to the Kitchen

Inmate workers serving food shall rinse the serving utensils and return them to the module deputy. The module deputy shall account for all serving utensils. Empty food containers, food carts, utensils, and dirty trays shall be removed from the housing areas and returned to the kitchen as soon as possible after each meal by the floor rover, or their designee. Kitchen custody personnel shall verify all utensils are accounted for. Any discrepancy shall immediately be reported to the appropriate supervising line deputy and sergeant.

For additional information describing the acquisition, use of all food products, nutritional and caloric requirements, refer to CDM section 5-11/050.00, "Accountability for Food Items," CCR Title 15, section 1242, "Menus," and 1241, "Minimum Diet."

Hunger Strike

In the event an inmate declares a hunger strike, the hunger strike shall be documented in the e-UDAL under "Additional Comments." The entry shall include the inmate's name, booking number, the meal they refused (e.g., breakfast, lunch, dinner), and the reason behind their hunger strike, if provided. Immediate notification to the tower sergeant, watch commander, the Access to Care Lieutenant, and Correctional Health Services (CHS) personnel shall be made. Procedures delineated in CDM section 5-15/000.00, "Inmates Refusal to Eat and/or Drink" shall be adhered to.

NOTE: Any inmate housed in mental health HOH who declares a hunger strike shall be brought to the attention of CHS personnel during the daily HOH meetings until the hunger strike has concluded.

REVISED 11/15/2025

REVISED 03/11/2025

REVISED 12/06/2021

REVISED 01/13/2020

REVISED 02/07/2019

REVISED 03/22/2018

• 5-08-011 Handcuffing of Inmates in High Observation Housing (HOH) Modules and Life Program

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the handcuffing of acute mentally ill inmates assigned to High Observation Housing (HOH) modules and inmates participating in the Life Program at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, or working in any capacity at CRDF.

ORDER:

In order to ensure the safety of custody personnel, inmates, and the overall security of the facility, custody personnel shall handcuff inmates who are:

ï,· Actively violent

ï,· Have a known propensity to become violent

ï,· Considered escape risks, or

ï,· Have a high security classification that indicates the need to be handcuffed

Mental health inmates may be handcuffed when necessary to ensure the safety of custody, medical, and mental health personnel and other inmates. Except where noted otherwise in this unit order, the necessity to handcuff an inmate shall be determined on an individual, case-by-case basis by Correctional Health Services (CHS) and custody personnel. In situations where custody and CHS disagree with the appropriate level of security, specifically, whether an inmate should or should not be handcuffed, the tower sergeant shall be contacted to resolve the issue.

When an inmate falls into the one of the above mentioned categories and must be removed from their cell to attend court or participate in program time, custody personnel shall utilize the tray slot to handcuff the inmate prior to removing the inmate from the cell.

If an inmate is hostile, aggressive, or has proven to be unpredictable and is housed in a cell that is not equipped with a tray slot, or a functioning tray slot, the inmate shall be directed to do the following:

ï,· Kneel on the floor with ankles crossed

ï,· Place hands behind their back or

ï,· Instruct the inmate to lie on the floor (prone) with their feet facing the door

ï,· The tower sergeant shall be notified and be present during the handcuffing of the inmate

All inmates assigned to HOH shall be handcuffed when being escorted on or off the HOH floor, and

shall be waist chained when traveling to and returning from court.

The tray slot shall be utilized at all times when placing or removing handcuffs/waist chain on an inmate. If an inmate is unwilling to have their handcuffs or waist chains removed, custody personnel shall immediately contact the tower sergeant. Procedures delineated in the Custody Division Manual (CDM), Section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates." shall be followed and adhered to.

For safety reasons, any inmate participating in a mental health intake evaluation shall be handcuffed at all times.

Life Program

The Life Program is an incentive-based program that provides a progressively less restrictive living environment for HOH inmates. Inmates assigned to the Life Program participate in unrestrained programs and activities unrestrained and receive a number of incentives.

In the designated Life Program, inmates deemed "cohabitable" (able to be housed in a cell with another inmate), are permitted to participate in selected activities inside their housing location and/or outdoor recreation area without being restrained.

The decision to allow an HOH inmate to participate in the program while unrestrained shall be done in concurrence of both custody and CHS staff.

Inmates selected for the Life Program shall meet the following criteria:

ï,· Medication compliant

ï,· Able to follow jail rules

ï,· Without Inmate Reports Tracking System (IRTS) write-ups within the last 60 days

****This criteria may be modified at the direction or approval of a sergeant****

Module personnel who identify a potential candidate (inmate) for the Life Program, shall send an email to the "CRDF-Life Program" email group and provide the following information:

- **Provide the name and booking number of the inmate you would like to suggest for the Life Program, and ask if any objections arise from module and CHS personnel.**
- **Clinicians will have four days to respond. If no response is received, custody personnel may relocate the inmate into the Life Program.**
- **If the clinician objects to the relocation, the inmate shall remain in their current housing location.**
- **If the clinician responds and is in favor of the relocation, the clinician will have eight days from the date of the initial email request to generate inmate movement for the inmate to be relocated. If, after eight days the pass has not been generated, module personnel may relocate the inmate into the Life Program.**

The Life Program will be offered seven days a week from 0700-1300 hours and 1430- 1900 hours. It is the responsibility of module personnel to ensure the interconnecting doors are secured, before the release of inmates from their cells into the dayroom. The inmates may either be inside or outside of their cells.

When conducting cell cleaning, or any other non-program activity, as directed by the floor sergeant, inmates shall be handcuffed to the dayroom tables.

Pod doors may remain unsecured when inmates are programming in the pod dayroom and when any one of the following activities is taking place:

- **ï‚· A mental health group provider is conducting services within the pod**
- **ï‚· Pill call is being conducted or medical personnel are present inside the pod**
- **ï‚· Title 15 safety checks are being conducted by custody personnel**
- **ï‚· Civilian or sworn personnel are in the pod**

Title 15 safety checks shall be conducted utilizing two module officers/deputies. One officer will enter the pod, instruct all inmates to sit at a table and remain seated until further direction. The officer shall conduct the Title 15 safety check while the other module officer posts themselves at the pod door. Once the safety checks are complete in that pod, the doors shall be secured if CHS personnel or custody staff are not present.

[REDACTED TEXT]

****If only two custody personnel are present in the module, programming shall be cancelled or inmates may continue out-of-cell programming, but must be handcuffed to the dayroom tables****

Inmates participating in the Life Program should be in the program for (30) days before being rehoused. If, however, a mental health supervisor believes an inmate should be declassed prior to the 30 day requirement, they shall notify the tower sergeant prior to moving the inmate to appropriate housing location based on their classification.

Refer to CDM Section 7-03/000.15, Security Restraints in Mental Health Housing for additional information pertaining to security restrains and unrestrained programming in HOH housing.

Revision Date 05/14/20

Revision Date 12//11/18

Revision Date 07/21/15

Revision Date 03/25/15

• 5-08-015 Suicide/Risk Precaution Prevention Progrram, Clothing, Bedding and Personal Items: Approved by CSS on 02/24/2025

Los Angeles County Sheriff's Department

	Unit Order: 5-08-015
CUSTODY SERVICES DIVISION	**Effective Date: 03/23/2015**
SPECIALIZED PROGRAMS	**Review Date: 02/10/2025**
CENTURY REGIONAL DETENTION FACILITY	

Subject: Suicide/Risk Precaution Prevention Program, Clothing, Bedding and Personal Care Items

Reference: CDM 3-14/090.00, 4-11/030.00, 5-01/030.00, 5-01/050.00, 5-01/050.15, 5-03/060.15, 5-06/010.00, 5-11/060.00, 7-03/000.10, and SJM Volume 6-04/010.00, 6-14/050.00, 6-06/000.00, and 06-06/010.00

Unit Commander Signature: On File **Date: 02/25/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for identifying, monitoring, and providing treatment for inmates who present a suicide risk at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

SUICIDE RISK PRECAUTION PROTOCOL

CRDF personnel who identify an inmate who may be suicidal shall immediately do the following:

- **If the inmate is secured inside their cell, remove them immediately. If the inmate is uncooperative, notify a supervisor in accordance with Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, or Aggressive Inmates."**
- **Segregate the inmate from all other inmates and place under continuous unobstructed visual observation and immediately arrange for the inmate to be interviewed by Correctional Health Services (CHS) "On Call Psych"**
- **Notify a supervising line deputy and sergeant**

- **Remove any articles that may assist the inmate in harming themselves (razor, sheet, towel, t-shirt, etc.)**
- **Initiate and complete the first five (5) sections of the Behavioral Observation and Mental Health Referral (BOMHR) form (SH-J-407), or corresponding sections of the electronic BOMHR (e-BOMHR), as soon as reasonably practicable, but no later than the end of shift.**

The inmate shall be under continuous unobstructed visual observation of custody personnel until they are evaluated by CHS personnel. Upon evaluation, inmates determined to be suicidal/mentally ill shall be assigned to the appropriate housing location as directed by CHS personnel. If deemed suicidal, the inmate shall be ordered to don the suicide prevention gown with all undergarments removed.

NOTE: The appropriate wristband shall be made before escorting the inmate to their housing location.

CRDF RECEPTION

During the triage and/or classification process, booking/reception personnel shall ask the following questions to identify inmates in need of medical and/or mental health care:

1. Are you currently taking prescribed medication that you must take within the next six (6)

hours?

2. Are you thinking about harming yourself?

If the inmate answers yes to either question, CRDF personnel shall immediately do the following:

- **Notify the reception center sergeant and supervising line deputy**
- **Complete a Behavioral Observation and Mental Health Referral (BOMHR) form (SH-J-407)**
- **Remove any articles that may assist the inmate/prisoner in harming themselves (sheet, towel, t-shirt, etc.)**
- **Place inmate under direct and unobstructed visual observation on the "No Throw Chairs"**
- **Expedite the intake/triage process**

New bookings who make suicidal statements or initiate suicidal behaviors in the presence of CHS medical personnel during triage in the reception area, shall be secured to the "No Throw Chairs" in reception pending escort to Module [REDACTED TEXT]

CHS personnel will update the inmate's location on the Defendants Inmate Movement Management System (DIMMS). The following CRDF operation/ location code shall be used to reflect the inmate was expedited to module [REDACTED TEXT] for an assessment by CHS mental health personnel:

- **CREX-Century Regional Expedite to Module [REDACTED TEXT]**

Upon arrival to Module [REDACTED TEXT], the inmate shall be placed on the "No Throw Chairs" in front of the deputy booth. Module [REDACTED TEXT] personnel shall maintain continuous unobstructed supervision of the inmate until they are evaluated by CHS mental health personnel. If

CHS mental health personnel deem the inmate to be suicidal and placed on risk precaution protocol, Module [REDACTED TEXT] personnel shall ensure the inmate is changed out of their blue Los Angeles County Jail uniform and placed into a suicide prevention gown.

NOTE: The inmate shall not be secured inside a cell until mental health personnel have conducted an assessment.

Inmates determined to be suicidal or mentally ill by CHS mental health personnel shall be assigned to appropriate mental health housing. The appropriate wristband shall be made prior to the inmate being escorted to their housing location. In addition, personnel shall ensure the BOMHR and Inmate Allowable Inmate Property form accompanies the inmate and is given to the receiving module personnel.

MALE SUICIDAL PRISONERS (CENTURY BOOKING)

Booking personnel who encounter a male prisoner who makes suicidal statements or initiates suicidal behaviors shall adhere to the following procedures for all non-cite outs:

- **The male prisoner shall be waist-chained and placed in booking cell #1 to ensure continuous unobstructed supervision of the prisoner, pending transfer to the Inmate Reception Center (IRC)**

NOTE: If booking cell #1 is utilized by other potentially suicidal/mentally ill prisoners, other cells facing the booking desk that provide continuous unobstructed supervision of the prisoner may be utilized, if necessary

- **Notify the booking sergeant and on-duty watch commander**
- **Initiate 15 minute inmate safety checks utilizing the Title 15 barcode scanner. Adhere to the procedures described above in the section concerning inmate safety checks for female prisoners**
- **Initiate a BOMHR form; however, do not generate a reference number**
- **Contact the arresting agency for transportation of the male prisoner to IRC**
- **Provide the transporting officer with the BOMHR form.**

FEMALE SUICIDAL PRISONERS (CENTURY BOOKING)

Booking personnel who encounter a female prisoner who makes suicidal statements or initiates suicidal behaviors shall adhere to the following procedures for all non-cite outs:

- **The female prisoner shall be waist-chained and secured in booking cell #1 to ensure continuous unobstructed supervision of the prisoner, pending transfer to the CRDF reception area.**

NOTE: If booking cell #1 is utilized by other potentially suicidal/mentally ill prisoners, other cells facing the booking desk that provide continuous unobstructed supervision of the prisoner may be utilized, if necessary

- **Initiate a BOMHR form and generate a reference number**

- **Notify the booking sergeant and on-duty watch commander**
- **Initiate 15 minute inmate safety checks utilizing the Title 15 barcode scanner. If the scanner is unavailable or not operating, a manual entry shall be made stating the time the inmate safety check was completed, in addition to the time the handcuffs or waist chain were placed on the inmate. This information shall be documented in the "Additional Information" section of the electronic Uniform Daily Activity Log (e-UDAL)**
- **Notify the reception sergeant and supervising line deputy**
- **Expedite the female prisoner to the reception area and place the prisoner on the "No Throw Chairs"**
- **CRDF reception personnel shall expedite the intake/triage process**

NOTE: All policies delineated in CDM section 7-03/000.10, "Security Restraints and Separation/Isolation of Inmates," shall be followed.

NOTE: Refer to Station Jail Manual (SJM) section 6-06/000.00, "Behavioral Observation and Mental Health Referral Report (SH-J-407)," and 6-06/010.00, "Attempt Suicide/Suicides," for additional information pertaining to completion of the BOMHR report, the discovery of attempted or completed suicide intervention procedures, and outside police agency responsibilities.

ALLOWABLE INMATE PROPERTY DOOR SIGNS

Module [REDACTED TEXT]

CHS mental health personnel will provide Module [REDACTED TEXT] custody personnel with a temporary Inmate Allowable Property Door Sign form after each face-to-face contact for inmates classified as High Observation Housing (HOH), or for any existing HOH inmates with updates to their Allowable Inmate Property Door Sign. Once the Inmate Allowable Property Door sign is entered in the Mental Health Tools system by CHS mental health personnel, Module [REDACTED TEXT] staff shall replace the temporary door sign with a permanent copy.

Module [REDACTED TEXT] personnel are responsible for ensuring all Allowable Inmate Property Door Signs are up-to-date and coincide with the inmate's property inside their cell. If module personnel identify a discrepancy, they shall contact the mental health provider who generated the Allowable Inmate Property Door Sign and ask for clarification. If the discrepancy is validated, module personnel shall request a new door sign to be generated by the mental health provider. Once obtained, Module [REDACTED TEXT] personnel shall immediately replace the door sign.

HOH Housing

Inmates classified as HOH and assigned to permanent HOH housing shall have an Allowable Inmate Property Door sign. Module personnel shall ensure the door sign accurately reflects the inmate's allowable property, the correct name, the correct cell number, and the correct booking number. All discrepancies shall be rectified.

NOTE: For additional information about property restrictions for mentally ill inmates refer to CDM section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates."

Inmates on suicide watch/risk precaution shall not be given the following items at any time:

- **Razors**
- **Plastic spoons**
- **Plastic bags**
- **Paper undergarments**

Inmates on suicide watch/risk precaution may use a pencil during out-of-cell time and group therapy; however, all pencils shall be returned to custody personnel or CHS mental health group providers prior to returning to their cell.

Clothing and bedding

Inmates placed on suicide watch/risk precaution shall wear the County issued suicide prevention gown at all times, including court appearances.

The suicide prevention gown shall be exchanged as needed, or at a minimum of once a week.

Two safety blankets shall be provided to inmates on suicide watch/risk precaution and shall be exchanged at least once a month, or more often if necessary.

For additional information, refer to CDM sections 5-06/010.00, "Allowable Inmate Property," and 5-11/060.00, "Issuance of Bedding."

Emergency Response Kits

Each staff station shall be assigned an emergency response kit. The emergency response kit shall only be removed from the staff station to assist in emergency response situations or during suicide intervention drills.

Each emergency response kit contains the following items:

- **(1) Craftsman Handi-Cut (cut down rescue tool)**
- **(1) Cardiopulmonary Resuscitation (CPR) Mask**
- **(1) Bag Valve Mask ("Ambu bag")**
- **(1 pair) High Risk exam gloves**
- **(2) Eye protection/goggles**
- **(3) N95 Masks**
- **(2) Protective Gowns**
- **(2 units) NARCAN Nasal Spray (Naloxone)**
- **(2) Towel**

Personnel responsible for the staff station shall inspect the emergency response kit at the beginning of their shift and document this check in the electronic Uniform Daily Activity Log (e-UDAL) on each shift.

For additional information regarding emergency response kits, first aid, and deployment/administration of NARCAN, refer to CDM sections 3-14/090.00, "First Aid and Suicide Intervention," and 5-03/060.15, "Nasal Spray Administration for Suspected Overdoses."

Locations of Emergency Response Kits

- **1 in each module**
- **1 in each floor control booth**
- **1 in the Inmate Reception Center (IRC)**
- **1 in the Kitchen**
- **2 in Booking**
- **2 in the CRDF Main Clinic**
- **2 in the Watch Sergeant's Office**

Suicide Prevention Training at CRDF

The CRDF Training Unit shall conduct recurrent suicide prevention briefings via email or the Scheduling Management System (SMS). These briefings shall be conducted on a quarterly basis to all CRDF personnel.

In-service training shall be conducted on each shift on a trimester basis to assist CRDF personnel in the prevention and identification of inmates who are risk for suicide.

REVISED 02/10/2025

REVISED 05/19/2020

REVISED 06/22/2018

• 5-08-019 Department of Mental Health Cleaning Crew: Approved by CSS on 04/01/2025

Los Angeles County Sheriff's Department

	Unit Order: 5-08-019
CUSTODY SERVICES DIVISION	**Effective Date:** 04/20/2017
SPECIALIZED PROGRAMS	**Revision Date:** 02/21/2025
CENTURY REGIONAL DETENTION FACILITY	
Subject: Department of Mental Health Cleaning Crew	

Reference: CDM 5-11/020.00, 7-01/050.00, 7-01/050.05, 7-01/050.10, 7-02/000.00, COIB 2023-01

Unit Commander Signature: On File Date: 04/08/2025

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the Department of Mental Health (DMH) cleaning crew.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working at the Century Regional Detention Facility (CRDF).

ORDER:

Due to the particular needs of CRDF's mental health inmate population, daily monitoring of their cell conditions is imperative. The DMH cleaning crew was established to ensure the cells of High Observation Housing (HOH) inmates are cleaned and disinfected on a regular basis in accordance with the standards of cleanliness expected by the Los Angeles County Sheriff's Department.

The DMH cleaning crew shall be headed by a custody assistant (CA) and under the direction and supervision of the east tower sergeant with permanent rank. The position shall be filled daily on AM and PM shift. The cleaning crew shall be comprised of inmate workers housed in module [REDACTED TEXT] and shall be utilized to clean cells within HOH. The DMH cleaning crew may be used for other facility cleaning at the discretion of the east tower sergeant.

The CA assigned to the DMH cleaning crew shall check each individual HOH cell at least once during their shift, and determine which cell(s) requires cleaning. The CA shall also consult with module personnel and determine if any particular cell (s) require the service of the DMH cleaning crew. At the end of each shift, the CA shall document their efforts and all cleaning activities in the DMH cleanup "Daily Activity Log," which is maintained in the CRDF shared files under "CRDF Clean-Up stats." This information shall also be entered into each housing module's electronic Uniform Daily Activity Log (e-UDAL) where cleaning services were rendered.

At least once during their shift, the east tower sergeant or east tower Title 15 sergeant shall conduct safety rounds and make note of any cells which require cleaning. They shall notify the DMH cleaning crew CA of any observed deficiencies or concerns. The sergeant making the observations shall follow up with the DMH cleaning crew CA to ensure the concerns were addressed.

The equipment and chemicals utilized by the DMH cleaning crew may include a germicidal detergent, disinfectant cleaner, odor eliminator, deodorant concentrate, odor neutralizer, bleach,

mop, bucket, and pressure washer. Use of all chemicals and equipment by inmate workers shall be closely monitored by the DMH cleaning crew CA. In the event inmates are required to clean a cell which is contaminated with biohazards, such as blood or feces, they shall wear personal protective equipment consisting of a white Tyvek protective coveralls, goggles, and latex gloves.

NOTE: Inmate workers shall not be assigned to special details that involve the cleanup of biohazardous materials for areas identified as a crime scene. The on-duty watch commander, or their designee, shall request the response of an authorized cleanup vendor to handle these types of situations.

NOTE: The DMH clean-up crew shall not utilize Roach and Ant spray for any reason.

Uncooperative Inmates

If an inmate refuses to exit their cell for cleaning or to have their trash removed, the DMH cleaning crew CA shall contact module personnel and enlist their assistance to gain the inmate's compliance. Every reasonable effort shall be made to convince the inmate to voluntarily exit their cell and/or give their trash to the DMH cleaning crew. If module personnel are unable to convince the inmate to comply, personnel shall contact the east tower supervising line deputy and sergeant to inform them of the situation. An inmate's hostility and refusal to cooperate with staff shall not be the sole reason the cell is not cleaned.

If, after negotiating with the inmate, the sergeant is unable to elicit voluntary cooperation from the inmate, the sergeant shall contact the on-call Correctional Health Services (CHS) clinician and/or a member of the clergy to speak with the inmate. When all efforts fail to gain the inmate's voluntary compliance, the watch commander shall be notified. The watch commander may authorize personnel to conduct an inmate cell extraction (refer to CDM sections 7-01/050.00, "Inmate Extractions," 7-01/050.05, "Inmate Extraction Procedures," 7-01/050.10, "Inmate Extraction Teams," and 7-02/000.00, "Planned Use of Force for Inmates with Special Needs."

REVISED 02/21/25

REVISED 10/13/22

REVISED 03/04/20

REVISED 04/20/17

• 5-08-020 Ambulance and Paramedic Services-2022

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for ambulance and paramedic response for an employee, visitor, or an inmate, who is injured or ill and requires emergency medical care and transport.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

In the event of a medical emergency involving an inmate, employee, or visitor, custody personnel shall immediately notify the main clinic and/or Main Control via handheld radio broadcast. Custody personnel shall describe the nature of the emergency (e.g., seizures, hanging, unresponsive, etc.), provide the location of the incident, request medical personnel to respond to the location, and request an Automated External Defibrillator (AED) and the emergency response kit, as necessary. If a handheld radio is not available or working, the use of a facility telephone or other means of communication shall be used to relay the information.

Correctional Heath Services (CHS) personnel, when available, should make the determination for the necessity of paramedic response and ambulance transportation for an employee, inmate, or visitor. In the absence of CHS personnel, any facility personnel may request paramedic response and ambulance transportation for a medical emergency.

NOTE: The on-duty watch commander shall be advised of all ambulance requests.

MAIN CONTROL SUPERVISING LINE DEPUTY RESPONSIBILITIES

The Main Control SLD shall contact the Los Angeles County Fire Department and request paramedic and ambulance response to CRDF, at the direction of CHS personnel, or as necessary. Based on the location of the emergency, arriving emergency personnel shall be directed to either the CRDF Inmate Reception Center (IRC) bus bay area or the Century Station entrance. Upon arrival, emergency personnel shall be escorted by deputy personnel to the location of the injured or ill employee, inmate, or visitor.

[REDACTED TEXT] The Main Control SLD, in consultation with the on-duty watch sergeant and watch commander shall elect to assign deputy personnel to provide security for any injured or ill employee.

It shall be the responsibility of the party requesting paramedic response and ambulance transportation to provide the Main Control SLD with the following information:

- **Time ambulance/paramedics were called and estimated time of arrival**
- **Who requested service, name, and call back number (i.e., CHS, Nurse Doe)**
- **Exact location where assistance is needed**
- **Scope of medical problem, chief complaint, or what has been observed (difficulty breathing, unconscious, not breathing, etc.)**
- **Name, age, gender, and booking number of the ill or injured person**
- **Name of the hospital/location where the ill or injured person shall be transported to by emergency response personnel**

The Main Control SLD shall log the following information in the facility Daily Activity Log:

- **Initial time of the incident including the nature of the emergency (chest pain, fell, labor, etc.)**
- **Time fire dispatch was contacted**
- **Time emergency personnel arrived on scene**
- **Name of ill or injured person. If ill or injured person is an inmate, provide booking number**
- **Name of deputy personnel providing security**
- **Uniform Report Number (URN) and reference number associated with the injury or illness**

TRANSPORTATION PROCEDURES

An injured or ill inmate shall be secured to a gurney with a handcuff during transportation. [REDACTED TEXT] The escorting deputies shall obtain an inmate hospital packet from the Main Control SLD prior to transport. The inmate hospital packet shall include the following:

- **A copy of the Hospital Security Assessment form**
- **A copy of the inmate's Los Angeles County Regional Identification System (LACRIS) photo**
- **A copy of the Automated Justice Information System (AJIS) information**
- **A copy of the Consolidated Criminal History Reporting System (CCHRS)**
- **A copy of a map of the hospital facility and surrounding areas**
- **Emergency contact information**

The inmate's hospital packet shall remain with deputy personnel providing security of the inmate until the inmate is released from the hospital back to the CRDF.

NOTE: When an inmate must be transported via ambulance for non-emergent medial reasons, CHS personnel shall coordinate with the on-duty watch sergeant, or their designee.

Revision Date 4/12/21

Revision Date 4/8/13

• 5-08-030 First Aid Kits and Automated External Defibrillators-APPROVED BY CSS 5/29/2024

Los Angeles County Sheriff's Department

	Unit Order: #5-08-030
CUSTODY SERVICES DIVISION	**Effective Date: 01/01/94**
SPECIALIZED PROGRAMS	**Reviewed Date: 05/09/2024**
CENTURY REGIONAL DETENTION FACILITY	

Subject: First Aid Kits and Automated External Defibrillators

Reference: CDM 3-14/090.00, 3-14/090.15, 3-14/090.05, 5-03/060.00, Title 15, Section 1220, Instructional Bulletin February 2023

Unit Commander Signature: On File-Captain Rodriguez Date: 5/30/2024

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the location and inspection of first aid kits and the Automated External Defibrillators (AED) at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

First Aid Kits

First aid kits shall be available throughout the facility and shall be maintained and secured in each facility housing module. Correctional Health Services (CHS) shall approve the contents, number, location, and procedure for periodic inspection of the kits. It shall be the responsibility of the CRDF Training Unit to ensure that first aid kits are inspected and/or replaced on a monthly basis, or after an item has been depleted. First aid kits shall be maintained in the following locations:

- **Every housing unit**
- **Administrative Office**
- **Cashier's Office**

- **Floor Control Booths (6)**
- **Booking Area**
- **Kitchen Office**
- **Loading Dock**
- **Reception Center Office**
- **Visiting Center**
- **Laundry**
- **Watch Sergeant's Office**
- **Main Control**
- **Warehouse**

Custody line personnel shall inspect the contents of the first aid kit once per shift to ensure the kit is complete with all required items stored inside. This inspection shall be documented in the electronic Uniform Daily Activity Log (e-UDAL). If the kit is incomplete, custody personnel shall immediately notify the CRDF training unit.

Automated External Defibrillators

At the beginning of each shift, personnel assigned to areas where an AED is maintained shall conduct a readiness check of the unit by physically inspecting the unit to ensure the green check symbol appears in the status indicator window. The inspection of the AED shall be documented in the e-UDAL.

To facilitate a safe, effective, and immediate response, Department personnel are authorized to deploy and/or employ the AED without direct supervision in an effort to render aid during medical emergencies.

During a medical emergency, custody personnel shall request an AED to their location. In cases where the inmate is found to be unresponsive, does not appear to be breathing, or lacks a pulse or other signs of circulation, custody personnel shall employ the AED.

NOTE: The AED shall not be employed if the inmate is conscious, breathing, or has a detectable pulse or other signs of circulation.

When an AED is employed during a medical emergency, CHS personnel will take possession of the AED. Module personnel shall report to Main Control and obtain the "loaner" AED until the assigned AED is returned to the module. Once the original AED is returned, module personnel shall return the "loaner" AED to Main Control.

NOTE: AED's have been placed in the following locations: [REDACTED TEXT] booking, reception, visiting, and the kitchen area.

Custody line personnel shall contact CRDF training personnel when an AED needs maintenance, battery replacement, or an exchange. CRDF training personnel shall email Correctional Health Services personnel at [REDACTED TEXT] to request AED servicing. Line personnel shall not contact CHS executives directly. Only AED's approved by the Department and procured by CHS shall be utilized.

NOTE: Refer to Custody Division Manual (CDM) section 3-14/090.05, "Mandatory Inspection of Automated External Defibrillators," for further information.

REVISED 5/9/2024

• 5-08-050 Medical Services, Defined

PURPOSE OF ORDER:

To define the Medical Services available to inmates at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to CRDF.

ORDER:

Sick Call

Allows inmate's access to medical personnel for complaint of medical conditions. The nurse will interview the inmate in the housing area and determine if any treatment or further examination by medical staff is necessary.

Pill Call

Allows inmates who take daily medication to receive their medication and have access to medical services. A nurse will dispense the medications as prescribed by a physician.

Treatment Line

Allows inmates who are in need of a specific medical treatment, e.g., blood pressure check, dressing change, weight check, etc., access to this treatment on an out-patient basis.

Doctors Line

Allows inmates who have been screened by the nurse and referred for further treatment, access to

a physician.

Dental Line

Allows inmate's access to a dentist for examination or treatment.

Lab Work Line

Allows lab test(s), as ordered by a physician, for inmates being treated by the medical services staff.

Psychiatric Line

Allows inmates access to mental health services. A mental health evaluation may be requested by the inmate, medical services staff, CRDF staff, and friends or family of the inmate.

• 05-08-060 Sick Call, Pill Call, Pill Call Audits, Self-Medication and Health Care Passes-Approved by CSS on 09/11/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 05-08-060**
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/1994
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 09/01/2026
Subject: Sick Call, Pill Call, Pill Call Audits, Self-Medication, and Health Care Passes	
Reference: CCR Title 15, section 1200 (a), 1208, 1211, CDM 3-06/080.00, 5-03/000.00, 5-03/010.00, 5-03/050.00, 7-01/050.05, and 7-02/020.00, LASD Informational Bulletin 2020-09	
Unit Commander Signature: On File	**Date:** 09/14/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for sick call, pill call, pill call audits, self-medication, and health care passes at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

Sick Call

Sick call is the process through which Correctional Health Services (CHS) identify, examine, and/or care for inmate illnesses, injuries and/or make appropriate referrals for specialized healthcare treatment.

Inmates who request to be seen by CHS personnel for sick call, should complete a Health Services Request form. These forms shall be accessible to inmates in their housing locations at all times. If these forms are not available at the start of each shift, custody personnel shall contact the floor control booth located on their floor for additional forms.

On each shift, the tower sergeant shall collect all Health Services Request Forms from each housing module. The sergeant shall deliver these forms to the CRDF Main Clinic and document in the "Redbook," provided by CHS personnel, the following information:

- **Name of sergeant who collected the Health Service Request forms**
- **Date of collection**
- **Time of collection/shift**
- **Number of forms collected**

Refer to California Code of Regulations (CCR) Title 15, sections 1208, "Access to Treatment," and 1211, "Sick Call," for additional information pertaining to identifying and referring inmates in need of services provided by CHS.

Pill Call

Pill call is the process in which CHS personnel administer prescribed medication to inmates. When CHS personnel arrive at the housing module to conduct pill, the following shall occur:

- **Custody personnel shall log pill call in the electronic Uniform Daily Activity Log (e-UDAL).**
- **Custody personnel shall make an announcement notifying inmates when pill call is commencing.**
- **Custody personnel shall instruct the inmates to be fully dressed before exiting their cell for pill call.**
- **Televisions and phones shall be turned off until the pill call has concluded.**
- **Module or cell lights shall remain on for the duration of pill call.**
- **Custody personnel shall provide security for CHS personnel by standing close to nursing staff for the duration of the pill call.**
- **Custody personnel shall make a reasonable effort to ensure the inmate ingests the medication.**
- **Inmates who refuse their medication shall refuse directly to CHS personnel.**

In the event an inmate becomes insubordinate and refuses to allow medical or custody personnel to confirm the consumption of medication, custody personnel shall follow the notification procedures as delineated in Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile or Aggressive Inmates."

Custody personnel shall document all medication refusals under the "Inmate" tab of the "Activities (by INMATE)" section in the e-UDAL, as well as the name and employee number of the nursing supervisor (or designee) notified.

Custody personnel shall select "Medical Services" under the "Activities" tab, check the "refused" box, record the inmate's information, and indicate the reason for the refusal in the comments section.

Inmates on lockdown status or housed in discipline shall have pill call conducted at the cell door. Module staff shall escort the nurse to each inmate's cell. All activities shall be conducted through the inmate cell tray slot. The cell door may be opened at the nurse's request if closer examination of the inmate's condition is necessary. If custody personnel believe opening the cell door presents an officer safety issue, the tower supervising line deputy or sergeant shall be summoned to the location and attempt to gain the inmate's compliance.

Pill Call Audits

The safety check sergeant (when directed by the watch commander) shall conduct random audits of pill call to ensure the above outlined procedures are adhered to.

The pill call audits shall:

- **Be conducted remotely utilizing closed-circuit television**
- **Be conducted on AM and PM shifts, twice per week (Sunday through Saturday)**
- **Be documented in the Custody Pill Call Audit form, and:**
  - **reviewed by the respective shift watch commander, and**
  - **saved in the designated [REDACTED TEXT]**
- **Include the name of the sergeant conducting the audit, module, and time the audit was completed, which shall be logged in the Watch Commander's Log**

During the audit, if the safety check sergeant observes any deficiencies, they shall note them on the Custody Pill Call Audit form, along with any corrective actions.

NOTE: The Custody Pill Call Audit form provided by Custody Compliance and Sustainability Bureau shall be utilized for all pill call audits. This form can be obtained in the [REDACTED TEXT]

Self-Medication Program

Inmates who have been pre-screened to meet the criteria for the Self-Medication Program shall receive a limited supply of approved/prescribed medication dispensed by

CHS personnel. Inmates shall be given their medication individually during regular clinic hours by CHS personnel. CHS personnel shall monitor the inmate's compliance. If an inmate abuses the program or voluntarily withdrawals their participation, all self-medications shall be confiscated by custody personnel and returned to CHS personnel. CHS personnel shall then administer each dose individually.

Inmates will be responsible for taking their medications as prescribed, regardless of lockdowns or other security situations in the jail facility such as family and attorney visitation, religious services, educational programs, court appearances, or other inmate programs.

Inmates shall not be in possession of another inmate's medication. If this occurs, deputy personnel shall confiscate the self-medication and immediately notify CHS personnel. If the mediation has no label or is unidentifiable, deputy personnel shall confiscate the self-medication and contact CHS personnel to verify the inmate has been prescribed self-medication. If found to be contraband, an Inmate Reporting Tracking System (IRTS) report may be generated and referred for discipline.

NOTE: Deputy personnel shall not be in possession of an inmate's self-medication.

For additional information, please refer to Custody Division Manual (CDM) section 3-06/080.00, "Security of Medication," and Custody Operations Informational Bulletin 2020-09, "Self-Medication Procedures."

<u>Health care passes</u>

Health care passes refer to any order to escort an inmate for health care services (e.g., eye line, dental, etc.). Health care passes shall be given the utmost priority and shall take precedence over all other inmate programs. When a health care pass is received for an inmate, custody personnel shall make every effort to ensure the inmate arrives at the designated location as soon as possible. If custody personnel are unable to escort the inmate to their destination, they shall notify the tower supervising line deputy or sergeant and request assistance.

If an inmate refuses their health care pass, custody personnel shall advise the inmate the refusal must be made directly to CHS personnel at the location indicated on the health care pass. Should the identified inmate continue to refuse their health care pass, the tower sergeant shall be notified, and the refusal protocol as delineated in CDM sections 5-03/050.00, "Access to Health Care," and 7-01/050.05, "Inmate Extraction Procedures," shall be followed.

When escorting a High Observation Housing (HOH) mental health inmate to and from the CRDF Main Clinic, two custody personnel should be utilized, when feasible. This type of escort can include at least one deputy and one custody assistant, or two deputies.

NOTE: Custody personnel have the discretion to escort a line of "cooperative" HOH inmates to and from the CRDF Main Clinic. A minimum of two custody personnel shall be utilized. All HOH inmates escorted to the main clinic shall be supervised at all times.

For additional information pertaining to inmate health care and access to services, urgent health care passes, facility lockdown procedures and over the counter medications, refer to CDM sections 5-03/000.00, "Inmate Health Care," 5-03/010.00, "Health Care Services," 5-03/050.00, "Access to

Health Care," and CCR Title 15, section 1200(a), "Responsibility for Health Care Services."

Medical Requests

When CHS personnel request to see an inmate for vital signs, blood draw, detox assessment, or for any other medical reason, including medical passes, custody personnel shall contact the inmate at their cell door to elicit a response (yes or no) regarding the medical request. Custody personnel shall not contact the inmate via the cell intercom system.

REVISED 09/01/2026

REVISED 03/05/2024

REVISED 09/29/2022

REVISED 11/22/2021 (APPROVED BY CSS ON 3/15/2022)

REVISED 02/27/2020

REVISED 11/20/2014

• 5-08-065 Sick Call-Booking Area

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for conducting sick call in the booking area at Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

Each day starting at 0630 hours, booking personnel shall conduct sick call for prisoners in the booking area and log this activity in the electronic Uniform Daily Activity Log (e-UDAL) under Medical and Psychological Events. The entry shall indicate the following:

- **ï‚· the name of the employee conducting sick call**
- **ï‚· the time sick call was conducted**
- **ï‚· the number of prisoners sick call was offered to**
- **ï‚· and, any action taken**

If a prisoner requests over-the-counter medication, the staff member shall provide the recommended dosage. [REDACTED TEXT]

[REDACTED TEXT] The arresting agency shall be notified if any prisoner is in need of additional medical care. It is their responsibility to transport the prisoner to a local medical facility for the additional care. It will be the responsibility of the on-duty booking supervisor to coordinate with the arresting agency for transportation.

Nothing in this unit order prohibits CRDF personnel or medical staff from taking immediate medical action during an emergency.

Revision Date (02-05-2019)

• 5-08-070 Security of Medication and Disposal of medical contraband- Approved by CSS 08/23/23

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the secure storage of medication and disposal of medical contraband.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

Correctional Health Service (CHS) personnel will operate and maintain the various medication stockrooms, keeping them in a clean, orderly, and secured manner.

Pharmaceutical and associated supplies (i.e. individual eye droppers, IV tubing, etc.) will be stored in [REDACTED TEXT]. Medications will be stored in a separate locked cabinet from those supplies.

The medication stockrooms will be locked at all times. Only authorized personnel will be permitted to enter. Non-authorized personnel must be escorted by authorized personnel at all times into or around the medication stockrooms.

The security of medication will be maintained in the manner consistent with Custody Division Manual section 3-06/080.00, "Security of Medication."

<u>Disposal of medical contraband</u>

Sworn personnel are to escort and supervise medical personnel and/or Law Enforcement Technicians (LET) to the [REDACTED TEXT] when disposing medical contraband in the biohazard containers.

Revision Dates: 06/28/2023, 7/26/2018, 9/25/2017, 04/03/2014

Revision Date 07/26/2018

Revision Date 09/25/2017

Revision Date 04/03/2014

• 5-08-080 Inmate Injury/Illness

PURPOSE OF ORDER:

To establish procedures for providing inmates with medical care after being injured, reporting the injury/illness and properly documenting the incident. These procedures apply to all injuries, regardless of their source, including inmate death.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

When it comes to the attention of any employee that an inmate has been injured, regardless of severity, that employee shall immediately arrange for a medical examination of the inmate. The first respondent to any emergency/urgent situation is the nurse on the incident floor. If this nurse is not

available, then the Main Clinic will be contacted. An Inmate Injury/Illness Report (SH-J-212) shall be written and given a Reference Number and Uniform Reporting Number (URN).

Inmates Not Seriously Injured

- **ï,· Send/escort the inmate to the mini-clinic or main clinic for an initial examination.**
- **ï,· Advise the Tower Senior of the injury.**
- **ï,· Prepare an Inmate Injury/Illness Report and present it to the handling nurse for any applicable notations.**

Inmates Seriously Injured

- **ï,· Request Medical Services personnel to respond and examine the inmate.**
- **ï,· If the injury is life-threatening, notify Main Control in order to request paramedics.**
- **ï,· Prepare an Inmate Injury/Illness Report and present it to the handling nurse for any applicable notations.**

When outside medical assistance is requested (paramedics/ambulance) they shall be escorted by a Prowler or an Escort Deputy to the injured inmate's location. Based on the location of the emergency, the arriving emergency personnel will be directed to either the Reception Center bus area or Booking entrance.

Unscheduled Hospital Visits

If an inmate leaves the facility for an unscheduled hospital visit due to an injury or illness, an Inmate Injury/Illness Report shall be completed.

[REDACTED TEXT]

Sick or Injured Inmate - "Inmate Down"

Personnel shall, upon first knowledge that an inmate that is down, request Medical Services' staff and, if necessary, additional personnel. Other inmates near the injured or down inmate should be instructed to go to their cells or move away.

If the inmate is unable to walk, personnel should await the nurse's arrival. If the inmate can talk, ask her for an explanation (e.g., flu, heart problem) and relate the information to the nurse. The nurse will take full charge of treatment upon arrival. A Prowler or Escorting Deputy should be requested to escort the nurse and inmate to the Main Clinic.

If the inmate is claiming an injury, they must be escorted to the clinic as soon as possible. An Inmate Injury/Illness Report must be completed.

Seizures

Module personnel will instruct all inmates to move away from the "convulsing" inmate. If possible, module personnel shall move objects within striking distance of the sick inmate and shall request a

nurse and a floor prowler. Do not allow any inmate to restrain the sick inmate.

Special Housing

For both minor and serious injuries occurring to inmates housed in segregated housing units, Medical Services and any outside medical personnel requested should respond to the inmate's location.

If it becomes necessary to move a dangerous inmate to the clinic or out of the facility to a hospital, the inmate should be restrained. A deputy and a supervisor will escort the inmate to Medical Services. If transportation to a hospital becomes necessary, two armed deputies, unless indicated otherwise by the Watch Commander, will accompany the inmate and provide security.

Inmate Medical Records

In the event that the injured inmate's medical record(s) need to be transported to or from any medical facility, those record(s) will be sealed in an envelope and hand carried by the transporting deputies.

• 5-08-085 Inmate Death-Approved by CSS Policy Review 10/21/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-08-085**
SPECIALIZED PROGRAMS	**Effective Date**: 03/05/13
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 10/14/2026
Subject: Inmate Death	
Reference: MMP 5-03/180.05, CDM sections 3-06/055.15, 4-07/010.00, 4-10/050.00, 5-03/060.00, 7-06/010.00, Custody Operation Informational Bulletin #2021-08, CTSB Hot Topics April 2026	
Unit Commander Signature: On File	**Date:** 10/26/2026

PURPOSE OF ORDER:

The purpose of this order is to establish standardized procedures to be followed in the event of an inmate death at Century Regional Detention Facility (CRDF) and to ensure compliance with

applicable Department policies, procedures, and reporting requirements.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

In the event of an inmate death at CRDF, personnel shall immediately implement and adhere to the following procedures:

Initial Response and Scene Preservation

- **Clear the immediate area of all inmates.**
- **Secure the immediate area by implementing a lockdown. Preserve the integrity of the scene and initiate a Major Incident Log (SH-R-620)**
- **Immediately notify the on-duty watch sergeant and watch commander.**
- **Immediately notify the unit commander.**
- **Obtain all relevant information and complete a Person Dead Report (SH-R-49). Completion of this report shall not be deferred.**
- **Do not move or disturb the body or any surrounding materials, except as necessary to determine with certainty that death has occurred.**
- **Identify and isolate all inmates who were present in the area, housed in the involved cell, or had a line of sight to the incident. These inmates shall remain isolated until interviewed by Homicide Bureau detectives.**

Inmate Death Documentation Packet

The on-duty watch commander shall ensure that five (5) complete copies of the required inmate death documentation packet are prepared. Each packet shall contain the following documents, as applicable:

- **Watch Commander's In-Custody Death Reporting Form — Inmate Information (SH-J-431), available through LASD Electronic Forms.**
- **Internal Affairs Bureau Mandatory Notification Form, if applicable.**
- **Chief's Memorandum, to be completed by Homicide Bureau personnel, if responding.**
- **Incident Report (SH-R-49) and all Supplemental Reports (SH-R-77). These reports shall not be deferred.**
- **Inmate Injury/Illness Report (SH-J-212).**
- **Any Use of Force Medical Reports (SH-J-212F), if applicable.**
- **Request for Medical Information/Records**
- **Housing location purge (FC05).**
- **A timestamped copy of the in-service.**
- **Automated Justice Information System (AJIS) screen printouts containing the following inmate information:**

  - **[REDACTED TEXT]**

- **Major Incident Log (SH-R-620).**
- **Custody Personnel Involved Information Form.**
- **Behavioral Observation Mental Health Referral (BOMHR) (SH-J-407), if applicable.**
- **Narcan Use Reports (SH-R-630), if applicable.**
- **Inmate booking jacket, obtained from the Inmate Reception Center.**
- **Title 15 Safety Check printout.**
- **Printout of electronic Uniform Daily Activity Log (e-UDAL).**
- **Los Angeles Crime Information System (LACRIS) printout, including the inmate's photograph.**
- **Consolidated Criminal History Reporting System (CCHRS) printout.**
- **Record of Arrest and Prosecution Sheet (RAPS).**
- **Department of Motor Vehicles (DMV) information/printout. Copies of all relevant Closed-Circuit Television (CCTV) recordings and handheld video footage associated with the incident, downloaded and saved to a compact disc or uploaded to the appropriate store medium.**
- **A detailed timeline of events, prepared by a sergeant or supervising line deputy. The timeline shall identify the names and employee numbers of personnel responsible for:**
  - **Discovering the incident.**
  - **Radio transmissions.**
  - **Conducting the initial assessment.**
  - **Title 15 Inmate Safety Checks (1 hour prior to discovery)**
  - **Rendering aid, including CPR, use of an automated external defibrillator (AED), Narcan administration, use of an bag valve mask, and placement in the recovery position, as applicable.**
- **Voice print recording, downloaded by a sergeant.**
- **Written documentation identifying all involved personnel by name and employee number, specifying which personnel activated their body-worn cameras (BWCs). Ensure all BWCs are properly docked in accordance with Custody Division Manual (CDM) Section 3-06/055.15.**

Distribution and Retention of Documentation

The five (5) completed inmate death documentation packets shall be distributed to the following entities:

- **Homicide Bureau.**
- **Internal Affairs Bureau.**
- **Custody Compliance and Sustainability Bureau-Death Review Team.**
- **CRDF unit commander.**
- **CRDF Operations support staff.**

[REDACTED TEXT]

Watch Commander Responsibilities

The on-duty watch commander shall ensure the completion of the following required forms:

- **Watch Commander's In-Custody Death Reporting Form (SH-J-431).**
- **Internal Affairs Bureau Mandatory Notification Form, as applicable.**

Compliance with Department Policies

All custody personnel shall adhere to applicable Department policies and procedures governing the handling, preservation, and investigation of a homicide scene.

NOTE: Personnel shall refer to the following Custody Division Manual (CDM) Sections for additional guidance regarding required notifications, reporting, and documentation procedures:

- **CDM Section 4-07/010.00, *Notification and Reporting of Significant Incidents*.**
- **CDM Section 4-10/050.00, *Inmate Death—Reporting and Review Process*.**
- **Manual of Policy and Procedures (MPP) Section 5-03/180.05, *Death Notification Within the Department*.**
- **Custody Operations Informational Bulletins #2021-08, *Inmate Death Review***
- **Custody Training and Standards Bureau Hot Topics – *Portable Video Cameras in Custody- April 2026***

REVISED 10/14/2026

REVISED 09/27/22

REVISED 08/08/13

• 5-10-010 Inmate Mail and Correspondence: Approved by CSS on 04/01/2025

Los Angeles County Sheriff's Department

	Unit Order: 5-10-010
CUSTODY SERVICES DIVISION SPECIALIZED PROGRAMS **CENTURY REGIONAL DETENTION FACILITY**	**Effective Date: 01/01/94** **Reviewed Date: 2/18/2025**
Subject: Inmate Mail and Correspondence	

Reference: CDM 5-01/030.00, 5-06/010.10, 5-06/070.00, 5-06/020.00, 5-06/020.05, 5-07/010.00, Title 15 Sections 1063,1063(e) & 1066 MPP 5-03/190.00

thru 5-03/195, and 5-03/200.15

Unit Commander Signature: On File **Date: 4/08/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for processing incoming and outgoing inmate mail and legal mail.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

Pursuant to Title 15, Section 1063, the term mail and correspondence are interchangeable. CRDF inmates may correspond via United States (U.S.) mail with other inmates in all Custody Services Division facilities and inmates in other institutions. Permission to write an inmate incarcerated at CRDF is not necessary.

Incoming Mail

Incoming inmate mail can be delivered directly to CRDF by the United States Postal Service or retrieved from the Inmate Reception Center (IRC) by the Operations office's law enforcement technician (LET), or designee. All inmate mail entering CRDF should be expeditiously delivered to the Cashier/Mail Room.

Cashier/Mail Room personnel shall inspect all mail for money, photographs, money orders, and contraband. They shall then write the inmate's housing location on the envelope and separate the mail by module for transfer. Cashier/Mail Room personnel shall also separate, and place designated "flagged" correspondence in the Operation Safe Jail (OSJ) unit's mailbox.

Personnel assigned to CRDF's Inmate Services Bureau (ISB) or Custody Inmate Grievance Application Team (CIGA) will conduct a secondary inspection of all incoming mail. ISB or CIGA personnel will transfer the incoming inmate mail to the mail sorting slots inside the main control sally port. Once the mail is delivered, ISB or CIGA personnel will announce via their county issued handheld radio that inmate mail is ready for pick up in the main control sally port.

Inmate mail shall be retrieved from the main control sally port once per day by AM or PM shift personnel and distributed to each addressed inmate. The distribution of mail shall be logged in the electronic Uniform Daily Activity Log (e-UDAL).

NOTE: Module personnel shall not retrieve inmate mail from the Cashier/Mail Room.

Incoming Money

Cashier/Mail Room personnel shall remove enclosed monies from all incoming inmate mail. Cashier/Mail Room personnel shall record on the face of each envelope containing money; the type, amount, and disposition of the enclosed money. The money shall then be deposited into the inmate's account.

All cash and negotiable instruments of $200 or less shall be deposited directly to the inmates account. Acceptable negotiable instruments include:

- **Postal Money Order**
- **Western Union Money Gram**
- **Most money orders issued in the State of California. Items in this category must say "Money Order" on its face.**
- **American Express Money Orders if in the U.S. currency**
- **Cashier's checks (in state only) and if payable to the inmate or the Sheriff's Department**
- **Checks from other law enforcement agencies if payable to the inmate**

The following items are not acceptable for deposit and must be returned to the sender:

- **Cash**
- **Personal checks**
- **Out of state checks**
- **Payroll checks**
- **All other monies not listed above are not acceptable**

Money left in a released inmate's account shall be held for 90 days before being transferred to the County General Fund.

Restrictions on Mail / Mail Containing Contraband

When an inmate is sent material that is not prohibited by law, but is considered contraband (e.g. plastic cards, food, hygiene items, postage stamps, combs, or pornographic material, etc.), it shall be returned to sender or destroyed. A brief explanation indicating the reason for returning the mail shall be written or stamped on the envelope. The sender, if identifiable, shall be notified of the mail item's rejection through the "Returned Mail Item-Sender Notification" form (SH-J-465), which shall be sent by the USPS to the sender. Any contraband item or suspicious material that cannot be resolved by personnel shall require a supervisor's disposition.

Photographs may be given to inmates, subject to the following guidelines:

- **Photographs or computer generated pictures shall be unadorned; size shall be a minimum of 3 inches by 5 inches, not to exceed 4 inches by 6 inches.**
- **Photographs or pictures that are sexually explicit, depicting nudity and/or sexual acts, or displaying gangs, gang tattoos, or hand gestures (signs) are prohibited.**
- **Polaroid photographs shall be cut open for examination.**

NOTE: Unit commanders may prohibit the possession of photographs or computer generated images that they deem capable of compromising the security of the facility.

When narcotics are found in mail, the on-duty watch commander shall be notified immediately. The mail containing narcotics shall be surrendered to the watch commander who will designate personnel to complete the appropriate Incident Report (SH-R-49) and ensure the proper handling of the recovered narcotics, pursuant to CDM section 5-14/080.00 "Narcotic Evidence Booking Procedures."

Gang related materials found on or inside inmate mail, shall be delivered to OSJ personnel for proper review and handling.

Mail found to contain information of a criminal matter shall be immediately delivered to the respective tower supervisor or on-duty watch sergeant and shall not be delivered to the concerned inmate. The supervisor shall investigate its contents to determine whether the information is sufficient to warrant further action. If the mail contains workable information in a criminal case, proper notification shall be made to the agency or unit involved in the investigation. The investigator involved with the case will make a determination as to the status of the item in question.

Excess Mail and Mail Limitations

There is no limit on the amount of mail an inmate may receive; however, the mail must fit into the County issued inmate property bag with the rest of the inmate's property.

Any excess mail that does not fit within the property bag shall be mailed out by the inmate or discarded by the inmate.

- **There shall be no limitation on the volume of mail that an inmate may send**
- **Indigent inmates shall receive four postage paid envelopes and eight sheets of paper each week by ordering an "Indigent Kit" from Commissary**
- **There shall be no limitation on the number of postage-free letters to the inmate's attorney and to the courts**
- **There shall be no limitation to the number of legal correspondences sent by an inmate**

Out Going Regular Mail-Staff Responsibilities

Prior to delivering outgoing mail to the floor control booth, module personnel shall ensure the following rules and standards are adhered to, preventing any further delay in mail processing. The following information shall be placed on the upper left-hand corner on the front of the envelope:

- **Inmate's full name and booking number**
- **Inmates housing location (including cell number and bunk)**
- **CRDF's full address**

The envelope containing regular mail shall remain unsealed and placed in the mail box located in the housing module for processing. Any sealed envelope shall not be accepted and immediately

returned to the inmate.

Floor control personnel assigned to the early morning (EM) shift shall be responsible for inspecting all outgoing mail from their respective floor's modules. They shall also ensure all outgoing mail is appropriately weighed, stamped, and addressed. The outside of the envelope shall be marked with the "INSPECTED" stamp. In the event the volume of mail is heavy, the assigned floor rover shall assist in the inspection of mail. It will be the responsibility of each EM tower supervising line deputy to conduct weekly checks of each module and floor control booth to ensure inmate mail is being delivered and processed in a timely manner.

Mail containing incorrect postage or address information shall be returned to module personnel by the next shift. Module personnel shall expeditiously return incorrectly prepared mail to the inmate. Appropriately addressed outgoing mail shall be kept separated by each housing location. Due to United States Postal Service mail regulations, all pieces of first-class mail must weigh no more than 13 ounces.

When mail is found to be inappropriate or has drawings on the front of outgoing envelopes, the mail shall be returned to the inmate. If the mail is considered contraband, the contraband will be disposed of.

Inmate Services personnel shall be responsible for collecting outgoing mail from all floor control booths. They shall collect the unsealed inspected mail from each floor control, seal the mail, and place it inside the main control sally port in the United States Postal Service mail bins.

The main control supervising line deputy shall ensure outgoing mail left is bagged and prepared for pickup by the Operations LET on AM shift. If a large volume of outgoing mail warrants expedient transport to the U.S. Postal Service Office, the LET may take the mail to the Lynwood Postal Office. Only meager amounts of outgoing mail may be placed in the postal receptacle in front of the facility. Inmate mail shall be processed and deposited with the U.S. mail without undue delay.

The Operations sergeant shall conduct monthly checks to ensure that inmate mail is being processed according to policy.

Legal/Confidential Mail

All incoming legal/confidential mail shall remain sealed and placed in the Legal Unit sorting slot located in the Cashier/Mail room. Personnel assigned to the CRDF Legal Unit shall retrieve the mail at least once per day and shall be responsible for the following:

- **All legal mail shall be opened in the presence of the inmate**
- **CRDF Legal Unit personnel delivering legal mail shall scan the pages of the document(s) checking for contraband**
- **CRDF Legal Unit personnel shall photocopy the front of the envelope and place it in the "Legal Mail Logbook." The inmate shall sign the log confirming receipt.**

All outgoing legal/confidential mail shall be examined in the presence of the inmate for contraband and to ensure the validity of the legal mail without reading the contents of the letter. If determined

to be valid legal mail, the module deputy shall instruct the inmate to place the letter in the addressed envelope and seal the envelope in their presence. The module deputy accepting the mail shall write their initials and employee number on the flap of the envelope prior to forwarding the documents for delivery/mailing.

Inmates shall be afforded the following privileges with respect to outgoing legal/confidential mail:

- **Legal/confidential correspondence with any State or Federal Court, active member of any State Bar, holder of public office, the State Board of Corrections, any licensed physician, licensed psychiatrist, Correctional Health Services (mental or medical), unit commander, or any official of the Sheriff's Department.**
- **Legal/confidential correspondence with the Prison Rape Elimination Act (PREA) Auditor, Rape Crisis Centers, ACLU and Just Detention International (JDI) personnel**

For additional information, refer to CDM section 5-06/070.00, "Inmate Correspondence" and Manual of Policy and Procedures (MPP) section 5-03/195.00, "Confidential/Legal Correspondence of Inmates."

Discipline

Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case correspondence may be suspended for no longer than 72 hours without the review and approval of the unit commander.

For additional information, refer to CCR Title 15, section 1083 (f), "Limitations on Disciplinary Actions").

[REDACTED TEXT]

REVISED 2/18/2025

REVISED 01/11/22 (Approved by CSS on 3/15/2022)

REVISED 08/03/17

• 5-12-015 Complaint/Request Forms

SCOPE OF ORDER:

This order shall apply to all personnel assigned to CRDF.

ORDER:

The sergeant responsible for a floor shall collect the complaint forms (SH-J-420) a minimum of once

per eight hour shift. The sergeant shall open the complaint / request box and remove all items placed in the box. The sergeant shall review all the forms and divide them into five categories.

1) Emergency

2) Complaints

3) Medical / Mental

4) Request

5) Basic request

All emergent requests will be reviewed and either addressed or indicated that it is not an emergent issue. A reference number shall be added to all emergent complaints regardless of how they are handled.

Complaints shall receive a reference number and be submitted to the watch commander for review. The watch commander will assign an e-lots number and forward the complaint to the unit commander for review and assignment.

Medical / Mental forms do not receive a number and shall be delivered to the main clinic.

Requests are given a reference number and are distributed to the indicated group.

Basic requests are handled at the housing level and, once handled, no further action is needed.

• 5-15-00 Lactation Program-Approved by CSS 08/28/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-15-00**
SPECIALIZED PROGRAMS	**Effective Date:** 3/13/18
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 08/21/2026
Subject: Inmate Lactation Program	
Reference: CDM 6-05/080.00	
Unit Commander Signature: On File	**Date:** 09/03/2026

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PURPOSE OF ORDER:

The purpose of this order is to establish procedures to assist Correctional Health Services (CHS) in the collection of expressed breast milk by inmates who are participating in the lactation program at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all employees permanently assigned to, on loan, or otherwise working at CRDF.

ORDER:

Inmates who are participating in the lactation program may store their breast pump inside their cell, including any related items (e.g., storage bags, cleaning sponges, etc.), while maintaining active participation in the program. During module or cell searches, custody personnel shall not remove these items from the inmates' cells unless authorized by a supervisor.

When an inmate is in possession of expressed breast milk~~,~~ that needs to be delivered to medical personnel, barring exigent circumstances, custody personnel shall:

- **Call the corresponding floor's mini clinic and verify if medical staff is present/available to accept the expressed breast milk (any medical staff member may accept the milk).**
- **Direct the inmate to the mini clinic to deliver their expressed breast milk, without delay, after confirmation is received that medical staff is available for the collection.**
- **Document the exchange of expressed breast milk in the electronic Uniform Daily Activity Log (e-UDAL).**
    - **For example: "At 0830 hours, Inmate Doe (#00000) was sent to the mini clinic to deliver their expressed breast milk."**

NOTE: At no time shall custody personnel have control over or be in possession of the inmate's expressed breast milk.

NOTE: If an inmate does not have privacy within their module to express their breastmilk, custody personnel shall contact CHS personnel to make arrangements for the inmate to be escorted to the main clinic to express their breastmilk.

Should any unforeseen or unusual circumstances occur affecting delivery, and/or acceptance of the expressed breast milk, a medical supervisor shall be notified immediately by dialing extension [REDACTED TEXT] The related circumstances and notification shall be documented in the corresponding location's e-UDAL.

REVISED 8/21/2026

REVISED 8/16/2023

• 5-15-05 Prenatal Notifications/Labor Support, and Postpartum visiting including Inmate Bonding with Newborns: Approved by Captain Martin on 5/7/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: # 5-15-05**
SPECIALIZED PROGRAMS	**Effective Date:** 04/05/2018
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 08/11/2025
Subject: Prenatal Notifications, Labor Support, and Postpartum Visiting including Inmate Bonding with Newborns	
Reference: CDM 4-10/040.00, 5-01/030.05, 5-03/100.00, 7-02/010.00, UO#5-03-050, MPP 4-08/020.00, and Assembly Bill 732	
Unit Commander Signature: On File	**Date: 05/07/2026**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding labor support, visitation, and bonding practices for pregnant inmates in labor and postpartum inmates housed at Century Regional Detention Facility (CRDF). This order shall apply to pregnant inmates who are scheduled for delivery at the Los Angeles General Medical Center (LAGMC) or other identified hospitals.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

Assembly Bill (AB) 732 allows an incarcerated pregnant inmate the opportunity to elect to have a support person during labor, childbirth, and during postpartum recovery while hospitalized. The support person may be an approved visitor or jail staff designated to assist with prenatal care, labor, childbirth, lactation, and postpartum care.

If jail staff is requested to act in the capacity as labor support by an inmate, the [REDACTED TEXT] Liaison shall consult with Correctional Health Services (CHS) personnel, CRDF Access to Care Bureau (ACB) personnel, and the CRDF operations lieutenant. The appropriateness and ability to

accommodate the labor support request shall be considered while maintaining compliance with Department policy.

Prenatal Visitor Clearances

The facility [REDACTED TEXT] liaison shall give all pregnant inmates expecting to deliver at LAGMC or other designated hospital, the option of providing up to three (3) names of potential labor/postpartum visitors. The [REDACTED TEXT] liaison shall contact each potential visitor(s) and send them security clearance forms as required by the Office of Religious and Volunteers Services (RVS). The potential visitor (s) is/are responsible for returning all completed forms to the [REDACTED TEXT] liaison in a timely manner to ensure clearances can be conducted by RVS.

The [REDACTED TEXT] liaison shall submit the completed forms to the office of RVS who shall conduct the security clearance to the specifications outlined in Custody Division Manual (CDM) section 3-10/010.00, "Entry Criteria for Civilian Volunteers" for each potential visitor. The results will be provided to the facility [REDACTED TEXT] liaison, who shall compile a list of cleared and permitted visitors. Once complete, the [REDACTED TEXT] liaison shall fax the clearances to LAGMC and save the clearances in the:

- **[REDACTED TEXT]**

The [REDACTED TEXT] liaison shall prepare a [REDACTED TEXT] envelope which will include the following documents:

- **Instructions for the Main Control supervising line deputy and escorting deputies once the [REDACTED TEXT] inmate is transferred from CRDF to LAGMC or an outside hospital**
- **Name, date of birth, telephone number, and email address of each approved labor support person**
- **A copy of the Custody Facility Clearance Application Form (family and friends only)**
- **Doulas only: Formal letter granting a non-escort clearance approval for labor support and a signed copy of the Custody Facility Clearance Application. The Custody Facility Clearance Application shall be signed by the sponsor with facility access for the doula. A color copy of the doulas Driver's License or Identification Card (I.D.) shall be provided; however, all personal information (i.e., address, ID number) shall be redacted.**
- **A copy of the [REDACTED TEXT] inmate's Los Angeles County Consolidated Criminal History Reporting System**

The [REDACTED TEXT] liaison shall deliver the [REDACTED TEXT] envelope to the Main Control supervising line deputy. The Main Control supervising deputy shall then provide the [REDACTED TEXT] envelope to the deputies overseeing hospital security during and after the inmate's delivery. This paperwork shall always remain on their person, in the event of an emergency, and shall never be shared with or given to the [REDACTED TEXT] inmate or labor support person(s).

NOTE: The [REDACTED TEXT] liaison shall retain a copy of the documents provided in the [REDACTED TEXT] envelope.

Labor Support/Postpartum Visiting Protocol for Inmates delivering at LAGMC or an Outside Hospital

CHS personnel will determine when the [REDACTED TEXT] inmate shall be transported to the hospital for delivery. If the [REDACTED TEXT] inmate is in labor, the inmate shall be transported to a nearby hospital via ambulance. The [REDACTED TEXT] inmate shall not be handcuffed during transport. If the inmate is transported via radio car, custody personnel shall handcuff the inmate to the front, during transport only.

Once the inmate has been admitted and/or placed in the labor and delivery unit of the hospital, or the inmate is in imminent labor, the escorting deputy shall call the approved labor support person(s) and/or doula using the hospital phone of Department issued cellphone.

NOTE: Deputy personnel shall search the hospital room and immediate area for any items that may pose a safety or security risk.

NOTE: Imminent labor means that childbirth is about to occur. It signifies that labor is rapidly progressing and the baby may be delivered very soon.

The escorting deputy shall provide the following information to the identified labor/postpartum visitor:

- **Hospital location**
- **Must bring a valid and current government issued Driver's License and/or Identification Card**
- **Subject to search**
- **No outside food or beverages**
- **No weapons, cell phones, or contraband items are allowed**
- **Approved labor/postpartum visitor shall be instructed to check in with hospital personnel once he/she arrives to the hospital.**
- **Only one visitor at a time, per inmate, will be allowed for a labor/postpartum visit in the hospital.**
- **The permitted visitor shall be monitored at all times by the responsible deputy**
- **The permitted visitor shall be the only person allowed to have contact with the [REDACTED TEXT] inmate during the visit**
- **Any visitor who attempts to bring additional guests into the [REDACTED TEXT] inmate's hospital room shall be turned away immediately**
- **Hospital personnel may determine that a visit cannot occur or must be terminated due to operational or medical concerns**
- **The visit may be limited based on the discretion of deputy personnel providing security for the inmate due to articulable safety or security concerns**

The approved labor/postpartum visitor shall remain at the visitor check-in area until a deputy arrives to escort them to the [REDACTED TEXT] ward. Notification that the approved visitor has arrived will be made by hospital personnel. One (1) deputy shall remain with the[REDACTED TEXT] inmate while the second deputy shall report to the visitor's waiting area. At no time shall sworn personnel leave the inmate unattended. The deputy assigned to escort the labor/postpartum visitor shall conduct a consensual pat-down search of the visitor to ensure no weapons or contraband (including cellular phones) are present prior to being escorted to the maternity ward. If the visitor refuses a consensual pat-down search, the visit shall not occur.

A [REDACTED TEXT] inmate in labor and delivery shall be given the maximum level of privacy possible during the labor and delivery process. The escorting deputy shall be stationed outside the room rather than in the room absent extraordinary circumstances. If a deputy must be present in the room, the deputy shall stand in a place that grants as much privacy as possible during labor and delivery. The deputy shall be removed from the room if a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines the removal of the deputy is medically necessary.

Doula

A doula is a professional pregnancy and childbirth companion who provides emotional and physical comfort, education, and support. Doula services shall be offered and arranged by the [REDACTED TEXT] liaison if the pregnant inmate opts to utilize this service. If a doula is utilized, they will be allowed in the room with one additional family visitor who has been cleared by RVS.

The escorting deputy shall conduct a cursory search of the doula and their property in the adjacent hallway just prior to the doula entering the room. Each time the doula exits and returns to the room, a search shall be conducted.

NOTE: If the doula refuses to be searched, the escorting deputy shall contact the watch commander for further direction.

A doula is allowed to assist with prenatal care, labor, childbirth, lactation, and post-partum care. A doula may bring in allotted items to assist with birth, which may include:

- **Rebozo/long scarf**
- **Heating pad/Rice sock**
- **Tennis ball**
- **Massage oils/lotions**
- **Digital camera**
- **Speaker for pre-recorded music/hypnobirthing**
- **String of lights**
- **Night light with ceiling projection**

NOTE: Additional items may be utilized by a doula which are not included in the above mentioned list. If the item(s) do not present a safety or security concern, staff shall allow the items to be utilized.

Items not authorized include:

- **Razors**
- **Scissors**
- **Cell phones**

NOTE: Physical contact between the [REDACTED TEXT] inmate and doula is permitted, as well as with the approved labor support person (family/friend), with discretion.

The doula may take a picture of the baby with their digital camera and request hospital staff to print the picture. In accordance with CDM section 5-06/070.00, "Inmate Correspondence," the picture shall be a minimum of 3 inches by 5 inches and shall not exceed 4 inches by 6 inches.

The [REDACTED TEXT]inmate shall be allowed to have the hospital baby cap in their possession. Staff shall not remove this item from the inmate's possession upon arrival to CRDF.

Postpartum Inmate Bonding with Newborn Babies

Inmates who give birth while in custody are often confined to the maternity unit of the hospital for a medically determined postpartum period. During that time, medical staff will make all determinations as to the best course of postpartum treatment for both the inmate and newborn. This may include visitation and bonding practices such as "kangaroo care" (a method of holding a baby which involves contact of the baby's skin and the parent's bare chest) or "skin-to-skin" contact.

If a deputy has information or previous experience with an inmate that leads them to believe the safety of the newborn is potentially at risk, the deputy shall inform medical staff of the inmate's behavioral or mental health history to allow medical staff to make an informed decision on how to proceed with postpartum care. The deputy shall note the time and name of the medical professional they informed on the inmate's Postpartum Visitation Newborn Hospital Log. In all cases, medical staff will make the final determination regarding inmate/newborn visitation and bonding practices.

NOTE: Pregnant and postpartum inmates shall only be restrained in accordance with CDM section 7-02/010.00, "Pregnant Inmates."

NOTE: This unit order does not prohibit custody personnel from taking necessary action to ensure officer safety, safety of the inmate, and safety of the newborn child. All related use of force and restraint policies and procedures shall be adhered to.

Watch Commander Responsibilities:

Per CDM section 5-03/100.00, "Inmate Detention at Hospitals," the watch commander, or their designee, shall notify the law enforcement agency having jurisdiction over the hospital facility where the inmate will be hospitalized. The agency shall be notified that a jail inmate will be at the hospital under the direct supervision of deputy personnel. The notification shall be made at the beginning of each shift as long as the inmate remains at the hospital facility. The time and person notified shall be documented in the CRDF Facility Log. Please refer to CDM section 5-03/100.00 for additional information.

Escapes

If, an inmate escapes deputy personnel's custody, the following steps shall be taken:

- **Make every attempt to locate and re-capture the inmate as soon as possible**
- **Contact hospital security, advise of the escape and order an immediate "lockdown" of the hospital and parking lot**

- **Contact Sheriff's Communication Center (SCC) regarding the escape (crime broadcast)**
- **Contact the CRDF Main Control SLD and watch sergeant as soon as possible and advise**

NOTE: Refer to CDM sections 5-03/100.00, "Inmate Detention at Hospitals," 4-10/040.00, "Escape File," Manual of Policy and Procedures section 4-08/020.00, "Escapes," and Unit Order 5-03-050, "Inmate Transportation and Admission to Medical Facilities," for additional procedures regarding hospital runs and inmate escapes.

Additional Rights per AB 732:

- **Any inmate shall, upon request, be allowed to continue to use materials necessary for (1) personal hygiene with respect to their menstrual cycle and reproductive system, including but not limited to, sanitary pads and/or tampons at no cost to the inmate, and (2) birth control measures as prescribed by a physician, nurse practitioner, certified nurse midwife or physician assistant.**
- **Pregnant inmates housed in multitier housing units shall be assigned lower bunk and lower tier housing.**

NOTE: If the inmate requests the deputy to be present in the room during delivery, when able to do so, the deputy shall contact the watch commander and Main Control supervising line deputy and make notification. The notification shall be documented in the Watch Commander's Log and Facility Log.

- **Pregnant inmates shall not be tased, pepper sprayed or exposed to other chemical weapons.**

NOTE: A pregnant inmate in labor (no matter what stage) during delivery, or in recovery, shall not be restrained by the wrist or ankles unless the inmate poses an immediate threat of great bodily injury or death to herself, her fetus, or others. Additional information regarding the use of restraints on pregnant inmates may be found in CDM section 7-02/010.00 "Pregnant Inmates."

REVISED 05/04/2026

REVISED 08/11/2025

REVISED 11/07/2024

REVISED 09/26/2022

REVISED 05/07/2021

• 5-15-010 Public Visiting- Approved by CSS Policy on 5/21/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-15-010
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/1994
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/18/2026

Subject: Public Visiting

Reference: CDM 4-11/060.00, 5-03/050.05, 5-03/080.10, 5-03/085.00, 5-03/105.00, 5-10/010.00, 5-10/020.05; CCR Title 15, Section 1062; UO 5-00-03, GRS UO's #004 and #005

Unit Commander Signature: On File **Date:** 06/03/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for public visits and the operation of the visiting center for inmates housed at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

To comply with California Code of Regulation (CCR) Title 15, section 1062, "Visiting," the following shall apply to public visits and the operation of the visiting lobbies for inmates housed at CRDF.

Visiting Personnel Responsibilities

The visiting sergeant shall be responsible for the visiting center and shall report to the watch commander, as needed. Deputy personnel assigned to visiting shall ensure:

- **All visitors pass through the metal detector and conduct pat-down searches as needed**
- **Visitors with felony warrants are arrested with the approval of the on-duty watch commander**
- **Visitors with misdemeanor warrants may be arrested with the approval of the on-duty watch commander. Visitors with low bail misdemeanor warrants may be issued a Notice to Appear citation provided they have valid identification, and the watch commander is notified.**

Visiting personnel shall maintain the Public Information Plan and have it available upon request. The Public Information Plan shall include:

- **Complete street address and telephone number**
- **General map location**
- **Visiting information such as days of the week and times of the day**
- **Visiting rules and regulation**
- **Other pertinent information**

The public may also be directed to look for Department, community, and inmate information through the Department's website at www.lasd.org.

Floor Control

Floor control personnel shall review the visiting dashboard hourly to ensure that all inmates arrive on time for their visits. The visiting phones will be turned on and off as follows:

ON	OFF
0830	0900
0930	1000
1030	1100
1130	1200
1230	1300
1330	1400
1430	1500
1530	1600
1630	1700
1730	1800

Dress code for CRDF Visiting Center Personnel

- **Class "A" or "B" uniform**
- **Full Sam or Sally Brown gun belt**
- **Chemical agent spray**
- **Flashlight**

- **Ballistic vest (advised)**
- **Narcan (advised)**

Security Checks

Visiting personnel shall conduct a security check of the lobby and each visiting floor:

- **At the beginning of the shift before opening for business;**
- **At the end of the shift after all visitors have vacated the facility; and**
- **As needed throughout the shift.**

A security check shall include, but is not limited to, the following:

- **Conduct a visual check of all visitors inside and around the visiting lobby.**
- **Ensure visitors are on the floor visiting the inmate they noted on the pass at the beginning of the session.**
- **Ensure all doors in the visiting area are secure.**
- **Note any non-working lights or inoperable visiting phones.**
- **Ensure the visiting lobby is secure at the conclusion of the visiting day.**
- **Ensure visitors and inmates do not engage in activity that violates any laws, facility rules, or the visiting policy.**
- **Check and clear the restrooms and lockers at the end of the visiting day.**

Procedures for Visitors

- **Visitors shall register and create an online account at visit.lasd.org, before visiting an inmate at CRDF. Once registered, the visitor may book a visit online using the IVVS system, or by contacting IVVS Public Visiting Support at 213-680-4887.**
- **A maximum of two (2) people are allowed to visit during each visiting session.**

Procedures for Public Video Conferencing

- **Visitors shall register and create an online account at visit.lasd.org before visiting an inmate at CRDF.**
- **A maximum of two (2) people are allowed to visit during each video visiting session.**
- **Visitors shall be searched before entering the video conferencing room.**
- **Visitors shall adhere to all visiting center rules; failure to do so may result in termination of the video visiting session.**
- **All visits shall be recorded in the IVVS system.**
- **Video visiting privileges may be cancelled or changed at any time.**
- **CRDF visiting personnel may monitor video visits utilizing IVVS. Any inappropriate behavior will result in immediate termination of the video visit session.**
- **When a visitor has a scheduled video visit with an inmate housed at another Los Angeles County Sheriff's Department facility (MCJ, TTCF, etc.), CRDF visiting personnel shall contact the respective visiting center and advise them of the video visit.**

Ex-Felons and Recently Released Inmates

A potential visitor who has been recently released from the custody of any Los Angeles County jail facility, shall not be denied visiting privileges based solely on their date of release from the County jail.

Potential visitors who have been previously convicted of a felony, confined in any state prison, or have subsequently been placed on parole or probation following their release, shall submit a written request to the unit commander requesting permission to enter the facility. The unit commander shall review the request and, upon a determination that the ex-convict has satisfactorily completed their parole and has no other significant issues which would make them a threat to facility security, shall approve the visit. The unit commander's written response to the request for visitation shall be provided to the requesting party within 30 days from the date the request was received by the unit commander. In those cases where visiting privileges are denied, the reason(s) for the decision shall be documented, and the requesting party will be informed in writing of those reason(s).

Disabled Visitors

Visiting center personnel shall make every effort to assist those visitors who require accommodation due to a disability.

News Media Interview Requests

All news media requests to interview a prisoner must be authorized by the chief of Custody Services Division – Specialized Programs. Sheriff's Information Bureau shall coordinate all news media interviews that take place in any Department custody facility or station.

Please refer to Custody Division Manual (CDM) section 5-10/020.05, "News Media Interview Requests."

Visiting Procedures, Rules, and Regulations

All inmates shall be allowed at least two (2) visits totaling one hour per week. Any deviations exceeding an inmate's weekly quota (two [2] visits one hour per week)will be made at the discretion of the supervisor or unit commander per CCR Title 15, section 1062, "Visiting."

Minors under the age of sixteen (16) shall be accompanied by, and remain under the close supervision of, their parent or verifiable legal guardian.

All persons under the age of eighteen (18) shall present a valid and current driver's license, state identification card, passport, or school identification. Adults accompanying minors under the age of five (5) must provide a birth certificate, proof of guardianship, or any documentation verifying the identity of the minor.

Upon prior request from an inmate, their minor children over the age of twelve (12) years and not yet sixteen (16) years, may be permitted to visit unaccompanied by an adult with the approval of the

facility unit commander.

All public visits are scheduled by appointment through the Inmate Video Visitation System (IVVS) scheduling application. Walk-in visitors may be granted a visit only if an appointment is available and scheduled through the IVVS by the visitor.

Although days and times are subject to change at any time due to facility constraints, the public visiting hours are as follows:

Onsite visits

Friday: 0900-1230

Saturday: 0730-1730

Sunday: 0730-1730

Monday: 0900-1230

Video onsite visits

Friday 0730-1230

Saturday 0730-1730

Sunday 0730-1730

Monday 0730-1230

Video remote visits

Friday 0730-1230

Saturday 0730-1730

Sunday 0730-1730

Monday 0730-1230

Additionally, the public visiting center will be open on Thanksgiving Day and Christmas Day, regardless of which day of the week they fall upon.

Visitors who identify themselves as a professional visitor are welcome to conduct their visits without an appointment, during attorney room visiting hours and on weekends during public visiting hours.

All visitors shall have a valid picture identification card in their possession while inside the CRDF

visiting center.

NOTE: The visiting doors shall remain open during business hours. Any deviation from this unit order shall be approved by the on-duty watch commander.

Search of Visitors

Visitors shall pass through a metal detector and shall submit to a pat-down search before entering the visiting area. To ensure the expeditious process of searching all visitors for contraband, visitors shall secure all personal property, except an identification card and a locker key or a single-vehicle key, before passing through the metal detectors.

Rules for Visitors

- **Visitors shall dress in acceptable civilian attire.**
- **Visitors shall not speak in a loud or boisterous manner or use abusive language toward Sheriff's Department personnel and/or other visitors.**
- **Visitors shall follow directives given by Department personnel to terminate the visiting session and return to the visiting lobby area.**
- **Visitors shall only visit the inmate with whom they have a scheduled appointment**
- **Visitors shall not engage in any activity that violates the security of the facility or threatens the safety of Department personnel or inmates.**
- **Smoking is prohibited inside the facility.**
- **Cameras, recording devices, radios, and all electronic devices are prohibited within the visiting areas.**
- **Visitors in possession of or under the influence of any alcoholic beverage, illegal drug/narcotic, and/or any other substance deemed unlawful to possess, shall not be allowed in the facility and will be subject to arrest.**
- **Visitors shall not engage in lewd conduct or indecent exposure.**
- **Parents/guardians must maintain immediate control of their children.**
- **The use of gang colors, signs, language, or any gang paraphernalia used to show gang affiliation is prohibited.**
- **Loitering or any other unacceptable behavior is prohibited.**

Any violation of the following rules may result in the visitor's removal from the facility and the cancellation of visiting privileges.

Termination of Visiting Privileges

- **Visitors dressed in provocative, revealing, or tattered clothing shall not be authorized to visit.**
- **Minor offenses such as littering, smoking in the lobby, lewd conduct, and arguments with other visitors/personnel shall result in the termination of visiting privileges for that day.**
- **Major offenses, such as attempting to bring narcotics or weapons into the facility, or other felonies, shall result in the loss of visiting privileges and arrest as determined by the watch commander.**

- **Termination of visiting privileges for one week shall require the watch commander's approval. Termination of visiting privileges longer than one week shall require the unit commander's approval.**

All terminations of visiting privileges shall be documented in the IVVS by the visiting center sergeant, or designee.

For additional information pertaining to inmate visiting, rules and regulations, and ex-felons and released inmates, refer to CDM section 5-10/010.00, "Inmate Visiting."

Pass-Through Privileges

Public visitors are not authorized to pass items to inmates. Inmates may pass property release forms to a visitor with the assistance of custody personnel at the discretion of the visiting center's personnel.

Property and Money Release Forms

Visiting personnel are responsible for retrieving all property and money release forms from the Main Control sally port mailbox at the beginning of their shift. Visiting personnel shall ensure the forms are signed by the inmate authorizing the release of their property/money to their designee and by custody personnel assigned to the inmate's housing area. This process verifies custody personnel has confirmed the identity of the inmate releasing their property. Visiting personnel shall verify the identity of the designee upon their arrival.

Acceptance of Prescription/Corrective Eyeglasses

Inmates are authorized to have one pair of prescription eyeglasses in their possession. Visitors wishing to leave prescription eyeglasses for inmates housed at CRDF may do so with visiting center personnel during operational hours. Visiting personnel are responsible for delivering all prescription/corrective eyeglasses directly to the inmate.

For additional information on the acceptance of prescription/corrective eyeglass, refer to CDM section 5-03/105.00, "Acceptance of Prescription/Corrective Eyeglasses."

Acceptance of Orthopedic Footwear

The inmate must have a current medical order on file for orthopedic footwear. Once the medical order is issued by Correctional Health Services (CHS) personnel, the inmate must contact a family member to purchase the orthopedic footwear.

All prescriptions (if available) for orthopedic footwear issued by an outside doctor may be inspected and approved by CHS. If the inmate already possesses orthopedic footwear, personnel from CHS will assess the inmate's medical need for the orthopedic footwear.

Orthopedic footwear must meet the following criteria:

- **Black or white in color**

- **No graphics or designs (custom fabricated)**
- **Shoes must have Velcro straps**

Family members may deliver approved orthopedic footwear to the CRDF visiting center during operational hours. Visiting personnel will contact CHS personnel who will take possession of the orthopedic footwear from the family member and deliver it to the inmate.

Court orders regarding orthopedic footwear for inmates will be processed by the Court Orders Unit of CHS. To ensure proper handling of court orders, refer to CDM section 4-11/060.00, "Notification and Compliance with Court Orders."

For further information regarding orthopedic footwear, refer to CDM section 5-03/080.10, "Orthopedic or Prosthetic Medical Appliances."

NOTE: Orthopedic footwear includes orthopedic boots, shoes, and orthotic insoles.

Medications Brought into the Facility by an Inmate's Family or Designated Representative

In the rare occasion that the pharmacy is unable to supply a particular medication for an inmate, CHS personnel may request the inmate to arrange for the medication to be brought to the facility.

- **Family members visiting an inmate under mental health observation are permitted to leave a list of pre-existing prescribed medications the inmate was taking before incarceration with visiting center personnel. At the end of each shift, visiting center personnel shall fax the form listing the medication to CHS.**

Medication may be delivered to the CRDF visiting center during operational hours. Visiting center personnel shall contact the on-duty supervising nurse or pharmacist to report to the visiting center to take possession of the medication, as delineated in CDM section 5-03/050.05, "Medications Brought into Facility by Inmate, Inmate's Family, or Designated Representative."

Found Items

The Visiting center shall have a designated temporary storage area (Lost and Found) for items left behind by visitors. The temporary storage area shall be purged weekly. Items having, or appearing to have, significant value such as jewelry and purses/wallets containing money and credit cards shall not be temporarily stored; a Found Property Report shall be written, and the items booked into evidence. The visiting sergeant shall ensure the proper handling of all found property.

Mental Health Assistant – Forensic Inpatient (FIP) Step-Down Contact and Webex Visits

Mental health assistants assigned to the FIP Step-Down program will be offered non-barrier contact visits and Webex visits at the direction and supervision of personnel assigned to the Gender Responsive Services (GRS) Unit. For additional information, refer to GRS Unit Orders #004 BEAR Families Program for Contact Visiting and #005 BEAR Families Program for Webex Visiting.

REVISED 05/18/2026

REVISED 02/21/2024

REVISED 10/04/2022

REVISED 05/18/2020

REVISED 06/07/2013

• 5-15-020 Attorney and Other Professional Priority Visits: CSS 09/12/2022

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for attorney and professional visitation with inmates housed at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel who are assigned to and/or working in any capacity at the CRDF.

ORDER:

All attorney and/or professional visits shall be processed through the CRDF visiting center.

GENERAL GUIDELINES

- **Persons who qualify as a professional visitor shall be granted an unlimited amount of time for the visiting session, with the exception of legal runners.**
- **Professional visitors shall not be restricted to the number of visits per day, unless otherwise specified.**

HOURS OF OPERATION

Professional visiting hours are Monday through Friday from 0915 to 1600 hours.

NOTE: The visiting doors shal remain open during business hours. Any deviation from this unit order shall be approved by the on-duty watch commander.

VISITING LOBBY

The following information shall be provided to the public upon request by visiting center personnel:

- **The street address and telephone number to the CRDF and other custody facilities.**
- **CRDF visiting rules and regulations information.**
- **Schedule of visiting days and hours at the CRDF and other custody facilities.**

Personnel may also direct the public to the Department's website at www.lasd.org for additional information.

INMATE VIDEO VISITATION SYSTEM (IVVS)

- **All professional and investigative visitors requesting a visit to interview inmates are required to have an active visitation account in the IVVS.**
- **All professional and investigative visitation accounts in the IVVS shall contain updated information and a current photo and/or identification.**
- **All visitations shall be managed and recorded in the IVVS.**
- **CRDF visiting personnel shall follow all general procedures as indicated in Custody Division Manual (CDM) section 5-10/010.05, "Inmate Video Visitation System."**

INTENDED VISITS

- **Visitors shall only visit with the inmate registered in the IVVS. Visitors who roam onto any floor or visit with another inmate not named on their IVVS registration, or visit with other visitors, shall have their visit canceled and be escorted off the premises;**
- **Visiting privileges may be canceled or changed at any time or under the following situations:**
  - **Medical clearance is not granted for the inmate**
  - **Facility lockdown**
  - **Inmate exhibiting hostile/aggressive behavior**
- **Any visitor who poses a safety or security threat to other visitors, the inmate, or custody personnel may be barred from visiting, permanently or temporarily.**

SEARCHES

- **All professional visitors are subject to search at any time while on the jail grounds or inside the jail facility. If a professional visitor must be subjected to a pat down/cursory search, a sergeant shall be present.**
- **Visitors are required to submit to a metal detector search prior to gaining entry into the visiting area. If contraband is found, the visitor may be subject to arrest at the discretion of the watch sergeant. Visitors refusing the metal detector search shall have their requested visit denied.**
- **Professional visitors shall be searched primarily for weapons or any devices that can be used to aid an escape. Briefcases and other containers shall be visually scanned for contraband items. At no time shall a visiting staff member subject a professional visitor to a scrutinized, detailed search, unless probable cause exists.**

ALLOWABLE MATERIAL AND MISCELLANEOUS RECORDING DEVICES

- **Professional visitors shall only be allowed to take pertinent legal material into the visiting area. Personal items such as books, newspapers, and other non-legal items shall be secured in a locker or private vehicle prior to entering the visiting area. Food or drinks shall not be permitted into the visiting areas.**
- **Attorneys in possession of a valid California State Bar card, Office of Inspector General (OIG),**

and American Civil Liberties Union (ACLU) representatives may use laptop computers/tablets during their professional visit with their inmate. ACLU representatives may only use devices with a marked "PROPERTY OF ACLU" laptop. Upon signature and agreement to the terms and conditions outlined on the "Custody Division Laptop Request and Acknowledgement Form (SH-J-460)," as delineated in CDM section 3-01/090.05, "Wireless Communication Devices." The form shall be provided by the visiting personnel and shall be completed for each visit by an attorney requesting to use a laptop computer/tablet in the visiting area.

- **Attorneys and other professional visitors requesting to use a laptop computer/tablets or any other materials in an interview room during a face-to-face visit shall submit a court order indicating the same to the CRDF Legal Unit for approval before their visitation.**

NOTE: In the event a professional visitor requires the use of a recording device for incidents occurring before the inmates' incarceration, visiting staff shall immediately contact the unit commander or watch commander for approval before allowing the visitor entry into the attorney room. Upon approval, the professional visitor shall supply the recording device and tape(s) and submit the items for inspection of contraband prior to use.

PASS-THROUGH PRIVILEGES

- **Professional visitors are authorized to pass legal documents through the pass-through slot unless otherwise specified in the "Credentials and Specific Limitations" portion of this unit order.**
- **If a professional visitor requires documents to be passed to the inmate, visiting personnel shall notify floor personnel. The floor rover shall inform the inmate and their visitor that the transaction can occur during the last five minutes of the visit only.**
- **The legal document pass-through slot shall remain secured at all times unless custody personnel is present to supervise transactions to prevent contraband from entering the facility.**
- **At no time shall the pass-through slot be left open and unsupervised for professional visitors to pass items to inmates freely.**
- **Professional visitors shall submit all items intended for the inmate to custody personnel to be inspected for contraband prior to the inmate receiving them.**
- **Only legal documents are allowed to be passed to the inmate.**
- **Contraband items shall not be allowed to be passed to the inmate.**

Contraband items include but are not limited to the following:

- **Paperclips**
- **Staples**
- **Metal foil**
- **Plastic transcript covers**
- **Metal fasteners**
- **Rubber bands**
- **Pens/pencils**
- **Pictures/photos**

- **Carbon paper**
- **Sealed envelopes**
- **Books**
- **Stationery supplies**
- **Stamps**
- **Inmate grievance/request forms (must be subpoenaed by the attorney or mailed)**

FIREARMS

- **Firearms, weapons, ammunition, cameras, cell phones and other recording devices shall not be permitted in the visiting area.**
- **The visiting staff shall advise all professional visitors of policy at the time the visiting pass is processed.**
- **Any professional visitor in possession of the above-listed items shall be instructed to secure them prior to entering the visiting area.**

CONFIDENTIAL INTERVIEWS

An investigator who has the need to confidentially interview an inmate shall contact the on-duty watch commander in person for approval. The investigator shall also obtain approval for any electronic devices or wireless communication devices being brought into the securedarea of the facility. Once advised, the on-duty watch commander shall ensure visiting personnel are notified concerning which electronic devices and/or wireless communication devices are allowed to be used during the interview.

NOTE: Per 4575 (a) P.C., possession of an unauthorized wireless communication device in a secured area of the facility is prohibited.

FACE-TO-FACE VISITS

Face-to-Face Visits Defined

A face-to-face visit is a visiting session between a professional visitor and an inmate in an interview room without any physical barrier separating them. A face-to-face visit is necessitated when a professional visitor specifies a need to conduct a medical or psychiatric examination, or the deposition of an inmate.

All requests for a face-to-face visits shall require a court order specifically requesting a face to-face visit. The court order shall be submitted to the CRDF Legal Unit for prior approval; however, in certain cases, the on-duty watch commander may approve the visit if theattorney or medical/mental health professional is in the possession of the court order.

All face-to-face visits require a court order unless the individual requesting the visit is law enforcement or Public Defender's assigned to Department 95. Please refer to CDM section 5-10/055.00, "Inmate Interview Procedures for Law Enforcement."

Face-to-Face Visits General Guidelines

- **All face-to-face visits with professional visitors shall be conducted in the Century Booking Area unless otherwise specified via court order (i.e., face-to-face at the inmate's cell door).**
- **All professional visitors must present valid and authentic identification at the time of check-in. Once verified, the visitation shall be recorded on the IVVS.**
- **The visiting staff shall issue a temporary movement pass via the Automated Jail Information System (AJIS), contact the housing module where the inmate is located, and arrange for the inmate to be immediately escorted to Century Booking.**
- **Visiting staff shall escort the professional visitor to CRDF Main Control.**
- **The professional visitor shall exchange their identification for a temporary movement "escort only" pass.**
- **Temporary movement "Non-escort" pass shall only be issued to law enforcement priority visits.**
- **All inmates shall have one wrist handcuffed to the table during any face-to-face visit.**
- **All inmates shall be strip-searched before and after a face-to-face visit; if unable to conduct such search (staffing issues, etc.), the inmate shall be escorted to the reception area where they are to go through the B-Scanner.**

NOTE: "All inmates may be strip-searched after they have had direct contact with third parties. Such third party contacts include inmate contact visits with friends, families, or outside professionals, such as chaplains and volunteers; inmates returning from court without a release order; inmates returning from an out-of-facility activity such as a medical appointment, temporary release, or transfer between facilities." Please refer to CDM section 5-08/010.00, "Searches" for additional information.

- **All face-to-face visits shall be visually monitored by Department personnel assigned to Century Booking, where the visit is conducted.**

Under no circumstances shall a visitor engage in any form of physical contact with the inmate. Violation of this policy shall result in the termination of the visit.

All weapons shall be secured prior to entering the secured areas of the facility.

Face-to-Face Visits Requested During Non-Visiting Hours

- **The visitor shall enter the facility through the main entrance and present appropriate identification or credentials along with a court order for a contact visit to Main Control personnel.**
- **Visiting personnel shall record the information about the visit in the IVVS.**
- **Main Control personnel shall confirm the inmate is housed at the CRDF and that the visitor's credentials are legitimate.**
- **The visitor shall exchange their identification for a temporary movement "escort only" visitor pass from Main Control.**
- **Main Control shall contact the module housing officer where the inmate is housed and arrange for the inmate to be immediately escorted to Century Booking.**
- **Main Control shall notify and supply the watch commander with the visitor's name and the inmate whom they are visiting.**

- **The visitor shall secure any weapons and belongings shall be searched for contraband items.**
- **If Main Control personnel find it necessary to search the person of the visitor, a sergeant shall be present; the reason for the pat-down/cursory search shall be documented in the facility log by the supervising line deputy assigned to Main Control.**
- **The visitor shall be escorted to Century Booking.**
- **Arraigned inmates shall be strip searched before and after the face-to-face visit.**
- **Pre-arraigned inmates shall be cursory searched before and after face-to-face visits. Pre-arraigned inmates may be strip searched if there exists a reasonable suspicion based upon specific facts that such person is concealing a weapon, drugs, or contraband.**

If a strip and/or visual body cavity search is necessary for any pre-arraigned misdemeanor inmate, the watch commander shall complete and sign a "Strip Search Authorization Record" (SH-R-399), which shall be forwarded to the unit commander for review.

DEPARTMENT 95/MENTAL HEALTH/DEPUTY PUBLIC DEFENDERS

Public defenders assigned to Department 95 shall be allowed face-to-face visits at the cell door of those inmates who are either court refusals or pose other problematic issues affecting the determination of their competency to stand trial. A court order is not required.

The pre-approved public defenders' names and LA County employee numbers shall be provided to the CRDF Legal Unit. This list shall be forwarded to Main Control and visiting personnel. The public defender shall register as a professional visitor and check in with the CRDF visiting personnel before visiting an inmate. Visiting personnel shall notify Main Control that the public defender is approved to enter into the facility. The Public Defender shall be escorted to the inmate's cell door by custody personnel. Public defenders who must utilize a laptop or recording device shall obtain a court order faxed to the CRDF Legal Unit at [REDACTED TEXT]

If the public defender is unable to visit the inmate during the CRDF's professional visiting hours, they shall:

- **Enter the facility through the main entrance and present valid identification or credentials to Main Control personnel.**
- **Main Control personnel shall confirm the public defender's name is on the list provided by the Legal Unit or by the Office of Religious and Volunteer Services (RVS).**

Should any problems arise, Main Control personnel shall contact the watch sergeant or watch commander, who may authorize entrance into the facility.

PSYCHIATRIC VISTS

The list of "court-ordered" psychiatrists shall be maintained in Main Control and visiting. This list includes psychiatrists assigned by the courts to facilitate the mental health needs of the inmates. The psychiatrist's name must be on the current list and they must be in possession of, and present, a valid court order, a valid photo identification card, and medical/psychiatric identification at the time of the visit. Court-ordered psychiatric visits should occur during normal business hours or stated facility visiting hours.

TYPE I PRISONERS

Type I prisoners are entitled to an attorney/bondsman visit within the first 24 hours of their incarceration. This entitles Type I prisoners housed in the Type I jail an "after hour" visit. The "after hours" visit shall be arranged by the watch commander. After the 24 hour period

expires, all attorney/bondsman visits shall occur during posted professional visiting hours and coordinated by the CRDF Visiting Center.

NEWS MEDIA INTERVIEW REQUESTS

News media personnel requesting to interview an inmate must be authorized by the concerned Custody Division chief. Sheriff's Information Bureau (SIB) shall be notified whenever a news media interview takes place in any Department custody facility. News media interviews shall not be granted for:

- **Inmates who have not been arraigned**
- **Any exception to this policy will require a court order**
- **Inmates suffering from mental health disorders or undergoing court ordered psychiatric evaluation**
- **Federal prisoners (including for media information and/or photographs), without the written approval of the U.S. Marshals Service**

Personnel handling the request shall complete the News Media Interview Record Form (SHCR-550) and shall inform the concerned inmate, in private, through an interpreter ifnecessary, of the request for an interview. The SH-CR-550 form shall be checked and signed by the inmate indicating an understanding of their constitutional rights and acceptance or refusal of the interview.

If an inmate refuses the interview:

- **The requesting news media organization shall be notified,**
- **The inmate shall be requested to sign or indicate refusal of the interview on the SH-CR-550,**
- **If an inmate requests a consultation with their attorney before granting approval for an interview, or requests to have their attorney present during the interview, the on-duty watch commander shall provide the inmate with the opportunity to contact the attorney on record,**
- **If the inmate is represented by the Los Angeles County Public Defender's Office, it shall be noted on the SH-R-550. It is the policy of the Public Defender's Office that their clients shall not give media interviews. If the inmate insists on the interview, the watch commander shall call the Chief of Central Superior Court Trials Division, Public Defender's Office, who will arrange for a public defender to represent the inmate at the interview. The requesting news media representative shall be advised of Public Defender's Office requirements.**
- **If the Public Defender's Office is closed or permission cannot be obtained, the interview shall be denied.**

News media interviews shall take place in a secured area designated by the unit commander. Sworn personnel shall be present; however, they shall not participate in the interview. News media personnel wishing to enter the secured area of the jail facility for the purpose of recording or

filming, in any form, for any reason other than an inmate interview requires the approval of the Sheriff. This requires advance notification, no less than two days, to the Media Liaison Section of SIB.

SH-CR-550 forms shall be maintained at the originating Unit for two years.

For additional information regarding news media interview requests, refer to CDM section 5-10-020.05, "News Media Interview Requests." This policy cross-references with Manual of Policy and Procedures (MPP) section 5-03/060.10, "News Media Interview Requests."

PROFESSIONAL VISITORS

The following occupations qualify as professional visitors:

- **Attorney**
- **ACLU interns**
- **Bondsman**
- **Certified law student**
- **Department of Children and Family Services or Department of Public Social Services employee**
- **Clergy**
- **Foreign embassy personnel**
- **Certified interpreter**
- **Law enforcement official**
- **Legal runner**
- **Medical/mental health personnel - including Los Angeles Superior Court Psychologist/Psychiatric Panel Members, hereafter referred to as the "The Panel Members"**
- **Material witness**
- **News media representative**
- **Notary public**
- **Paralegal**
- **Parole or probation officer**
- **Private investigator**
- **Process server**
- **Public defender/alternate public defender**

Professional visits are granted only for official and professional business. All professional visitors must be able to prove their official and professional business with the inmate they request to visit.

PROFESSIONAL VISITORS' REQUIREMENTS

All professional visitors shall present valid credentials bearing their photograph and a serial number. All professional visitors are expected to maintain professional appearance when visiting. Priority visitors dressed casually or of unkempt appearance may be excluded.

Attorney's (Private):

- **Shall present a valid government issued photo identification card**
- **Shall present a valid California State Bar card**

An attorney with a court order:

- **May bring in two (2) material witnesses who are necessary in for preparation for their case.**
- **May visit a prisoner at any time during the first 24 hours of incarceration**
- **May use laptop computers/tablets during their professional visit, upon signature and agreement to the terms and conditions outlined on the "Laptop Request and Acknowledgment Form (SH-J-460)," as delineated in CDM sections 5-10/030.00, "Attorney and Professional Room Visits," and 3-01/090.05, "Wireless Communication Devices."**

Attorneys must complete the "Attorney Interview" form (SH-J-9), when applicable as delineated in Manual of Policy and Procedures (MPP) section 5-03/060.05, "Interview At Court Lockups."

An attorney requesting to visit an inmate on a civil case or civil deposition shall contact the CRDF Legal Unit before the visitation for approval.

American Civil Liberties Union (ACLU) Interns:

- **Shall present a valid government issued identification card**
- **Shall present a letter of authorization from a Custody Services Division chief (On file with CRDF Operations and/or Legal Unit)**
- **ACLU interns do have pass-through privileges**

ACLU interns shall be granted unlimited visitation privileges during professional priority visitation hours.

ACLU interns may use laptop computers/tablets (marked "PROPERTY OF ACLU" laptop) during their professional visit, upon signature and agreement to the terms and conditions outlined on the "Laptop Request and Acknowledgment Form (SH-J-460)," as delineated in CDM sections 5-10/030.00, "Attorney and Professional Room Visits," and 3-01/090.05, "Wireless Communication Devices."

Material Witnesses:

- **Shall not be a family member**
- **Shall present a valid photo identification**
- **Shall complete form SH-J-319**
- **Shall present a valid court order and shall be named in the court order**
- **Shall be accompanied by an attorney at all times**
- **Two (2) material witnesses per visit may accompany an attorney**
- **Do not have pass-through privileges**

Persons presenting themselves as a material witness for a Pro Per inmate shall be allowed visits

with the inmate on public visiting days only. This visit is separate from the inmate's regular visit.

Public Defenders, District Attorneys, and U.S. Attorneys:

- **Shall present a valid U.S., State, or County badge and identification card**
- **A Los Angeles County Public Defender's identification card shall be acceptable identification for access**
- **Do have pass-through privileges**

Public Defender/Alternate Public Defenders Law Clerk/Legal Assitants

- **Shall be allowed access if they are accompanied by a Public Defender or paralegal in possesion of a valid Public Defender or Alternate Public Defender's identification**
- **Do not have pass-through privileges**

Out-of-State Attorneys:

Attorneys not licensed to practice law in the State of California shall not be admitted to the attorney room unless they are accompanied by a California licensed attorney and are in possession of a pro hac vice order (a court order allowing an out-of-state attorney to temporarily practice law in California) authorizing the attorney to visit an inmate. Attorneys licensed by another state may visit inmates held on their state's fugitive warrant and need not be accompanied by a California licensed attorney.

Bondsman:

- **Shall present a government-issued photo identification card**
- **Shall present a valid identification card issued by the Department of Insurance**
- **Shall present a photocopy of the bail agency's current license**
- **May visit a prisoner any time after bail has been set**
- **Do have pass-through privileges**

A bondsman shall be allowed to bring one person designated as bail sponsor into the attorney room. The bail sponsor is subject to background check prior to admission to the attorney room.

Private Investigators:

- **Shall present a valid government-issued photo identification card**
- **Shall present a valid identification card issued by the Department of Consumer Affairs**
- **Shall not be a relative of the inmate**
- **May be named in a court order**

A private investigator may provide other forms of documentation verifying they have lawful business with an inmate. This documentation can include, but is not limited to, an appointment letter, witness list, or letter from an attorney stating the investigator needs to interview a particular inmate for a criminal case.

Foreign Embassy Personnel:

- **Shall present a valid government issued photo identification card from their country's embassy**
- **May bring an interpreter with identification from the embassy;**
- **Shall be granted unlimited visitation privileges.**
- **Do not have pass-through privileges**

Visiting personnel shall notify the on-duty watch commander of any visit by a foreign embassy.

Certified Law Students:

- **Shall present a valid government issued photo identification card**
- **Shall present a letter of certification from the State Bar Committee of Bar Examiners entitling the law student to act as an attorney**
- **Do not have pass through privileges**

A certified law student's information must be on file as such with the visiting supervisor before requesting a professional visit.

The certified law student does not need to be under the direct, physical supervision of the attorney designated in the letter of certification.

Notaries Public:

- **Shall present a valid government issued photo identification card**
- **Shall present a valid notary stamp**
- **Do have pass-through privileges**

Medical/Psychiatric/Mental Health Personnel:

- **Shall present a valid government issued photo identification card and medical/psychiatric identification**
- **Shall present a valid court order**
- **Do not have pass through privileges**

"One-time" or special ordered visits by psychiatrists, not on the court-ordered list, may be granted pursuant to a court order. "The Panel Members" are not exempt from the court order requirements.

Paralegals:

- **Shall present a valid government issued photo identification card from the Public Defender's office named in a court order accompanied by a letter from the attorney**
- **Shall present a valid California driver's license/ identification card, or passport.**
- **Do not have pass through privileges**

Parole or Probation Officers:

- **Shall present a valid agency issued photo identification card.**
- **Presentation of a badge does not constitute proper identification**
- **Do have pass-through privileges**

Investigators (District Attorneys, Public Defenders, and U.S. Attorney Investigators):

- **Shall present a valid agency issued photo identification**
- **Do have pass-through privileges**

Process Servers:

- **Shall present a valid, governmental-issued photo identification card**
- **Shall present a process server's state license.**
- **Do have pass-through privileges (legal documents only)**

If a process server is needed, contact Civil Management at 310-603-7422.

Legal Runners:

- **Shall be approved by a judge**
- **May be a relative to the inmate**
- **Shall present a valid, governmental-issued photo identification card**
- **Do have pass-through privileges**

The legal runner shall fill out the legal runner application and fax it to the CRDF Legal Unit, at [REDACTED TEXT]. Once a legal runner has been approved, the Legal Unit will notify visiting personnel.

Persons presenting themselves as a legal runner for a Pro per inmate shall be allowed visits with the inmate on public visiting days only. The legal runner's visit doesn't constitute an inmate's regular visits.

A legal runner shall be processed as a professional visit. Their visiting pass shall be immediately processed without having to wait in the public visiting line. A legal runner shall submit to a search by visiting personnel before being allowed into the visiting area. A legal runner is allowed one (1) visiting session each public visiting day lasting thirty (30) minutes each session.

Interpreters:

- **Shall present a valid county issued identification card specifying their status as an interpreter**
- **Shall be accompanied by an attorney or other qualified visitor**
- **Do not have pass-through privileges**

Non-County employees shall present a court order containing their full legal name and ID number. All interpreters presenting a court order shall be subject to a background check.

Family members or friends shall not serve as interpreters.

Department of Children and Family Services (DCFS) Social Services Employees:

- **Shall present a valid government issued photo identification**
- **Shall present a valid agency photo identification card**
- **Do have pass-through privileges**

Presentation of an agency photo identification card alone will not grant access.

Non-County Social Services Employee and Medication-Assisted Treatment Program (MAT) Assessors:

- **Shall present a valid government issued photo identification card**
- **Shall present a valid agency photo identification.**
- **Shall present a minute order and letter from the case carrying social worker appointed to the specific inmate's case**
- **Do have pass-through privileges**

Presentation of an agency photo identification card only does not constitute proper identification.

Clergies (Outside):

- **Shall present a valid government issued photo identification card**
- **Shall present an official ministerial credential**
- **Shall present a letter of authorization from the Office of Religious and Volunteer Services (RVS)**
- **Shall not perform religious services**
- **Shall not make physical contact with the inmate**
- **Shall only provide spiritual counseling**
- **Shall be the minister of the inmate or inmate's family**
- **Shall not be permitted to visit an inmate who is a relative as a professional visitor**
- **Shall not bring any other person into the attorney room**
- **Do not have pass-through privileges**

Clergy are limited to one (1) per week and inmate.

Multiple visitors shall be advised of the public visiting procedures. The watch commander may approve multiple visitors in exceptional circumstances, such as a death notification.

Law Enforcement Officials:

Law enforcement investigators include, but are not limited to: federal or state law enforcement officers, district attorneys or district attorney investigators, outside agency enforcement officers, and any deputy sheriff personnel not assigned to Custody Operations.

Investigators requesting to interview an inmate shall adhere to the following guidelines:

- **During normal visiting hours, investigators will be processed by CRDF visiting personnel. For interview requests during non-visiting hours, the investigator shall seek approval from the on-duty watch commander.**
- **Investigators shall present their agency identification to CRDF visiting personnel, and visiting personnel shall record the visitation in the IVVS.**
- **Investigators requesting to interview an inmate in the secured area of the facility shall seek approval from the on-duty watch commander.**

Failure to comply with any of these requirements will result in denial of the interview.

Teleconference

Professionals requesting to schedule a telephone conference shall send an email to: ivvssupport@lasd.org

Custody personnel shall ensure the inmate is granted access to a telephone during the identified time frame located on the teleconference pass. If the inmate refuses or the facility is on lockdown; a notation shall be documented in the e-UDAL under the additional information section.

REMOVAL ORDERS:

Absent a court order, inmates shall not be transported to another jail facility to be interviewed. Personnel can obtain a removal order; however, the individual with the request shall contact the Head Clerk at the Inmate Reception Center (IRC) at [REDACTED TEXT] Pertinent Department policy regarding removal orders are in the following MPP and CDM sections:

MPP 5-03/170.00, "Removal of Prisoner from County Jail By Court Order"

MPP 5-03/170.05, "Arrest Warrant-Juvenile (4004 P.C.)"

MPP 5-03/170.10, "Department Responsibilities"

MPP 5-03/170.15, "Attempt to Deviate From Order"

MPP 5-03/170.25, "Capital Offense Charges and Cases Involving Great Notoriety"

MPP 5-03/172.00, "Request For Removal of Prisoner From State Institutions"

CDM 5-14/020.00, "Removal Orders"

Revised 01/23/2024

Revised 08/18/2022

Revised 07/01/2021

Revised 03/22/2018

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• 5-15-025 Videotaped Depositions

PURPOSE OF ORDER:

To set forth the policies regarding videotaped depositions of inmates in the Century Regional Detention Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Century Regional Detention Facility.

ORDER:

When an attorney requests a videotaped deposition of an inmate housed in the Century Regional Detention Facility (CRDF), the following guidelines shall be given prior to approval of the request:

ï¸· The attorney must submit a written request to the CRDF Legal Unit a minimum of ten (10) working days prior to the date of the intended deposition. The request shall include the inmate's name, booking number, housing location, date and time of the deposition, and the name and title of all participants.

ï¸· The written request must be mailed to CRDF or delivered to the Legal Unit, Monday through Friday. The Visiting Bonus Deputy will forward the notice to the CRDF Legal Unit without delay.

ï¸· The attorney requesting the videotaped deposition will be required to obtain a court order for the deposition. The original court order must be delivered to the CRDF Legal Unit at least two days prior to the scheduled videotaping. The attorney must supply battery operated equipment, and a qualified operator. All equipment to be used at the deposition shall be thoroughly searched prior to its admission to the facility, and prior to its leaving the facility.

The only area which is authorized for videotaped depositions is the interview room in the Booking Area.

Attorneys involved in the videotaping must first check in with the Visiting Bonus Deputy. A visiting pass must be taken for everyone involved in the deposition prior to being escorted to the face-to-face interview room in the booking area.

The inmate is not allowed to bring any personal property into the interview room, nor shall the inmate be allowed to receive any property from the attorney interviewer. The inmate may only possess those items which are necessary for the preparation of their case. Any violation of this provision shall cause the deposition to be terminated and the attorney to be escorted from the

facility.

[REDACTED TEXT]Deputies and custody assistants conducting searches shall take all reasonable measures to protect the inmate from undue distress or embarrassment. All strip and visual body cavity searches shall be conducted by deputies or officers of the same sex as the inmate being searched. Every effort shall be made to conduct these searches in an area of privacy so that the inmate cannot be observed by persons not participating in the search.

At no time shall any portion of the room where the videotaping is being done be obscured from the view of the Booking Senior Deputy. Booking area personnel shall ensure that the inmate is the sole subject of the videotaping. No videotaping of the interior of the facility shall be allowed.

If the jail administrators elect not to allow the videotaped deposition, the attorney(s) may seek a removal order in order to depose the inmate outside of the facility.

• 5-15-030 Justice Inmate Video Conferencing System (JIVCS)

PURPOSE OF ORDER:

To establish policy and procedures for the Justice Inmate Video Conferencing System (JIVCS) at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to CRDF.

ORDER:

Legal Unit Responsibility

Each day (excluding weekends and holidays) the Legal Unit will receive a Video Conference Daily Schedule via fax/e-mail from the Video Conferencing Coordinator. Upon receiving the schedule, the Legal Unit shall ensure the Video Conference list is distributed to all line staff personnel. If there are any delays with the inmate being placed in front of the JIVCS monitor, the Legal Unit shall notify the Video Conferencing Coordinator at 213-974-2924. If a video conferencing machine is inoperable, module personnel will inform the legal unit, who will make the appropriate notifications.

The Legal Unit shall be responsible for maintaining a file of all scheduled interviews. The Legal Unit shall provide the Video Conference Coordinator with a full and complete explanation for each interview not conducted or completed.

Module Officer's Responsibility

Each day, the module officer shall ensure that the inmate is seated in front of the JIVCS monitor at or before the scheduled interview time. If the inmate cannot be in front of the monitor by the specified time or the machine becomes inoperable, then the Tower Sergeant and the Legal Unit

shall be immediately notified of the delay. An entry into the Uniform Daily Activity Log (UDAL) shall be made specifying if the interview was conducted, not conducted, or delayed. Interviews are scheduled to begin at 0800 hours and conclude by 1800 hours.

Interviews are scheduled in thirty (30) minute blocks. If another interview is scheduled, time will be taken away from the following interview. The participating agencies are aware of the policy and should comply. If non-compliance on their part is experienced, contact the Legal Unit so the problem can be addressed.

JIVCS Locations

Each housing area is assigned to use a specific JIVCS machine. If an inmate is assigned to a housing area wherein a JIVCS machine is not installed, it will be the floor prowler's responsibility to escort the inmate to and from the module's designated JIVCS location. Refer to the JIVCS location assignments listed below:

JIVCS East Tower

ï¸· Inmates housed in Modules 1300, 1400, 2100, 2200, 2300, and 2400 will be designated to utilize the video conference machine located in Module 2200.

ï¸· Inmates housed in Modules 3100, 3200, 3300 and 3400 will be designated to utilize the video conference machine located in Module 3100.

JIVCS West Tower

ï¸· Inmates housed in Modules 1600, 1701, 1702, 2500, 2600, 2700, and 2800 will be designated to utilize the video conference machine located in Module 2700.

ï¸· Inmates housed in Modules 3500, 3600, 3700 and 3800 will be designated to utilize the video conference machine located in Module 3700.

Inmates will be escorted by Deputy Personnel to the assigned video conference machine prior to their scheduled conference time.

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• 5-16-010 Clothing, Linen, and Bedding-CSS Approved 01/16/2024-REVISED 5/18/26

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-16-010
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/1994
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/18/2026
Subject: Clothing, Linen, and Bedding	
Reference: CDM 5-01/050.15, 5-06/010.10, 5-11/060.00 and CCR Title 15 sections 1260-1272	
Unit Commander Signature: On File	**Date:** 05/26/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the issuance of laundry and clothing exchange at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

The [REDACTED TEXT] sergeant, or their designee, shall oversee the laundry unit, which is responsible for the supply, issuance, and exchange of inmate clothing, bedding, and linen. The laundry unit shall be responsible for maintaining a quantity of clean clothing, bedding, and linen for the issuance and replacement needs of the facility as required by California Code of Regulations (CCR), Title 15.

A calendar for linen and clothing exchange shall be issued a month in advance and maintained in the [REDACTED TEXT]. A written plan for scheduled exchange of inmate clothing, bedding, and linen shall be established and maintained by personnel assigned to laundry. The plan shall be incorporated into the [REDACTED TEXT] maintained by personnel assigned to the Inmate Services Bureau. The master calendar shall establish the weekly procedures for clothing and linen exchange for each module. Module personnel shall distribute clothing and linen according to this schedule.

Clothing Issue and Exchange

All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered, and repaired. Undergarments shall be clean, free of holes or tears, and

substantially free of stains. Inmates shall be able to select the garment type more compatible with their gender identity and gender expression.

Laundry personnel shall deliver inmate clothing and linen to the housing areas prior to the scheduled linen exchange. The laundry custody assistant shall ensure the inmates working in the laundry area wash their hands with soap and warm water prior to, and after handling the laundry. The inmate workers shall wear protective gloves when handling the soiled laundry.

Module personnel shall monitor, direct, and provide guidance during linen exchange. Inmates at court during their scheduled clothing exchange, shall receive their clothing upon their return. The laundry CA shall be responsible for ensuring sufficient amounts of clean laundry are delivered to the housing areas for court returnees.

Weekly clothing exchange shall be conducted by personnel of the same sex as the inmates receiving the clothing. Male personnel shall not be in a position where they observe inmates removing their clothing for linen exchange. Supervisors shall be responsible for the temporary adjustment of assigned personnel to ensure compliance with this order.

Collected soiled items shall be sorted and placed into separate cloth bags for transportation to the [REDACTED TEXT] Inmate uniforms shall be sorted by individual color. If sufficient bags are not available, like items shall be placed into blankets and tied into bundles. Plastic bags shall not be used to transport soiled laundry. Each bag or bundle shall be tagged showing the facility name and type of item. A transmittal memorandum addressed to the laundry administrator shall be given to the driver picking up the soiled laundry. The memorandum shall describe the number of bags or bundles and their contents. Worn or unserviceable items shall be bagged and tagged as rags. CRDF laundry personnel shall determine whether the items are repairable and either repair or dispose of them.

Mattress and Blankets

Inmates shall be provided one (1) blanket, one (1) mattress, and one (1) mattress cover or sheet upon assignment to their housing location. Two (2) blankets may be issued in place of one (1) blanket and one (1) cover or sheet at the inmate's request. If a mattress cover or sheet is issued, the time between blanket exchanges shall not exceed three months. If a mattress cover or bed sheet is not issued, blankets shall be exchanged at least once per month.

Inmates temporarily housed in [REDACTED TEXT] shall be given one (1) risk precaution blankets in lieu of a white blanket, pending final classification and evaluation by Correctional Health Services (CHS) mental health personnel.

Inmates housed in High Observation Housing (HOH) shall be issued two (2) risk precaution blankets and one (1) mattress. White blankets shall not be utilized.

It shall be the responsibility of module personnel to ensure all inmate mattresses are properly cleaned, disinfected, and stored prior to redistribution. Mattresses shall be free of holes and tears. Mattresses with holes, tears, or that lack sufficient padding shall be replaced when observed by personnel (e.g., housing newly arrived inmates, Title 15 inmate safety checks, upon notification by the inmate, etc.) Inmate mattresses shall not be stored on the floor.

Pregnant inmates shall receive one (1) thick green mattress or two (2) tan mattresses if a green mattress is not available.

NOTE: All damaged foam mattresses and tickling (plastic) material shall be returned to [REDACTED TEXT] including small pieces of foam. Mattress contaminated with blood, urine, etc., shall be wiped down with routine environmental cleaner (Citra-Cide).

Thermals

Inmates assigned to general population and Medium Observation Housing (MOH) shall be issued one (1) set of thermals. Thermals shall be exchanged once a week during linen exchange on a one for one basis. The issuance of thermals shall be documented weekly in the electronic Uniform Daily Activity Log (e-UDAL).

NOTE: Laundry personnel may distribute thermal clothing bi-weekly so long as two sets of thermal clothing are provided with each laundry exchange.

Inmates housed in High Observation Housing (HOH) areas shall not be issued thermals, unless deemed appropriate by CHS, mental health personnel, in consultation with custody. The issuance of thermals to HOH inmates shall be documented on the allowable inmate property door sign by the inmate's clinician.

All Americans with Disabilities Act (ADA) inmates with mobility and/or sensory impairments shall be issued two sets of thermals semimonthly, which will occur on the first and third Tuesday of every month. This will be in addition to the weekly thermal exchange currently conducted for all CRDF inmates.

NOTE: CRDF does not have a separate ADA housing location. The ADA inmate population accounts for less than one percent of CRDF's inmate population.

CRDF Access to Care Bureau (ACB) staff will provide the CRDF laundry staff with a [REDACTED TEXT] of all known mobility and/or sensory impaired inmates. CRDF laundry will continue to review the [REDACTED TEXT] and have the inmates sign for receiving their two sets of thermals on a semimonthly basis. In addition, module personnel shall document the issuance of thermals to all ADA inmates under the additional information section of the e-UDAL and include the inmate's name and booking number.

NOTE: Laundry personnel shall be responsible for delivering thermals to all modules that house ADA inmates.

Laundry Garments/Contaminated Articles

Heavily Saturated Garments

Laundry garments heavily saturated in blood or bodily fluids (urine, fecal matter, etc.,) shall be placed in a red biohazard bag. The biohazard bag shall be placed in the biohazard cage located on the dock area.

Contaminated, but not Heavily Saturated Garments

Laundry garments contaminated with blood, bodily fluids, lice, scabies, etc., but are NOT heavily saturated, shall be placed in canvas bags and placed inside a laundry cart with a "contaminated" label which also lists the collection date. The laundry carts can be covered with shrink wrap by CRDF laundry personnel if necessary and returned to [REDACTED TEXT] for laundering.

Dirty Linen from the Kitchen

Kitchen personnel shall ensure dirty towels, aprons, and other dirty/soiled linen from the kitchen are placed in a laundry bin identified for dirty laundry. Sworn personnel shall ensure these items are separated, placed in cloth bags, and moved to the [REDACTED TEXT]

Releases

All County issued clothing shall be recovered prior to releasing an inmate. In the event an inmate in the process is without clothing of their own (soiled, misplaced, etc.), County issued clothing shall be made available according to need.

NOTE: Custody Personnel shall conduct frequent inspections to ensure inmates are not hoarding or destroying items, and that appropriate

disciplinary measures are taken for violations of this order.

REVISED 01/08/24

REVISED 02/13/23

REVISED 06/02/22

REVISED 05/29/18

• 5-16-025 Hair Salon Services and Disinfecting Procedures (Approved by CSS on 5/22/2023)

Los Angeles County Sheriff's Department

Unit Order: # 5-16-025

CUSTODY SERVICES DIVISION

SPECIALIZED PROGRAMS **Effective Date: 08/06/14**

CENTURY REGIONAL DETENTION FACLITY **Revised Date: 04/18/2024**

Subject: Hair Salon Services and Disinfecting Procedures

Reference: CDM 5-01/030.00, 5-02/040.00, 5-08/010.00, 5-08/020.00, 5-13/050.00, CCR Title 15, section 1267; Title 16, Division 9, Section 12, Section 978-995 State Board of Examiners, Section 6586.5 (h), State Board of Barber Examiners pursuant to the Business & Professions Code Section, 6578.5 (h); MPP 3-02/010.10

Unit Commander Signature: On File **Date: 04/22/2024**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmates utilizing hair salon services at the Century Regional Detention Facility (CRDF) and to specify disinfecting procedures for tools used for hair care services.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

Hair care services shall be made available to inmates housed at CRDF with the exception of inmates on discipline, and inmates with documented incidents of misconduct within the last ninety (90) days. Services include shampoo and basic haircuts. Services such as blow drying and hair braiding may be done if time permits.

Any disruptive behavior in the hair salon will be cause for immediate termination of services.

The hair salon staff member shall supervise inmates in the hair salon at all times. The hair salon

shall remain secure at all times when custody personnel are not present.

The hair salon shall open after count clears, at approximately 0700 hours, and will conclude at approximately 1330 hours, Monday through Friday.

Module Procedures

Module personnel shall provide all inmates the opportunity to request hair care services. The hair salon staff member shall provide each module officer with an inmate haircut sign-up list every Friday. A maximum of twenty (20) inmates per module may be eligible for hair care services. If time permits, more inmates may utilize these services. The sign-up lists will be collected every Monday by the hair salon staff member, and the identified inmates shall be escorted to the hair salon. Module personnel shall document inmates who received hair salon services in the e-UDAL.

Mental Health Observation Units

Mobile units may be deployed to the mental health observation units when space permits. Services provided will include shampoo and haircut. Inmates housed in these units may request additional services; however, the module deputy, in consultation with the mental health clinician, shall evaluate each situation on a case-by-case basis. Mental health inmates may be escorted to the CRDF hair salon if, and when, the mobile units are not being utilized due to present circumstances (e.g., quarantine modules, lack of space, etc.).

Administrative Segregation Unit

One day per month, inmates housed in [REDACTED TEXT] will have the opportunity to receive basic hair care services at the CRDF hair salon. Services provided include shampoo, haircuts, and time permitting, a simple blow-dry. No additional services shall be provided.

Inmates with documented incidents of misconduct or violations of jail rules within the last ninety (90) days before any service will not be eligible to receive basic hair services at the CRDF hair salon. These inmates may request hair clippers from module personnel that can be used during their program time. At the end of their program time, the inmate shall return the hair clippers to module personnel. Module personnel shall return the hair clippers to the floor control.

All eligible [REDACTED TEXT] inmates shall be handcuffed while in their cells through the tray slot before exiting their cells. The escorting deputy shall search the inmate before escorting the inmate to the hair salon. A sergeant or a supervising line deputy shall be present while the inmate is in the hair salon. Upon returning to their housing location, the escorting deputy shall once again search the inmate for contraband.

The escorting deputy shall remove the handcuffs through the tray slot once the inmate is inside of their cell. All policies and procedures SHALL be adhered to when handling, escorting, or supervising any inmates classified as [REDACTED TEXT] to and from the CRDF hair salon.

Any disruptive behavior in the salon will result in immediate termination of services.

Custody personnel shall not accommodate hair services for inmates attending court or in the process of being released.

[REDACTED TEXT]

NOTE: Refer to CRDF Unit Order 5-17-030: Administrative Segregation: Module Operations and Procedures for additional information.

Locks of Love Donations

Inmates who wish to donate their hair (10 inch minimum) to the Locks of Love Foundation shall not have a security level greater than seven (7) and be fully sentenced. Inmates who donate their hair to this program are eligible to receive a complimentary wash, haircut, and blow-dry.

Hair Care Supplies

The hair salon staff member shall be responsible for ordering all hair care supplies and shall be accountable for maintaining all hair care equipment. When not in use, all hair care equipment shall be stored and secured in the hair salon.

Beautician Qualification

All potential inmate beauticians shall be tested for their hair styling ability prior to being utilized. Testing will be conducted by the hair salon staff member or other qualified custody personnel, who will provide training, on equipment sterilization, Department of Public Health rules and regulations, California Board of Barbering and Cosmetology, and hair salon policy and procedures.

Tools

There are a total of four stylist stations located in the hair salon. Each stylist station is equipped with one hair dryer, two hair brushes, two combs, one dust brush, neck strips, one bottle of talcum powder, one cape, and one smock. The hair salon staff member shall complete the Hair Salon Inventory List (see attached) at the beginning and end of each shift to ensure all items are accounted for and that all salon equipment is thoroughly cleaned, disinfected, and secured. Should any items come up missing, the watch sergeant shall be notified immediately and all appropriate measures to locate the items shall be implemented.

The hair salon will supply the following instruments:

1. **4 hair dryers with 8 attachments**
2. **8 combs**
3. **8 hair brushes**
4. **16 hair clips**
5. **2 Oster hair trimmer**
6. **2 sets of 10 piece attachment combs (total of 20 pieces)**
7. **2 dust brushes**

8. **2 flat irons**
9. **2 curling irons**

Instrument Cleaning & Storage Procedures

Inmates hired to work in the hair salon shall be responsible for cleaning all equipment and tools used for hair care services. Equipment shall be disinfected after each use by a method approved by the State Board of Barbering and Cosmetology to meet the requirements of Title 16, Division 9, Sections 979 and 980, California Code of Regulations. A copy of these procedures shall be posted in the hair salon.

All barbicide and clippercide solutions shall be stored in a locked storage area, outside of the hair salon, at all times.

Search of Inmate Beauticians

All inmate worker beauticians shall be escorted to the CRDF reception center at the end of their shift to be searched (B-SCAN) prior to being escorted back to their housing locations.

Employee Services

Employees who utilize hair salon services at CRDF may do so; however, such services shall be sought during off-duty time. Hair salon services will be made available to CRDF personnel every Friday, from 10 a.m. to 12 p.m. Prices for services are as follows:

Haircut $5.00

Blow-dry $5.00

Press/Curl $5.00

Employees shall submit payment to the Cashier's Office for services rendered. The cashier will place the money onto the inmate's account and provide a receipt. The receipt will be given to the inmate by the hair salon staff member.

Inspections

The hair salon staff member shall be available to assist the operations deputy with all inspections of the CRDF hair salon.

HAIR SALON INVENTORY LIST

	Start of Shift	End of Shift

(2) Clippercide bottles [ ] [ ]

(2) Sanitizing disinfecting plastic jars [ ] [ ]

(3) Spray Bottles (water) [ ] [ ]

(2) 1 pack, neck liners [ ] [ ]

(2) Clubman Talc Powder, 9 oz. [ ] [ ]

(8) Hair brushes [ ] [ ]

(8) Combs [ ] [ ]

(2) Dust brushes [ ] [ ]

(4) Styling capes [ ] [ ]

(4) Barber smock [ ] [ ]

(16) Hair clips [ ] [ ]

(4) Hair dryers with (8) attachments [ ] [ ]

(2) Oster hair trimmer [ ] [ ]

(2) Flat irons [ ] [ ]

(2) Curling irons [ ] [ ]

Additional Items:

Inventoried by:

Date:

NOTE: All items on this page SHALL be accounted for each day at the beginning and end of each shift the beauty shop is in operation. All items SHALL be secured at the end of the shift as stated in CRDF's Unit order 3-05-025. Inventory lists shall be maintained for 1 year.

HAIRCUT SIGN UP SHEET

Module: _____ Date: _____

Last Name	First Name	Booking Number	Pod/cell

REVISED 4/18/2024

REVISED 5/02/2023

REVISED 2/25/2019

REVISED 8/06/2014

• 5-16-030 Inmate Shower/Bathing-CSS approved 12/14/2022-REVISED 05/20/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-16-030**
SPECIALIZED PROGRAM	**Effective Date:** 08/06/1999
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/20/2026
Subject: Inmate Showering Procedures	
Reference: CDM 5-13/040.00, Title 15 section 1266	
Unit Commander Signature: On File	**Date:** May 26, 2026

PURPOSE OF ORDER:

The purpose of this order is to ensure Title 15 requirements for inmate showers are adhered to.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

At a minimum, all inmates, including pre-arraigned inmates, shall be permitted to shower/bathe within twenty-four (24) hours of their arrival to CRDF. Pre-arraigned inmates shall also be permitted to shower every other day or more often if possible, pending assignment to permanent housing.

Once assigned to permanent housing, all inmates shall be permitted to shower/bathe at least every other day or more often if possible. Inmates with work assignments and those making court appearances shall be permitted to shower daily. Module officers shall log all showers offered and given on each shift in the electronic Uniform Daily Activity Log (e-UDAL). If an inmate refuses to shower, this shall be documented in the e-UDAL.

Shower areas shall provide privacy for inmates while allowing staff to supervise and conduct Title 15 Security Checks. Male personnel conducting Title 15 Security Checks shall make a gender announcement prior to approaching any shower area to allow the inmate ample time to cover themselves. For additional information, refer to CRDF Unit Order 3-09-050 Personnel and Inmates of Opposite Gender in Out-of-View Areas.

Americans with Disabilities Act (ADA) Inmates

Accessible showers shall be available for ADA inmates and shall be recorded in the

e-UDAL. If the inmate is unable to utilize the shower in their housing location, the inmate shall be escorted to the[REDACTED TEXT]

ADA shower chairs are assigned to each housing area within CRDF. Upon request by an ADA inmate, module personnel or an inmate worker shall place the shower chair in the shower for inmate use. Following use, the shower chair shall be removed from the shower and secured near the deputy desk for safekeeping.

NOTE: ADA showers are located in [REDACTED TEXT]

Mental Health Inmates

Mental Health inmates housed in High Observation Housing (HOH) shall be permitted to shower at least every other day or more often if possible. If the inmate refuses to shower, this shall be documented in the e-UDAL.

REVISED 05/20/2026

REVISED 09/27/2022

• 5-16-040 Distribution Of Personal Care Items- Approved by CSS Policy Review on 07/27/2026

Los Angeles County Sheriff's Department

	Unit Order: 5-16-040
CUSTODY SERVICES DIVISION	**Effective Date:** 06/21/06
SPECIALIZED PROGRAMS	**Reviewed Date:** 07/02/2026
CENTURY REGIONAL DETENTION FACILITY	
Subject: Distribution of Personal Care Items	

Reference: CDM 5-01/050.00, 5-06/010.15, 5-13/080.00, 5-13/090.00; CCR Title 15, Section 1265

Unit Commander Signature: On File **Date:** 08/05/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the distribution of personal care items to prisoners and inmates housed at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

Pursuant to the California Code of Regulations (CCR) Title 15, section 1265, "Issue of Personal Care Items," and Custody Division Manual (CDM) Sections 5-13/080.00, "Indigent Inmates," and 5-13/090.00, "Personal Care Items and Supplies for Inmates," the following procedures have been established for the distribution of personal care and hygiene items to inmates.

All new prisoners at the time of intake, and existing inmates (upon request) who are held over twenty-four (24) hours and unable to supply themselves with the following items (due to indigence or the absence of canteen), shall receive an "Admissions Kit," which includes the below listed items:

- **Toothbrush**
- **Toothpaste**
- **Soap**
- **Comb**
- **Deodorant**
- **Shampoo**
- **Shaving implements***
- **"Guide Through Custody" pamphlet**
- **Prison Rape Elimination Act (PREA) Comprehensive Inmate Education Form (SH-J-632)**

All inmates, regardless of the length of time spent in a custody facility, who are unable to supply themselves with the above listed personal care items, shall be provided the needed item upon request, from the module officer. Module officers shall ensure personal care items are available for distribution upon request.

Mental Health Housing

Correctional Health Services (CHS) clinicians will determine and communicate with custody personnel the allowable property recommendations and/or restrictions via an "Inmate Property Door Sign" for inmates placed on risk precaution (suicide risk) and inmates housed in High Observation Housing (HOH). Inmates who are not permitted to retain a razor due to property restrictions shall return the razor to custody personnel immediately after each use.

NOTE: It is the responsibility of custody personnel to inventory and account for all razors. For additional information, refer to CDM Section 5-06/010.15, "Proper Handling of Razors."

NOTE: For additional information regarding housing and handling of risk precaution and HOH inmates, refer to CDM Section 5-01/050.00, "Handling of Suicidal Inmates."

Each menstruating inmate housed at CRDF shall be provided with sanitary napkins, panty liners, and tampons. All feminine hygiene products shall be readily available in a common space within each module or pod setting.

Indigent Inmates

Inmates who are indigent and unable to supply themselves with personal care items at the time of their commissary order, may select "Indigent Kit," which includes the same articles as the "Admissions Kit."

The following items are included in the "Indigent Kit" supplied by the commissary vendor:

- **"Admissions Kit" items**
- **Stationary**
- **Postage stamps**
- **Pencil**
- **Envelope**

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.

REVISED 07/02/2026

REVISED 01/18/2024

REVISED 05/04/21 (DOJ 51)

REVISED 08/14/20

REVISED 08/03/17

• 5-17-020 Inmate Classification and Pregnant Inmates-Approved by CSS 08/23/2023

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: # 5-17-020**
SPECIALIZED PROGRAMS	**Effective Date:** 06/21/2013
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/20/2026
Subject: Inmate Classification and Pregnant Inmates	
Reference: CDM 3-20/000.00, 5-01/010.00, 5-01/030.00, 5-01/030.05, 5-03/045.00, 07-02/010.00; MSB M203.03; Title 15, Section 1050	
Unit Commander Signature: On File	**Date:** 05/26/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the classification of inmates housed at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

Classification/triage personnel shall refer to the CRDF housing chart furnished by the Population Management Bureau (PMB) Classification Unit to remain consistent with the appropriate security level housing of inmates.

Exceptions to Housing by Security Level

Classification/Triage personnel shall not intentionally deviate from the security level guidelines when housing inmates. However, some exigent circumstances may allow for mixing of security levels. These circumstances may include, but are not limited to:

- **Medical housing**
- **Mental health housing**
- **Court ordered programs**
- **Special Housing [REDACTED TEXT]**

- **Pregnant females [REDACTED TEXT]**

Classification/Triage Personnel Responsibility

It is the responsibility of the watch commander to ensure that Classification/Triage personnel determine the risk and needs of each newly admitted inmate. Each inmate shall be assessed and addressed individually. The assessment will be based on objective and identifiable criteria that provides for the placement of the inmate in the least restrictive housing compatible with her assessed risk and needs.

Pregnant Inmates

All female inmates housed at CRDF who fall between 18 and 50 years of age will be offered the opportunity to have a urine pregnancy test at the time of intake. Within three (3) to four (4) minutes after administering the pregnancy test, the results are made available to Correctional Health Services (CHS) personnel. If an inmate tests positive for pregnancy, CHS shall inform[REDACTED TEXT], via email, providing the inmate's name and booking number.

[REDACTED TEXT] will house pregnant inmates according to their needs and security level. Regardless of the pregnant inmate's housing location, they will have unrestricted availability to use the restroom. Pregnant inmates will be provided nutritional snacks with dinner. If an inmate is going to court, they will be provided their snacks prior to leaving the facility. The [REDACTED TEXT] Liaison will ensure the needs of the pregnant inmates are being met.

The [REDACTED TEXT] Liaison's responsibilities consist of the following:

- **Prepare a weekly report for the operations lieutenant and captain listing all pregnant inmates, delivery dates, medical appointments, and issues or requests of significance**
- **Ensure the inmates are provided with a double tan mattress or a thick green mattress**
- **Ensure the inmates are provided a second blanket**
- **Provide larger shoes when requested**
- **Verify with Food Services Unit personnel that the inmates are receiving their prescribed special diet**
- **Interact with medical and mental health personnel regarding the needs of pre and post pregnancy inmates**
- **Inform the inmates of Department policy and guidelines as it relates to pregnancy, handcuffing, restraints, and any other pertinent issues.**
- **Ensure the inmate has been assigned to a lower tier and lower bunk**
- **Verify the inmates have an [REDACTED TEXT] around their wristband to promote optimum safety**
- **Ensure the inmates are provided jail house uniforms identified specifically for pregnant female inmates**
- **Discuss labor support options with the inmates and make the appropriate arrangements**
    - **Ensure all required paperwork is completed and submitted within a timely manner**
- **Ensure compliance with Assembly Bill (AB) 732**

[REDACTED TEXT]

Emergency and Major Classification Changes

The watch commander shall have the administrative authority to reclassify inmates on an emergency basis. In the event of an emergency reclassification of inmates by the watch commander, PMB personnel shall be notified immediately. If personnel from CRDF PMB are not available, supervisors may contact the [REDACTED TEXT]

Inmates requiring emergent classification to [REDACTED TEXT] shall first temporarily be classified as a [REDACTED TEXT] and housed accordingly. Notification to the [REDACTED TEXT] shall be made as reasonably possible upon placement into [REDACTED TEXT] housing.

NOTE: Refer to CDM sections 5-01/010.00, "Inmate Classification Responsibilities and Policies" and 3-20/000.00, "Restrictive Housing Panel" for additional information.

REVISED 05/20/2026

REVISED 06/28/2023

REVISED 10/03/2022

REVISED 06/25/2021

REVISED 04/19/2017

REVISED 01/09/2015

• 5-21-00 Transitional Detox Program-CSS approved 12/14/2022

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmates participating in the Transitional Detox Program at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working CRDF.

ORDER:

The Transitional Detox Program is designed to provide and ensure the proper care and safety for inmates who are at risk of experiencing deteriorating health consequences related to detoxification

of alcohol content from their system upon arrival at CRDF. The program will accommodate up to ten (10) inmates who shall be identified by qualified medical staff during the initial intake process.

The intended purpose of this program is to facilitate appropriate monitoring and health management of inmates who are at risk for acute withdrawal symptoms as a result of alcohol dependency. The goal is for inmates to be in one designated housing location and then transition to the next level of housing, within the facility, once qualified medical staff has determined detox monitoring can be discontinued.

Inmates identified by medical staff for Transitional Detox Housing shall be escorted to the appropriate housing location.

Procedure

The following procedures shall be adhered to when processing inmates deemed "Detox Expedite": Upon arrival at the facility, a triage nurse (qualified medical staff) shall make an initial assessment of the inmate and determine the need for Transitional Detox Housing.

NOTE: Refer to unit order 3-00-00 "Module [REDACTED TEXT] Procedures" for additional information.

If Transitional Detox Housing is deemed necessary, the following shall occur:

• The inmate shall be transported (via transport chair or gurney) to module [REDACTED TEXT] or to the Transitional Detox Housing, as determined by the triage nurse.
• The inmate shall then be assessed and medicated, if needed, at the time of their transfer to the Transitional Detox Program, which will begin their detox assessment time.
• Qualified medical staff will assess the inmate two (2) times per shift staggered by their individual medication schedule.

NOTE: When CHS personnel request to conduct a detox assessment for an inmate, custody personnel shall contact the inmate at the cell door and advise them of medical personnel's request. Custody personnel shall not utilize the cell intercom system to elicit a response. Custody personnel shall notify CHS of any refusals and take any additional action as delineated in CDM section 5-03/050.00, "Access to Health Care" and 7-01/050.05, "Inmate Extraction Procedures."

The program is designated as a five (5) day transitional period; however, if necessary, the number of days may be extended based on the need for additional care, as determined by qualified medical staff. As the inmates transition through the program, continued monitoring and assessment will occur:

• Days one (1) through three (3) are considered critical and crucial for monitoring and medication introduction.
• Days four (4) and five (5) will include continued administration of medication, assessment, and preparation for general housing.

The on-duty nursing supervisor will assign a nurse on each shift for the purpose of monitoring

these inmates. Medical staff assigned to module [REDACTED TEXT] will maintain overall responsibility for ongoing medical care and monitoring of the inmate(s).

Revised 09/29/22

Revised 3/02/20

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• 5-21-025 Inmate Money and Property Release Procedures- Approved by CSS on 7/27/26

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-21-025**
SPECIALIZED PROGRAMS	**Effective Date:** 10/01/2012
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 07/02/2026
Subject: Inmate Money and Property Release Procedures	
Reference: CDM sections 5-06/015.00, 5-06/020.00, 5-06/040.00 and 5-06/060.00	
Unit Commander Signature: On File	**Date: 08/05/2026**

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PURPOSE OF ORDER:

The purpose of this order is to ensure the security of an inmate's money and/or property when being released from the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

MONEY RELEASE

Personnel working housing modules shall adhere to the following procedures when an inmate makes a request to release funds from their inmate account.

The inmate shall obtain a pink, Los Angeles County Jail Inmate Money Release form (SH-J-17) from their module staff. The module staff shall provide the inmate with a black or blue ink ballpoint pen. The inmate shall complete the form in pen ONLY and in the presence of module personnel. The maximum amount of money an inmate may release is $200 a week. Module personnel shall verify the authenticity of the form by comparing the inmate's identification wristband against the inmate's signature and booking number notated on the form.

Module personnel shall ensure the Inmate Money Release form is properly filled out with the following information:

- **Payee's name is printed in the "Deliver To" field**
- **Amount to be released is written out and printed in the "Charge My Account" field**
- **Amount to be released is written numerically in the "Dollar" field**
- **Inmate's signature is present in the "Prisoner's Signature" field**
- **Inmate's booking number is written in the "Booking Number" field**
- **Inmate's full name is printed below the last line toward the bottom of the form**
- **Correct date is written in the "Date" field**

Upon positive verification of the inmate's identity and authenticity of the money release form, module personnel shall collect the form and the pen from the inmate. Module personnel shall fill out the following information:

- **Print their rank, initial of first name, and full last name along with their employee number in the "Checked by Officer" field**
- **Print "CRDF" and the inmate's housing location in the "Housing Facility" field**

NOTE: This information is necessary to provide the CRDF cashier's office with someone to refer to in the event they need to re-verify the authenticity of the money release form.

At the end of their shift, module personnel shall place the completed form(s) in the visiting box located in the sallyport in front of main control. The completed form(s) shall not be placed in the floor control booths. At no time shall an inmate be allowed to pass an Inmate Release Form during a visit.

Visiting Personnel

- **Visiting personnel shall collect all Inmate Money Release forms from the visiting box at the beginning of each public visiting day, prior to opening the doors to the visiting lobby.**
- **Upon the request of an Inmate Money Release form from a payee, a member of the visiting staff shall obtain a valid form of identification from the payee. Visiting personnel shall verify the name listed as the payee on the Inmate Money Release form matches the identity of the person requesting the form.**
- **Upon verification, visiting personnel shall write their name, employee number, date, and time on the back of the form.**
- **Visiting personnel shall hand the payee the Inmate Money Release form and instruct them to submit it to the CRDF Cashier's Office within twenty-four (24) hours of the time notated on the**

form.

- **In the event a money release form has not been properly filled out as described in this unit order or has been filled out in anything other than black or blue ink ballpoint pen, the form shall be immediately destroyed by visiting personnel to prevent possible fraudulent use of the form.**
- **Inmate Money Release forms shall be kept on file in the visiting area for no longer than two (2) years. Inmate Money Release forms bearing dates older than two (2) years from the purge date shall be destroyed by visiting personnel.**

PROPERTY RELEASE

Module personnel shall adhere to the following procedures when an inmate wishes to release their property to a designated person:

The inmate shall obtain a blue Los Angeles County Jail Order for Release of Prisoner's Property Form (SH-J-18) from their module officer. The module officer shall provide the inmate with a black or blue ink ballpoint pen. The inmate shall complete the form in pen, in the presence of the module officer. The module officer shall verify the authenticity of the form by comparing the inmate's identification wristband against the inmate's signature and booking number notated on the Property Release form. The module officer shall also ensure the following:

- **A first and last name is printed in the "Please Deliver To" field**
- **The information of the named person is printed in the "ADDRESS" field, "CITY" field, and "PHONE" field**
- **The words "ALL PROPERTY" are printed in the "The following property" field**
- **The inmate's signature is present in the "Inmate's Signature" field**
- **The inmate's booking number is written in the "Booking Number" field**
- **The inmate's full name is printed on the line above their signature**
- **The correct date is written in the "DATE" field**

Upon positive verification of the inmate's identity and authenticity of the Release of Prisoners Property form, module personnel shall collect the form and the pen from the inmate. The module officer shall fill out the following information:

- **Print their rank, initial of first name and full last name in the "Check by Officer" field**
- **Write their employee number in the "Badge No#" field**
- **Print "CRDF" and the inmate's housing location in the "LOCATION" field**

NOTE: This information is necessary to provide the CRDF property personnel with someone to refer to in the event they need to re-verify the authenticity of the property release form.

Module personnel shall place the completed form(s) in the visiting box located in the sallyport in front of main control at the end of their shift. The completed form(s) shall not be placed in the floor control booths. At no time shall an inmate be allowed to pass a property release form during a visit.

Visiting Personnel

- **Visiting personnel shall collect all Release of Prisoner's Property forms from the visiting box at the beginning of each public visiting day, prior to opening the doors to the visiting lobby. The Release of Prisoners Property form shall be kept on file in the visiting area for two (2) years. Any Release of Prisoners Property forms bearing dates older than two (2) years from the purge date shall be destroyed by a visiting staff member.**
- **Upon the request of the Property Release form from a visitor, a member of the visiting staff shall obtain a valid form of identification from the visitor. The staff member shall verify the name listed on the Property Release form matches the identity of the person requesting the form.**
- **The form shall then be time stamped on the front of the form bearing "CRDF." the date, and the time.**
- **The visiting staff member shall hand the visitor the Property Release form and direct them to the CRDF Property Room.**

In the event a property release form has not been properly filled out as described in this unit order, has been filled out in anything other than black or blue ink ballpoint pen, or if specific property is listed in "The following property field," the form shall be immediately destroyed by a visiting staff member to prevent possible fraudulent use of the form.

Pursuant to the Inmate Reception Center policy, CRDF Property personnel shall not release portions of an inmate's property to anyone. CRDF Property personnel will only release all the inmate's property or nothing at all.

Custody personnel shall adhere to the following guidelines for the disposition of a released inmate's personal property, which was accumulated while in custody, in the event they were released without retrieving it (e.g., released from court):

- **Obtain all remaining property from the inmates housing unit (cell, dayroom bunk, etc.)**
- **All edible and perishable items shall be destroyed.**
- **All remaining property not deemed to be contraband shall be bagged by an inmate worker under the direct supervision of custody personnel and forwarded to Central Property.**
- **Bulk property shall be bagged and affixed with the official Property Tag (SH-CR-35).**
- **All property removed pursuant to this section shall be stored at Central Property for a period of six (6) months, after which time it will be destroyed.**

When an inmate is released from custody and their personal belongings are not collected at that time, they shall have one month following release to retrieve their clothing and four months from the date of release to retrieve personal property.

NOTE: In the event that an inmate alleges property is missing or damaged, the inmate shall be supplied with a "Prisoner Claim for Missing or Damaged Property" (SH-AD-495). Claims shall be investigated and submitted to the Board of Supervisors for consideration and appropriate disposition.

NOTE: Any deviation from these procedures shall be approved by the on-duty watch commander.

REVISED 07/02/2026

REVISED 06/28/2023

REVISED 06/21/2013

• 5-22-015 Inmate Discipline Procedures-Approved by CSS on 7/31/2024

Los Angeles County Sheriff's Department

	Unit Order: 05-22-015
CUSTODY SERVICES DIVISION	
SPECIALIZED PROGRAMS	**Effective Date:** 9/26/2013
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 6/09/2024

Subject: Inmate Disciplinary Procedures

Reference: CDM 3-19/000.00, 5-09/000.00 through 5-09/070.00, 5-14/060.00, Custody Directive 18-003, Penal Code 4019, Title 15 sections 1266 and 1265.

Unit Commander Signature: On File-Captain Rodriguez **Date**: 08/12/2024

PURPOSE OF ORDER:

The purpose of this order is to provide uniform procedures for the discipline of inmates at Century Regional Detention Facility (CRDF). It is intended to establish rules and regulations for consistent protocols and the proper handling of paperwork for inmates on discipline in Module [REDACTED TEXT], or any other identified housing location. All disciplinary action will be imposed in a fair, consistent, and impartial manner.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

Inmates who violate or refuse to comply with facility rules and regulations shall be subject to discipline. The degree of punitive actions taken by the Disciplinary Review Board (DRB) shall be directly related to the severity of the rule violation. Facility rule violations are categorized as minor and major.

MINOR VIOLATIONS

Violations of rules not posing a threat to facility safety or security are considered minor violations. Minor acts of non-conformance or minor violations may be handled informally by any staff member through a harmony transfer or counseling and advisement of conduct expected. Any counseling of inmates or advisement of expected behavior shall be conducted in normal traffic areas. When possible, counseling shall be conducted by two (2) Department members.

Acceptable forms of discipline for minor violations are limited to the following:

- **Extra duty**
- **Temporary loss of privileges for less than 24 hours**
- **Removal from a work detail without loss of work time credit**
- **Discipline in place for less than 24 hours**

Minor violations or acts of non-conformance shall be documented in the Inmate Report Tracking System (IRTS).

For minor violations, at the request of the inmate, an informal review of the proposed discipline may be conducted by a supervisor at the sergeant level. After conducting the discipline review, the sergeant shall either impose discipline as outlined above or exonerate the inmate.

NOTE: An accumulation of three (3) minor violation reports within a 30-day period for a single inmate shall result in a major violation.

Procedural Workflow for Minor Violations

- **When a jail house violation occurs and is identified, personnel shall advise the inmate of the violation.**
- **Personnel shall complete a detailed IRTS report.**
- **Personnel shall make a telephonic notification to the tower supervising line deputy.**
- **IRTS report shall be reviewed and approved by the supervising line deputy.**
- **Module personnel shall print the IRTS report.**
- **Supervising line deputy shall write the start date and time and the end date and time of the discipline period. The supervising line deputy shall email all supervising line deputies and discipline sergeants with the inmate's name, booking number, housing location, and the end time and date of their discipline.**
- **IRTS report shall be placed in module discipline folder.**
- **Discipline tab shall be placed on the inmate's cell number on the door control panel and documented on the module tanksheet.**
- **On each shift, module personnel and the tower supervising line deputy shall review the**

module discipline folder to ensure all inmates who have fulfilled their disciplinary time are removed from discipline.

MAJOR VIOLATIONS

Violations of rules which affect the safety, security, efficiency, or operation of the facility are considered major violations. Major violations shall be handled on a formal basis and may result in any of the following:

- **Assignment to a designated disciplinary housing area**
- **Loss of privileges**
- **Discipline in place**
- **Removal from work details**
- **Revocation of inmate credits**
- **Criminal prosecution**

An Inmate Discipline Report generated through IRTS and, if applicable, an Incident Report (SH-R-49) shall be written (refer to CDM section 5-09/030.00, "Disciplinary Guidelines").

PRE-DISCIPLINE

Inmates who are removed from their assigned housing areas for an alleged violation of jailhouse rules shall be given an opportunity to present a defense to the charges against them. While awaiting their hearing, they shall be kept in the pre-disciplinary pod located in Module [REDACTED TEXT] Pre-discipline ensures that during the waiting period, inmates receive their Title 15 privileges and are not disciplined without the benefit of a hearing. Inmates housed in pre-discipline shall not lose any basic privileges afforded to other inmates unless they are deemed a danger to staff or other inmates. Removal or loss of privileges shall be at the discretion of the on-duty watch commander.

NOTE: Pre-disciplinary inmates shall be allowed to program within the pod which includes the use of phones, television, and showers.

Prior to an inmate being escorted to Module [REDACTED TEXT]custody personnel shall review the inmate's housing history located on the Defendant Inmate Movement Management System (DIMMS). If the inmate was previously housed in High Observation Housing (HOH) or is currently expressing suicidal ideation, custody personnel shall notify their tower sergeant, the Jail Mental Health Team (JMET), and CHS mental health personnel. JMET personnel will complete an evaluation of the inmate to ensure the inmate is appropriate for pre-disciplinary housing in Module [REDACTED TEXT] If it is determined that the inmate is not suitable for disciplinary housing, the inmate shall be escorted to HOH housing to complete their disciplinary time. Once the Disciplinary Review Board (DRB) procedures have occurred, all paperwork shall be taken to Module [REDACTED TEXT] and given to staff for storage. If the inmate is cleared by mental health staff for transfer to disciplinary housing, the inmate shall be escorted without further delay.

NOTE: If JMET is not available at the time of housing, personnel shall submit a "JMET Referral Request" through the e-UDAL, which sends the request via e-mail to JMET personnel. JMET personnel shall prioritize and assess these inmates when conducting their cell-by-cell rounds. The referral request shall be documented in the e-UDAL.

Custody personnel shall be aware of the various classifications of inmates in pre-discipline housing prior to housing two inmates together.

RESPONSIBILITIES OF PERSONNEL

Deputies and Custody Assistants:

When an inmate has committed a major violation of jailhouse rules and discipline is warranted, the following steps shall be taken:

- **Complete an IRTS.**
- **Complete a white card: Include the inmate's name, booking number, date and time of the incident, reference number (generated on IRTS), the attached Uniform Reporting Number (URN) from an incident report (SH-R-49) if applicable, and all violations (creating a disturbance, fighting, roaming, etc.) allegedly committed by the inmate.**
- **Write a narrative that accurately reflects each specific violation(s) you are charging the inmate with and indicate the actions taken by custody personnel (e.g., "I requested supervisor/additional personnel to respond to my location re: recalcitrant inmate"). At the conclusion of the narrative section, state where the inmate was housed as a result of the incident (e.g., "Inmate was escorted to pre-disciplinary housing in Module [REDACTED TEXT]). Include the inmate's arrest charge and their upcoming court date. List the name of the sergeant and/or supervising line deputy who were notified of the incident.**
- **Print a copy of the narrative portion of the report for the discipline paperwork packet.**
- **Print two copies of the "Notice of Disciplinary Violation" (SH-J-380) forms.**
    - **Ensure the inmate signs the "Notice of Disciplinary Violation" (SH-J-380) forms (on both copies).**
    - **If the inmate refuses to sign the "Notice of Disciplinary Violation" (SH-J-380), the deputy or custody assistant shall print their name, employee number, and write the date/time of the refusal.**
    - **Have a supervising line deputy sign on page one of the "Notice of Disciplinary Violation" (SH-J-380) in the sergeant section, as a witness to the refusal. If a permanently assigned supervising line deputy is unavailable, a sergeant shall sign as a witness to the refusal.**
- **Note in the narrative portion of the report if the inmate refused to sign the "Notice of Disciplinary Violation" (SH-J-380) or if they are unable to sign the notice due to continued aggressive behavior, mental health status, injury, etc.**
- **Give the inmate one set of the "Notice of Disciplinary Violation" (SH-J-380) forms and keep one for the discipline paperwork packet.**
- **The IRTS packet shall include the following paperwork in the listed order:**
    - **The "CRDF Discipline Information sheet" (attachment 5-22-015a)**
    - **The narrative portion of the IRTS**

- **The "Notice of Disciplinary Violation" (SH-J-380) (page one signed by the inmate and supervising line deputy/sergeant, and page two signed by the inmate)**

- **Upon completion of the IRTS, notify the supervising line deputy who will then review the completed packet.**

The inmate shall not be escorted to Module [REDACTED TEXT] until the supervising line deputy has reviewed the discipline report. Once the supervising line deputy has reviewed the report, the inmate shall be escorted to Module [REDACTED TEXT] along with a copy of the IRTS report. Exceptions to this rule shall apply under exigent circumstances and/or approval from the tower sergeant.

The module deputy of the inmate's housing location shall inventory the inmate's property in the presence of the inmate before the inmate is escorted to Module 1600. The property inventory shall be reviewed for accuracy by Module [REDACTED TEXT] personnel when the inmate arrives to the module. All razor blades and any other items deemed contraband shall be removed.

In all disciplinary actions, the inmate shall be informed of the offense or infraction of the rules for which they are being disciplined, and the maximum discipline that they may expect to receive.

Charges pending against the inmate shall be adjudicated no sooner than 24 hours after the report has been submitted to the Disciplinary Hearing sergeant and the inmate has been informed of the charges in writing. A violation(s) shall be adjudicated no later than 72 hours after an inmate has been informed of the charges in writing. The inmate may waive the 24-hour limitation. If 72 hours have elapsed, no discipline can be imposed, and a hearing is not necessary. The inmate shall be released from discipline and sent back to their housing unit.

NOTE: Custody staff shall document all walks conducted by CHS mental health staff and the JMET in the e-UDAL.

Supervising Line Deputy (Bonus Deputy):

- **Ensure the spelling and grammar in the narrative section is correct and the elements of the violation(s) are accurately reflected.**
- **Conduct an interview with the inmate and record it in the IRTS.**
- **Witness any refusals to sign the "Notice of Disciplinary Violation."**
  - **Sign on page one of the "Notice of Disciplinary Violation" in the sergeant section as a witness to the refusal.**
  - **If a permanently assigned supervising line deputy is unavailable, the tower sergeant shall sign as a witness to the refusal.**
- **Notify the tower sergeant of the completed/reviewed discipline report.**

NOTE: Only a permanently assigned supervising line deputy shall review the IRTS. Tower sergeants shall review the IRTS in the absence of a permanently assigned supervising line deputy.

Sergeant:

- **Tower sergeants on all shifts shall review the IRTS when notified by the supervising line deputy of a completed/reviewed IRTS.**
- **The DRB sergeant(s) shall evaluate the violation and discipline schedule to determine the amount of discipline time an inmate shall receive.**
- **The DRB shall be conducted in a manner calculated to permit a free exchange between the hearing sergeant and the inmate. The inmate should be permitted to tell their account of the story without the presence of deputy personnel, other than the deputy or custody assistant assisting the hearing sergeant, if applicable.**
- **Since these hearings are subject to later judicial review, they shall be conducted in a manner consistent with due process requirements including an opportunity to be heard.**
- **Inmates shall be allowed to present a defense and to call witnesses unless permitting the inmate witness to participate would be unduly hazardous to the institutional safety or correctional goals.**
- **Inmate witnesses shall be listed on the IRTS. If a witness is denied participation in the hearing process, the reason(s) shall also be listed.**
- **Inmates do not have the right to confront/cross examine witnesses or be represented by an attorney.**
- **If an inmate is found incompetent to handle their disciplinary case, a "counsel substitute" will be afforded to the inmate. A counsel substitute may consist of aid from a fellow inmate, staff member, or from an inmate assigned by the DRB. An inmate shall be considered incompetent to handle their disciplinary case if the inmate states such, or it is obvious to members of the DRB that the complexity of the issue makes it unlikely that the inmate will be able to collect and present evidence necessary for adequate presentation of the case.**
- **If a sergeant was a witness to the incident or involved in the incident, they shall not conduct the DRB.**

DISCIPLINARY PROCEDURES FOR MENTAL HEALTH INMATES

Inmates who have been clinically assessed by CHS personnel may be designated with one of the following levels of mental health care:

- **Mental Health Level of Care [REDACTED TEXT]: No current mental health impairments. Does not require special mental health housing.**
- **Mental Health Level of Care [REDACTED TEXT]: Mild impairment. Generally, does not require special mental health housing.**
- **Mental Health Level of Care [REDACTED TEXT]: Generally, requires moderate observation housing (MOH) in jail with mental health supervision.**
- **Mental Health Level of Care [REDACTED TEXT]: Significant impairment. Generally, requires high observation housing (HOH) with mental health supervision.**
- **Mental Health Level of Care [REDACTED TEXT]: Severe debilitating symptoms, priority for hospitalization, housing in HOH or Correctional Treatment Center (CTC).**

Discipline shall only be imposed on mental health inmates for major violations. Minor jail violations shall be documented in IRTS as "Information Only" and brought to the attention of the appropriate mental health staff.

At the start of each shift, Module [REDACTED TEXT] custody personnel shall send an email to the following CRDF mental health email groups providing the name and booking number of any new inmates who have been sent to Module [REDACTED TEXT] for discipline, or inmate(s) who are already housed in Module [REDACTED TEXT] who have violated an additional jail house rule:

[REDACTED TEXT]

NOTE: If there are no new discipline mental health inmates sent to Module [REDACTED TEXT] personnel shall indicate such in an email (e.g., "No new discipline inmates").

Mental Health Level of Care [REDACTED TEXT]

- **Inmates are subject to discipline.**
- **Notify the JMET Team**
- **A mental health clinician will evaluate the inmate within (24) twenty-four hours to determine the most appropriate housing. Custody personnel shall follow the recommendation of mental health professionals.**

Mental Health Level of Care [REDACTED TEXT]

- **Inmates are subject to discipline**
- **MHLOC [REDACTED TEXT] may serve discipline in Module [REDACTED TEXT] with the authorization of a mental health clinician. They shall continue to receive their prescribed treatment plan designated by mental health staff.**
- **MHLOC [REDACTED TEXT] shall not serve discipline in Module [REDACTED TEXT] unless authorized by the Complex Case Committee (CCC). They shall serve their discipline in place or within a non-disciplinary housing area that provides the same level of care. They shall continue to be offered structured and unstructured out-of-cell time.**

Mental Health Level of Care[REDACTED TEXT]

- **Inmates shall not be issued discipline.**
- **Inmates shall not be placed in disciplinary housing.**
- **Jail rule violations shall be documented as noted in CDM section 5-09/030.00, "Disciplinary Guidelines," and forward the documentation to mental health staff and the DRB.**
- **In cases where mental health staff and custody personnel believe the rule violation is so grave that imposition of discipline is recommended, all pertinent documentation shall be forwarded by the DRB sergeant or a designee to Custody Support Services (CSS) (through an email to Exchange Group, "CCC Notification Group"), which will arrange for a review by the CCC (refer to CDM section 3-19/000.00, "Complex Case Committee"). The CCC will review relevant factors including the rule violation and inmate's mental health before providing a ruling regarding discipline. The ruling will be documented within the IRTS.**

Disciplinary Hearing for Mental Health Inmates

The DRB sergeant shall consult with a mental health clinician prior to a discipline hearing involving a MHLOC [REDACTED TEXT] mental health inmate.

The DRB sergeant shall consider the mitigation assessment completed by CHS personnel prior to imposing any discipline. The DRB sergeant must document the date the mitigation assessment was received and the CHS staff's name within the IRTS as noted in CDM section 5-09/040.00, "Disciplinary Review Process." If the mitigation assessment indicates that disciplinary housing is contraindicated and/or a higher level of mental health housing is clinically indicated, the DRB sergeant shall follow the recommendation.

If an inmate suffers from a mental health event while in disciplinary housing the following shall occur:

- **Initiate a BOMHR.**
- **Make notification to a mental health clinician.**
- **Rehouse in mental health housing per the recommendation of the mental health clinician.**

NOTE: The unit commander or their designee (at the rank of lieutenant), in consultation with mental health personnel, shall determine whether an inmate who is transferred from disciplinary housing to mental health housing, then subsequently released from mental health housing, will return to disciplinary housing to resume the remainder of their disciplinary time.

DISCIPLINARY PROCEDURES FOR PREGNANT INMATES

Inmates who are pregnant, postpartum, have recently had a miscarriage, or have recently had a terminated pregnancy shall not be housed in an isolated cell. Custody personnel shall collaborate with CHS personnel to ensure these inmates are placed in an appropriate housing location that is conducive to their access to necessary prenatal/medical care.

Once the inmate has been cleared by medical and mental health personnel for housing in the disciplinary module, module staff shall ensure that the following occurs:

- **Notify the Gender Responsive Advocate ([REDACTED TEXT] Custody Assistant) via e-mail indicating where the inmate is housed**
- **Shall assign the inmate a lower bunk on the lower tier**
- **Ensure the inmate is provided with a double tan mattress or a thick green mattress**
- **45 minutes of large muscle group activity (log activity in the e-UDAL including all refusals)**
- **Provide water bottles upon request; there is no limit**
- **Provide a prenatal diet**

NOTE: Module [REDACTED TEXT] discipline cells do not qualify as an isolated cell.

NOTE: Further policy and procedures regarding pregnant inmates are delineated in CDM sections 5-09/030.00, "Limitations on Disciplinary Actions," and 7-02/010.00, "Pregnant Inmates."

DISCIPINARY PROCEDURES FOR INMATES WITH SPECIAL NEEDS

For disciplinary purposes, "special needs inmate" refers to any inmate who requires special assistance in the disciplinary process due to cognitive or sensory impairments (e.g. Parkinson's Disease, dementia, developmental disabilities, neurologic disorders, hearing or vision loss, etc.), or

to any inmate who speaks an uncommon foreign language for which on-site interpreters are not readily available (refer to CDM section 5-14/060.00, "Use of Interpreter"). Inmates requiring special assistance shall receive equal treatment. Inmates who are deemed deaf or hard of hearing and attend any formal proceeding (i.e., DRB hearing) shall have a qualified interpreter present, either in person or via Video Remote Interpreting (VRI) services.

Inmates requiring Americans with Disabilities Act (ADA) accommodations shall serve their disciplinary penalties in an ADA-compliant disciplinary housing area. If the facility lacks an ADA-compliant disciplinary housing area, these inmates shall serve their penalty in their current housing location.

INMATE APPEAL OF DISCIPLINARY REVIEW BOARD ACTION

Inmates involved in any disciplinary action other than counseling or reprimand, shall have the right to an administrative process and equal protection. An inmate may appeal the discipline imposed at the conclusion of their hearing while in pre-disciplinary housing. If the inmate wishes to appeal the discipline imposed, they shall be provided with an appeal form located within IRTS and be afforded 72 hours to submit their appeal from the time they were provided the appeal form.

The module deputy or custody assistant shall provide the inmate access to a pencil and the appeal form. When an appeal form is completed, it shall be immediately sent to the unit commander's designated subordinate.

LIMITATIONS ON DISCIPLINARY ACTIONS

- **Food shall not be withheld as a disciplinary measure.**
- **Use of disciplinary diets is prohibited.**
- **No inmate shall be deprived of the implements necessary to maintain an acceptable level of personal hygiene.**
- **Correspondence privileges shall not be withheld except in cases where the inmate has violated correspondence regulations, in which case, correspondence may be suspended for no longer than seventy-two (72) hours, without the review and approval of the unit commander.**
- **No inmate shall be deprived of issued clothing or bedding through any portion of the day. Exceptions are those inmates who engage in the destruction of these items. The decision to deprive inmates of such articles of clothing and bedding shall be reviewed by the watch commander. The watch commander must re-evaluate the decision during each twenty-four (24) hour period. All measures shall be documented in the e-UDAL.**
- **Under no circumstances shall access to courts and legal counsel be suspended.**
- **No inmate shall receive more than 30 consecutive days in disciplinary segregation for any one occurrence of inappropriate behavior or violation of any jail offense unless the inmate commits another jail offense while in disciplinary housing.**

NOTE: If an inmate is subject to discipline for more than 30 consecutive days, the concerned inmate shall be referred to the CCC. For additional information please refer to CDM section 5-09/050.00, "Limitations of Disciplinary Action."

READING MATERIAL

Inmates housed in discipline subsequent to their DRB hearing, are allowed at least one book and one religious text. Any additional reading materials shall be at the discretion of the unit commander.

Inmate reading materials can be obtained from the CRDF warehouse. Religious texts can be obtained through the chaplains assigned to CRDF. Reading materials shall be offered to each inmate and rotated accordingly within the module.

INMATE HYGIENE

Inmates shall be permitted to shower at least once every other day, or more often, if possible, as referenced in Title 15, section 1266. Inmates shall not be deprived of implements necessary to maintain an acceptable level of hygiene as specified in Title 15, section 1265.

REVISED 06/09/2024

REVISED 05/08/2024

REVISED 08/21/2023

• 5-23-010 Inmate Workers-CSS Approved 11/28/2023

PURPOSE OF ORDER:

The purpose of this order is to establish procedures in the selection and handling of inmate workers at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

All inmates eligible to be an inmate worker may be assigned as an inmate worker. Inmates with a [REDACTED TEXT] classification may be hired as an inmate worker and housed in their current housing location in compliance with the mandates of Johnson vs. the County of Los Angeles and The Americans with Disabilities Act (ADA) of 1990.

Inmates housed in Moderate Observation Housing (MOH) under the care of Correctional Health Services (CHS), may be hired as inmate workers while assigned to their current MOH floor. MOH inmates must be approved by CHS, custody staff, and Population Management Bureau (PMB) personnel.

Inmates requesting to become an inmate worker shall be questioned regarding any specialized work experience that may aid the facility. If possible, these jobs will be assigned based upon prior experience. PMB personnel will thoroughly review each inmate's current and past criminal history to ensure inmates are placed in work assignments suitable for maintaining the safety of the inmates, personnel, and the facility. PMB personnel are responsible for maintaining the inmate worker program, including the assignment of inmates to inside and outside work crews.

NOTE: Inmate workers are not permitted into any publicly accessible areas outside of the facility. This includes the front parking lot, Century Station lobby, and the CRDF visiting area. This does not include the back dock or other areas outside of the facility where the public is not present.

PMB personnel will provide copies of each outside crew member's Consolidated Criminal History Reporting System (CCHRS) report to main control and custody personnel assigned to supervise the outside work crew.

NOTE: Watch commanders shall conduct spot checks on all outside work crews and document it in the Watch Commander's Log.

Pregnant Inmate Workers

Inmates who are confirmed pregnant by CHS personnel may be hired as an inmate worker with the approval of CHS and PMB personnel. They shall be hired as inmate workers for their current housing location.

Module personnel shall ensure the following work accommodations are adhered to for all pregnant inmates assigned as inmate workers:

- **Provide a minimum of one 15-minute break every two hours**
- **Provide access to water, snacks, and meals as regularly planned**
- **Provide access to additional bathroom breaks as needed**
- **Avoid prolonged standing or sitting (no more than two hours)**
- **No lifting over ten pounds**
- **Avoid activities that may increase risk for falls (i.e., climbing, squatting, etc.)**
- **Avoid exposure to toxic chemicals**

Module Inmate Workers

Module officers shall only utilize inmate workers assigned by PMB personnel. Any deviation from this must be approved by PMB personnel.

Module officers shall ensure inmate workers used for food service have been screened by medical staff prior to serving food. Inmate workers handling food items, either in the kitchen or in the housing areas, shall view and adhere to the "Bulk Feeding Hygiene and Safety" protocol. Deputy personnel are required to document this in the electronic Uniform Daily Activity Log (e-UDAL) in the "Additional Information" section.

Module inmate workers shall not enter the neighboring module without prior approval from deputy

personnel.

NOTE: Any deviation from this order must be explicitly approved by the on-duty watch commander, and PMB personnel shall be notified. Deviations shall be documented in an email and sent to [REDACTED TEXT] email group for follow up, as well as in the e-UDAL for the affected work location.

Rover Deputy Responsibilities

Floor rovers, or their designee(s), shall report to the inmate working dormitory to request inmate workers assigned to their location. Prior to any inmate worker leaving their housing location, the module officer shall do the following:

- **Compare the inmate's wristband with their bunk assignment**
- **Document the inmate's work location on a temporary movement sheet**
- **Conduct a cursory search of each inmate worker leaving their housing location (this can be conducted by the module officers or personnel escorting the inmate workers)**

Work Location Officer/ Module Officer:

When an inmate worker arrives at their work location, module personnel shall assume responsibility of the inmate worker. Module personnel shall enter the name and booking number of the inmate worker into the e-UDAL.

Inmate workers shall not be removed from their work assignment without permission from the module officer. CRDF personnel shall notify PMB personnel to request a change of an inmate worker's assignment.

All inmate workers shall be escorted to the CRDF Reception Center to be searched utilizing the B-SCAN at the end of the inmate worker's shift prior to returning to their housing location. The inmate worker shall not be held over to the next shift, absent exigent circumstances or at the direction of a supervisor.

Firing / Removal of an Inmate from a Work Crew

The work location/module officer is responsible for completing a report in the Inmate Report Tracking System (IRTS) for inmates who are removed from their respective work crew. Copies of the IRTS report shall be given to module personnel assigned to the working dormitory and emailed to [REDACTED TEXT]. All IRTS reports must be approved by the floor sergeant. If no formal IRTS report is written, the inmate worker shall not be removed from their work assignment.

Refusal to Work

Qualified inmates who are sentenced to County jail time may be assigned to perform labor, per Penal Code 4019 P.C. Refusal to work shall result in disciplinary action. Continuous violation of this penal code section shall result in revocation of good time/ work time credits.

Inmates shall not be forced to work on their assigned regular day off (RDO) or on their off shift. Inmates may volunteer to work a second shift but cannot be forced.

Miscellaneous

Bed moves within the inmate working dormitory must be approved and made by PMB personnel, except in emergent situations, and only with the approval of the assigned floor sergeant.

All records for the outside and inside work crews shall be retained in compliance with Custody Division Manual (CDM) section 4-13/000.00 Retention of Records.

Work Capacity for Crime Scene and Trauma Cleanup

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 appropriate cleaning supplies and personnel protective equipment (PPE), and shall be supervised by trained personnel. The assignment of inmate workers cleaning such areas shall be voluntary and inmates shall not be disciplined if they decline to carry out the task.

NOTE: 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 procedure detailed in Informational Bulletin #2023-01, "Crime Scene and Trauma Cleanup Vendors" when requesting services.

Revised 03/19/2025

Revised 11/13/2023

Revised 09/05/2022

Revised 05/30/2022

Revised 12/14/2020

Revised 11/01/2018

• 5-23-050 Commissary

PURPOSE OF ORDER:

The purpose of this order is to establish commissary procedures for all inmates at Century

Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and working at CRDF.

ORDER:

Commissary deliveries will be on Tuesday evenings during P.M. shift each week. Commissary for each housing area will be delivered on the same day.

Inmates may purchase as many items as allowed per Department policy. Restrictions exist based on housing areas and current classification.

Commissary will be accessible to all inmates except as follows:

ï¿· Module 1200 - Intake module and any other housing locations identified as triage/intake (less than 24 hour housing)

ï¿· Temporary male prisoner housing

Commissary Procedures

Inmates are allowed to order commissary using the commissary kiosks located in the modules. Orders can be placed any day of the week during out-of-cell time or any other time allotted by module personnel. All orders must be submitted by the conclusion of Monday P.M. shift.

For modules without access to the commissary kiosks, module personnel shall pass out a commissary order form (bubble sheet) to all inmates. Inmates shall place their completed commissary order forms in the "Commissary Folder" or the forms may be given to module personnel.

The P.M. shift floor prowlers shall forward the completed commissary order forms to the watch sergeant's office no later than 1900 hours on Monday evening. Personnel from Keefe Commissary Network will pick up the completed commissary forms every Monday by 2000 hours and process them for delivery the next day, pursuant to their contractual agreement.

Inmates shall maintain a receipt for all commissary items in their possession. Commissary items that cannot be accounted for with a receipt shall be considered contraband and confiscated accordingly without compensation.

Direct Supervision

Each Tuesday evening, the orders will arrive in the housing area. Module staff shall develop a suitable way of distributing the commissary orders to the inmates. [REDACTED TEXT]

Inmates shall approach commissary staff one at a time. The commissary staff shall verify the

inmate's name by checking their wristband. Each inmate shall review the contents of their order and sign where indicated by the commissary staff acknowledging receipt of all ordered items. After receiving their order, each inmate shall return to their assigned cell or bunk area.

If there is a dispute regarding the accuracy of the order, the inmate shall refrain from opening the bag. The inmate shall inform commissary staff of the issue before the commissary staff leaves the location. The commissary staff shall open the bag and confirm or deny the dispute. If the order is in fact incorrect, the commissary representative will provide the inmate with a form to complete regarding the erroneous order.

Administrative Segregation

Commissary staff shall conduct deliveries at each inmate's individual cell door or through the handcuffing port. All transactions shall be monitored by module personnel. Inmates will be instructed to either stand in front of their cell doors until commissary staff approaches, or until their cell door is opened and the inmate's name is called to approach the door. Commissary staff shall verify the inmate's name by checking their wristband. After reviewing the contents, the inmate shall sign where indicated by the commissary staff, acknowledging receipt of all items. If there is a dispute regarding the accuracy of the order, the inmate shall refrain from opening the bag. The inmate shall inform commissary staff of the issue at that time. Commissary staff shall open the bag and confirm or deny the dispute. If the order is in fact incorrect, the commissary representative will provide the inmate with a form to complete regarding the erroneous order.

High Observation Housing Units (HOH)

Commissary Ordering Protocol for HOH Inmates:

Inmates housed in HOH are entitled to purchase commissary items from the modified commissary list. Group providers through the Department of Mental Health (DMH) are to allow inmates to complete their commissary forms at the beginning or end of group session. Group providers or module personnel, are to provide the inmates with a custody approved pencil to complete their commissary forms. All pencils shall be accounted for at the end of each group session. Inmates housed in HOH are not permitted to have pencils inside their cells for the safety of staff and inmates.

Commissary Delivery Protocol for HOH Inmates:

Commissary staff and module personnel shall conduct delivery of commissary items at each inmate's cell door. Module personnel shall have the inmate approach the door, commissary staff shall verify the inmate's name by checking their wristband. Once verified, the module deputy shall open the handcuffing port, provide the inmate with a custody approved pencil and have the inmate sign for their commissary items. Custody personnel are not to sign for commissary items on behalf of the inmate. Custody personnel shall provide the items to the inmate unless the item(s) purchased are prohibited on the floor or present a safety concern. In these situations, the items are to be secured in the storage room and given to the inmate upon the inmate's transfer or release from the unit, or when safe to do so.

[REDACTED TEXT]

Commissary Procedures for Hostile HOH Inmates:

On a weekly basis, module personnel are to approach the cell doors of those inmates who refuse to exit their cells for out-of-cell program time or who have been identified as "hostile or uncooperative" and ask if they would like to order commissary. If they indicate yes, module personnel are to complete the commissary forms on the inmate's behalf. Inmate workers assigned to the HOH modules are not to complete the commissary forms on behalf of the HOH inmate; forms must be completed by custody personnel.

At the time of delivery, if the inmate is no longer hostile and does not present a threat to custody personnel, the procedures outlined in "Commissary Delivery Protocol for HOH Inmates," as listed above, shall be undertaken.

Inmates who have ordered commissary items, but are unstable, hostile, or uncooperative on the day of delivery, will have their commissary items returned to Keefe Commissary Network since they are unable to sign for their commissary. Commissary staff will be responsible for crediting the inmate's account. Module personnel shall make a notation of the incident in the electronic Uniform Daily Activity Log (e-UDAL) providing the following details:

1. Inmates name and booking number

2. Describe the inmate's behavior and note that it was unsafe to provide the inmate with a county approved pencil, and as a result, commissary items were returned

Vending Machines

Vending machines are available for use by inmates in specified housing areas. Inmates may purchase vending cards from commissary. Food and personal items are available for purchase. Inmates may have access to the vending machines during out-of-cell time, or any other time designated by the module staff.

Inmates who misuse or vandalize vending machines shall be subject to discipline and possible prosecution. Inmates who attempt to obtain items from vending machines by means, other than their personal vending cards, shall also be subject to discipline and prosecution.

Any inmate in possession of a vending card, other than their own, shall be subject to discipline.

[REDACTED TEXT]

Inmates are responsible for maintaining their cards in good condition; free from damage or misuse. An alleged "damaged" vending card (a card that still has a usable amount of funds, but cannot be "read" by the vending machine) shall be placed in the slot provided on the front of the vending machine. The cards will be regularly picked-up by commissary staff and the inmate's spending account will be credited with the remaining usable funds.

• 5-23-060 Religious Observances-CSS approved 12/14/2022- Reviewed

10/30/2025

PURPOSE OF ORDER:
The purpose of this order is to establish procedures that will ensure inmates at the Century Regional Detention Facility (CRDF) are afforded their right to practice their religious beliefs while under the care and supervision of the Los Angeles County Sheriff's Department.

SCOPE OF ORDER:
This order shall apply to all personnel assigned to, on loan to, or working in any capacity at CRDF.

ORDER:
Departmental personnel shall follow a policy of neutrality with respect to religious matters, neither advancing nor impeding religion and practice or belief. Religious services are offered to inmates on a voluntary basis and shall not interfere or take place of the inmate's out-of-cell time. The operations sergeant or designee shall act as a liaison between the chaplains and CRDF.

Religious Worship Services
Religious services are conducted by various ministries. Ministries desiring to conduct services at CRDF must have schedules coordinated and approved by the Office of Religious and Volunteer Services (RVS). Catholic and non-denominational services will be conducted throughout the week as indicated on the master schedule. Services may be conducted in the classroom, or any outdoor recreation area located in the housing area. Services involving a consolidation of modules or housing areas is prohibited.

Handling of Religious Headwear and Articles
Refer to CDM section 5-13/100.05 for additional information regarding approved religious headwear and articles.

Confession
Inmates at CRDF will be afforded the opportunity to have confession. Inmates wishing to have confession shall fill out an Inmate Request Form. Confession will take place inside the module, or other identified area approved by custody personnel.

Communion
Inmates at CRDF will be afforded the opportunity to receive communion. Communion will be offered to inmates on Sundays immediately following worship services.

Other Services Provided
Chaplains may provide inmates with:
• counseling
• reading materials
• bible study
• death notifications

Inmates wishing to meet with a chaplain shall complete an Inmate Request Form.

Distribution of religious articles

Chaplains may distribute Bibles and religious literature obtained directly from the publishers. Religious literature or material shall not be brought in from friends or relatives of inmates. Any items which may constitute a security problem such as posters, stickers, or any item which may be controversial, agitating, or which may cause a security hazard to any portion of the inmate population, is prohibited.

Chaplains shall not accept personal or health care items for distribution to inmates. This applies to any item including but not limited to eyeglasses, dentures, hearing aids, etc. Inmates in need of these items shall be referred to Correctional Health Services (CHS).

Rosaries
Chaplains may distribute rosaries to inmates housed at CRDF; however, they must be made from a cotton material which is considered a "break-away" material to prevent it from being used as a weapon. Inmates may wear the rosary during prayer time; however, they cannot wear it around their neck at any other time.

Religious Volunteer Entry Procedures
Religious volunteers shall be granted access to CRDF inmates for the purpose of assisting full-time facility chaplain personnel in providing pre-scheduled religious services.

All volunteers must be screened and approved by RVS prior to entry.

The Main Control deputy shall ensure all religious volunteers entering CRDF appear on the custody division list of approved volunteers. Only those volunteers appearing on the current edition of the approved list shall be allowed entry into the facility. Persons requesting access who do not appear on the approved list, shall be denied entry, and directed to contact RVS.

When volunteers arrive at the main control sallyport, they shall exchange their identification for a non-escort or escort pass. The Main Control deputy shall log the volunteer on the facility entry and exit log. After services have been conducted, the volunteers shall exchange their pass for their identification at the Main Control sallyport.

Religious volunteers shall enter and exit in one group and shall be escorted by the CRDF chaplains. The religious volunteers shall not make physical contact with inmates or give the inmates any items without prior approval by the on-duty watch commander. Volunteers who are disruptive or fail to follow established security regulations, shall be asked to leave immediately. The tower supervising line deputy, the tower sergeant, and the watch commander shall be notified immediately, and written notification shall be directed to the operations sergeant.

Regulations
All chaplains shall follow the instructions of uniformed personnel. Improper behavior by a chaplain shall be reported to the tower supervising line deputy, the tower sergeant, and the watch commander. Written notification shall be made to the operations sergeant.

Chaplains must always wear a security pass while inside the facility. Chaplains entering the facility may only carry packages and articles which are necessary to perform their ministerial services. All articles, packages, and personnel are subject to search at any time.

Revised 10/04/22
Revised 08/14/18

• 5-23-070 Individual Family Service Programs

PURPOSE OF ORDER:

To establish entry and control procedures along with behavior policies for Alcoholics Anonymous, Cocaine Anonymous and Narcotics Anonymous volunteers at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to CRDF.

ORDER:

Substance abuse anonymous groups shall be granted access to CRDF inmates for the purpose of providing pre-scheduled, rehabilitative meetings with inmates. All groups must be screened and approved by the Inmate Services Unit prior to entry

All group members must be kept within the immediate supervision of Sheriff's personnel at all times. All members of a group shall enter and exit at one time and are subject to search.

Rehabilitative group volunteers may not give anything to inmates other than pre-approved organizational literature. [REDACTED TEXT].

The main control room (MCR) #1 Deputy shall ensure that all rehabilitative group volunteers requesting entry into CRDF appear on the approved Custody Division entry list and shall issue the appropriate security passes.

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• 5-23-090 Inmate Out-of-Cell Time (Exercise, Recreation, Services and Programs-Approved by CSS on 05/26/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-23-090
SPECIALIZED PROGRAMS	**Effective Date:** 12/16/1998
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/18/2026

Subject: Inmate Out-of-Cell Time (Exercise, Recreation, Services and Programs)

Reference: CDM 4-11/025.00, 5-13/020.00, 5-13/040.00, 5-13/115.00, 5-13/120.00, and

CCR Title 15 section 1065

Unit Commander Signature: On File **Date:** 06/02/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for safe, secure, and orderly inmate out-of-cell time within the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

The following procedures shall apply to all inmates housed at CRDF, except those inmates who are:

- **restricted by Correctional Health Services (CHS) personnel for medical reasons;**
- **housed in discipline due to violations of the jail rules; or**
- **restricted by the unit commander for security reasons.**

Module personnel shall allow inmates the maximum opportunity to participate in exercise, recreation, services, programs, and other out-of-cell activities. To accomplish this, all inmate cell lights and module lights must be turned on no later than 0700 hours and turned off no earlier than 2100 hours.

To better serve the health and safety of inmates temporarily housed in [REDACTED TEXT] the staff station and housing lights shall remain on at all times.

NOTE: Staff station overhead lights shall remain on at all times.

NOTE: Each module officer shall document the time of day the cell lights were turned on and off under the "Additional Information" section in the electronic-Uniform Daily Activity Log (e-UDAL).

Unless an educational class, religious service, or a self-help group (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) has been scheduled for the day room, all inmates shall be allowed out of their cells to use the telephones, vending machines, showers, outdoor recreation area, television, or to socialize with the other inmates housed in the same housing module.

Module staff are responsible for visually inspecting their module for contraband, cleanliness, hazards, and potential points of escape prior to allowing inmates access to recreation areas.

Out-Of-Cell Time: Indoor and Outdoor Recreation

Inmates shall be allotted a minimum of two (2) hours per day of out-of-cell time. This includes access to showers, telephones, television, and recreation time. Out-of-cell time does not include structured inmate programming conducted by chaplains, instructors, or mental health providers. Module personnel shall log all out-of-cell time in the e-UDAL ensuring a start and finish time are recorded.

Inmates shall be afforded the opportunity to participate in at least three (3) hours of exercise and seven (7) hours of recreation activities over a seven-day period, as required per Title 15. These sessions shall not be provided in a single three- hour or seven-hour block. During outdoor recreation time, inmates shall have access to a basketball, may walk around the outdoor recreation area, and/or participate in yoga/exercise classes when available. If module personnel are unable to provide the minimum requirement of free time, exercise, and outdoor recreation time to the inmates, the reason shall be documented in the e-UDAL. If emergent situations arise or a lockdown occurs, outdoor recreation and free time should be made up accordingly. The minimum requirements must be met per California Code of Regulations (CCR) Title 15.

NOTE: Cell doors may remain open during out-of-cell time.

NOTE: Inmate programming shall begin at 0700 hours and conclude at 2030 hours. During these hours, inmates shall not be secured inside their cells for the purpose of inmate count, unless approved by the on-duty watch commander.

Examples of permitted out-of-cell activities:

- **Use of showers**
- **Use of vending machines**
- **Use of outdoor recreation area**
- **Use of television and telephones**
- **Socialization with other inmates in the same housing module**
- **High observation and medium observation housing structured out-of-cell time and/or programs**

Pill Call and Inmate Meals

During pill call, module personnel shall advise all inmates to prepare for pill call. All televisions and telephones shall be turned off. Inmates who are currently programming shall receive their medication as needed and return to their cells. The tier not programming shall than prepare for pill call and return to their cells. At the conclusion of pill call, module personnel shall immediately continue with out-of-cell time for the tier that is scheduled.

During inmate meals, the tier that is programming will consume their meals at the tables located in the dayroom or in the outdoor recreation area. The tier not programming will consume their meals

inside their cells.

NOTE: Inmates housed in special population modules (discipline, High Observation Housing (HOH), administrative segregation, etc.) who consume meals inside their cell, shall have their trash removed at least two times per day. AM shift shall remove all trash accumulated during breakfast and lunch, and PM shift shall remove all trash after dinner is consumed.

American Disabilities Act

Module personnel shall offer out-of-cell and outdoor recreation time to inmates who fall under the American Disabilities Act (ADA). Refusals of out-of-cell or outdoor and/or recreation time by ADA inmates must be logged in the e-UDAL (requirement of the Johnson Lawsuit).

Pregnant Inmates

Module personnel shall offer pregnant inmates additional out-of-cell time for large muscle exercise. This will consist of forty-five minutes of walking each day on AM and PM shift. Module officers shall document this offering in the e-UDAL.

NOTE: Pregnant inmates shall be offered this additional out-of-cell time until they are removed from [REDACTED TEXT] status (no longer in pregnancy uniform).

NOTE: Any questions regarding CRDF's [REDACTED TEXT] population may be directed to the [REDACTED TEXT] Liaison.

High Observation Housing Units

Department of Justice provision #80 requires inmates housed in HOH to receive additional out-of-cell time beyond the requirements of Title 15. HOH inmates shall be offered unstructured and structured out-of-cell time each day.

Unstructured Requirements

7 hours of indoor recreation (showers, telephones, television, etc.)

3 hours of outdoor recreation (small management yard)

Structured Requirements

10 hours of group time (5 hours offered by custody personnel and 5 hours offered by CHS personnel)

When documenting out-of-cell time, personnel shall ensure it accurately reflects all participants including the start and end time for each individual inmate. If an inmate is out to court, do not include them in out-of-cell time.

[REDACTED TEXT] Medium Observation Housing (MOH) Programming

MOH inmates with a [REDACTED TEXT] classification shall program unrestrained in their designated housing location. This classification shall program alone; however, they may participate in structured activities with other MOH [REDACTED TEXT] inmates who have the same classification. When this occurs, each MOH [REDACTED TEXT] inmate shall be secured.

[REDACTED TEXT] HOH Programming

HOH inmates with a [REDACTED TEXT] classification may program with inmates of the same classification when feasible. These inmates shall be escorted out of their cell one at a time and secured prior to escorting another inmate.

If the SMY's are utilized for outdoor programming or structured programming with CHS personnel, a mix of [REDACTED TEXT] classifications may attend. Module personnel shall escort one inmate at time and ensure the inmate is secured inside the SMY prior to escorting another [REDACTED TEXT] inmate.

NOTE: Module personnel shall not place inmates in the SMY area that are known to have issues with one another.

Module Personnel's Responsibility

Regardless of shift assignment or regularly scheduled work assignment, all personnel assigned to any module, at any time, are ultimately responsible for ensuring the minimum CCR Title 15 requirements are met and documented in the e-UDAL.

Floor Sergeant's Responsibility

It is incumbent upon the floor sergeants to ensure all modules under their supervision meet the minimum requirements for outdoor recreation time. This shall be accomplished by checking each module's e-UDAL to ensure inmates are being given the opportunity to participate in outdoor recreation.

Exceptions To This Order:

The mission of CRDF is to provide a safe and secure environment for the inmates in its care. Inmates shall be securely locked within their cells, or on their bunks, during the following occurrences:

- **Count [REDACTED TEXT]**
- **Inmate disturbances**
- **Emergencies**
- **Drills affecting the housing module**
- **Activation of CRDF's Emergency Response Team (ERT)**
- **Module cleaning**
- **Non-participants in scheduled education/religious programs within the housing module**

Nothing in this unit order shall be construed in any way to restrict line personnel's ability or

discretion to lock down inmates in their housing module for perceived or potential assigned safety/security reasons. However, line personnel shall immediately notify their supervisor (supervising line deputy or tower sergeant) of the perceived or potential safety/security concerns. These instances shall be documented in the respective housing module's e-UDAL and Inmate Report Tracking System (IRTS), as necessary.

Revised 05/18/2026

Revised 01/16/2024

Revised 05/17/2022

• 5-23-100 Inmate Voting approved by CSS on 04/01/2025

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-23-100**
SPECIALIZED PROGRAMS	
CENTURY REGIONAL DETENTION FACILITY	**Effective Date:** 01/23/2001
	Reviewed Date: 02/21/2025
Subject: Inmate Voting	
Reference: CDM 5-13/140.00	
Unit Commander Signature: On File	**Date: 04/08/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding inmate voting and registration.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

Inmates may vote in local, primary, general, and special elections, while incarcerated. To accomplish this, the inmate must request the "California Voter Registration Application" and the "California Vote-By-Mail Ballot" by completing an Inmate Request Form (SH-J-437). The completed "California Voter Registration Application" (postage paid), shall be mailed by the inmate to the Registrar-Recorder for processing. The California Voter Registration Application must be received or postmarked at least fifteen (15) days before Election Day to be eligible to vote in that election.

To qualify as a registered voter, an inmate must:

- **Be a citizen of the United States;**
- **Be a resident of Los Angeles County;**
- **Be 18 years of age or older on Election Day;**
- **Not be temporarily in County jail while serving a state or federal prison sentence, or on parole for the conviction of a felony; and**
- **Not be currently found to be mentally incompetent by a court of law.**

In addition to the above criteria, persons on probation or inmates may be eligible to vote if they are:

- **Under "mandatory supervision" or "post-release community supervision," or**
- **Serving a sentence in County jail or on probation for a misdemeanor conviction.**

Module Officer Responsibilities:

- **Ensure that the current "Voter While Incarcerated" flier provided by the Registrar-Recorder's office outlining inmate voter eligibility is posted in the module and visible to all inmates**
- **Ensure the module is supplied with Inmate Request Forms (SH-J-437)**

Facility Inmate Voting Coordinator Responsibilities:

- **Coordinate the delivery of "Vote-By-Mail Ballots" and secured ballot boxes with the Registrar-Recorder's office**
- **Ensure the completed "Vote-By-Mail Ballots' are sealed by the inmate and placed into the secured ballot box. If the Facility Inmate Voting Coordinator cannot oversee this task, they may appoint a designee to oversee this portion of the inmate voting process**
- **The Facility Inmate Voting Coordinator, or their designee, shall deliver the sealed, secured ballot box to the Registrar-Recorder's office by 1500 hours on Election Day**
- **Ensure the facility maintains a supply of "California Voter Registration Application" and "California Vote-By-Mail Ballot Application" forms. These forms can be obtained in quantity, from: Registrar-Recorder/County Clerk**
    - **12400 East Imperial Highway, Room [REDACTED TEXT]**
      Norwalk, California 90650
      Phone: [REDACTED TEXT]

The forms shall be stored in the CRDF warehouse or other designated area determined by the Facility Inmate Voting Coordinator. For additional information regarding inmate voting procedures, refer to Custody Division Manual (CDM) section 5-13/140.00, "Inmate Voting."

REVISED 02/21/25

REVISED 01/10/20

REVISED 07/14/13

• 5-25-020 Voluntary Delayed Release Program- Approved by CSS on 08/28/2025

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: #5-25-020**
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/2015
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 08/20/2025
Subject: Voluntary Delayed Release Program	
Reference: CRDF Unit Order 5-25-25, 4024 (b)(1) PC, and SJM 6-11/010.00	
Unit Commander Signature: On File	**Date:** 09/15/2025

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the Voluntary Delayed Release (VDR) Program at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to or working in any capacity at CRDF.

ORDER:

Penal Code §â€¯4024, all inmates have the right to remain in custody for up to sixteen (16) hours or until normal business hours, whichever is shorter, to be discharged to a treatment center or released from jail during daytime hours. To ensure the safe release of female inmates, normal business hours have been identified as 0600-2200 hours. This request is voluntary and may be revoked by the inmate at any time. Staff shall neither discourage nor encourage an inmate to participate in this voluntary program.

NOTE: Refer to CRDF Unit Order 5-25-025, "Inmate Safe Release Hours," for additional information

related to the hours of release for female inmates.

Line Personnel

All inmates who receive a release pass shall be informed by custody personnel of the VDR program. It shall be the responsibility of module personnel to provide each inmate with the Voluntary Delayed Release (VDR) form, which can be obtained via the custody section of the Electronic Forms (e-Forms) section of the Department intranet.

If an inmate voluntarily and knowingly elects to delay their release and remain in custody, they shall indicate on the form their reason for electing to remain in custody. The inmate shall then sign and date the form.

If an inmate declines to participate in the program, the inmate must indicate on the VDR form that they have refused to participate in the program; they shall then sign and date the form. VDR forms shall be signed by each inmate and module deputy regardless of their decision to participate or not participate in the VDR program. If an inmate elects to participate in the program, the VDR form shall be signed by the watch sergeant and watch commander.

Inmates who elect to participate in the program shall remain in their housing location until they are released. They shall be provided with inmate meals, medication, and shall be granted the opportunity to use the telephone to arrange for transportation and make notifications to their bail/bond agent or family member of their voluntary decision to remain in custody.

Inmates who decline this program shall be escorted to the reception area to be processed for release, except between 2200 and 0600 hours. During these hours, the inmate shall remain in their housing location and wait until safe release hours.

NOTE: Spontaneous releases (e.g., bail bond) may be released during nighttime hours. CRDF Reception personnel shall be responsible for processing these inmates for release, in coordination with the bond clerk.

Custody personnel assigned to the rover position are responsible for obtaining the watch sergeant and watch commander's signatures on the VDR forms for inmates electing to participate in this program. Once obtained, the rover shall return the forms back to the inmate's corresponding housing location and attach it to the inmate's release pass. Module personnel shall then notify reception personnel via email the inmate's name, booking number, time, and date of when the inmate elected to participate in the program. Reception personnel shall enter the information in the Delayed Release Process Log. When the time arrives for the inmate to be released, the inmate shall be escorted to the reception area with their release pass and VDR form. Reception personnel shall attach the VDR form to the inmate's booking slip.

Module personnel shall contact the Community Transition Unit (CTU) at Stentofon [REDACTED TEXT] Monday-Friday, for inmates who have elected to participate in the VDR Program. Module personnel shall provide CTU with the inmate's name and booking number. CTU will then conduct a follow-up interview with the inmate and provide any information and/or brochures related to transitional services. During holidays, weekends, or after hours, the inmate shall be provided with these brochures in the reception area.

Inmates who elect to participate in the VDR program shall be processed for release in a timely manner, not to exceed the sixteen (16) hours, or until normal business hours, whichever is shorter. It is imperative that this is closely monitored by reception personnel to prevent over-detention.

Revoking the Delayed Release Process

Inmates have the right to revoke their request for a delayed release at any time. Although they retain this right, this does not absolve staff from ensuring that all standard release protocols are followed. Inmates who choose to revoke this right shall be escorted to the reception area to begin the release process immediately and without delay, except between the hours of 2200-0600 hours. Reception personnel shall obtain the inmate's original signed VDR form. The inmate shall revoke their request for VDR in the "Revocation" section of the form and sign the form. Reception personnel shall process the inmate for release based upon standard Custody Division release procedures.

REVISED 08/20/2025

REVISED 01/03/2023

• 5-25-030 Release of Inmates with Additional Needs and/or Mobility Impairments

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for releasing inmates with "additional needs" and/or "mobility impairments."

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

CRDF personnel shall adhere to the following procedures when releasing an inmate identified by Correctional Health Services (CHS) personnel to have "additional needs" or mobility impairments. These procedures must be adhered to by all personnel to ensure compliance with the Americans with Disabilities Act (ADA).

CRDF personnel shall assist inmates identified as having "additional needs" or mobility impairments during their release from custody.

Inmates identified as having "additional needs" include those inmates who might suffer from dementia, Alzheimer's disease, vision or hearing impairments, mobility impairments, or any other condition that, without proper consultation with the inmate's family member, social support structure, or referral to a qualified program, may lead to a harmful situation for the inmate post release.

Personnel assigned to the release area shall document in the "additional comments" portion of the electronic Uniform Daily Activity Log (e-UDAL) all inmates being released with "additional needs or mobility impairments." This documentation shall include the inmate's name, booking number, and mobility device utilized upon release from custody.

Inmates identified as having "additional needs" due to a mobility impairment include those dependent on a cane, crutch, prosthetic, walker or wheelchair to be ambulatory. When an inmate with a mobility impairment arrives at the release area, personnel must contact the property room to ensure any personal mobility device belonging to the inmate is returned to them prior to their release from custody.

If an inmate who is due for release requires a wheelchair, but does not have a personal wheelchair in their property, release personnel shall ask the inmate if there is a family member or friend who is available to:

ï‚· Deliver their personal mobility device, or,

ï‚· Assist them with transportation to their place of residence

If a wheelchair cannot be located and the inmate is homeless and has no one to pick them up and transport them to their residence, release personnel shall contact a representative of the Community Transition Unit [REDACTED TEXT] CTU will attempt to arrange for transportation and/or placement of the inmate. If CTU personnel are not available, or are unable to find placement for the inmate, the Adult Protective Services 24-hour hotline shall be contacted at (877) 477-3646. [REDACTED TEXT]

Inmates with "additional needs" shall be expedited through the release process to adhere to release timelines and to avoid over detention.

Revision Date (12-03-2018)

Revision Date (04-28-2017)

• 5-23-35 Acceptance of Stays Into Custody

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the acceptance and booking of a "stay" into custody at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

A "stay" is an individual convicted of a crime whom the court has ordered to surrender to a custody facility at a designated date and time to serve their sentence. Female inmates ordered to serve time in the Los Angeles County Jail will surrender themselves at CRDF.

[REDACTED TEXT] The individual shall be processed into custody within four hours of arrival. Individuals who surrender themselves on a "stay" must present the proper paperwork from the court. The paperwork will be a Los Angeles County Court commitment form (either white, yellow, or blue) and must have the official court seal.

Surrenders must meet the date requirement indicated on the commitment paperwork.

- **ï,· If the court designates a surrender "ON" date, the individual cannot be taken into custody before or after that date.**
- **ï,· If the commitment indicates "ON or BEFORE" the individual may surrender themselves early.**
- **ï,· In most cases, a copy of the commitment form will also be on file in the Community Based Alternatives to Custody (CBAC) Unit and a copy will be placed in the "Sentenced Surrenders" tray located in the reception/triage area.**
- **ï,· The paperwork must indicate the surrender is to the Los Angeles County Jail.**
- **Commitment papers for surrender to any city jail will not be accepted.**

If the surrendering individual's paperwork does not have a court seal, personnel shall check with CBAC personnel, who may have the original copy containing the seal. If CRDF-CBAC personnel is unavailable, personnel shall call the IRC-CBAC office [REDACTED TEXT]If the paperwork does not contain a court seal on either the copy or the original, or, if the paperwork does not meet the required surrender date, the individual shall not be accepted into custody. Instead, the reception center deputy shall give the individual a "Return to Court" letter [REDACTED TEXT] and explain they need to return to court to correct the surrender paperwork. The "stay" will then be directed to return home. [REDACTED TEXT]

For additional information pertaining to the e-UDAL refer to CDM section 4-11/025.00, "Electronic Uniform Daily Activity Log (e-UDAL).

Individuals who do not have proper identification, shall not be turned away. Identification is not required, as the individual will be live scanned. If there are any uncertainties regarding an individual's identification, they shall be questioned further to better determine their true identity.

The reception center deputy shall ensure the individual is processed into custody within four (4) hours. The reception center deputy shall notify the watch commander if the individual is not processed into custody within the designated four (4) hour time period.

[REDACTED TEXT] The "stay" will be escorted to the reception area, along with their property and paperwork. Once the paperwork has been completed, the individual will be booked and processed like all newly booked inmates.

For additional information refer to Manual of Policy and Procedures (MPP) section 5-03/025.00, "Booking and Property Form (B&PR)," and 5-03/035.00, "Direct Booking-IRC/SBI."

Any male who surrenders himself as a "stay" at CRDF shall be directed to surrender himself to the Inmate Reception Center (IRC) if he is remanded to serve his time in the Los Angeles County Jail.

01-13-2020

• 5-25-025 Inmate Safe Release Procedures-Approved by CSS Policy on 08/28/2025

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: # 5-25-025**
SPECIALIZED PROGRAMS	**Effective Date:** 12/13/2012
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 08/20/2025
Subject: Inmate Safe Release Procedures	
Reference: CRDF Unit Order 5-25-020	
Unit Commander Signature: On File	**Date:** 09/15/2025

PURPOSE OF ORDER:

The purpose of this order is to establish safe hours for the release of female inmates at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to or working in any capacity at CRDF.

ORDER:

The release of female inmates occurs daily. To ensure the safety of all inmates being released from the custody of the Los Angeles County Sheriff's Department, the CRDF Inmate Reception Center shall not release inmates who have completed their sentence (i.e., expiration percentage) between the hours of 2200 and 0600, pursuant to Penal Code 4024(a). During this timeframe, the release area shall be closed. IRC records will ensure all release passes are sent no later than 1900 hours.

Spontaneous releases (e.g., bail bond) may be released during nighttime hours. CRDF Reception Center personnel shall be responsible for processing these inmates for release, in coordination with the bond clerk. Inmates may also elect to participate in the Voluntary Delayed Release

Program under these release circumstances, in which case they shall be given the opportunity to make reasonable number of phone calls to notify their bail/bond agent of their decision to remain in custody.

NOTE: CRDF Inmate Reception Center personnel shall make every attempt to confirm bond releases have confirmed transportation arrangements.

If an inmate is held over in the release area past 2200 hours, the CRDF Reception Center sergeant shall notify the on-duty watch commander, who shall make the final determination as to whether the inmate shall be released or re-housed for a later release during daytime hours.

NOTE: Any release occurring between 2200 and 0600 hours shall be documented in the Watch Commander's Log.

REVISED 08/20/2025

REVISED 08/07/2022

REVISED 05/25/2022

REVISED 07/23/2021

• 5-50-020 Floor Control and Module Booth Security and Procedures- Approved by CSS on 08/21/2024

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-50-020**
SPECIALIZED PROGRAMS	**Effective Date: 01/01/94**
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date: 07/24/2024**
Subject: Floor Control and Module Booth Security and Procedures	
Reference: CDM 3-01/030.00 and 3-10/000.00, CRDF UO 5-10-010	
Unit Commander Signature: On File	**Date: 08/28/2024**

PURPOSE OF ORDER:

The purpose of this order is to establish security procedures for floor control and module booths at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

Floor control personnel are ultimately responsible for granting access to the floor corridor from all areas; the stairwell corridor, module sally-ports, and the elevator sally-port. Floor control personnel shall only allow access into the floor corridor to uniformed personnel or civilian personnel clearly displaying a CRDF security badge. Floor control personnel shall not allow unescorted inmates into the corridor without knowing the inmate's intended destination. Civilians displaying a red escort badge shall not be allowed access to the floor without a designated escort.

NOTE: Every floor control booth door shall be secured. Floor control personnel shall not prop open the door with any items (e.g., fire extinguisher).

Stairwell Corridor

Stairwells are located behind the floor control booths in each tower. The stairwell should be used to allow custody staff the opportunity to quickly move, unrestricted, from floor-to-floor. Floor control personnel shall ensure the door leading from the floor hallway to the stairwell is secured at all times. If the door is inoperable, floor control personnel shall immediately submit a work order.

NOTE: In the event the elevators are inoperable, custody personnel shall obtain approval from the watch commander for civilian personnel to utilize the stairwell, or to escort inmates up or down the stairwell.

During the escort, two (2) custody personnel shall be present. At least one escorting custody personnel shall be a deputy and of the same sex as the inmate. In the event of exigent circumstances (e.g., medical emergency), a female inmate may be escorted by two male deputy sheriffs.

Custody personnel shall notify main control personnel utilizing their handheld county-issued radios and provide the following information:

- **Who is escorting the inmate (Deputy Doe and Custody Assistant Doe)**
- **How many inmates**
- **Destination (e.g., 2 east to 1 east)**
- **Location (e.g., 2 east stairwell)**

Module Sally-port

Housing modules are located at each end of the floor corridor. Access to the modules is controlled with an interlocking sally-port. Floor control personnel are responsible for opening and closing the

door leading from the floor corridor to the housing module. Custody personnel assigned to the housing modules have the responsibility of opening and closing the door leading directly to their module.

Floor control and housing personnel shall keep the doors in the sally-port secured when not in use. Only one door can be opened at a time due to the interlocking system that controls the sally-port between the floor corridor and the housing module. Floor control personnel do not have the ability to open the floor corridor door when the door(s) leading to housing modules are not secured.

Elevator Sally-port

Floor control personnel have the ability to open the door leading to and from the elevator sally-port. This door shall remain secured when not in use. In the event the elevator sally-port door is inoperable, floor control personnel shall immediately submit a work order.

First Floor Controls

First floor east control personnel are responsible for allowing all floor access, as previously mentioned, and have the added responsibility of opening the interlocking sally-port door leading from CRDF booking into the first floor east corridor.

First floor west control personnel are responsible for allowing floor access, as previously mentioned, and have the added responsibility of opening the door leading from the rear of the main clinic to the first floor west corridor, next to module [REDACTED TEXT]. This door shall remain secured when not in use. In the event the door leading to the main clinic is inoperable, floor control personnel shall immediately submit a work order.

Mini Clinic Supervision

Floor control personnel may allow up to four (4) inmates to access the floor corridor to see the mini clinic nurse, without the immediate presence of the floor rover.

Emergency Module Access

Floor control personnel have the important task of monitoring radio traffic and assessing the appropriate doors to open when an emergency occurs. Additionally, floor control personnel are responsible for ensuring the first responding deputy is given the floor's emergency module access key [REDACTED TEXT] Each floor is assigned an [REDACTED TEXT] allows manual access to the doors leading directly into the modules, which bypasses the sally-port's interlocking mechanism. Custody personnel should keep both the floor corridor door and module door open during an emergency response. Once the emergency response has concluded and normal operations have been reinstated, the sally port doors shall be reset to their normal position using the [REDACTED TEXT]

Outgoing and Incoming Mail

Floor control personnel shall be the designated mail drop-off for housing modules. Early morning

(EM) shift floor control personnel shall be responsible for ensuring all outgoing mail is inspected for contraband and labeled "Inspected" in ink. The outgoing mail shall be kept separated by module and shall be collected by inmate services personnel (Refer to CRDF Unit Order 5-10-010, "Inmate Mail and Correspondence," for additional information).

Inmate Visiting

Once visitors reach a housing floor from the CRDF Visiting Center, they become the responsibility of floor control personnel. Floor control personnel are responsible for turning on all lights and phones in the visiting booth and ensuring inmates are assigned to specific visiting phones/booths.

Floor control personnel shall ensure inmates receive their full thirty (30) minute visiting session. If an inmate's visit is delayed, the floor control officer shall inform visiting staff.

Floor control personnel shall notify the floor rover when a professional visitor requires assistance passing documents to an inmate.

Broken Visiting Telephones

Upon notification that a visiting telephone is not functioning properly, floor control personnel shall immediately inform visiting staff via telephone. Additionally, they shall send a maintenance request utilizing the Maximo system located in the electronic Uniform Daily Activity Log (e-UDAL). Upon repair of the visiting telephone, visiting staff shall be notified.

Television and Telephone Access

Floor control personnel maintain control over housing module televisions, telephones, and power outlets in the day room.

Key Blocks-Floor Control

Personnel assigned to a floor control booth shall account for all key blocks assigned to that floor at the beginning of each shift. All keys shall be accounted for on the key log and forwarded to main control personnel.

NOTE: A paper log shall be maintained in each floor control booth for the issuance and accountability of each key block in the event the computer system shuts down.

Emergency

In an emergent situation, floor control personnel have the ability to terminate power to their panels by depressing the duress alarm. Once power is terminated, power may only be restored by main control personnel. The first and second floor east control panel has the ability to release all cell doors.

Module Control Booths

Module control booths located in mental health high observation housing (HOH), administrative segregation, discipline, and Module [REDACTED TEXT] shall be occupied at all times by one custody assistant or deputy. At no time shall the module control booth be left unattended. If additional personnel are needed for any reason [REDACTED TEXT]module personnel shall utilize their handheld radio to request assistance.

NOTE: HOH, administrative segregation, discipline, and Module [REDACTED TEXT]shall have two custody staff members present at all times absent an emergent situation.

REVISED 07/24/24

REVISED 06/17/22

REVISED 01/09/17

REVISED 08/19/13

• 5-21-20 Education Based Incarceration

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-21-020**
SPECIALIZED PROGRAMS	**Effective Date: 04/19/16**
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date: 02/18/2025**
Subject: Education Based Incarceration (EBI): Gender Responsive	
Reference: CDM 5-13-130.00, CCR Title 15, section 1061	
Unit Commander Signature: On File	**Date: 02/19/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmate participation in educational programs offered by the Gender Responsive Services (GRS) Unit at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to or working in any capacity at CRDF.

ORDER:

The Gender Responsive Services Unit is responsible for providing inmate educational programs in accordance with the Minimum Standards for Adult Local Detention Facilities, Title 15, section 1061, "Inmate Education Plan." The scope of the educational programs shall be determined by the GRS Unit in consultation with the facility unit commander.

All inmates are eligible to participate in the classes, except those inmates determined by the Sheriff's Department to be high risk or on disciplinary status. Inmates shall not be precluded from attending classes solely based on a mental health diagnosis or prescription of medication.

To request enrollment into any of the programs or classes offered, an inmate must complete an Education Based Incarceration Program Request Form [REDACTED TEXT]

REVISED 10/04/22

REVISED 04/21/17

• 5-08-018 Mental Health Observation Housing (HOH): Allowable Property

PURPOSE OF ORDER:

The purpose of this order is to establish a procedure for determining allowable property for mental health inmates housed in high observation housing (HOH) units.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

When determining allowable inmate property for inmates housed in HOH, special consideration shall be made to ensure the ongoing safety of each inmate and the security of custody personnel. Each inmate's level of care may vary, and as a result, the Department of Mental Health Personnel (DMH) shall be tasked with assessing and determining what items listed below may be safely issued to inmates housed in HOH. All considerations shall be made on a case-by-case basis. Those items which have been deemed inappropriate for a specific inmate shall be documented in the inmates Electronic Medical Record (EMR) and listed on a door sign provided by a mental health clinician. The door sign shall follow the inmate until she is reclassified.

- **ï‚· Pencils (only for inmates participating in the "Step-Down" Program)**

- **ï‚· Nightgowns**
- **ï‚· Disposable underwear**
- **ï‚· Caffeine items**

Inmates classified with suicide risk precaution protocol SHALL receive a safety gown, a safety blanket, and a mattress. An inmate on suicide risk precaution may have their mattress removed, with the concurrence of a mental health clinician, in such instances that may include, but are not limited to:

- **ï‚· Damage to the mattress**
- **ï‚· Mattress is used to barricade cell door**
- **Mattress used to obstruct the view into the cell**
- **ï‚· Any other similar action which may be a safety concern for the inmate**

A Disciplinary Inmate Report Tracking System (IRTS) report will be written on any inmate placed on risk precaution who demonstrates any of the aforementioned actions. [REDACTED TEXT]

Unless otherwise directed by a mental health clinician, custody personnel will follow DMH's direction as it relates to allowable inmate items. In the event custody personnel and DMH personnel disagree as to a matter of security, the final decision regarding any security concern is to be made by the facility unit commander after consulting with the DMH Supervisor.

If an inmate is transferred from another housing unit to an HOH unit, their personal property shall be inventoried on a High Observation Mental Health Housing Property Sheet (form 5-08- 018a) and non-allowable items SHALL be stored in the designated HOH storage area. All allowable property will be noted on the inmate's allowable property door sign, by the attending mental health clinician.

Any conflicts with this policy will be directed to the Access to Care Lieutenants for resolution.

• 5-23-040 Inmate Orientation

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-23-040
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/94
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 2/18/2025
Subject: Inmate Orientation	

Reference: CCR Title 15, section 1069 and 1061, CDM 5-01/010.05, 5-13-130.00; SJM 6-14/020.00
Unit Commander Signature: On File Date: 2/19/2025

PURPOSE OF ORDER:

The purpose of this order is to establish orientation procedures for all incoming inmates at the time of booking at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

In order to educate newly received inmates with jail rules and services and other pertinent information, various inmate orientation posters have been placed throughout the facility and living areas.

Additionally, each inmate, at the time of intake, shall receive a "Guide Through Custody-Los Angeles County Jail" (SH-J-447) orientation pamphlet which covers the following subjects

- **Correspondence**
- **Rules, regulations, code of conduct, and disciplinary procedures**
- **Requests, healthcare services requests, healthcare grievances and grievance forms**
- **Programs and activities available, including method of application**
- **Visiting and telephone calls**
- **Classification/housing assignments**
- **Sexual Abuse/Sexual Harassment-Zero Tolerance-Prison Rape Elimination Act (PREA) and Inmate Comprehensive Education Form (SH-J-632)**
- **Medical/mental health and dental care**

Jail House Rules

The Inmate Rules and Regulations Form (SH-J-386) shall be posted in each housing unit in both Spanish and English by module personnel. For those inmates who cannot read English or Spanish, module personnel shall instruct them verbally or provide them with material (in an understandable form) regarding jail rules, disciplinary procedures, and penalties.

Inmate Education

The Department provides correctional educational programs in custody as mandated in the

California Code of Regulations (CCR), Title 15 section 1061, "Inmate Education Plan, " and Custody Division Manual (CDM) section 5-13/130.00, "Inmate Education." Inmates can enroll in any of the classes and programs offered at the facility by completing an Education Based Incarceration Bureau Program Request Form [REDACTED TEXT]

CRDF provides inmates with a myriad of resources that quickly identify, process, and assess their risks and needs to create a more gender-responsive facility. The goal is to provide the inmates with programs to help them recover from addiction, abuse, untreated healthcare needs, and unhealthy relationships, while focusing on giving inmates the skills to be self-sufficient prior to returning to their communities.

The following units work collaboratively to ensure each inmate is offered programs that will benefit them while in custody and following their release. Those units include:

- **Education Based Incarceration (EBI); Gender Responsive Services (GRS)**
- **Community Transition Unit (CTU)**
- **Population Management Bureau (PBM)**
- **Correctional Health Services (CHS)**

NOTE: Refer to the Station Jail Manual (SJM) section 6-14/020.00, "Los Angeles County Sheriff's Department Station Jail Orientation," for additional information on pretrial inmates at a Type 1 Facility.

REVISED 2/18/2025

REVISED 04/20/2017

REVISED 08/19/2013

• 5-13-010 Inmate Telephone Access- CSS Approved on 5/21/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-13-010
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/94
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/18/2026
Subject: Inmate Telephone Access	
Reference: Title 15, section 1067; Penal Code 851.5, CDM 5-13/020.00	

Unit Commander Signature: On File **Date:** 06/03/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures to allow prisoners and inmate's access to the telephone(s).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF), including Century Booking.

ORDER:

Inmate Telephone Access

Inmates shall be allowed reasonable access to a telephone beyond those calls which are required by California Penal code (PC) section 851.5, "Telephone Call Right of Arrested Person," and California Code of Regulations (CCR), Title 15, section 1067, "Access to Telephone." Inmate access to telephones shall be facilitated as much as possible utilizing the telephones within their housing areas. "Reasonable access" ensures inmates are given access to the telephones at least once per twenty-four (24) hours, which does not conflict with any other activities (e.g. showers, commissary).

The access to telephones shall be given for, but not limited to, the following requests:

- **Bail or bond agents, for initial contact or change in bail status**
- **Attorney, for initial contact or change in status of case**
- **In an emergency situation where a letter would not reach the party in time**
- **When an inmate has a hold placed against them**
- **When a new charge is added to an inmate's jacket**
- **An emergency or death in an inmate's family**
- **General calls to friends and relatives**

Personnel should monitor inmate telephone use to ensure inmates do not misuse or exert control over the phones. If an inmate is found to be controlling the use of the telephone(s) in their module, module personnel shall take the appropriate disciplinary action(s) in order to dissuade this kind of behavior, and to keep peace within the module. Any restriction of telephone use shall require the approval from a supervisor at the permanent ranking of supervising line deputy or above. Any restriction on telephone use, excluding court orders, that goes beyond twenty-four (24) hours shall require the written approval of the unit commander.

Prisoner Telephone Calls (Type 1)

Prisoner(s) shall be allowed three (3) telephone calls within the first twenty-four (24) hours after

being booked, as required by section 851.5 PC. The calls made, and to whom, shall be documented on the booking packet. Custody personnel shall ensure this portion of the packet is filled out in its entirety. Custody personnel are also responsible for ensuring the prisoner signs the page documenting they were given access to the telephone. If the prisoner refuses, custody personnel must clearly document this on the booking packet.

The prisoner is allowed a fourth call to the bail commissioner to inquire about bail reduction or an Own Recognizance (OR) release.

The prisoner is allowed a fifth and sixth call to arrange for child care if they are the custodial parent or a minor child.

Court-Ordered Telephone Calls

In the event the court issues an order for an inmate to be allowed specified telephone usage, the following shall apply:

- **All court orders shall be received and approved by the CRDF Legal Unit.**

  The Legal Unit shall properly process the order then forward a copy of the order to the respective module to be executed accordingly. The Legal Unit shall retain a copy of the court order for a minimum of 2 years.

- **Court ordered telephone calls will be handled by the module deputy.**

  The module deputy shall ensure court orders are executed promptly. Once the order is delivered to the inmate's respective housing locations, the module deputy will call the inmate out of their cell and direct them to a telephone to complete their call. Upon completion of each call, the module deputy shall document the date, the time, the inmates name and booking number in the Electronic Uniform Daily Activity Log (e- UDAL). When all calls have been completed, the module deputy shall sign the order(s) as having been "executed," then note the date and time, and forward the completed order(s) to the CRDF legal unit as soon as practical.

- **Court ordered phone calls shall take priority over regular telephone access.**

  These calls shall be for the inmate named in the court order and shall be for periods of fifteen (15) minutes each, unless circumstances warrant additional time, or the court order specifies for more time.

The following information shall be documented in the e-UDAL:

- **If another time is designated to complete the call**
- **If an inmate refuses to make a court-ordered phone call when the opportunity is presented and does not have a valid reason for doing so, the call shall be counted as a completed call**
- **If an inmate has a valid reason for not making the call, the deputy shall make the appropriate notification on the court-order and allow the inmate to complete their call at another time.**

In the event of an inmate's refusal of a court ordered phone call, the module deputy shall notify the

CRDF Legal Unit by emailing the CRDF-Legal email group.

Telephone Maintenance

In the event the telephone system is not working properly (this includes any part of the phone), CRDF personnel shall submit a work order immediately.

Deaf or Hearing Impaired Inmates

Hearing-impaired inmates can utilize the Purple Machine located in [REDACTED TEXT] The Purple Machine allows hearing-impaired inmates to place phone calls using the Video Relay Services (RVS) to a regular telephone. The Video Remote Interpreting Services (VRI) enables Los Angeles County Sheriff's Department (LASD) to obtain a certified interpreter to relay communications with custody personnel. Instructions for its use are located on the machine. The process can also be achieved by providing a qualified sign language interpreter.

REVISED 05/18/2026

REVISED 06/23/2021 (APPROVED BY CSS ON 12/13/2021)

REVISED 04/20/2017

REVISED 07/04/2013

• 5-23-030 Library Service and Newspaper Distribution at Type I and Type II: CSS approved 04/11/2023- Reviewed 10/30/2025

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the creation and usage of inmate libraries and the distribution of newspapers within the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

Books shall be maintained in each housing area of CRDF as a mini-library. The CRDF Inmate Services Unit shall maintain an even distribution of library books throughout the housing areas. In addition, approved volunteers may bring acceptable reading material to stock the mini-libraries, and reading material may also be obtained from the CRDF warehouse. Inmates may request religious reading material from a chaplain and retain them in their housing location.

The libraries are designed for the benefit of inmates in Type II facilities.

Inmates shall have access to library books seven days a week, during out-of-cell time between 0700 hours and 2000 hours. Module personnel shall document library access in the electronic Uniform Daily Activity Log (e-UDAL). Library books may be retained by inmates who are transferred to other housing areas within the facility.

Reception personnel shall be responsible for confiscating any library books from inmates who are being transferred outside of the facility. Books that are confiscated for any reason shall be returned to the housing module, the Inmate Services Unit, or the CRDF warehouse.

After a Disciplinary Review Board (DRB) hearing, inmates housed in the discipline module shall be allowed at minimum one (1) book and one (1) religious reading material. Any additional reading material shall be approved at the discretion of the unit commander. Discipline module personnel shall be responsible for the distribution of reading materials within the module and shall rotate it once an inmate in possession of the material no longer requires it.

Library Rules

- **All library books shall remain property of the Sheriff's Department**
- **If an inmate defaces or intentionally damages any library book, the inmate shall be subject to discipline**
- **Library books shall be returned to the housing area bookshelf (if applicable) or to the module deputy when an inmate is finished with them**

Mini-Law Libraries

Mini-law libraries are available in each permanent housing area. An inmate may request to view the books during program time. The books are not to be taken inside the inmate's cell.

CRDF shall make available, upon request, a copy of the following legal material:

- **California Penal Code**
- **California Code of Regulations (CCR),Title 15, Minimum Standards for Adult Local Detention Facilities**
- **Minimum Standards for Local Detention Facilities (Title 15)**
- **Vehicle Code**
- **Health and Safety Code**
- **Evidence Code**

Law Library

The law library is located in module [REDACTED TEXT] and available for all Propria Persona (Pro-Per) inmates. Pro-Per inmates shall be offered law library time for a minimum of two (2) hours per day, seven (7) days a week. Module [REDACTED TEXT] staff are responsible for logging the pro-per inmates hours (start and end time) utilizing the iPod.

The following is a list of reading material available in the law library kiosks:

Federal Primary Sources

- **U.S. Supreme Court Cases**
- **Federal Cases (all circuit and district court cases)**
- **United States Code Service, Annotated**
- **Federal Court Rules (includes the Federal Rules of Criminal and Civil Procedure)**
- **United States Constitution**

California Primary Sources

- **Deering's California Codes Annotated**
- **California Official Reports**
- **California Code of Regulations**
- **California Court Rules**
- **California Local Court Rules**

Analysis and Practice Guides

- **California Criminal Defense Practice Reporter**
- **Federal Habeas Corpus Practice and Procedure**
- **California Family Law Practice**
- **California Family Law Litigation Guide**
- **California Judicial Council Criminal Jury Instructions**

Citators and References

- **Shepard's – Federal and U.S. Citations**
- **Shepard's - California Citations**
- **Ballentine's Law Dictionary, 3rd edition**

Analytical/Practice Guides being added in June 09 Release:

- **California Criminal Discovery**
- **Constitutional Rights of Prisoners**
- **California Evidence Courtroom Manual**
- **California Courtroom Evidence, by Cotchett**
- **California Juvenile Courts Practice and Procedure**
- **Moore's Federal Practice – Criminal**
- **Civil Rights Actions**
- **California Criminal Defense Practice**

Newspapers

Inmate Services Unit personnel shall provide each housing module with one (1) English and one (1) Spanish newspaper daily. Refer to CCR Title 15, sections 1064, "Library Service," and 1066,

"Books, Previous Term Newspaper, Next Term Periodicals, and Writings," for additional information.

Library Services/Newspaper: Century Booking (Type 1 Facility)

Under Station Jail Manual (SJM) section 6-14/070.00, "Library Services," library service is not required for a Type I Facility. A limited law library is available to inmate workers, and individual procedures for using these books may differ from station to station.

A small library of books is located in each station. Books are available for inmate workers and pre-arraigned inmates upon request.

Booking personnel may provide an inmate with a book, if requested and available; however, booking personnel are not required to do so.

Mini-Law Libraries

Inmates in Type I housing will not be granted access to Mini-Law Libraries due to the limited duration of their status.

Newspapers

Inmates in Type I housing may request a newspaper from the jailer.

Revised 04/06/23 (approved by CSS on 4/11/23)

Revised 06/30/21 (approved by CSS on 12/13/21)

Revised 04/21/17

Revised 08/02/13

• 5-08-130 Developmentally Disabled/Medical or Sensory Impaired Inmates

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the identification and evaluation of all developmentally disabled inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century

Regional Detention Facility (CRDF) and Century Station Booking.

ORDER:

Pursuant to California Code of Regulations (CCR) Title 15, section 1006, "developmentally disabled" is defined as those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals.

Segregation and/or Transfer of Developmentally Disabled Inmates/Medical or Sensory Impairments

Inmates who are developmentally disabled or have medical or sensory impairments that may require administrative segregation from general population are generally identified by Correctional Health Services (CHS) personnel during the medical screening and booking process. Regardless of the cause, inmates who have, or are suspected of having developmental disabilities shall be segregated from other inmates until an appropriate evaluation is completed by CHS personnel.

If CHS personnel deems the inmate to be "self-care deficient" or unable to care for themselves, CHS personnel will request the inmate to be transferred to the Correctional Treatment Center (CTC). CHS will be responsible for contacting main control personnel to make arrangements for transportation. The main control supervising line deputy or on-duty watch sergeant shall be responsible for assigning deputy personnel to assist in the security and transportation of the inmate.

Wristbands

[REDACTED TEXT] wristbands shall be utilized for inmates who are developmentally disabled or have medical or sensory impairments that may require administrative segregation from the general population. Housing assignments will be determined on a case-by-case basis. Population Management Bureau (PMB) CHU, working in conjunction with CHS personnel and the Regional Center, shall be responsible for determining the appropriate housing areas for green wristband inmates.

Inmate Uniform

[REDACTED TEXT]

NOTE: Deaf/hard of hearing and blind/sight disabled inmates shall have the option of wearing the above mentioned [REDACTED TEXT] while outside of their permanent housing locations. Vests shall be labeled with the inmate's last name and booking number, written in permanent marker.

Purple Machine

The Purple Machine allows hearing impaired inmates to place phone calls through the use of the Video Relay Services (VRS) to a regular phone. The Purple Machine also allows Los Angeles

County Sheriff's Department (LASD) to use Video Remote Interpreting Services (VRI) to obtain a certified interpreter to relay communication with custody personnel. The Purple Machine is located in module [REDACTED TEXT] and can be utilized for hearing impaired inmates.

When using the machine, please do the following:

[REDACTED TEXT]

Once on the desktop, click the PURPLE icon and enter the desired telephone number. If an interpreter is needed, press the VRI icon. For additional information regarding VRS, sign language interpreters, and captioning using video teleconferencing, refer to Custody Division Manual (CDM) section 5-01/005.00, "Prioritization List for Sign Language Interpreter Requests."

Type I-Century Booking

Representatives from a Los Angeles County Regional Center for the developmentally disabled shall be notified of the detention of any inmate who is suspected or confirmed to be developmentally disabled, if they are held more than twenty-four (24) hours.

South Central Los Angeles Regional Center
650 West Adams Boulevard, Suite 200
Los Angeles, California 90007-2545
213-744-7000

Southern Los Angeles County including the communities of Compton and Gardena

For additional information about developmentally disabled inmate services, refer to Station Jail Manual (SJM) section 6-06/030.00 "Developmentally Disabled Inmates."

Revised 06/30/21 (approved by CSS on 12/31/21, published 1/20/22)
Revised 08/08/19

• 5-01-010 Allowable Inmate Property, Storage of Personal Items and Contraband-CSS 7/26/21

PURPOSE OF ORDER:

The purpose of this order is to identify allowable inmate property, establish protocols for the storage of inmate property and contraband control at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

All property possessed by female inmates must conform to Custody Division Manual (CDM) section 5-06/010.10, "Allowable Inmate Property-Female Inmates," and must be stored in a "new generation inmate property bag."

All personal and County property (excluding bedding) must fit inside one (1) inmate property bag. Inmates found to have allowable personal property in excess of authorized limits may elect to:

- **Discard the excess property**
- **Mail the item(s) through the United States Postal Service (USPS) at their own expense**
- **Arrange for the release of the item(s) to a designated person**

For additional information about an inmate's personal property and contraband disposal, refer to CDM sections 5-06/050.00, "Individual Inmate Storage of Personal Property," 5-07/010.00, "Contraband Defined," and 5-07/020.00, "Contraband Disposal."

Pro-Per Inmates

Pro per inmates (approved through the Legal Unit) are allowed one (1) bag for property and one (1) additional bag for legal paperwork only.

Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

Exceptions:

Linen and Clothing items	Quantity
Blanket	2
Panties	7
Socks	4
L.A. County issued jail uniform	2 sets
L.A. County issued thermals*	1 set

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NOTE: Inmates housed in High Observation Housing (HOH) areas shall not be issued thermals, unless deemed appropriate by Correctional Health Services (CHS) mental health clinician, in consultation with custody.

NOTE: Property restrictions for inmates assigned to mental health housing shall be determined by a mental health professional after a clinical assessment has been conducted.

NOTE: In accordance with CDM section 5-11/060.00, "Bedding, Linen, and Clothing Exchange," inmates assigned to single person cells (administrative segregation, discipline, etc.), in areas other than mental health housing, shall have the standard mattress cover and bed sheets removed as indicated.

For additional information about property restrictions for mentally ill inmates refer to CDM section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates."

To maintain compliance with California Code of Regulations (CCR) Title 15 section 1270, "Standard Bedding and Linen Issue," the top bed sheet and mattress cover shall be replaced with two (2) blankets. Therefore, inmates assigned to single person cells in the above-identified locations will be allowed a total of three (3) blankets.

Prohibited Material

Photographs or pictures that display gang members or associates, gang tattoos, or hand gestures (signs) are prohibited. Sexually explicit materials (e.g., books, magazines, videos or photos) are prohibited, as described in CDM sections, 5-06/030.00, "Inmate Reading Material" and 5-07/010.00, "Contraband Defined." Retention of questionable photographs shall be decided by the tower sergeant.

Radical Literature

Literature which openly advocates any of the below subjects are prohibited and considered contraband:

- **The violent overthrow of the government**
- **Describes the handling or manufacture of explosive devices or other weaponry**
- **How to defeat jail security**
- **Any material tending to incite murder, arson, riot, or other form of violence**
- **Any matter concerning gambling or an unlawful lottery**

Contraband

Contraband includes, but is not limited to:

- **Any goods brought illegally into the jail**
- **Allowable inmate property in excess of authorized limits which cannot fit into the inmate issued property bag**
- **Any item legally possessed which has been altered from its original form, contents, or purpose**
- **Any item that is worn, carried, or displayed that denotes gang affiliation**
- **Any item illegally in the possession of an inmate or in violation of posted facility rules**
- **Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards**

- **Any item or property not listed in allowable inmate property**
- **Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material**
- **Perishable items**

Refer to CDM section 5-07/010.00, "Contraband Defined," for additional information.

Contraband Disposal

Department personnel shall utilize the [REDACTED TEXT] to dispose of contraband items such as glass containers, bottles, cans, plastics, metals, rubber, razors (disposable and reusable without a protective cover) or any other items prohibited inside housing areas.

The custody assistant (CA) assigned to the inside clean-up crew shall be responsible for removing all red contraband waste containers every week. A log shall be kept for each [REDACTED TEXT] and shall list the following:

- **Name and employee number of the employee who removed the contraband items**
- **Time and date the contraband waste container was checked and/or emptied**

Broken or disposable hypodermic needles and syringes shall be kept in a secured area designated by CHS personnel. Final disposal of medical contraband items shall be supervised by Department personnel and disposed of at the nearest appropriate disposal site approved by CHS.

Weapons and narcotics shall be placed into evidence, pending possible disciplinary action and/or criminal proceedings. All evidence submitted shall adhere to procedures outlined in the Manual of Policy and Procedures (MPP), Volume 5, Chapter 4, "Property and Evidence Procedures," and CDM section 5-14/080.00, "Narcotic Evidence Booking Procedures."

For additional information on contraband and disposal, refer to CDM section 5-07/020.00, "Contraband Disposal."

Disposal of Perishable Contraband

As outlined in CDM section 5-08/010.00, "Searches," to ensure clean and sanitary housing for all inmates, perishable foods served with inmate meals not consumed within a four (4) hour period, will be considered contraband and shall be destroyed. Custodial personnel shall collect trash after each meal to ensure compliance.

Possession of Money

Any money found in the possession of an inmate shall be considered contraband and confiscated. The confiscated money may be deposited into the inmate's account or placed on a status of "held" as evidence. An Inmate Reports Tracking System (IRTS) report shall be prepared by the module office, or their designee, whenever an inmate is found with money.

A cashier's receipt shall be issued for monies deposited to an inmate's account. This does not apply to money held as evidence, nor does it affect the imposition of discipline for possession of

money. Confiscated money deposited to an inmate's account may be designated "Hold Until Inmate Released." The facility watch commander must authorize the release of funds from "hold" status.

For additional information, refer to CDM sections 5-06/020.05, "Confiscated Money," and MPP sections 5-04/090.20, "Hold Currency," and 5-04/090.40, "Deposit Money."

Books and Magazines

Inmates may receive books or magazines if sent directly from the publisher or a bookstore. As specified in CDM sections 5-06/010.05 and 5-06/010.10, "Allowable Inmate Property," excessive amounts of reading material or inappropriate publications that are already in possession of an inmate are considered contraband and shall be confiscated.

For additional information on the review procedures for IRC mailroom and custody facilities, appeals of rejected publications, and reading material in disciplinary housing, refer to CDM section 5-06/030.00, "Inmate Reading Material" for additional information.

Revised 06/08/21

Revised 05/18/16

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• 5-01-010 Allowable Inmate Property, Storage of Personal Items, and Contraband Control

Los Angeles County Sheriff's Department

	Unit Order: 5-01-010
CUSTODY SERVICES DIVISION	**Effective Date:** 11/04/15
SPECIALIZED PROGRAMS	**Reviewed Date:** 02/21/2025
CENTURY REGIONAL DETENTION FACILITY	
Subject: Allowable Inmate Property, Storage of Personal Items, and Contraband Control	
Reference: CCR Title 15 section 1270; MPP 5-04/090.20, 5-04/090.40; CDM 5-01/050.15, 5-06/010.10, 5-06/010.05, 5-06/020.05, 5-06/030.00, 5-06/050.00, 5-07/010.00, 5-07/020.00, 5-08/010.00, 5-11/060.00, and 5-14/080.00	

Unit Commander Signature: On File	Date: 2/21/2025

PURPOSE OF ORDER:

The purpose of this order is to identify allowable inmate property, establish protocols for the storage of inmate property and contraband control at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

All property possessed by female inmates must conform to Custody Division Manual (CDM) section 5-06/010.10, "Allowable Inmate Property-Female Inmates," and must be stored in a "new generation inmate property bag."

All personal and county property (excluding bedding) must fit inside one (1) inmate property bag. Inmates found to have allowable personal property in excess of authorized limits may elect to:

- **Discard the excess property**
- **Mail the item(s) through the United States Postal Service (USPS) at their own expense**
- **Arrange for the release of the item(s) to a designated person**

For additional information about an inmate's personal property and contraband disposal, refer to CDM sections 5-06/050.00, "Individual Inmate Storage of Personal Property," 5-07/010.00, "Contraband Defined," and 5-07/020.00, "Contraband Disposal."

Pro-Per Inmates

Pro-per inmates (approved through the CRDF Legal Unit) are allowed one (1) bag for property and one (1) additional bag for legal paperwork only.

Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

Exceptions:

Linen and Clothing items	Quantity

Blanket	2
Panties/underpants	7
Socks	2 pairs
L.A. County issued jail uniform	2 sets
L.A. County issued thermals*	1 set
Bra	5

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NOTE: *Inmates housed in High Observation Housing (HOH) areas shall not be issued thermals, unless deemed appropriate by Correctional Health Services (CHS) mental health personnel, in consultation with custody.

NOTE: Property restrictions for inmates assigned to mental health housing shall be determined by a mental health professional after a clinical assessment has been conducted. The "Inmate Allowable Property Door Sign" shall be placed on the inmate's cell door by custody personnel. Module personnel shall ensure the door sign accurately reflects the inmate's allowable property, the correct name, the correct cell number, and the correct booking number. For additional information about property restrictions for mentally ill inmates refer to CDM section 5-01/050.15, "Property Restrictions for Mentally Ill Inmates."

NOTE: To maintain compliance with California Code of Regulations (CCR) Title 15 section 1270, "Standard Bedding and Linen Issue," the top bed sheet and mattress cover may be replaced with two (2) blankets at the request of the inmate.

Contraband

Contraband includes, but is not limited to:

- **Any goods brought illegally into the jail**
- **Allowable inmate property in excess of authorized limits which cannot fit into the inmate issued property bag**
- **Any item legally possessed which has been altered from its original form, contents, or purpose**
- **Any item that is worn, carried, or displayed that denotes gang affiliation**
- **Any item illegally in the possession of an inmate or in violation of posted facility rules**
- **Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards**
- **Any item or property not listed in allowable inmate property**
- **Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material**
- **Perishable items**

For additional information, refer to CDM section 5-07/010.00, "Contraband Defined."

Contraband Disposal

Department personnel shall utilize the red contraband waste containers to dispose of contraband items such as glass containers, bottles, cans, plastics, metals, rubber, razors (disposable and reusable without a protective cover) or any other items prohibited inside housing areas.

The custody assistant (CA) assigned to the inside clean-up crew shall be responsible for removing all red contraband waste containers every week. A log shall be kept for each red contraband waste container and shall list the following:

- **Name and employee number of the employee who removed the contraband items**
- **Time and date the contraband waste container was checked and/or emptied**

Broken or disposable hypodermic needles and syringes shall be kept in a secured area designated by CHS personnel. Final disposal of medical contraband items shall be supervised by Department personnel and disposed of at the nearest appropriate disposal site approved by CHS.

Weapons and narcotics shall be placed into evidence, pending possible disciplinary action and/or criminal proceedings. All evidence submitted shall adhere to procedures outlined in the Manual of Policy and Procedures (MPP), Volume 5, Chapter 4, "Property and Evidence Procedures," and CDM section 5-14/080.00, "Narcotic Evidence Booking Procedures."

For additional information on contraband and disposal, refer to CDM section 5-07/020.00, "Contraband Disposal."

Prohibited Material

Photographs or pictures that display gang members or associates, gang tattoos, or hand gestures (signs) are prohibited. Sexually explicit materials (e.g., books, magazines, videos, or photos) are prohibited, as described in CDM sections, 5-06/030.00, "Inmate Reading Material" and 5-07/010.00, "Contraband Defined." Retention of questionable photographs shall be decided by the tower sergeant.

Radical Literature

Literature which openly advocates any of the below subjects are prohibited and considered contraband:

- **The violent overthrow of the government**
- **Describes the handling or manufacture of explosive devices or other weaponry**
- **How to defeat jail security**
- **Any material tending to incite murder, arson, riot, or other form of violence**
- **Any matter concerning gambling or an unlawful lottery**

Disposal of Perishable Contraband

To ensure clean and sanitary housing for all inmates, perishable foods served with inmate meals not consumed within a four (4) hour period after the meal service will be considered contraband and shall be destroyed.

NOTE: Inmates housed in special population modules (discipline, HOH, administrative segregation, etc.) who consume meals inside their cells, shall have their trash removed at least two times per day. AM shift shall remove all trash accumulated during breakfast and lunch and PM shift shall remove all trash after dinner has been consumed.

For additional information, refer to CDM section 5-08/010.00, "Searches."

Possession of Money

Any money found in the possession of an inmate shall be considered contraband and confiscated. The confiscated money may be deposited into the inmate's account or placed on a status of "held" as evidence. An Inmate Reports Tracking System (IRTS) report shall be prepared by the module officer, or their designee, whenever an inmate is found with money.

A cashier's receipt shall be issued for monies deposited to an inmate's account. This does not apply to money held as evidence, nor does it affect the imposition of discipline for possession of money. Confiscated money deposited to an inmate's account may be designated "Hold Until Inmate Released." The facility watch commander must authorize the release of funds from "hold" status.

For additional information, refer to CDM section 5-06/020.05, "Confiscated Money," and MPP sections 5-04/090.20, "Hold Currency," and 5-04/090.40, "Deposit Money."

Books and Magazines

Inmates may receive books or magazines sent directly from the publisher or bookstore. As specified in CDM sections 5-06/010.05 and 5-06/010.10, "Allowable Inmate Property," excessive amounts of reading material or inappropriate publications that are already in possession of an inmate are considered contraband and shall be confiscated.

For additional information on the review procedures for the Inmate Reception Center mailroom and custody facilities, appeals of rejected publications, and reading material in disciplinary housing, refer to CDM section 5-06/030.00, "Inmate Reading Material."

REVISED 02/21/25

REVISED 07/29/24

REVISED 06/08/21

REVISED 05/18/16

• 5-01-020 Public Information Plan

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: #5-01-020**
SPECIALIZED PROGRAMS	**Effective Date:** 01/29/2016
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 02/18/2025
Subject: Public Information Plan	
Reference: Title 15, section 1045 (a) (b)	
Unit Commander Signature: On File	**Date: 2/19/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the dissemination of information to the public, government agencies, news media and to comply with the requirements of the California Code of Regulations, Title 15 Minimum Jail Standards.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:

CRDF shall make copies of the Public Information Plan available to the public, government agencies, the inmate population of CRDF, and the news media for review upon request.

Copies of the CRDF Public Information Plan can be found in the CRDF Main Control, visiting, and the Century Patrol Station.

Whenever there is a revision of unit orders affecting Title 15 issues, it shall be the responsibility of the Operations deputy or their designee to ensure the Public Information Plan is updated.

REVISED 08/24/2022

REVISED 01/09/2017

• 5-02-00 Water Shut Off Procedures in Response to Intentional Cell Flooding-CSS Policy 01/31/2023

PURPOSE OF ORDER:
The purpose of this order is to establish procedures for turning off an individual cell's waterflow to prevent the intentional flooding of the cell by an inmate.

SCOPE OF ORDER:
This order shall apply to all personnel assigned to and/or working in any capacity at the Century Regional Detention Facility (CRDF).

ORDER:
In the event an inmate intentionally uses the water fixtures in a cell (drinking faucet, sink, and toilet) to cause a flood, deputy personnel shall immediately turn off waterflow to the cell to avoid possible harm to the inmate and/or seepage of water into the dayroom, tier, or adjacent cells.

WATER SHUT-OFF PROCEDURES
If conditions exist necessitating the restriction of waterflow to a cell, the following shall be adhered to:
• Deputy personnel shall shut off the waterflow to the cell utilizing the water control lever located in the pipe chase next to the respective cell
• Deputy personnel shall notify the tower sergeant who shall respond to the location
• Deputy personnel shall document the incident and the notification in the electronic Uniform Daily Activity Log (e-UDAL)
• The tower sergeant should consider moving neighboring inmates affected by the waterflow shut-off to other cells, if feasible
• The tower sergeant may consider moving the offending inmate into another cell, if feasible to allow for the cleaning of the affected cell
• If possible, the sergeant should consider removing items from the cell that can be used to cause flooding
• If applicable, the sergeant should confer with Correctional Health Services (CHS) mental health personnel to exclude items from the inmate's Allowable Inmate Property Sheet that can be used to cause flooding
• Deputy personnel shall document the incident in the Inmate Report Tracking System (IRTS) as a major violation to start the disciplinary review process
• Deputy personnel shall initiate the use of the "Water Shut-off Log"

Water Shut-Off Log
If waterflow restrictions are implemented, deputy personnel shall document the restriction of water on the "Water Shut-Off Log."
• The log shall be affixed to the outside of the door leading to the pipe chase that controls water flow to the cell
• The date, time, reason, and cell number shall be noted, as well as the name of the approving sergeant

• Deputy personnel shall provide the occupant(s) of the affected cell(s) drinking water
• Deputy personnel shall momentarily allow water flow to the affected cell(s) for supervised water use and flushing at minimum two times per shift
• Deputy personnel shall document all provided water or requests for water in the appropriate section of the log
• Deputy personnel shall notify CHS mental health personnel of water restrictions for inmates housed in High Observation Housing (HOH) or Moderate Observation Housing (MOH)
• Deputy personnel shall notify the Jail Mental Evaluation Team (JMET) of water restrictions for inmates housed in general population
• Once the restriction is lifted, the sheet shall be submitted to CRDF Operations to be retained in accordance with Custody Division Manual (CDM) section 4-13/000.00, "Retention of Records."

NOTE: The maximum time the water shall remain shut-off shall be determined by the tower sergeant, in concurrence with medical and mental health personnel, when necessary. This shall be documented in the e-UDAL under additional information.

PROLONGED WATER FLOW RESTRICTION AND WATCH COMMANDER NOTIFICATION:
If circumstances dictate the need for waterflow restrictions to extend to the next shift, the initiating sergeant shall ensure the oncoming tower sergeant is notified and aware of the restriction. The oncoming tower sergeant shall re-evaluate the situation and determine if waterflow restriction should be continued, or if waterflow should be returned to the cell. The tower sergeant shall document the date and time of their evaluation on the Water Shut-Off log. If the waterflow restriction continues into a third shift, the tower sergeant shall notify the on duty watch commander. The watch commander shall determine if the restriction shall proceed, or if another course of action should be implemented.

FIRE SPRINKLERS AND EMERGENT SITUATIONS
In the event the flood in the cell is caused by a damaged fire sprinkler, or if the flood presents a hazardous or dangerous environment to its occupant(s), the occupant(s) shall be removed from the cell immediately. If an inmate extraction is required, all force policies shall be strictly adhered to. For additional information, refer to CDM section 7-01/050.05, "Inmate Extraction Procedures."

01/31/2023 (created)

• 5-25-020 Voluntary Delayed Release Program-CSS Policy Review 01/25/2023

PURPOSE OF ORDER:
The purpose of this order is to establish procedures for the Voluntary Delayed Release (VDR) Program at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:
This order shall apply to all personnel assigned to or working in any capacity at CRDF.

ORDER:
Per Senate Bill (SB) 833, all inmates have the right to remain in custody for sixteen (16) hours or

until normal business hours, whichever is shorter, to be discharged to a treatment center or to be released from jail during the daytime. To ensure the safe release of female inmates, normal business hours have been identified as 0600-2200 hours. This request is voluntary and may be revoked by the inmate at any time. Staff shall not discourage an inmate to participate in this voluntary program.

NOTE: Refer to CRDF Unit Order 5-25-025, "Inmate Safe Release Hours" for additional information related to the hours of release for female inmates.

Line Personnel

All inmates who receive a release pass shall be informed by custody personnel of the VDR program. It shall be the responsibility of module personnel to provide each inmate with the Voluntary Delayed Release Form which can be obtained via the custody section of the Electronic Forms (e-Forms) section of the Intranet. If an inmate voluntarily and knowingly elects to delay their release and remain in custody, they shall indicate on the form their reason for electing to remain in custody. The inmate shall then sign and date the form.

If an inmate declines to participate in this, the inmate must indicate on the Written Expressed Consent to Remain in Custody Waiver that they have refused to participate in the program; they shall then sign and date the form. Waivers shall be signed by each inmate and module deputy despite their decision to participate or not participate in the VDR program. If an inmate elects to participate in this program, the Written Expressed Consent to Remain in Custody Waiver shall be signed by the watch sergeant and watch commander. Inmates who elect to participate in this program shall remain in their housing location until they are released. They shall be provided with inmate meals, medication, and shall be granted the opportunity to use the telephone to make notifications of their voluntary decision to remain in custody.

Inmates who have declined this program shall be escorted to the reception area to be processed for release, except between 2200 and 0600 hours. Under this circumstance, an inmate must remain in their housing location and wait until safe release hours.

NOTE: Spontaneous releases (i.e., bail bond) may be released during nighttime hours. CRDF Reception personnel shall be responsible for processing these inmates for release, in coordination with the bond clerk.

Custody personnel assigned to the rover position are responsible for obtaining the watch sergeant and watch commander's signatures for inmates electing to participate in this program. Once obtained, the rover shall return the waivers back to the corresponding housing location of the inmate and attach it to the inmate's release pass. Module personnel shall then notify reception personnel via email the inmate's name, booking number, time, and date when an inmate elects to participate in the program. Reception personnel shall enter the information in the Delayed Release Process Log. When the time arrives for the inmate to be released, the inmate shall be escorted to the reception area with their release pass and waiver. Reception personnel shall attach the waiver to the inmate's booking slip.

Module personnel must contact the Community Transition Unit (CTU) at stentofone [REDACTED TEXT]Monday-Friday, for inmates who have elected to participate in the VDR Program. Module personnel shall provide CTU with the inmate's name and booking number. CTU will then conduct a

follow up interview with the inmate and provide any information and/or brochures related to transitional services. During holidays, weekends, or after hours, the inmate shall be provided with these brochures in the reception area. Inmates who elect to participate in the VDR program shall be processed for release in a timely manner, not to exceed the sixteen (16) hours or until normal business hours, whichever is shorter. It is imperative that this is closely monitored by reception personnel to prevent an over detention.

Revoking the Delayed Release Process

Inmates have the right to revoke their request for a delayed release at any time. Although they retain this right, this does not absolve staff from ensuring that all standard release protocols are followed. Inmates who choose to revoke this right, shall be immediately, and without delay, escorted to the reception area to begin the release process, except between the hours of 2200-0600 hours. Reception personnel shall obtain the inmate's original signed Voluntary Delayed Release form. The inmate shall revoke their request for VDR in the "Revocation" section of the form and sign the form. Reception personnel shall process the inmate for release based upon standard Custody Division release procedures.

Revised 01/03/2023

• 5-00-02 Inmate Nail Clipper Procedures- CSS Approved 03/06/2023

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the storage, accountability, and distribution of inmate nail clippers at the Century Regional Detention Facility (CFDF). This order also addresses required disinfectant procedures.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

Every floor control booth in the east and west towers will be provided one pair of nail clippers for each module on their respective floors. Each nail clipper shall be tagged with the coordinating module number and shall be accounted for by custody personnel assigned to the control booth at the beginning of their shift.

During program time, module personnel may check out the nail clippers from the control booth. Floor control personnel shall document the time, date, and the name of the employee who checked out the nail clippers on the Nail Clipper Inventory Log. At the end of program time, module personnel shall return the nail clippers to the floor control personnel. Floor control personnel shall document the time and the name of the employee who returned the nail clippers on the Nail Clipper Inventory Log.

If nail clippers are not returned to the floor control booth by the end of shift, floor control personnel shall contact the respective module officer in an effort to account for the missing nail clippers. If the nail clippers cannot be located, floor control personnel shall immediately contact the tower sergeant or supervising line deputy and a search shall be initiated.

If nail clippers are broken, floor control personnel shall be responsible for returning them to Inmate Services personnel for replacement. The nail clippers shall not be discarded.

NOTE: Broken or lost nail clippers shall be documented on the Nail Clipper Inventory Log.

Nail clippers shall be issued to inmates upon request. Inmates utilizing the nail clippers shall be seated in a chair next to the staff station and shall be supervised at all times. When the inmate is done, the nail clippers shall be returned to the module officer and disinfected.

NOTE: After each individual use, the nail clippers shall be disinfected with Clippercide Spray by module personnel only. When not in use, the Clippercide shall be secured at the staff station.

When program time has concluded, the nail clippers shall be returned to the floor control booth.

• 5-00-03 MERIT MASTER-INMATE CONTACT VISITS (PILOT PROGRAM) APPROVED BY CSS 2/13/2024

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for non-barrier contact visits with the Forensic Inpatient (FIP) Step Down Merit Master inmates at the Century Regional Detention Facility (CRDF). For the purpose of this order, Leadership, Mental Health Assistant, and Peer Support Specialist inmates will all fall under the title of Merit Master.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the FIP Step Down module, CRDF Visiting Center, Main Control, Century booking, and/or working in any capacity at CRDF.

ORDER:

Non-barrier contact visits shall only be conducted in an interview room located in Century Booking. Non-barrier contact visits shall only be offered to FIP Step Down Merit Master inmates housed at CRDF.

Non-barrier Contact Visiting Hours:

Saturday-Sunday: 0700 – 1600 hours

Each non-barrier contact visit shall be pre-scheduled to accommodate each Merit Master during the designated hours of operation. Each visit will be thirty (30) minutes in duration.

NOTE: Non-barrier contact visits shall not occur between the hours of 1300 to 1400 to allow for shift change and count without interruptions. The last visiting request for the day shall be scheduled no later than 1530 hours.

Non-barrier Contact Visiting Schedule:

Non-barrier contact visits will be granted once a month on Saturday or Sunday.

Non-barrier contact visits shall be pre-scheduled by the CRDF Visiting Center. The FIP Step Down Merit Masters shall provide a list of potential visitors to the FIP Step Down deputies and include the following:

- **Visitor's full legal name**
- **Date of birth**
- **California driver license number**
- **Telephone number**
- **Address**

Once this information is obtained, FIP Step Down deputy personnel shall provide the potential visitor list to CRDF Visiting Center personnel. Visiting Center personnel shall review the information and conduct a background check of each potential visitor. After approval is granted, Visiting Center personnel shall contact the visitor and schedule a visit utilizing the Inmate Video Visitation System (IVVS).

A maximum of one adult and one child shall be allowed to participate in a non- barrier contact visit.

NOTE: Additional child visitors may be granted on a case-by-case basis as staffing levels permit.

Each visit shall be staggered so there is no more than one visit occurring at any given time. The non-barrier contact visiting schedule shall be provided to the Merit Master visitors by the FIP Step Down sergeant or designee, monthly. The FIP Step Down sergeant or designee will maintain the current list of approved visitors.

NOTE: Walk-in or unscheduled non-barrier contact visits are discouraged and may be turned away.

NOTE: The Merit Master inmates are still eligible to receive their two weekly visits per Title 15 Section 1062, "Visiting."

Contact Visitor Requirements

- **Each visitor shall sign the Los Angeles County Sheriff's Department Visitation and Civil Claims Release form prior to entry.**
- **Juveniles under the age of 18 years must be accompanied by a parent or legal guardian and sign a waiver on their behalf. They must possess a valid form of identification and/or birth**

certificate, which shall be provided to Visiting Center personnel prior to entry (no exceptions).

- **Visitors shall adhere to the dress code established for non-barrier contact visits.**
- **The following attire is prohibited: loose-fitting or tight-fitted clothing, extra layers, and/or bulky jackets outside of inclement weather, revealing or provocative clothing, open toed shoes, high-heel/pumps, bras with metal underwire*, or gang-related attire including specific gang affiliated colors.**
    - *** Bras with metal underwire may cause metal detectors and detection wands to sound, indicating the visitor is in possession of weapons or other contraband.**
- **Contact visitors shall be limited to the Merit Masters' parent(s), grandparent(s), spouses/fiancé, and/or children.**
- **All visitors shall adhere to CRDF's Code of Conduct at all times. Failure to do so may result in the visit ending prematurely, cancelled, or loss of visiting privileges.**

Identification

- **Each visitor's name shall be provided to visiting personnel for clearance/approval for the non-barrier contact visit.**
- **Each visitor shall be checked via the Justice Data Interface Controller (JDIC) for wants, warrants, restraining orders against the inmate, and outstanding tickets for initial approval and once again upon arrival for the scheduled visit.**
- **Visitors with wants or warrants, restraining orders against the inmate and/or outstanding tickets will not be allowed to participate in the visit.**
- **All visitors entering CRDF, except for minors, must present an authentic, current, and valid photo identification, including any of the following:**
    - **State driver's license**
    - **State identification card**
    - **Interim driver's license, only when accompanied by a scanned photo issued by the California Department of Motor Vehicles**
    - **Military identification**
    - **Passport**
    - **Alien Registration Card**
    - **Identification card issued by any country consulate's office**
    - **School ID for anyone appearing to be 18 years old, but representing themselves as a minor.**

NOTE: Damaged/altered/expired identification cards are not accepted.

Procedures for Visitors

- **Persons named on a visiting appointment for a non-barrier contact visit with the inmate must arrive at a minimum of thirty (30) minutes prior to their appointment; otherwise, the visit shall be documented as a "no show," resulting in a canceled visit. The canceled visit may be counted toward the Merit Master's one contact visit for the month.**
- **Prior to entry, all visitors shall exchange their personal mask, disposable or reusable, for a**

disposable mask provided by CRDF visiting personnel. Any visitor with a reusable mask shall secure their mask in a locker with any personal items prior to entry.

- **Visitors shall submit to a pat down search and are required to pass through a metal detector prior to being escorted into the Century booking interview room.**
- **Visitors with a pacemaker are exempt from going through a metal detector but are still required to submit to a pat down search.**
- **Visitors refusing to be searched shall be denied their visit and shall be escorted out of the facility. The visitor may still be searched prior to being escorted out of the facility. If contraband is found, the visitor may be charged with violation of Penal Code 4573.5 P.C. (Bringing Contraband into a Jail Facility).**
- **Visitors shall make minimal physical contact (limited to a hug or handshake) with the Merit Master inmate at the beginning and end of the visit.**
- **All visitor's property shall be secured in their vehicle or stored in a locker prior to entry.**

NOTE: Wireless communication devices, hats, purses, etc. are prohibited

NOTE: Children under the age of 14 shall not be searched.

Visiting Area Rules

Any violation of the following rules may result in the visitor's removal from the facility and the cancellation of visiting privileges:

- **Visitors shall follow all directives given by Department personnel.**
- **Visitors shall not engage in any activity which may violate the security of the facility or threaten the safety of Department personnel or inmates.**
- **Cameras, recording devices, radios, and all electronic devices are prohibited within the visiting areas.**
- **The use, possession of, or evidence of being under the influence of any alcoholic beverage, illegal drug, narcotic or other substance shall not be allowed in the facility and will subject the visitor to arrest.**
- **Visitors shall not engage in lewd conduct or indecent exposure.**
- **Parent/guardian shall maintain control of their child in the visiting area.**
- **The use of gang colors, signs, language, or any gang paraphernalia used to show gang affiliation is prohibited.**
- **Individuals cleared for non-barrier contact visits must comply with all rules. Violation(s) may result in the visitor being suspended from further contact visits.**
- **Discretion can be utilized to allow a minor child to sit on their mother's lap during the non-barrier contact visit.**

Ex-felons/Parolees and Visitors on Probation

- **Persons previously convicted of a felony, parolees and/or visitors on probation shall require prior written approval from the Division Chief or their designee to participate in contact visits.**
- **Anyone requesting a visit who has been incarcerated in the Los Angeles County jail system shall not be denied visitation privileges based on their previous incarceration status.**

Inmate Requirements

- **Inmates have the right to refuse a visit. The inmate's refusal shall be documented in IVVS and the electronic Uniform Daily Activity Logs (e-UDAL).**
- **Inmates shall be properly dressed in their issued Los Angeles County jail clothing when going to or coming from a visit.**
- **Inmates shall obey all facility rules and regulations. Any violation of the jail house rules shall result in the termination of the inmate's visit as well as disciplinary action.**
- **Inmates shall not engage in any lewd conduct or indecent exposure.**

Procedures for Merit Master Inmates

- **FIP Step Down module personnel may perform a visual body cavity search (VBCS) or strip search of the Merit Master inmate prior to escorting them to Century booking, if necessary. The Merit Master inmates may be subject to VBCS's or strip searches upon completion of the visit to ensure no contraband was passed into the facility. A complete full body scan shall be conducted. Should a strip search or VBCS be necessary, custody personnel shall notify a supervisor and articulate the need for the search.**

NOTE: All visual body cavity search protocol shall be adhered to.

Cancellation of Visits

CRDF personnel may cancel a visit at any time for the following reasons:

- **Visitor(s)/inmate engage in any inappropriate behavior**
- **Visitor(s)/inmate refuse to be searched**
- **Contraband is found on the visitor(s)/inmate**
- **Visitor(s)/inmate disrupt the visiting process in any manner**
- **Visitor(s) shall not enter the facility under the influence of drugs or alcohol**
- **An inmate is on restricted status (Covid-19 related quarantine/discipline)**
- **Security conditions of the facility**

NOTE: All visits shall be immediately canceled or denied entry in the event of a facility lock down.

CRDF Personnel Responsibilities

- **Visiting personnel shall ensure all contact visitors have been searched for contraband prior to entering the facility.**
- **Visiting personnel shall escort the non-barrier contact visitor to [REDACTED TEXT] where they shall exchange their identification card/passport for an escort pass. Visiting personnel shall then escort the visitor to the Century booking area.**
- **FIP Step Down module personnel shall escort the Merit Master inmates to the Century booking interview room and shall assist with monitoring the thirty (30) minute visit.**

NOTE: If additional deputy personnel are required to provide security and monitor the

scheduled non-barrier contact visit in the Century booking area, the east tower supervising line deputy/or east tower sergeant shall designate appropriate personnel prior to the visit.

- **All non-barrier contact visits shall be documented in the e-UDAL by FIP Step Down module personnel.**

• 5-09-005 Reporting of Communicable Diseases and Protective Gear- Approved by CSS 06/04/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-09-005
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/1994
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/19/2026
Subject: Reporting of Communicable Diseases and Protective Gear	
Reference: Penal Code 7500-7554; Health and Safety Code 121050-121070; MPP 3-02/040.25, 3-02/040.30, 4-06/045.00, 5-03/175.25; CDM 3-15/020.00, 4-08/000.00 and 4-09/000.00	
Unit Commander Signature: On File	**Date:** 06/29/2026

PURPOSE OF ORDER:

The purpose of this order is to disseminate information concerning inmates housed at the Century Regional Detention Facility (CRDF) who have been exposed to or infected with acquired immunodeficiency syndrome (AIDS) or other communicable diseases.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

Personnel who observe or are informed of activity that may cause the transmission of human immunodeficiency virus (HIV)/AIDS or other communicable diseases shall take immediate action.

The activity shall be documented by completing an Inmate Discipline Report via the Inmate Reports Tracking System (IRTS), any applicable reports [REDACTED TEXT] Inmate Injury report [REDACTED TEXT] and a California Department of Public Health form, "Report of Request and Decision for HIV, Hep. B, and/or Hep. C Testing" [REDACTED TEXT] pursuant to the Department Manual of Policy and Procedures, Section 5-03/175.25, "Reporting of Inmate's Exposure to AIDS and other Communicable Diseases."

The information reported shall remain confidential. All employees shall maintain the confidentiality of inmates' personal information except when disclosure is necessary to obtain medical or psychological care or advice from Correctional Health Services Personnel (CHS). Disclosure of confidential information shall in no instance be available to other inmates.

Employee Exposed to Bodily Fluid

If an employee has been exposed to any bodily fluids which may transmit HIV, Hepatitis C, or other communicable diseases (e.g., blood, semen, vaginal secretions, breast milk, pre-ejaculate fluid, etc.), they should be referred to LASD employee health for evaluation and, if needed, treatment. CHS personnel assigned by the chief physician, shall review the inmate's medical history and attempt to obtain the inmate's legal consent for all appropriate treatment, pre-test counseling, and tests. This information shall be made available to all personnel, contract personnel, and volunteers who have or may have direct contact with the inmate in question, or their bodily fluids.

Inmates Claiming to Be Infected with HIV/AIDS or Other Communicable Diseases

Any inmate housed at CRDF who alleges to be infected with the HIV/AIDS virus or any other communicable disease shall be expedited to the CRDF main clinic. CHS personnel, upon examination and evaluation, will determine their clinical care.

Communicable Disease Protective Equipment and Precautions

The Communicable Disease Protective Equipment Kit shall include:

- **One box (25) of disposable face masks**
- **One box (25 pairs) of disposable rubber gloves**
- **One box of (50) disposable paper towels**
- **Two cans of disinfectant spray**
- **Ten disposable plastic bags**
- **One resuscitation mask for cardiopulmonary resuscitation (CPR) use only**

[REDACTED TEXT]Safety Equipment Usage for Risk Reduction

Inmates suspected of having a communicable disease shall wear safety equipment as determined by CHS personnel.

NOTE: Non-urgent questions regarding communicable diseases can be directed to:

[REDACTED TEXT]

REVISED 05/19/2026

REVISED 06/28/2023

REVISED 08/31/2020

REVISED 08/13/2013

• 5-12-010 Inmate Grievances, Requests, and Appeals- CSS Approved on 5/7/2024

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-12-010
SPECIALIZED PROGRAMS	**Effective Date:** 04/16/2024
CENTURY REGIONAL DETENTION FACILITY	
Subject: Inmate Grievances, Requests, and Appeals	
Reference: CDM Volume 8	
Unit Commander Signature: On File: Captain Rodriguez Date: 5/9/2024	

PURPOSE OF ORDER:

The purpose of this order is to establish and maintain a fair, objective, and effective grievance process through which resolutions of inmate grievances are achieved at the lowest possible administrative level, with timely responses to the aggrieved, and affording reasonable opportunities to appeal to the next level of review.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the CRDF.

ORDER:

In conformance with the Custody Division Manual (CDM), section 8-01/005.00, Filing of Requests, Grievances, and Appeals, any inmate shall be permitted to initiate and file a grievance or appeal

relating to any condition of their confinement.

Module Personnel Responsibilities

At the beginning of each shift, module personnel shall ensure and document in the electronic Uniform Daily Activity Log (e-UDAL), on each shift, an adequate supply of inmate request forms, inmate grievance forms, and medical request forms and confidential medical envelopes are available and reasonably accessible to inmates in the housing location. In addition, module personnel shall ensure Acknowledgement of Grievance notices are distributed to the concerned inmate(s).

Inmate Requests/Grievance forms can be requested and obtained from Inmate Services personnel at [REDACTED TEXT]. Module personnel may request confidential medical envelopes from the CRDF Logistics/Warehouse.

NOTE: Refer to CDM section 8-01/020.00, "Responsibilities," for further information on policy and procedures.

Sergeants Responsibilities

Title 15 sergeants on each shift shall be responsible for checking each housing location to ensure all inmate requests, grievances, medical requests, and medical envelopes are reasonably available to the inmates. The Title 15 sergeants are responsible for collecting inmate requests, grievances, and appeals from all secured inmate grievance boxes at least once per shift. If the Title 15 sergeant is not able to perform the collection as noted, they shall notify the on-duty watch commander who shall reassign this task to another line sergeant. Once the forms are collected, the Title 15 sergeant shall place them in the collection box located in the watch sergeant's office.

The CRDF Custody Inmate Grievance Application (CIGA) Team is responsible for collecting the forms from the watch sergeant's office, daily, on A.M. shift. The number of grievances retrieved shall be documented in the designated section of the e-UDAL.

Priority inmate requests and/or grievance forms shall immediately be reviewed by the Title 15 sergeant and time stamped. The Title 15 sergeant collecting the forms shall identify any of that concern healthcare, including grievances against medical and mental health staff, and promptly deliver these to an on-duty supervising staff nurse. All other priority requests and/or grievances shall be brought to the attention of the watch commander.

Examples of priority issues include, but are not limited to:

- **Emergency grievances-defined as an urgent matter wherein a disposition according to the regular time limits could subject the inmate to immediate risk of death, personal injury, or irreparable harm. This includes allegations of over-detentions.**
- **Healthcare grievances**
- **Americans with Disabilities Act (ADA) related grievances**
- **Grievances of retaliation**
- **Prison Rape Elimination Action (PREA) related grievances**

- **Grievances against staff (allegations of use of force)**

Watch Commander's Responsibilities

The watch commander shall ensure all Inmate Grievances, Requests, and Appeal Forms are collected from the locked containers at least once per shift, by a supervisor at the rank of sergeant or higher. The watch commander shall be responsible for ensuring priority complaints are investigated and handled in an expeditious manner in accordance with department policy and in the best interest of the inmate. The watch commander shall further ensure that a written response is provided to the inmate within five (5) calendar days documenting what action was undertaken to address the situation which gave rise to the emergency.

If an emergency grievance is received via computer tablet, the watch commander shall ensure the disposition is documented in CIGA. The watch commander shall also ensure the aggrieved inmate is given a CIGA generated notification of disposition along with the instructions regarding how to submit an appeal.

The watch commander shall regularly review the e-UDAL to ensure the supervisors collecting the forms are signing the e-UDAL as required.

NOTE: Refer to CDM section 8-01/020.00, "Responsibilities," for further information on policy and procedures.

CIGA Team

The CRDF unit commander has established an Inmate Grievance Team referred to as the CIGA Team. The CRDF CIGA Team is responsible for collecting all inmate requests/grievance forms from the watch sergeant's office each day, on A.M. shift.

The CIGA Team is also responsible for reviewing the electronic queue daily and assigning the requests/grievances to a supervising line deputy, sergeant, or lieutenant depending on the type of grievance/request submitted by the inmate.

NOTE: All emergent or priority grievances shall be handled in compliance with CDM section 8-03/005.00, "Inmate Grievances."

The CIGA Team is responsible for forwarding all special requests, such as participation in the Education Based Incarceration (EBI) Program/Gender Responsive Services, working dormitory, etc., to the appropriate unit for processing and handling of the request.

The CIGA Team is responsible for scanning all inmate grievances into the CIGA system.

Inmates Housed in Disciplinary Segregation Units

Inmates housed in disciplinary segregation during any portion of the first fifteen (15) calendar day period following the incident, shall have fifteen (15) additional calendar days from the date they are released from segregation to file a grievance, or an additional 30 days for grievances involving retaliation or use of force.

Administrative Segregation Housing

Inmates in administrative segregation housing who submit requests to be declassified will be forwarded to the Jail Liaison and Reclassification Housing Commander Panel for processing and handling. All other requests will be handled in accordance with CDM section 8-01/005.00, "Filing of Requests, Grievances, and Appeals."

ADA Related Grievances

The collecting sergeant shall examine all grievances alleging violations of ADA and ADA related requests, and determine whether the grievance or request shall:

- **Be referred to the facility ADA Coordinator**
- **Be referred to the Custody Services Division ADA Coordinator**
- **Necessitate assignment to CHS for handling**

The collecting sergeant may consult with the on-duty supervising staff nurse should they have any questions about the appropriate handling unit.

When it is determined that the grievance and/or request should be handled by the facility ADA Coordinator or the Custody Services Division ADA Coordinator, the line supervisor shall note on the reverse side of the form that it was determined by the on-duty supervising staff nurse that no immediate involvement of medical staff was required and shall ensure that the forms is placed in a secured collection bin for retrieval by the CRDF CIGA Team.

Grievances Against Staff

Grievances against staff shall be reviewed promptly by the watch commander or a designee, who shall evaluate the nature and seriousness of the grievance, and assess the type of response (i.e., immediate or routine). The watch commander shall assign the grievance to a supervisor at the permanent rank of sergeant or above, who is not the employee against whom the grievance is directed, nor the employee's direct supervisor. The grievance shall be entered into CIGA.

A comprehensive inquiry must be completed by a supervisor for all grievances against staff. The filing inmate must be notified of the disposition within fifteen (15) calendar days from the date of receipt. The response shall consist of either the result of the grievance, or a notification that the grievance has been referred for further investigation.

Any grievances against staff not completed within this time frame, such as those which result in the initiation of an alleged force investigation or administrative investigation, shall be tracked in the electronic Line Operations Tracking System (e-LOTS) under Project Type, "Alleged Use of Force" or "Admin Investigation."

Grievances against staff, including allegations of retaliation or use of force, received more than thirty (30) calendar days after the event upon which the grievance is based shall be considered late and denied, absent exigent circumstances.

NOTE: Refer to CDM section 8-03/040.00, "Grievances Against Staff," for more information regarding policy and procedures as it relates to grievances against staff.

Grievances of Retaliation

Upon receipt of an inmate grievance alleging retaliation, the watch commander shall conduct a preliminary assessment as to the nature of the allegation and document the allegation on a memorandum addressed to the division chief. The memorandum shall be submitted to the unit commander.

NOTE: Refer to CDM section 8-03/050.00, "Grievances of Retaliation," for more information regarding policy and procedures as it relates to grievances of retaliation.

PREA related Grievances

There shall be no deadline for filing PREA grievances by inmates. These grievances shall be thoroughly investigated.

Group Grievances

Individual grievances submitted by three (3) or more inmates from the same housing location referencing the same issue or concern, or the submission of one (1) Inmate Grievance form by multiple inmates, shall be considered group grievances. A single reference number shall be assigned for each group grievance and applied to each individual Inmate Grievance form.

NOTE: Refer to CDM section 8-03/070.00, "Group Grievances," for more information regarding policy and procedures as it relates to Group Grievances.

Third-Party (Referred) Grievances

A third-party grievance, or a referred inmate grievance, is a grievance received from a non-involved-aggrieved party, such as an inmate's friend or relative, on behalf of an inmate. These types of grievances may be received in person, telephonically, or via correspondence.

NOTE: Refer to CDM section 8-03/080.00, "Third-Party Grievances," for more information regarding policy and procedures as it relates to Group Grievances.

Grievances Received by the Office of Inspector General (OIG) and the American Civil Liberties Union (ACLU)

OIG and ACLU are provided fair access to jail facilities and direct communication with designated Sheriff's Department personnel to convey inmate grievances and inmate requests for service. Sheriff's Department personnel shall be responsive to the OIG and ACLU by documenting inmate grievances, requests, and recommendations to CRDF's unit commander.

NOTE: Refer to CDM section 8-03/085.00, "Grievances Received Through Independent Oversight Organizations," for more information regarding policy and procedures.

Grievances from Released Inmates

Inmate grievances received from persons who have been released from custody shall be processed on an Inmate Grievance form (not a Watch Commander Service Comment Report form) pursuant to Manual of Policy and Procedures (MPP) section 3-04/010.05, "Procedures for Department Service Review." Grievances submitted from former inmates shall be subject to the same guidelines, requirements, and procedures as a grievance submitted by an inmate in custody.

Dispositions, Interim Status Responses, and Inmate Notifications

Please refer to CDM section 8-04/010.00, "Dispositions, Interim Status Responses, and Inmate Notifications," for appropriate dispositions at it relates to requests, general grievances, grievances against staff, relief, etc.

Conflict Resolution

The purpose of a conflict resolution meeting is to further the Department's ongoing efforts to encourage respect-based interaction with inmates. Sergeants are encouraged to offer an aggrieved inmate a conflict resolution meeting with the employee(s) against whom they are complaining. Inmates who submit grievances against staff shall be advised that a conflict resolution meeting is voluntary for both the inmate and the involved personnel to address a grievance. This may be done in lieu of the Department conducting a personnel investigation to resolve the grievance.

NOTE: Refer to CDM section 8-04/020.00, "Conflict Resolution," for more information regarding policy and procedures as it relates to this matter.

Appeals

Refer to CDM sections 8-04/030.00, "Appeals Process and Structure," 8-04/030.05, "Appeals of Grievance-Not against Staff," 8-04/030.10, "Appeals of Grievances Against Staff," 8-04/030.15, "Appeals of Emergency Grievances," and 8-04/030.20, "Appeals of Emergency Grievances against Staff" for more information on policy and procedures regarding the appeal process.

Time Frames

Refer to CDM section 8-04/040.00, "Time Frames," for more information regarding requests, grievances, appeals, emergency grievances and emergency appeals, and emergency appeals of grievances against staff.

Extensions

Under exceptional circumstances wherein the investigation of a request or a grievance cannot be completed within the established time frames, a supervisor of the minimum rank of sergeant may extend the requisite response time by fifteen (15) calendar days.

NOTE: Refer to CDM section 8-04/040.05, "Extensions," for further policy and procedures as it relates to extensions for requests, grievances, or appeals.

Late Submissions of Grievances

A grievance submitted fifteen (15) calendar days after the event upon which it is based shall be considered late and denied, absent exceptional circumstances.

NOTE: Refer to CDM section 8-04/040.10, "Late Submissions of Grievances," for policy and procedures as it relates to late submissions of inmate grievances.

NOTE: Refer to CDM section 8-04/050.00, "Duplicate Filings of Grievances and Appeals, and Restriction of Filing Privileges," for more information on policy and procedures.

NOTE: Refer to CDM section 8-04/060.00, "Jurisdiction of Requests, Grievances, and Appeals," for more information on policy and procedures.

Retention of Inmate Complaints

Pursuant to CDM section 4-13/000.00, "Retention of Records," inmates requests, grievances, and appeals shall be retained for a period of five years (electronic and paper).

Internal Review

Refer to CDM section 8-04/080.00, "Internal Review," for further policy and procedures as it relates to internal reviews.

• 5-08-012 HOH Dorm Procedures: Revised 1/3/2025

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: # 5-08-012**
SPECIALIZED PROGRAMS	**Effective Date: 7/11/2024**
CENTURY REGIONAL DETENTION FACILITY	
Subject: HOH Dorm Procedures	

Reference: CDM 4-11/025.00, 5-01/050.10, 5-08/010.00, 5-13/115.00, 7-02/020.00, 7-03/000.15, Custody Informational Bulletin #2023-05

Unit Commander Signature: On File-Captain Rodriguez **Date:** 01/06/2025

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the programming of HOH dorms at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working in any capacity at CRDF.

ORDER:

The HOH Dorm Housing will provide treatment to mentally ill inmates in a less restrictive setting to promote increased activity and pro-social behavior. This will be achieved by enhanced out-of-cell time and the reduced use of security restraints. HOH inmates participating in this program shall meet or exceed Department of Justice (DOJ) Substantive Provisions #70 (limitations on security restraints in HOH and Moderate Observation Housing [MOH]) and #80 (required minimum of 10 hours each of unstructured and structured out-of-cell time).

HOH Dorm Housing will have the following therapeutic essential features:

- **Enhanced, unrestrained out-of-cell time with access to out-of-pod recreation areas**
- **Therapeutic physical space with a mix of pro-social environmental features such as games, soft furniture, decorative art, or plants**
- **Tailored treatment plans and programming**
- **Regularly assigned and specially trained staff**

Unstructured out-of-cell time shall be provided and facilitated by module personnel. Module personnel shall begin out-of-cell time in accordance with the program schedule notated in the Out-of-Cell Directive and CRDF Master Calendar.

Unstructured Out-of-Cell Time

Unstructured out-of-cell time includes outdoor recreation, dayroom recreation, use of telephones, watching television, and any other activity that is not structured (group therapy, school, etc.). Module personnel shall document all out-of-cell time in the electronic Uniform Daily Activity Log (e-UDAL) for each participant. Inmates who refuse to participate in out-of-cell time shall also be documented in the e-UDAL. Inmates who continually refuse to participate in out-of-cell time shall be discussed at the daily HOH meetings.

Structured Out-of-Cell Time

Structured out-of-cell time is organized, structured activity delivered or conducted by a qualified mental health professional (QMHP) or other program provider who is monitored by module personnel. Module personnel are responsible for escorting the inmates to the designated structured programming area. Structured out-of-cell time includes educational or psychoeducational activities such as substance abuse class, problem solving, anger management, religious or spiritual programming, or structured recreational activity such as yoga or visits with therapy animals. Module personnel shall accurately document all structured out-of-cell time for each participant in the e-UDAL. All refusals shall also be documented.

NOTE: If an inmate is participating in unstructured out-of-cell time and then begins to participate in structured out-of-cell time, module personnel shall accurately document this transition in the e-UDAL. Module personnel will end unstructured out-of-cell time and begin the structured out-of-cell time.

NOTE: Module personnel shall utilize the "Unrestrained" section for all inmates participating in structured or unstructured out-of-cell time.

Refer to the Los Angeles County Sheriff's Department Custody Operations Informational Bulletin #2023-05, "Electronic Uniform Daily Activity Log Updates and Documentation of Out-of-Cell Activities," for additional information.

NOTE: Due to varying factors, inmate out-of-cell time (structured and/or unstructured) may be limited due to reasonable and articulable safety concerns. Module personnel shall immediately notify their tower sergeant if out-of-cell time has been interrupted or cancelled. The name of the sergeant who was notified as well as the reason why out-of-cell time was not offered or cancelled shall be documented under the "Additional Information" section in the e-UDAL.

Inmates assigned to HOH Dorm Housing who are identified as a danger to themselves or others, shall be removed from their cell and placed in unobstructed direct supervision of module personnel. Module personnel shall initiate a Behavioral Observation Mental Health Referral (BOMHR) and contact the on-call psych. Based on the mental health provider's assessment and recommendation, the inmate shall be housed in appropriate mental health housing.

PROCEDURES

Custody personnel shall adhere to the following HOH Dorm Housing procedures:

HOH Inmate Classifications and Definitions

- **HOH inmates participating in this program shall be identified as a [REDACTED TEXT] level of care by CHS mental health personnel.**
- **HOH inmates identified by CHS mental health staff as "able to safely cohabitate" are [REDACTED TEXT] inmates who present in a consistent manner and a safe common demeanor around other inmates.**
    - **iMatch is a software application tool utilized to help identify "able to cohabitate" inmates**

who are housed within a specific module. The iMatch system gathers information from the Automated Justice Information System and Mental Health Tools web application to conduct a match analysis. Module personnel shall utilize this application daily to assist with identifying inmates who may be housed together. Strict adherence to iMatch is not mandatory and should be used as a guideline along with sound judgement by module personnel to ensure double-person compatibility that will create space and safeguard inmates.

- **HOH inmates have the same varying security level and classification as General Population (GP) inmates. Unless otherwise noted, as in a GP setting, all classifications will be appropriately segregated during HOH Dorm Housing.**
- **Allowable Inmate Property Door Signs shall be secured on each cell door. A copy shall be maintained at the staff workstation for staff to refer to for each inmate's level of care and allowable inmate property restrictions.**

NOTE: Module personnel may obtain the Allowable Inmate Property Door Sign utilizing the Mental Health Tools web application under the Custody Information Portal/Custody Applications.

The 1 East Tower Supervising Line Deputy shall ensure all Allowable Inmate Property Door Signs are posted and contain accurate information in all 1 East HOH units; discrepancies shall be relayed to module personnel for immediate corrective action.

The AM shift Booking Supervising Line Deputy shall report to all 2 East HOH units daily and ensure all Allowable Inmate Property Door Signs are posted and accurately reflect allowable property. Any discrepancies shall be reported immediately to module personnel for corrective action.

Eligible Inmates for HOH Dorm Housing

The selection process for inmates eligible for the HOH Dorm Housing is based on module staff referrals. The vetting process shall be conducted on Monday AM shift, Wednesday PM shift, Friday AM shift, or as time permits. Eligible inmates shall meet the following criteria:

- **Classified as [REDACTED TEXT] by CHS mental health personnel**
- **Able to safely cohabitate**
- **Housed with another inmate with similar clothing restrictions (no suicide prevention gowns)**
- **Similar security levels [REDACTED TEXT]**
- **Similar classifications**
- **Compliance with inmate rules and have no current Inmate Report Tracking System (IRTS) major violations thirty days (30) prior to movement/participation in the program.**

Module personnel and CHS mental health personnel shall work collaboratively to develop a plan to address inmates who may not qualify for HOH Dorm Housing but may be able to cohabitate in another mental health setting.

NOTE: Module personnel shall search each inmate and their property prior to placing an inmate in HOH Dorm Housing in accordance with Custody Division Manual (CDM) section 5-08/010.00, "Searches."

Managing HOH Dorm Housing

- **House primarily double person cells for an expected count of twenty-two (22) to twenty-four (24) occupants per pod.**
- **The occupants shall spend more time out of their cell than inside their cell. Occupants shall be secured inside their cell only at night, during shift change, during CHS structured out-of-cell time if the inmate refuses to participate, and if required during unusual circumstances or for safety reasons.**
- **HOH Dorm Housing out-of-cell time, group therapy, pill call, inmate meals, and programming shall generally be conducted unrestrained.**
- **All applicable Title 15 requirements (i.e., showers, meals, pill call, etc.) shall be adhered to.**

Module staff shall be responsible for providing security during HOH Dorm Housing out-of-cell time. Module personnel shall maintain direct supervision of the inmates to ensure the safety of staff and inmates. Inmates may be removed from their cell unhandcuffed and shall remain unhandcuffed during out-of-cell time. If the inmate receives a pass to medical, a visit, or any other activity removing them from the module, the inmate shall be handcuffed in accordance with CDM policies and procedures.

REVISED 1/3/2025

• Volume 5 - Line Procedures

• Volume 5 - Line Procedures

• 5-01-005 Prison Rape Elimination Act (PREA)- Approved by CSS on 05/22/2025-Revised 02/02/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: # 5-01-005**
SPECIALIZED PROGRAMS	**Effective Date:** 02/01/2013
CENTURY REGIONAL DETENTION FACILITY	**Revision Date:** 05/13/2025

Subject: Prison Rape Elimination Act (PREA): Coordinated Response Protocol

Reference: CDM 3-04/025.00 thru 3-04/025.55, 4-07/015.00, 4-11.020.00 and 4-11/025.00, MPP 5-09/350.05, Unit Order 5-10-010
Unit Commander Signature: On File Date: 06/10/2025

PURPOSE OF ORDER:

The purpose of this order is to establish the "Coordinated Response Protocol" for Century Regional Detention Facility (CRDF). These procedures, developed in response to the Prison Rape Elimination Act (PREA) provisions 115.64 and 115.65, shall be followed when there is a report received, whether made verbally or in writing, including third-party and anonymous reports, of sexual abuse involving an inmate. This order is also intended to establish and outline duties, responsibilities, notification, and treatment protocol for CRDF staff.

CRDF has a zero-tolerance policy for sexual harassment and/or sexual abuse.

SCOPE OF ORDER:

This order shall apply to all sworn and civilian personnel assigned to, and/or working in any capacity at CRDF, who have any contact with inmates.

ORDER:

Coordinated Response Protocol

In the event an allegation of sexual abuse involving an inmate is received, CRDF staff shall implement the "Coordinated Response Protocol" (CRP). The CRP outlines the duties, responsibilities, notification, and treatment protocol for CRDF staff. All provisions listed in the Custody Division Manual (CDM) section 3-04/025.10, "PREA – First Responder Duties and Coordinated Response Protocol," shall be adhered to.

- **The CRDF Main Control supervising line deputy shall maintain a list of all contracted hospital(s) where inmates shall be transported to if a forensic sexual assault exam is required.**

First Responder Duties

Custody personnel receiving sexual abuse allegation information from an inmate, regardless of where or when the alleged activity will occur or has occurred, shall immediately report all information to the on-duty watch commander. Upon learning of an allegation, Department personnel shall:

- **Separate the alleged victim(s) and suspect(s) and ensure the safety of the inmate(s).**
- **Notify the tower sergeant immediately.**
- **Preserve and protect the crime scene until appropriate steps can be taken to collect any**

evidence (Refer to Manual of Policy and Procedures Volume 5, Chapter 4).

- **If the abuse occurred within the past 120 hours, ensure the alleged victim and alleged suspect, if known, not take any actions that could destroy physical evidence, including: washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking, or eating.**
- **If the victim refuses to cooperate with a forensic sexual assault exam, document their refusal on video and place in the Risk Management folder.**
- **If either the suspect and/or victim must urinate or defecate, custody personnel shall contact Correctional Health Services (CHS) personnel and request a container to collect the waste as an effort to preserve evidence.**
- **An Incident Report (SH-R-49) shall be completed.**

Supervisor Responsibilities

Supervisors shall be responsible for the supervision of first responder deputy staff to ensure compliance to the CRP. Supervisors shall ensure personnel refrain from conducting an investigative interview of the suspect/inmate in the absence of the investigative unit having jurisdiction, unless the urgency of the information received dictates such. The supervisor shall:

- **Determine if the allegation involved staff, including another agency, (or any outside vendor). Notify the watch commander and conduct an initial inquiry (including an interview). Report your findings to the watch commander for further directions.**
- **Notify IAB and/or ICIB when applicable.**
- **If the allegation was against another inmate and qualifies as a crime, ensure a deputy initiates an initial investigation and completes an incident report. Ensure the crime scene is preserved and evidence is collected, if necessary. Call Custody Investigative Services (CIS) for guidance and/or response. Consider calling the Crime Lab.**
- **Ensure inmates are moved/rehoused, when necessary. Make every effort to move/rehouse the suspect(s), not the victim(s).**
- **For all allegations of abuse or harassment, a sergeant shall complete a PREA Allegation Alert (in Sharepoint) containing as much relevant information as possible.**

  NOTE: Once sent, this notifies the unit commander, the PREA Coordinator, and the facility's PREA Compliance Manager.

- **CIS shall be notified following the report of sexual abuse involving an inmate. Refer to CDM sections 4-01/000.00, "Crime Reporting Procedures," and 4-07/015.00, "Notification of Incidents to Custody Investigative Services Unit," for staff and agency reporting duties.**
- **Work collaboratively with CHS personnel to determine if the inmate will be transported to a medical facility for a forensic sexual assault examination.**

NOTE: If an allegation is made involving an outside agency, the case is to be referred to the agency having jurisdiction, for investigation.

NOTE: Inmates who have been sexually abused shall not be placed in restrictive housing unless an assessment of all available alternatives has been made and there is no other means of separating the victim from likely abusers.

Notifications to CIS

All inmate-on-inmate allegations of sexual related crimes shall be reported to CIS. All appropriate report(s) shall be prepared. When an inmate makes a report, the handling deputy shall notify CIS telephonically or by e-mail and provide the name(s), booking number(s), URN number, and nature of the criminal activity. The CIS supervisor will coordinate with the handling deputy to ensure the information is properly documented and forwarded to the proper investigative agency.

PREA Compliance Managers

The Office of PREA Compliance shall designate a supervisor, with the minimum rank of sergeant, with the collateral duty of PREA Compliance Manager. The PREA Compliance Manager shall have sufficient time and authority to coordinate the facility's efforts to comply with the PREA standards. They shall be responsible for ensuring CRDF develops a unit specific PREA CRP and adheres to the compliance provisions 115.64 and 115.65.

Correctional Health Services Personnel and Mental Health Staff Responsibilities

CHS and mental health staff are responsible for immediate and follow-up care of a sexual assault victim. They will assist with the coordination for transport to an appropriate medical facility if a forensic sexual assault exam is required.

Reporting Methods and Access to Emotional Support Services

The Los Angeles County Sheriff's Department offers multiple ways for an inmate to report sexual abuse and/or sexual harassment. Reports can be made privately and anonymously by:

- **Calling the Los Angeles Regional Crime Stoppers confidentially on any Sheriff's Custody facility phone free of charge by dialing *21 (calls are not monitored or recorded)**
- **Reporting to any staff, volunteer, contractor, medical or mental health staff member**
- **Submitting an Inmate Request/Grievance Form**
- **Submitting a confidential Medical Request Form**
- **Telling a family member, friend, legal counsel, or anyone outside of the facility. They can report the abuse or harassment on behalf of the inmate by calling the Los Angeles Regional Crime Stoppers at 1-800-222-8477**
- **Notifying the American Civil Liberties Union (ACLU)/Office of Inspector General (OIG) via phone, writing, or in person**

Inmates who are victims of sexual abuse or sexual harassment can access Peace Over Violence services by dialing *25 or *26 from any phone inside any Sheriff's Custody facility. These calls are free of charge and confidential. They may also send a letter to: Peace Over Violence, 1015 Wilshire Boulevard, Suite 200, Los Angeles, California 90017.

Training

The CRDF Training Unit shall provide PREA training one time per year, to all personnel assigned to CRDF. Personnel shall receive refresher training every two (2) years to ensure all employees know

the Department's sexual abuse and sexual harassment policies and procedures. This can be accomplished using the LMS website. The CRDF Training unit shall ensure the PREA policy is distributed to staff via the Scheduling Management System (SMS) at least twice per year, requesting a read receipt. CRDF Training personnel shall ensure an Automated Personnel In-Service (APIS) roster is maintained for all PREA training and refresher courses and retained for two (2) years.

Inmate Assessments and Education

During initial screening (intake) and upon transfer to another facility, every inmate shall be assessed for their risk of being sexually abused by other inmates or sexually abusive towards other inmates. Inmate screening shall take place within 72 hours of arrival at the facility. The process will include the following:

- **Triaged in the CRDF reception area by custody and Correctional Health Services personnel**
- **Complete a sexual abuse screening assessment**
- **Complete the PREA Education Questionnaire Form. Completed forms shall be collected and forwarded to the Inmate Reception Center and placed in the inmate's booking packet**
- **Access to view the PREA informational video**

PREA Informational Video

The PREA informational video shall be shown daily on AM and PM shifts to all inmates housed at CRDF. The main control supervising line deputy shall be required to make an announcement advising all module officers to turn the module televisions to a specific channel for the inmates to view the video. This shall be documented in the CRDF Daily Facility Log.

Forensic Sexual Assault Exam Protocol

Inmates who must have a forensic sexual assault exam shall be transported to a medical facility designated by CHS.

NOTE: A victim can refuse the exam.

Translators

If certified translators are required to complete an interview/investigation, please contact the Sheriff's Information Bureau.

REVISED 02/02/2026

REVISED 05/13/2025

• 5-08-140 Felony/Misdemeanor Incompetent to Stand Trial (FIST/MIST)

Program- Approved by CSS on 07/29/2025

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order: 5-08-140**
SPECIALIZED PROGRAMS	**Effective Date:** 07/14/2025
CENTURY REGIONAL DETENTION FACILITY	
Subject: Felony/Misdemeanor Incompetent to Stand Trial (FIST/MIST) Program	
Reference: CDM 5-03/060.00, 5-04/010.05, 7-01/010.00, 7-01/040.00, 7-02/000.00, 7-06/000.00, and 7-06/010.00	
Unit Commander Signature: On File	**Date: 08/06/2025**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the Felony/Misdemeanor Incompetent to Stand Trial (FIST/MIST) program at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel who are assigned to and/or working in any capacity at the CRDF.

ORDER:

Inmates who have been adjudicated incompetent to stand trial and are unable to provide informed consent to prescribed medication, may have a court order authorizing the administration of involuntary medication pursuant to Penal Code sections 1370.01, 2603, or other legal authority.

Inmates who have been ordered subject to a conservatorship by the court may have an order authorizing the conservator, which may be a named person or the Public Guardian, to give consent for medical treatment on behalf of the inmate-conservatee.

The CRDF Court Refusal Team/Mental Health Sweep Team (CRT/MH Sweep Team) will consist of two (2) deputies and one (1) sergeant. The booking sergeant shall be assigned the collateral duty to oversee the team, Monday through Friday.

NOTE: In the absence of the booking sergeant, any supervisor, with the minimum rank of sergeant, may oversee the daily operations of the CRT/MH Sweep Team.

The CRT/MH Sweep Team shall provide security for Correctional Health Services (CHS) medical personnel assigned to Long Acting Injections (LAI). CHS personnel assigned to LAI are responsible for obtaining a list of all inmates with a valid court order authorizing the administration of involuntary medication. This list may be generated daily or dependent upon the availability of an LAI nurse.

Prior to administration of any involuntary medication, the booking sergeant shall:

- **Verify the inmate's name and booking number**
- **Confirm the inmate's housing location**
- **Gather any pertinent information (prior uses of force, Inmate Reports Tracking System (IRTS), and movement history).**

Each identified inmate shall be offered the opportunity to voluntarily receive their medication prior to any involuntary administration.

Should an inmate elect to receive their medication voluntarily or without incident, the booking sergeant, or their designee, shall log the incident in the Jail Compliance Team folder located in the SharedFiles, and pull an electronic Line Operations Tracking System (e-LOTS) number.

Should an inmate refuse to voluntarily receive their medication, the CRT/MH Sweep Team, in collaboration with the LAI nurse, shall attempt to explain the nature of the court order, the ramifications of the refusal, and allow the inmate to explain why they are refusing the medication. The CRT/MH Sweep Team shall document each refusal and include the inmate's statements, condition of their cell, use-of-force history, IRTS entries, and any other pertinent information.

Upon a third refusal by the inmate, the booking sergeant, or their designee, shall video record the inmate's refusal and save it in the following location:

- **SharedFiles /Jail Compliance Team/Court Ordered Medical Injections/Mist or Fist/Corresponding year/Inmates last name and booking number**

Subsequently, the CRT/MH Sweep Team shall request the assistance of CHS mental health personnel in attempt to gain the inmate's voluntary compliance. If the inmate still refuses, the booking sergeant shall:

- **Review the court order to confirm it is valid prior to initiating the procedure for the involuntary administration of psychotropic medications**
- **Assemble team members who will participate in the administration of the medication and conduct a briefing.**
- **Determine the time, method, manner, specific location and terms for the involuntary administration of the prescribed medication. The briefing will include consideration of where the inmate is to be placed, a designated route to the secure location inside the module, any specific medical concerns, and the intended site(s) of the body for the administration of the medication. For additional information, refer to Custody Division Manual (CDM) section, 7-02/000.00 "Planned Use of Force for Inmates with Special Needs."**
- **Participate directly in the planning and supervision of the administration of the medication.**

- **Assign a team member to video record both the approach and administration of the medication.**
- **Direct all actions of the team members throughout the involuntary medication administration.**
- **Ensure that, if force becomes necessary, custody personnel shall only use that level of force which is objectively reasonable for the involuntary administration of psychotropic medication(s). For additional information, refer to CDM sections 7-01/040.00, "Planned Use of Force," 7-06/010.00, "Video Recording Procedures," and 7-01/010.00, "Force Prevention Principles."**
- **Ensure the following documentation is saved in the SharedFiles/Jail Compliance folder after involuntarily medication is administered to the inmate:**
    - **Court order authorizing the administration of involuntary medication**
    - **e-LOTS and reference number**
    - **Captain's memorandum**
    - **All video recordings of refusal**
    - **All team members' information (custody and CHS personnel) including names, employee numbers, and their roles (e.g., camera, door, secured arms, legs, etc.)**

NOTE: The safety of the inmate and personnel shall always be considered before any operation occurs. If medication administration is not deemed safe at the time of a planned involuntary administration, the operation shall be postponed. The operation may resume when deemed safe to do so by the booking sergeant and the LAI nurse.

NOTE: If CHS personnel advise custody of an arising medical issue, custody personnel shall notify the booking sergeant and ensure the inmate receives the appropriate medical attention. For additional information, refer to CDM section 5-03/060.00, "Response to Inmate Medical Emergencies."

If force is used, all involved personnel shall report and document the use of force in accordance with CDM section 7-06/000.00, "Use of Force Reporting Procedures."

When force is used, in addition to completing the "Supervisor's Use of Force Report" (SH-R-438S), the sergeant overseeing the involuntary medication administration shall submit a memorandum to the facility unit commander. The memorandum shall include a copy of the court order, e-LOTS and reference number associated with the use of force, a synopsis of the force used by Department personnel, names of participating medical and mental health members, a copy of the video recording, and any medical attention the inmate received as a result of the involuntary administration. The memo shall be submitted prior to the end of the shift during which the incident occurred.

• 5-03-020 Century Booking Area- Approved by CSS on 01/27/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION **SPECIALIZED PROGRAMS** **CENTURY REGIONAL DETENTION FACILITY**	**Unit Order: #5-03-020** **Effective Date:** 01/01/1994 **Review Date:** 12/04/2025
Subject: Century Booking Area	
Reference: MPP 5-03/005.20 through 5-03/030.20, 5-03/045.00 through 5-03/075.00, 5-03/090.00 through 5-03/095.00, 5-03/100.00, 5-03/105.00, 5-03/110.00, Title 15 Section 1056 and 1213; CDM 4-06/005.05 and CDM Volume 6 (Station Jail Manual)	
Unit Commander Signature: On File	**Date: 02/19/2026**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the booking process in the Century booking area.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity in the Century booking area.

ORDER:

General Information

The Century booking area will be used for the admission and processing of individuals arrested by Century Station personnel, Compton Station personnel, other Sheriff's Department units, and other law enforcement agencies effecting an arrest or warrant within the reporting districts of Century and Compton Stations. All processing of new arrestees will occur in the booking area. Century booking personnel shall only book and assume custody of individuals that meet the criteria consistent with the current Los Angeles County Superior Court Bail Schedule. Any deviation to this order shall require prior approval from the booking supervisor and/or the CRDF watch commander.

Medical Clearance "OK to Book" is required for the following:

- **Arrestee was involved in a use of force incident and is complaining of pain and/or has visible**

injuries

- **Any life-threatening medical condition**
- **Severe 5150 WIC patients (5150 WIC arrestees, with an open charge, need to be medically cleared if they have any injuries prior to booking at Century booking area)**
- **Dialysis patient**
- **Under the influence of Phencyclidine (PCP)**
- **Severe alcohol/drug intoxication (arrestee is unable to stand on their own volition)**
- **Any condition requiring the regular intake of medication**
- **Diabetics**
- **Arrestee with a catheter/colostomy bag**
- **Pregnant females (case-by-case basis: if pregnancy is deemed high risk, the arrestee is experiencing complications, or is in their third trimester)**
- **Arrestee with open wounds and/or untreated fractures**
- **Arrestees with Methicillin Resistant Staphylococcus Aureus (MRSA)**
- **Application of Total Appendage Restraint Procedure (TARP)**
- **Arrestee alleges any injury and requests medical treatment (despite any apparent or visible injuries)**
- **Arrestee alleges that substantial force was used against them (despite any apparent injuries or whether medical treatment was requested)**

Prisoners will be temporarily held in a holding cell or sobering cell until their booking process has been completed. Prisoners who do not qualify for release after being processed will be transferred and permanently housed in a Type II custody facility within 12 hours of arriving in the booking area.

Booking personnel shall respond to all requests for information regarding surety (bail) bonds, fine payments, or releases of any type. Requests shall be acted upon immediately and within no more than 15 (fifteen) minutes of receipt unless serious mitigating factors exist.

Responsibilities of Booking Counter/Receiving Deputies

The booking counter/receiving deputies will be responsible for the following:

- **Ensure the arresting officers have secured all weapons before entering the booking area.**
- **Search all prisoners arriving to the booking area inside the booking sallyport prior to making entry into the secured area of the booking front.**
- **Complete the Arrestee Medical Screening form (SH-R-422). This form shall be filled out in its entirety. Each box shall be checked off; do not check the first box and draw a line through the rest of the form.**
- **Prepare and complete the Intoxication Observation Sheet (SH-R-445) for all persons arrested for being under the influence of alcohol and/or drugs (this includes all arrests for DUI or under the influence of a controlled substance).**
- **Ensure any medical conditions observed or complaints of pain are noted on the Arrestee Medical Screening form, and that the booking sergeant and/or the booking supervising line deputy are notified, and a signature is obtained.**

- **Oversee all bookings to ensure proper officer safety tactics are adhered to.**
- **Thoroughly search prisoners after they have been removed from the booking cell prior to being fingerprinted.**
- **Fingerprint and photograph all prisoners.**
- **Review information entered in the Automated Justice Interface System (AJIS) by the booking area clerk.**
- **Monitor and control the booking area security doors.**

Responsibilities of Custody Assistants

- **Maintain the electronic Uniform Daily Activity Log (e-UDAL) by accurately and neatly entering and removing data.**
- **Answer the telephone and handle inquiries from persons in need of information.**
- **Keep the booking sergeant and supervising line deputy informed of any problems that arise.**
- **Assist booking personnel as instructed by the booking sergeant or booking supervising line deputy.**

Responsibilities of Arresting Officers

The arresting officer shall be responsible for the following:

- **Search all prisoners and all property removed prior to placing the prisoner in a holding and/or sobering cell**
- **Complete the entire Booking and Property Record form (SH-J-294)**
- **Conduct the Intoxilyzer test or secure a urine sample (if applicable)**
- **Flat printing**
- **Wrist banding**
- **Complete and submit a Bail Deviation form (SH-R-440) (if applicable)**
- **Complete and submit a Notice to Appear (SH-CR-66) (if applicable)**
- **Complete and submit an electronic Behavioral Observation and Mental Health Referral (e-BOMHR) if applicable**
- **Complete the Voluntary Delayed Release form**
- **Removal, inventory, and packaging of property and money**

Upon arrival to the Century booking area, law enforcement field personnel shall enter [REDACTED TEXT] All weapons shall be secured prior to entering the booking area. Field personnel should be cognizant that certain contraband, regardless of its evidentiary value, will not be permitted inside the booking area. Contraband includes narcotics and dangerous drugs, destructive and incendiary devices, weapons, and toxic materials. Field personnel shall arrange for appropriate storage of such contraband before entering the booking area. Small items may be secured [REDACTED TEXT]

Century Sheriff's Station personnel may place arrestees inside the holding cells located in the booking area while seeking Century Station supervisor arrest approval. This shall only occur after

the arrestee has been searched, their property has been secured, and the booking deputy has been notified. Century Sheriff's Station sergeants shall indicate their approval of the arrest by placing their signature on the upper left corner of the booking slip. Charges deemed by the current Los Angeles County Superior Court Bail Schedule to be $0 bail Magistrate Review (MR) or charges with bails, felonies or misdemeanors require an Arrest Review/PCD form signed by the arresting station's watch commander.

If during the arrestee's initial entry into the booking area, the booking counter deputy observes an obvious sign of medical ailment or injury, the booking counter deputy shall notify the CRDF booking sergeant or watch sergeant if the booking sergeant is unavailable.

Individuals requiring a Positive Identification ("Pos ID")

If contact with an individual is made within the reporting districts of Century and Compton Stations, and the subject fails to provide a satisfactory form of identification, arresting deputies/officers may transport the detainee to the Century booking area. Detaining personnel shall make every effort to locate an Evolution Mobile Identification device to utilize prior to transporting the detainee. Upon arrival, booking personnel will conduct a "Pos ID" via the Livescan machine to confirm the identity of the detainee. After the detainee is processed, they shall be secured to the reception area (no throw) chair near the booking area sallyport or returned to the patrol vehicle. If the reception area (no throw) chair is utilized, the arresting and/or transporting deputy/officer must remain with the detainee until a positive identification is made. If two deputies/officers are present, only one is required to remain with the detainee. The detainee shall not be secured to the "no throw" chair for more than four (4) hours. The detainee shall not be placed in a cell, absent extenuating circumstances. If the results of the "Pos ID" conclude in a bookable charge, the arresting deputy/officer will be responsible for completing all tasks outlined in the "Responsibilities of Arresting Officers" section within this order prior to booking personnel taking custody of the prisoner.

Prisoners Who Will Not Be Accepted at CRDF Century Booking

Prisoners who have any sign of serious injury, illness, or who require medication or ongoing medical treatment shall not be accepted for booking at Century booking.

Booking personnel shall relay these concerns to the immediate attention of the booking sergeant, or in their absence, another sergeant. The sergeant shall evaluate the situation and, if appropriate, obtain an "OK to book" by a physician for prisoners that may not be seriously injured, ill, or requiring ongoing medication. An "OK" for booking does not necessarily mean the prisoner is "OK" for housing at CRDF.

The circumstances below shall be brought to the attention of the booking sergeant and/or booking supervising line deputy to determine how to proceed:

- **Prisoners with communicable diseases**
- **Prisoners under the influence of PCP who are displaying any of the following type of behavior:**
    - **Outbursts, or a constant level of wild, frenzied, unruly or violent behavior**

- **Presents a continuing danger to themselves or others**
- **There is little or no possibility of safely booking and controlling the prisoner at the CRDF/Century Station jail**
- **Has injuries requiring continuing medical attention**

The decision to book these prisoners directly into the Inmate Reception Center (IRC), excluding female prisoners, Century, and Compton arrestees, shall be carefully considered by arresting officers and accomplished whenever possible. The concurrence of a field supervisor shall be obtained when the following circumstances arise:

- **Bond surrenders (males only; booked directly at IRC)**
- **Prisoners arrested solely on federal charges (booked at the Terminal Island Federal Prison)**
- **Prisoners arrested for narcotic offenses with a bail of one million dollars ($1,000,000.00) or higher (booked directly at IRC).**

Prisoners who are accepted for booking and determined to fall within the category of prisoners who should *NOT* have been accepted shall be brought to the immediate attention of the booking sergeant or watch sergeant. The sergeant shall assess the situation and take immediate steps, if necessary, to have the prisoner transferred to IRC or the Los Angeles General Medical Center (LAGMC).

Booking personnel who encounter a female prisoner who is suicidal/mentally ill shall do the following for all non-cite-out bookings:

- **All female prisoners identified as suicidal shall be waist-chained and placed in [REDACTED TEXT] to ensure constant and direct supervision of the prisoner.**
- **A BOMHR shall be initiated, and a reference number shall be pulled.**
- **The booking sergeant and on-duty watch commander shall be notified.**
- **15-minute inmate safety checks shall be initiated.**
- **If the prisoner is waist-chained for one hour, the watch commander shall conduct an inmate welfare check and sign the "Handcuffed/Waist-chained Inmate 15 Minute Security Log." Thereafter, the booking sergeant or their designee, at the rank of sergeant or above, shall continue conducting inmate welfare checks every hour and document each contact on the log.**
- **Female prisoners shall be expedited to the CRDF Reception Center and placed in a suicide gown.**
- **All articles that may assist in self-harm shall be removed.**
- **Notification to the "On-Call Psych" shall be made by reception personnel.**
- **Booking personnel shall notify the Reception Center sergeant and supervising line deputy.**
- **The intake/triage process shall be expedited, and the prisoner shall be escorted to [REDACTED TEXT]**

Booking personnel who encounter a male prisoner who is suicidal/mentally ill shall do the following for all non-cite-out bookings:

- **All male prisoners identified as suicidal shall be waist-chained and placed in [REDACTED**

TEXT] to ensure constant and direct supervision of the prisoner.

- **Notify the booking sergeant and on-duty watch commander; if the prisoner is waist chained for an hour, the procedures outlined above shall be followed.**
- **Initiate a BOMHR; however, do not pull a reference number.**
- **Contact the arresting agency for transportation of the male prisoner to IRC.**
- **Provide the transporting officer with the BOMHR.**

Property and Money

The prisoner shall stop at the booking counter, where a medical questionnaire shall be completed by booking personnel. The prisoner shall then be escorted to a holding or sobering cell where their property, including shoelaces and belts, shall be removed, inventoried, and recorded on the Booking and Property Record (B&PR). The prisoner shall then be placed in a holding or sobering cell for completion of the booking process.

The prisoner's property shall be placed in a clear plastic property bag and sealed. Prisoners may retain their shoes (shoelaces removed), except for shoes with steel-toes or pointed toes, which could cause damage to facility property or pose a potential security hazard. These items shall be placed in a clear plastic bag, and a copy of the prisoner's B&PR shall be attached.

Property shall be securely maintained in the property compartments located under the booking counter or inside the bulk property room. Property shall not be left unattended.

Additional Charges and Holds Record

The Additional Charges and Holds Records form (SH-CR-435) shall be completed for all charges that are in addition to the booking charge listed on the original booking slip.

If additional charges or holds are placed at any time following the initial booking process, the SH-CR-435 shall be completed, and shall additionally have the arrestee's thumbprints included if any charge/hold is a printable offense. Without the thumbprints, the charge will not be added to the arrestee's Consolidated Criminal History Records (CCHRS) at the California Department of Justice (DOJ).

If a prisoner is arrested on a citable misdemeanor charge and booking personnel later discover a citable or non-citable warrant(s) for which the prisoner will be sent to court, booking personnel shall have the prisoner sign the citation for the open misdemeanor charge, process the additional charge(s), and send the prisoner to court on the outstanding warrant(s), if possible. The procedure of citing on the open misdemeanor charge applies to all courts. Should the arresting officer fail to provide a citation for the prisoner and a hold has not been authorized with the signature of the Century Station watch commander, CRDF personnel shall cause the appropriate citation to be issued and signed by the prisoner.

However, if a prisoner is arrested on a citable misdemeanor charge and an out-of-county warrant, fugitive warrant, or a parolee-at-large warrant is discovered, the prisoner shall be sent to the appropriate court for arraignment on the open misdemeanor charge. Booking personnel shall contact the arresting deputy so they can complete the arrest report and shall contact the

appropriate court deputy to ensure that the misdemeanor case has been filed or will be filed that day.

If it is discovered a prisoner has a parole hold, do not fill out an additional charge until the hold can be verified and a teletype authorization or faxed copy of the hold to detain/arrest is obtained from State Parole.

The additional charge slip will then be given to the booking clerk to update the booking. If the prisoner has an "open" charge, they shall be sent to court. If the prisoner is booked for 3056 PC or 1767.3 WIC only, they shall be sent to IRC on the first available transportation.

Probable Cause Declaration (PCD) / Arrest Review

The jailer is responsible for ensuring all inmates held in custody, either at the station jail or transferred to another facility within the county, have a signed PCD prior to the 48th hour in custody.

Except as provided below, a PCD is required in all cases where a suspect is booked into a Sheriff's Department facility on a criminal charge (including juveniles under 602 WIC) and there has been no prior judicial authorization for the detention. When suspects are booked on multiple charges, a PCD is required for all charges where there has been no prior judicial review.

A PCD is not required for the following:

- **Arrests made pursuant to a warrant**
- **Felony/Misdemeanor field citation releases**
- **Juveniles released to parents**
- **Parole violations (3056 P.C.)**
- **Military deserters**

Prisoners shall not be in the Century booking area longer than 12 hours from the time of arrival per the Board of State and Community Corrections Title 24 Minimum Standards for Local Detention Facilities, except due to extenuating circumstances. The watch commander shall be notified immediately in such circumstances.

Blood Alcohol Testing

If an Intoxilyzer test is administered by the arresting officer, the test will be documented in the Intoxilyzer Logbook.

Fingerprints

All individuals over the age of 14 arrested and booked for any crime, with or without a warrant, shall be fingerprinted in accordance with MPP 5-03/050.05, "Prints Required." This shall be accomplished as soon as practical after the arrestee is booked. This includes all offenses except:

- **Field releases not booked at a detention/holding facility**

- **Weekenders**
- **Federal prisoners being booked into the jail system while in transit (only prints on the reverse side of the white copy of the booking slip are required)**

To have an inmate's arrest recorded in CCHRS and the FBI, it is necessary that the prints be legible and completely rolled; otherwise, they will be rejected, and the arrest will not appear in these records.

Whenever practical, fingerprints should be captured on a Live Scan workstation and electronically transmitted to Records and Identification Bureau (RIB) for identification. Persons arrested and booked for any offense should not be released until a positive identification message has been received from RIB. In the event a release is imperative and a positive fingerprint identification message has not been received, the jailer shall contact RIB to determine the status of the identification.

In those instances when a positive identification cannot be established, and the release is imperative, watch commander approval shall be obtained before the suspect can be released. Additionally, the watch commander shall note their name, employee number, and reason on the B&PR.

Responsibilities of Clerks Assigned to Century Booking Area

If the prisoner is being booked pursuant to a felony or misdemeanor charge and appears to be eligible for a cite-out, the arresting officer shall prepare a citation. The completed citation shall be presented to booking personnel along with the B&PR and other associated documents.

Booking personnel at other facilities, or personnel releasing arrestees pursuant to field release procedures, shall notify booking personnel. Booking personnel shall enter the arrest information into the e-Gatebook. The clerks assigned to the booking area shall process the information accordingly.

Prisoners arrested and booked for a felony or misdemeanor that are citable per the current Los Angeles County Bail Schedule shall be handled as station releases unless the arresting officer's watch commander has approved detention. The watch commander or designee shall put the reason for the hold and the name and employee numbers of the watch commander authorizing the hold on the front page of the booking packet for the hold to be valid and comply with current Department policy. Due to Century booking not being able to house prisoners beyond 12 hours, only charges currently accepted by IRC can be placed on a watch commander hold.

Maintaining the e-Gatebook

For accountability purposes, there should be only one person per shift responsible for making entries into and out of the e-Gatebook. At 0001 hours each day, a new e-Gatebook page shall be started.

All persons booked at Century Station shall be entered into the e-Gatebook by the booking custody assistant. This includes field releases and prisoners taken to other facilities such as IRC, LAGMC, Century Station, or other law enforcement agencies. Specialized, transitory, and investigative units

of the Sheriff's Department may also submit bookings for entry into e-Gatebook when appropriate. Entries shall include the last two digits of the station reporting district (RD) with the file number.

Release dispositions shall contain complete information, including but not limited to cite numbers, reason for release, date, and time of release. On any releases given a court date, the court name and time of required appearance shall be entered in the disposition section directly following the release disposition entry.

Prisoners booked at Century Station and subsequently housed at IRC or LAGMC, and scheduled for arraignment at Compton Municipal Court, Lynwood Branch (COL), are ordered out in the following manner:

- **Periodically, detectives may order a prisoner to court in the "Supplemental Court Listings," which will differ from the court indicated by the RD. This will normally be done by a Detective Bureau investigator who will file their cases in different judicial venues. In such cases, write the detective's name and unit at the end of the "Purpose of Appearance and Charges" column.**

Segregation of Type I Prisoners

Arrestees who are determined to be prone to escape or assault staff and/or other prisoners shall be segregated. Additionally, all prisoners with communicable diseases shall be segregated from other prisoners and transported to IRC. These facilities shall be notified, and permission for housing the prisoner shall be obtained prior to transportation.

All prisoners who appear mentally ill or exhibit unstable, erratic behavior shall be segregated from other prisoners. Those with criminal charges shall be immediately transported to IRC.

Use of Sobering Cell

A sobering cell shall be used for housing inmates who are a threat to their own safety or the safety of others due to their state of intoxication. Symptoms include:

- **Unable to care for oneself**
- **Unable to stand or walk without minimal assistance**
- **Unresponsive to verbal stimulation**

A sobering cell is generally defined as a cell with a padded floor and standard toilet with a padded partition on one side for support. It must allow for maximum visual supervision of inmates by staff. For specific construction specifications refer to Uniform Building Code, Title 24, Section 13-102(c)2 and 13-102(c)3.

Having an inmate medically cleared prior to booking could facilitate the decision of whether to transfer the inmate to IRC/CRDF, or whether to place the inmate in an approved station sobering cell.

Inmates with other medical complications (as noted on the Los Angeles County Unified Arrestee Medical Screening Form) are not appropriate candidates for a station sobering cell, and should be transferred to IRC/CRDF.

An inmate no longer meeting the extremely intoxicated criteria shall be removed from the sobering cell as they are able to continue in the processing procedures.

Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour to monitor their behavior, ensure they are breathing in a regular manner, and provide early medical intervention if needed. These checks shall be recorded by the jailer on the back of the Intoxication Observation Sheet. Each half-hour observation should include:

- **Observation of the inmate's breathing to determine breathing is regular and not erratic or difficult. Note that a loud, heavy snoring sound in respiration is an indication of difficulty in breathing and requires closer monitoring**
- **Observation that there has been no vomiting while sleeping and ensuring the inmate remains on their side**
- **Observation of the inmate's intoxication level, if it appears to be increasing, a supervisor shall immediately be notified**
- **An attempt to awaken an inmate to ensure they responds to verbal or physical stimulation (shaking them awake). This is the most important monitoring procedure for jailers in non-medical settings**
- **An attempt to awaken an inmate may be made by calling the inmate by name, making a loud noise, scraping keys across the bars, or asking another inmate in the cell to attempt to get a response. If unable to obtain a verbal response to stimulation, obtain backup if needed, go in, and attempt to awaken the inmate**

Any inmate who has symptoms suggestive of a coma, having difficulty responding to verbal or physical stimulation, unable to awaken and has irregular breathing or snoring, or convulsions shall be considered an emergency. The paramedics shall be summoned, and the inmate shall be transferred to the closest emergency hospital as soon as possible.

- **Keep in mind you may not know what substance(s) the inmate may have ingested and in what combinations. Though alcohol may be detected by odor, other legal medications or illegal drugs may also have been used. Alcohol combined with any other legal and/or illegal drugs can be lethal.**
- **Many serious medical problems may mimic the behaviors of alcohol intoxication. For example: diabetes, stroke, brain tumors, head injuries with or without evidence of injury, electrolyte imbalances, drug overdose, acute allergic reactions, mental disorders, exposure to toxic materials, chemical reactions, or drug side effects of using legal or illegal drugs.**
- **The most important method available to the jailer for ensuring the inmate is "sobering" in a satisfactory manner is the awakening attempt.**
- **Monitoring activities performed for inmates undergoing detoxification should be documented in the same manner as the monitoring of inmates placed in safety rooms.**
- **Only persons considered non-violent, who do not appear acutely ill, can respond verbally to stimulation, and can walk to the cell with minimal assistance should be allowed to undergo detoxification in a jail setting. When in doubt, obtain a medical assessment of the individual before accepting the responsibility for their supervision.**

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

- **The inmate's intoxication level is not decreasing, or appears to be increasing, a supervisor shall be notified immediately. Paramedics shall be requested, an evaluation by a medical provider is needed to determine whether the inmate has an urgent medical problem, and the inmate shall receive medical treatment by paramedics or be transported to the local contract hospital for care**
- **The inmate appears to be sobering up, it is the jailer's responsibility to complete another evaluation as indicated on the Intoxication Observation Sheet, and continue to monitor**

Once the inmate sobers up (from either drugs or alcohol) they shall be moved from the sobering cell and housed in a regular cell.

Note: Intoxicated females shall be housed in a sobering cell separate from other general population females. Such inmates shall be removed from the sobering cell as soon as they are able to continue in the processing procedures.

If the sobering cell has reached maximum capacity, transfer the next extremely intoxicated inmate to the closest facility (another station jail) with a sobering cell vacancy (taking gender into account).

Handling Intoxicated Prisoners exhibiting Disorderly Conduct

A person arrested for 647(f) PC shall be medically evaluated within 90 minutes of the arrestee's arrival at Century Station booking and documented on the "Intoxication Assessment Sheet" (SH-R-445).

When a 647(f) arrestee is suspected of having significant medical problems, booking personnel shall notify the booking sergeant immediately. The sergeant shall decide whether the prisoner will remain in the booking area.

Regardless of regularly scheduled mealtimes, all 647(f) PC arrestees shall be offered at least one meal while in custody. In those instances where a 647(f) PC arrestee is eligible for 849(b)(2) release prior to a regularly scheduled mealtime, they shall be given the option to remain in custody until the next scheduled mealtime or be given a bag lunch upon release.

Booking personnel shall check all 647(f) arrestees every half hour and log the checks on the bottom of the arrestee's "Intoxication Assessment Sheet" (SH-R-445) if they have been placed in a sobering cell. This sheet shall be incorporated in the booking packet of all 647 (f) arrestees, or any person booked for being under the influence of alcohol or drugs (includes 11550 H&S, 23152 CVC, 647[f] PC, etc.). A copy of this sheet shall be forwarded with all 647(f) arrestees who are transferred to another facility.

Female Prisoners

Female prisoners shall be kept separate from male prisoners at all times. Female prisoners may be placed in a booking cell next to a male prisoner. When there are female prisoners in custody at CRDF, there shall be an appropriately trained female employee (sworn or civilian) assigned, available, and accessible for supervision (per Penal Code Section 4021(a). Male personnel shall not enter a room or cell occupied by a female prisoner or prisoners, unless a female employee is also present, except under exigent circumstances.

Photographs and fingerprints may be done by any deputy sheriff or custody assistant.

Male Prisoners

Male prisoners with scheduled court hearings shall remain in the booking area pending the arrival of Court Services Transportation Bureau (CST) personnel. CST personnel shall be escorted to the booking area, where male prisoners shall be handcuffed and escorted to the CRDF Reception Center where they will board the CST buses. Any deviation from this policy shall be approved by the on-duty watch commander.

Juveniles

Please refer to the Station Jail Manual sections 6-09/000.00, "Juvenile Detention Definitions," through 6-09/030.00, "Non-secure Detention of Juveniles."

Station Prisoner Inspection Record

This form is a record of the prisoner count and is the responsibility of the booking custody assistant to ensure that every thirty minutes, all prisoners within the booking area, (i.e., interview rooms, booking cells, holding/detoxification cells), are counted. These totals shall be recorded on the inspection record.

MPP 5-03/170.00 Removal of Prisoner from County Jail by Court Order

The following procedures shall be observed in compliance with a legal removal order wherein a prisoner is taken from the jail or other place of confinement to another specified place for a specified reason.

Section 4004 of the Penal Code states that a prisoner committed to the County jail for examination or upon conviction for a public offense must be confined in the jail until they are legally discharged. During the pendency of a criminal proceeding, the Superior Court, Municipal Court, or a Justice Court, before which said proceeding is pending, may make a legal order, for good cause, for the removal in the custody of the Sheriff. After conviction, only the Superior Court may make a legal order, for good cause, for the removal.

INMATE INTERVIEW FOR LAW ENFORCEMENT

Absent a court order, inmates shall not be transported to another facility to be interviewed. Once approved, the interviews shall occur in the area(s) designated by the facility watch commander, or their designee.

IMMIGRATION AND CUSTOM ENFORCEMENT DETAINER NOTIFICATION

The Department shall not transfer inmates into the custody of the United States Immigration and Customs Enforcement (ICE) based solely on a civil immigration detainer. ICE agents shall not be allowed access to any custody facility or station jail to conduct civil immigration enforcement. The Department will honor judicial orders or judicial criminal warrants provided by ICE.

Inmates shall be given a physical copy of any ICE Detainer received for them and verbally notified of the Department's policy concerning transfers into ICE Custody. Refer to CDM section 4-06/005.05, "Immigration and Custom Enforcement Detainer Notification."

A bond or bail presented on behalf of an inmate with an ICE Detainer shall be accepted. The presence of an ICE Detainer shall not be used as a reason to refuse bond or bail, nor to delay the release of an inmate.

Inspections

Booking personnel shall be responsible for gathering all inspection documents as requested by the below mentioned agencies and the CRDF Operations Deputy for the following inspections:

- **Department of Public Health Inspection (booking area only)**
- **Pre-Command and Command Inspection (booking area only)**
- **Board of State and Community Corrections (BSCC) (booking area only)**

Booking supervisors with the assistance of booking deputies and custody assistants will be responsible for hosting the above mentioned inspections. Booking supervisors will be responsible for providing responses for any noted deficiencies documented in the Corrective Action Plan (CAP) requested by the Custody Support Services (CSS) Inspections Team. All responses are to be provided to the CRDF Operations Deputy. Booking supervisors will be responsible for ensuring all deficiencies are corrected forthwith.

NOTE: Refer to the Station Jail Manual for additional information.

Revised 12/04/2025

Revised 02/07/2019

Revised 06/18/2018

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• 5-00-04 American with Disabilities (ADA) Housing, Shower Inspection, Maintenance, and Documentation Procedures- Approved by CSS on 7/30/2026

Los Angeles County Sheriff's Department

Unit Order: 5-00-04

CUSTODY SERVICES DIVISION

Effective Date: 07/16/2026

SPECIALIZED PROGRAMS

CENTURY REGIONAL DETENTION FACILITY

Subject: American with Disabilities Act (ADA) Housing, Shower Inspection, Maintenance, and Documentation Procedures

Reference: Johnson Settlement Agreement, CDM 5-01/030.00, 5-03/045.00, and 5-03/080.00

Unit Commander Signature: On File **Date:** 08/17/2026

PURPOSE OF ORDER:

The purpose of this order is to establish standardized procedures for the inspection, documentation, supervisory review, corrective action, maintenance, and record retention of the Americans with Disabilities Act (ADA)-accessible showers located within Century Regional Detention Facility (CRDF). These procedures are intended to ensure that ADA-accessible showers remain clean, safe, functional, and accessible in accordance with the Johnson Settlement Agreement and Department policies.

SCOPE OF ORDER:

This unit order applies to all personnel assigned to, or working in any capacity at, CRDF. It applies to all housing areas containing ADA-accessible showers and to all housing locations where inmates requiring mobility-related accommodations may be assigned.

For the purposes of this unit order, ADA-accessible shower areas include designated

ADA-accessible showers and all associated accessibility equipment, including, but not limited to, grab bars, shower benches or chairs, slip-resistant surfaces, and any other accessibility-related fixtures.

NOTE: ADA-accessible showers have been identified as any shower located on the lower tier in each housing module.

ORDER:

Housing

Inmates identified by Correctional Health Services (CHS) as requiring mobility or sensory

accommodations shall be housed on the lower tier, assigned a lower bunk, and provided any additional accommodations in accordance with Custody Division Manual (CDM) Section 5-03/085.00, "Handling of Inmates with Mobility and/or Sensory Impairments," and other applicable Department policy.

ADA Shower Inspection Checklist & Process

The Johnson Settlement Agreement requires class members to have access to clean, properly functioning showers equipped with a slip-resistant surface (e.g., shower mat) and an ADA-compliant shower chair. To ensure compliance and accountability, the AM [REDACTED TEXT] Sergeants assigned to the [REDACTED TEXT] shall complete one ADA Shower Inspection Checklist for their respective [REDACTED TEXT] each day.

Whenever practical, inspections shall be conducted during the AM hours after routine sanitation has been completed and before inmate shower use begins.

The inspection may be conducted with the assistance of a supervising line deputy; however, responsibility for the completion and accuracy of the inspection remains with the AM [REDACTED TEXT] Sergeant.

The AM [REDACTED TEXT] for archiving.

Deficiencies and Corrective Action

When deficiencies are identified, corrective action shall be initiated as soon as practical.

Corrective action may include, but is not limited to:

- **Immediate cleaning;**
- **Notification to module personnel;**
- **Submission of a maintenance request;**
- **Replacement of damaged equipment;**
- **Requesting custodial services; or**
- **Any other actions necessary to restore compliance.**

If an ADA-accessible shower is determined to be unsafe or otherwise unavailable for inmate use, the shower shall be removed from service until repairs have been completed or the shower has otherwise been approved for use.

The watch commander and ADA Coordinator shall be notified of any condition that significantly affects inmate accessibility or requires an ADA-accessible shower to be removed from service.

ADA Shower Availability

The temporary closure of one ADA-accessible shower shall not prevent an inmate requiring an ADA-accessible shower from receiving reasonable access to another ADA-accessible shower.

When an ADA-accessible shower is unavailable due to maintenance, repairs, sanitation, or other operational reasons, supervisors shall make reasonable efforts to ensure affected inmates continue to receive reasonable access to an alternate ADA-accessible shower.

Whenever practical, alternate shower access shall be coordinated to minimize disruption to facility operations and may include designated ADA-accessible showers located in other housing modules or the CRDF Main Clinic.

When operationally feasible, supervisors should coordinate alternate shower access before general inmate movement begins or after routine inmate programming has concluded.

Responsibilities

Module Personnel

Custody personnel assigned to housing areas containing ADA-accessible showers shall maintain the cleanliness and general condition of assigned ADA-accessible showers in accordance with facility sanitation procedures.

Module personnel shall promptly notify the AM [REDACTED TEXT] Sergeant of any observed condition affecting the cleanliness, accessibility, safety, or functionality of an ADA-accessible shower, including:

- **Water temperature**
- **Water pressure**
- **Shower activation**
- **Grab bars**
- **Slip-resistant surfaces**
- **ADA benches or shower chairs**
- **Drainage**
- **Inmate accessibility**
- **Any other condition affecting safe operation**

Significant deficiencies shall be documented in the electronic Uniform Daily Activity Log (e-UDAL).

Maintenance requests shall be submitted through the appropriate facility maintenance process and monitored until completed.

When an ADA-accessible shower is unavailable, module personnel shall assist with implementing reasonable accommodations, including coordinating inmate access to an alternate ADA-accessible shower as directed by the watch commander.

AM [REDACTED TEXT] Sergeant

The AM [REDACTED TEXT] Sergeant is responsible for:

- **Ensuring inspections are completed accurately and in accordance with this unit order.**
- **Initiating corrective action for identified deficiencies.**
- **Ensuring deficiencies and corrective actions are documented on the ADA Shower Inspection Checklist.**
- **Notifying the watch commander of conditions affecting inmate safety, accessibility, or continued ADA shower availability.**
- **Ensuring completed ADA Shower Inspection Checklists receive the appropriate Johnson Compliance Inspection reference number before submission.**

The AM [REDACTED TEXT] Sergeant shall complete the daily ADA Shower Inspection Checklist for their assigned tower.

Watch Commander

The Watch Commander shall review completed ADA Shower Inspection Checklists for completeness, accuracy, and required follow-up and shall ensure completed inspection packets are forwarded to the [REDACTED TEXT] in accordance with this unit order.

ADA Coordinator/ Access to Care Lieutenant

The ADA Coordinator or Access to Care Lieutenant will maintain oversight of the ADA Shower Inspection Program by conducting periodic audits and spot inspections of completed ADA Shower Inspection Checklists.

Audit responsibilities include verifying:

- **Daily inspections are completed**
- **Inspections are completed by the appropriate supervisor**
- **Watch commander review has been completed**
- **Deficiencies and corrective actions are documented**
- **Required records are maintained within [REDACTED TEXT]**

Recurring deficiencies, unresolved maintenance issues, or repeated failures to complete required inspections will be reported through the chain of command with recommendations for corrective action, as appropriate.

Records and Retention

Completed ADA Shower Inspection Checklist shall be maintained electronically within the designated [REDACTED TEXT] Original inspection packets shall be forwarded daily to the [REDACTED TEXT] for retention in accordance with established Department records retention procedures.