
NCCF Unit Orders

- **Chapter 1 - Introduction**

- • **01-000/00 NCCF Unit Manual**

Los Angeles County Sheriff's Department

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| | Unit Order: #01-000/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 06-24-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: NCCF Unit Manual | |
| Reference: MPP CDM 1-09/000.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish the North County Correctional Facility (NCCF) Unit Manual.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The official manual of NCCF is hereby established and is titled, "NCCF Unit Manual." It is a consolidation of unit orders with written procedures governing the operation of NCCF.

The operations lieutenant shall have overall responsibility for the unit manual. The operations deputy acts as

the unit manual coordinator under the direction of the operations lieutenant and operations sergeant.

Statements in this manual found to be in conflict with the Manual of Policy and Procedures (MPP) or Custody Division Manual (CDM) shall be deemed invalid. Any section or statement in this manual found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining content.

PURPOSE OF THE MANUAL

- To standardize policies, rules and procedures within the unit
- To provide a ready reference of rules, policies, and procedures governing unit operations
- To comply with the California Board of Corrections Minimum Standards for Local Detention Facilities (Title 15 of the California Code of Regulations)

ACCESSIBILITY OF MANUAL

The NCCF Unit Manual has been posted on the home page of the NCCF intranet site and is accessible to all personnel.

• • **01-000/05 Manual Organization and Numbering**

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| | Unit Order: #01-000/05 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-12-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-12-2021 |
| Subject: Manual Organization and Numbering | |
| Reference: CDM 1-07/000.00, 1-07/010.00 & 1-07/020.00 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 02/11/2019 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for organizing, numbering, and cataloging all unit orders.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The NCCF Unit Manual shall be subdivided into chapters, sections and subsections.

"Chapters" shall be designated by two (2) digits followed by a dash (numbers of one [1] digit shall be preceded with a zero). "Sections" shall be designated by three (3) digits followed by a slash (numbers of one [1] or two [2] digits shall be preceded by one or two zeros). "Subsections" shall be designated by two (2) digits (numbers under "10" shall be preceded by a zero).

The following is an example of this format:

| <u>CHAPTER</u> | <u>SECTION</u> | <u>SUBSECTION</u> |
|----------------|----------------|-------------------|
| 01- | 000/ | 05 |

This number, 01-000/05, represents chapter 1, section 0, and subsection 5.

Each unit order shall be assigned to the appropriate chapter and section, based upon the subject matter of its content. Prior to adding any section, the order's subject/title shall be added to the manual index as well as the chapter index.

• • **01-000/10 Unit Policy and Procedure Modifications**

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|---|-----------------------------------|
| | Unit Order: #01-000/10 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 10-18-2016 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Unit Policy and Procedure Modifications | |
| Reference: CDM 1-09/000.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: To facilitate updates, amendments, and changes without compromising the uniformity and integrity of the North County Correctional Facility (NCCF) Unit Manual.

SCOPE OF ORDER: Applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The policy of this command is to continually seek ideas for improving the operation and management of NCCF. All personnel are encouraged to submit ideas and suggestions regarding improvements to the operation of NCCF.

Ideas for operational modifications shall be expressed via email. This email shall include the existing issue, recommendations to address the issue, and the potential benefits for incorporating the recommendation(s). It shall be directed to the originator's immediate supervisor who will review and forward it to the Operations Lieutenant.

The operations lieutenant shall review and forward potential recommendations to the unit manual coordinator who shall be responsible for placing the recommendation into the proper "pending" format and routing it through the proper channels for approval.

This approval process shall include reviewing any recommendations in light of existing laws and regulations as well as departmental and divisional directives and policies. Once completed, potential recommendations shall be submitted to the captains' secretary who will log and forward the recommendation to the operations sergeant and operations lieutenant for final review prior to submission to the NCCF unit commanders for final consideration and approval.

Both of NCCF's unit commanders are ultimately responsible for the contents of the NCCF unit manual and shall approve any modifications, deletions, or additions to the manual. Regardless of which unit commander signs their formal approval, both unit commanders shall be provided copies of revisions to unit orders and duty statements.

For recommendations that are rejected, an email shall be sent to the originator explaining the reason for the rejection.

For recommendations that are approved, the unit order shall be forwarded to the Custody Support Services (CSS) policy review team (CSS Policy Review) who will conduct a final review of the unit order.

When CSS Policy Review approves the unit order, the unit manual coordinator shall post it in the NCCF unit manual and brief the revision to all personnel through the Scheduling Management System (SMS).

Archives of all previous unit order revisions shall be retained by the unit manual coordinator in the NCCF

operations share file folders where they are available for review at any time.

• • **01-000/15 Grammatical Construction**

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| | Unit Order: #01-000/15 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-07-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-07-2021 |
| Subject: Grammatical Construction | |
| Reference: CDM 1-06/000.00, 1-09/000.00 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 01/15/2019 |

PURPOSE OF ORDER: The purpose of this unit order is to facilitate updates, amendments and changes without compromising the uniformity and integrity of the North County Correctional Facility’s (NCCF) Unit Manual.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The content of this manual shall be interpreted in accordance with the grammatical rules outlined as follows:

- The present tense shall also include the past and future
- Masculine gender pronouns are inclusive of females
- The singular also includes the plural
- “Shall” is mandatory, “may” is permissive
- References to “employees,” “members” and “personnel” include all personnel of this Department, both sworn and non-sworn (civilian)
- “MPP” shall indicate Manual of Policy and Procedures
- “CDM” shall indicate Custody Division Manual
- “CCR” shall indicate California Code of Regulations
- “NCCF” shall indicate the North County Correctional Facility
- “Signature” shall refer to both written and electronic signatures

• • **01-000/20 Distribution of Unit Manuals**

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| CUSTODY SERVICES DIVISION | Unit Order: #01-000/20 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 10-13-2016 |
| Subject: Distribution of Unit Manuals | Review Date: |
| Reference: CDM 1-09/000.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish the location of the North County Correctional Facility (NCCF) Unit Manual, Duty Statements, and miscellaneous unit related manuals (e.g. the NCCF Housekeeping Manual).

SCOPE OF ORDER: This order applies to NCCF manuals.

ORDER:

Location of Unit Manuals

The NCCF Unit Manual, duty statements, and miscellaneous unit-related manuals (e.g. the NCCF Housekeeping Manual) are accessible via the Sheriff's Data Network. NCCF maintains an intranet website with links to these and other department manuals.

• • **01-005/00 Distribution and Maintenance of Manual of Policy and Procedures and Custody Division Manual**

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| | Unit Order: #01-005/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-06-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-06-2021 |
| Subject: Distribution and Maintenance of Manual of Policy and Procedures and Custody Division Manual | |
| Reference: CDM 1-07/030.00, 1-09/000.00; MPP 1-01/070.00, 1-01/090.00-090.30 | |
| Unit Commander Signature: | ORIGINAL SIGNED Date: 01/15/2019 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the distribution and maintenance of the Manual of Policy and Procedures and Custody Division Manual within the North County Correctional Facility (NCCF)

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The operations deputy acts as NCCF's unit manual coordinator and shall be responsible for coordinating the ongoing review and update of the NCCF's unit manual, ensuring it remains consistent with the Manual of Policy and Procedures (MPP), and the Custody Division Manual (CDM).

The MPP and CDM are accessible via the Sheriff's Data Network. The unit manual coordinator shall ensure links to the MPP and CDM on the NCCF's website remain current.

NCCF's unit manual coordinator shall review revisions to the MPP and CDM to determine their impact on unit procedures and update the unit manual as needed.

• • **01-005/00 Distribution and Maintenance of MPP and CDM**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #01-005/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 03-06-2019 |
| | Review Date: 03-06-2021 |
| Subject: Distribution and Maintenance of Manual of Policy and Procedures and Custody Division Manual | |
| Reference: CDM 1-07/030.00, 1-09/000.00; MPP 1-01/070.00, 1-01/090.00-090.30 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 01/15/2019 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the distribution and maintenance of the Manual of Policy and Procedures and Custody Division Manual within the North County Correctional Facility (NCCF)

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The operations deputy acts as NCCF's unit manual coordinator and shall be responsible for coordinating the ongoing review and update of the NCCF's unit manual, ensuring it remains consistent with the Manual of Policy and Procedures (MPP), and the Custody Division Manual (CDM).

The MPP and CDM are accessible via the Sheriff's Date Network. The unit manual coordinator shall ensure

links to the MPP and CDM on the NCCF's website remain current.

NCCF's unit manual coordinator shall review revisions to the MPP and CDM to determine their impact on unit procedures and update the unit manual as needed.

Revision Date 03/07/2019

Revision Date 06/28/2015

Revision Date 05/27/2005

01/01/1998 NCCF

• • **01-010/00 Unit Library**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #01-010/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 10-13-2016 |
| | Review Date: |
| Subject: Unit Library | |
| Reference: None | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish policy and procedures for the maintenance and loaning of Department Manuals.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER: All Department manuals are maintained on the Sheriff's Data Network (SDN) and accessible via the LASD Intranet page.

The NCCF unit manual is maintained on the SDN and accessible via the NCCF website located on the LASD Intranet.

NCCF maintains a virtual unit library on the NCCF website with links to departmental and unit manuals, forms and files. All personnel are encouraged to notify Operations when an additional item is needed in the unit library or an existing item is out of date.

Revision Date XX/XX/XXXX

Revision Date 10/13/2016

01/01/1998 NCCF

• **Chapter 3 - Organization & Functions**

• • **03-005/00 Support Services**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #03-005/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 11/19/2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Support Services | |
| Reference: CCR Title 15, Sections 1061, 1063, 1070, 1072, 1200, 1209, and 1230; CDM 2-00/040.00 and 2-00/050.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this order is to establish procedures for support services available at the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The following support services are provided:

Medical Services

Medical Services shall be provided by Correctional Health Services (CHS). Trained medical staff members administer medical care, as needed, for all inmates assigned to NCCF.

Mental Health Services

Mental health services shall be provided by CHS. Their trained, mental health professionals are partnered with

deputies within Custody Division and form the Jail Mental Evaluation Teams (JMET). These teams provide mental health services throughout the Division.

Food Services

Food services shall be provided by the Food Services Unit. Trained culinary staff members prepare and serve meals for both inmates and custody personnel.

Educational Services

Educational services are provided by Five Keys Charter School and the Education Based Incarceration (EBI) Unit.

Religious and Volunteer Services

These services are coordinated by members of the Office of Religious and Volunteer Services (RVS).

Vocational Shops

Print shop, sign shop and sewing shop classes are offered to inmates. The instructors for these classes are provided by Five Keys Charter School.

Alcohol and Narcotic Dependency Issues

These services are provided by Alcoholic Anonymous (AA) and Narcotics Anonymous (NA), which are civilian volunteer organizations. Assistance to maintain sobriety from alcohol/drugs is provided to inmates requesting "sponsorship upon release." AA and NA volunteers will provide the requesting inmates with contact information for such resources.

Inmate Services

NCCF inmate services personnel shall provide the following: athletic and recreational equipment; answers regarding various aspects of the inmate's sentence and future court dates; and legal forms along with court addresses.

NCCF inmate services personnel also coordinates haircut services that are provided by inmate workers. The NCCF barbershop is located in the inmate services area of building [REDACTED TEXT].

NOTE: Items available to indigent inmates are distributed by personnel assigned to the buildings where inmates are housed.

Community Transition

The Community Transition Unit (CTU), in partnership with public and private community-based organizations and programs, enhances inmate participation in educational, vocational, and other life-skills training programs, in order to assist them with their successful reintegration into the community. Two members of the CTU have been assigned an office at NCCF to provide these services to inmates housed at NCCF.

• • 03-005/05 Religious Services

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #03-005/05 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 11-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Religious Services | |
| Reference: CCR Title 15, Section 1072; LASD Chaplain Procedures and Regulations; CDM 2-00/040.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: To provide guidelines for chaplain services at the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Los Angeles County Sheriff's personnel shall follow a policy of neutrality with respect to religious matters, neither advancing nor impeding religion in practice or belief. All religious services are offered to inmates on a voluntary basis.

Religious services are conducted by various ministries. Ministries desiring to conduct services at NCCF must first receive clearance from the Facility Commander and the Office of Religious and Volunteer Services, located at the Sherman Block Building. Chaplains minister to the spiritual needs of interested inmates through group and/or individual meetings.

General population inmates [REDACTED TEXT] gather for religious services in one of the dayrooms of their building. Meetings are coordinated and scheduled through NCCF's Inmate Services unit.

A master, schedule of religious and scheduled services is posted on Inmate Services' web page on the NCCF intranet site. Building personnel shall be notified by Inmate Services whenever special services are conducted outside of time slots on this schedule.

Building rovers shall assist staff station officers with supervising building activities such as religious services, education-based incarceration classes, and other rehabilitation meetings/services.

Rovers shall provide frequent and random security checks of the service(s) until the event has concluded and all inmates have returned to their respective dorms. Any inability to conduct these checks shall be brought to the immediate attention of the building supervisor.

• • **03-005/15 Alcoholics Anonymous (AA)**

Los Angeles County Sheriff's Department

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| | Unit Order: #03-005/15 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 11-20-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: | Alcoholics Anonymous (AA) |
| Reference: | CCR Title 15, Section 1070; CDM 2-01/160.00 |

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|----------------------------------|--------------|
| Unit Commander Signature: | Date: |
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PURPOSE OF ORDER: The purpose of this unit order is to provide information to personnel assigned to the North County Correctional Facility (NCCF) about civilian personnel rendering Alcoholic Anonymous (AA) services.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

AA meetings are conducted by volunteers who are members of Alcoholics Anonymous. No member of AA on parole or probation will be allowed to participate in or attend an AA meeting in any correctional institution without an advance clearance by the administration of the institution.

No member of AA shall be admitted to the facility unless they have been approved through Custody Division Headquarters, Inmate Services Unit, Office of Religious and Volunteer Services.

AA case histories, life stories, and/or AA principles or general information are the main topics of any AA meeting conducted within all institutions.

• • **03-005/20 Narcotics Anonymous (NA)**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #03-005/20 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 11-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Narcotics Anonymous (NA) | |
| Reference: CCR Title 15, Section 1070; CDM 2-01/160.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to provide information to personnel assigned to the North County Correctional Facility (NCCF) about civilian personnel rendering Narcotics Anonymous (NA) services.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

NA meetings are conducted by volunteers who are members of Narcotics Anonymous. No member of NA on parole or probation shall be allowed to participate in or attend an NA meeting in any correctional institution without an advance clearance by the administration of the institution.

No member of NA shall be admitted to the facility unless they have been approved through Custody Headquarters, Inmate Services Unit, Office of Religious and Volunteer Services.

NA case histories, life stories, and/or NA principles or general information are the main topics of any NA meeting conducted within all institutions.

• • **03-010/00 Education Center**

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| | Unit Order: #03-010/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 05-29-2018 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Education Center | |
| Reference: CDM 5-13/130.00; CCR Title 15, Section 1061 & 1070 | |

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to provide information regarding the educational services at North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

FIVE KEYS CHARTER SCHOOL EDUCATION PROGRAMS

Five Keys Charter School (Five Keys) provides vocational and academic programs for the inmates at NCCF.

The main office for Five Keys Charter School is located at 70 Oak Grove St, San Francisco, CA 94107. A satellite office is located at NCCF in Building 200, Room #224A.

EDUCATION CENTER

Five Keys operates the education center, which is located in Building 200. The General Educational Development course is designed to prepare students to take the General Equivalency Diploma (GED) test and obtain a high school equivalency certificate.

The education center also offers completion certificates that are awarded for the following subjects:

- Adult Basic Education
- Computer Operator
- Cook Apprentice
- Design Technician
- Offset Press Operator
- Painter
- Parenting
- Personal Relationships
- Semi-Automatic Sewing
- Substance Abuse

General population inmates enrolled in educational courses will attend the education center during regular school hours. The Education Based Incarceration (EBI) provides educational services to higher security level inmates housed in Building 900 who meet educational program guidelines and are

desirous of enrollment.

• • **03-010/05 Vocational Shops**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #03-010/05 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 11-20-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Vocational Shops | |
| Reference: CDM 5-13/130.00; CCR Title 15, Section 1060 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for vocational shop activities.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

General population inmates may receive vocational training in sewing, culinary skills, commercial painting, computer sign shop and print shop in designated vocational areas. Instructors will be provided by the Sheriff's Department and by Five Keys Charter School (Five Keys). Additionally, personnel from the Sheriff's Department will provide security for vocational activities.

Vocational training will consist of classroom instruction with on-the-job training in each vocational area. The hours of instruction will vary depending on each shop's needs and the Five Keys Instructors' hours.

• **Chapter 5 - Training**

• • **05-000/00 Unit Training Policy**

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| Unit Order: #05-000/00 | |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 08-20-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: | Unit Training Policy |
| Reference: | CCR Title 15, Section 1020; 830.1 PC; CDM 3-01/050.00; UO 05-015/00 |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to provide ongoing training of personnel in order to maintain officer proficiency in the performance of assigned job tasks.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

JAIL OPERATIONS TRAINING

All deputy and custody assistant personnel are required to complete the mandated training codified in Title 15, the MPP and the CDM. Employees transferring into this unit from outside Custody Division shall have their training records reviewed by the NCCF training unit. Personnel transferring to this facility from another Custody Division facility will be individually evaluated to determine what training they received, whether it meets the requirements, and what additional training is required to comply with minimum jail standards.

CONTINUING TRAINING

The NCCF training unit shall ensure all custodial lieutenants, sergeants, deputies and custody assistants

receive the mandated training required by POST, Title 15, department and Custody Division policy

RECURRENT BRIEFINGS

A file of recurrent briefings shall be maintained under the supervision of the training sergeant. This will include mandatory department briefings as well as regular unit briefings. The training sergeant shall ensure a schedule of briefings is maintained. These briefings shall be provided to shift supervisors in a timely manner. A record shall be maintained to show when each briefing was posted or presented and by whom.

OTHER IN-SERVICE TRAINING

In addition to the minimum training requirements established by law, by department and Custody Division policy, this unit will pursue an aggressive in-service training program to maintain skills and hone techniques. Department training videos, emergency procedure drills, and training briefings shall be used to the greatest extent possible consistent with the unit's primary mission of safety and security.

TRAINING RESPONSIBILITIES

The training sergeant shall ensure that all training policies at NCCF shall conform to Federal Statute, State Law and Departmental Policy and the entire training unit remains current with mandates.

WATCH COMMANDERS' RESPONSIBILITIES

Watch commanders shall make every effort to facilitate drills, briefings and training opportunities given by the NCCF training unit during each shift.

Watch commanders, in coordination with the unit training staff, shall ensure fire drills are scheduled at least once each quarter, and other emergency procedures are tested by appropriate drills as needed to maintain proficiency.

• • **05-005/00 Standards and Training for Corrections (STC)**

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| CUSTODY SERVICES DIVISION | | Unit Order: #05-005/00 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Standards and Training for Corrections (STC) | |
| Reference: | CCR Title 15, Section 1020 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for implementing the California State Board of Corrections training.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The NCCF training unit shall coordinate all STC training with Custody Division Headquarters Training.

STC training records of personnel will be maintained by the NCCF training unit to facilitate the appropriate training for each employee. Training records will be verified with the computer print-out from custody headquarters.

The training sergeant, assisted by the training staff, will maintain close liaison with the custody division training staff to assure timely scheduling of unit personnel for required training. Optional training opportunities will be made available to personnel within current guidelines.

• • **05-010/00 Division Training**

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| CUSTODY SERVICES DIVISION | | Unit Order: #05-010/00 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Division Training | |
| Reference: | CDM 3-02/020.00 & 3-02/050.00 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to implement the Custody Division training plans as they apply to our personnel.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

It shall be the responsibility of the training sergeant and his staff to coordinate training mandates and objectives with the Custody Headquarters Training Unit. The Custody Division training plan is maintained by the Division Training Unit, which shall be contacted prior to any deviation from the prescribed program.

The policy of the North County Correctional Facility shall be to provide in-service training. The training unit will provide in-service training and comply with division training unit directives in the formulation of projected annual training programs. These programs are based upon the training mandates. The mandates originate from state law, Board of Corrections Standards for Training in Corrections (STC), the Commission on Peace Officer Standards and Training (POST), minimum jail standards and the requirements imposed by the Los Angeles County Sheriff's Department.

Currently, the only department mandate is a tri-annual handgun qualification. Division Order #32 mandates the Emergency Response and Command Policy in the event of a major incident in a custody facility.

The division training unit will assist the training sergeant in the processing of all requests for outside or special training, including courses offered by and coordinated through the Training Bureau.

• • **05-015/00 Unit Training**

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|---|------------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-015/00 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Unit Training | |
| Reference: | CDM 3-02/050.00 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to implement facility training plans as they apply to North County Correctional Facility (NCCF) personnel.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

TRAINING RESPONSIBILITIES

The NCCF training sergeant, assisted by the NCCF training staff, shall maintain close liaison with the Custody Training and Standards Bureau (CTSB) to ensure timely scheduling of unit personnel for required training. Optional training opportunities will be made available to personnel within current guidelines.

The training sergeant will continuously monitor the unit's training status and requirements through shift supervisors and designated training officers. The unit commander shall be informed as to the level of training of the unit and the recommended priority of training needs.

It shall be the responsibility of the training sergeant and training staff to coordinate unit training mandates and objectives with CTSB.

NCCF's training staff shall provide in-service training, as required in Custody Division Manual (CDM) section 3-02/020.00, "In-Service Training," and comply with CTSB training mandates through the formulation of projected annual training programs. These training mandates originate from state law, the Standards and Training for Corrections (STC), the Commission on Peace Officer Standards and Training (POST), Minimum Standards for Adult Facilities, and additional requirements established by the Department.

CTSB assists the training sergeant in requests for outside or special training, including courses offered by the Department's Training Bureau.

The training sergeant shall ensure unit training records that reflect the training status of all assigned personnel are maintained. The training sergeant shall project mandated and optional training schedules, which reflect the goals and needs of the facility.

In addition to the guidelines established in CDM section 3-02/010.00, "Standardized Orientation and Training Program," the training sergeant shall ensure a sufficient number of qualified training officers are designated to train newly assigned personnel. Each training officer shall be appropriately supervised in the performance of his/her training course, for each assigned trainee. Training officers shall also render objective evaluations every two weeks regarding their assigned trainee. The training officer shall also ensure each trainee is informed of who they will be evaluated by, as well as the training requirements and criteria, for which they will be evaluated.

Through continuous coordination with the trainee's supervisors, the training sergeant shall ensure any condition that interferes with a trainee's training progress is addressed and remedied. Possible remedies include, but are not limited to, changing of training officers, changing shifts, or extending training.

The training sergeant shall ensure a list of training resources is available and that training video, recordings, and other Departmental training aids are available when needed.

• • **05-015/30 Supervising Line Deputy Mentoring Program**

| | |
|---|-----------------------------------|
| | Unit Order: #05-015/30 |
| CUSTODY SERVICES DIVISION | Effective Date: 08-23-2016 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Supervising Line Deputy Mentoring Program | |
| Reference: CDM 3-02/045.05 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish a mentoring program for supervising line deputies assigned to the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF), specifically the NCCF training unit and supervising line deputies.

ORDER:

The NCCF training unit has established a 90-day mentoring program for newly assigned supervising line deputies. This program begins with an orientation that presents the newly assigned supervising line deputy with an outline of the mentoring program, and assigns them a mentor (at the rank of sergeant), who will remain assigned to them throughout the duration of the program.

The training sergeant shall ensure a list of mentoring resources is available which include: videos, recordings, and other Departmental aids when needed.

The supervising line deputy training program consists of:

ORIENTATION

The training orientation will consist of:

- A meeting with the unit commander(s)
- An explanation of the supervisory role and expectations of a supervising line deputy
- Requirements of a Supervising Line Deputy
- A special weapons overview

MENTORING PROGRAM

The training program curriculum will consist of an overview of the following items:

- Minimum standards of performance
- General line procedures
- Special weapons refresher
- Use of force
- Emergency operations
- Departmental, divisional, and unit forms/paperwork processing
- Report writing, review, and approval

A mentoring book is provided to each newly assigned supervising line deputy, which includes a checklist of subject areas and tasks that must be completed. As each subject area is covered and each task completed, the supervising line deputy and their sergeant mentor shall discuss the topics. Both shall initial the items once they are satisfied the subjects were sufficiently covered and understood. Supporting documentation is to be added to this book as it is completed.

FINAL REVIEW

Once the checklist has been completed, the mentoring book will be submitted to the NCCF training sergeant who will review it. The training sergeant will also discuss the completion of the training book with the concerned supervising line deputy's sergeant mentor to ascertain if the mentor program was sufficiently completed.

The training sergeant shall meet with the B1 deputy once the completed mentoring book and mentor sergeant's recommendation is received. This final meeting will provide the training sergeant the opportunity to review the B1 deputy's mentoring program and enable the B1 deputy to ask questions or present any concerns prior to being signed off of mentoring status.

The concerned supervising line deputy's mentoring book will be retained in the NCCF training files once they have completed this mentoring program.

• • **05-020/00 Quarterly Fire Drills**

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|--|-----------------------------------|
| | Unit Order: #05-020/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Quarterly Fire Drills | |
| Reference: CDM 3-14/50.00 & 3-14/130.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for mandated quarterly fire drills.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The Emergency Preparedness Coordinator Lieutenant shall ensure the NCCF Training Unit schedules

and conducts one fire drill each quarter (4 times per year). The training shall include:

- Coordination with and use of the Los Angeles County Fire Department (2 times per year – semiannually)
- Contacting Santa Clarita Sheriff's Station to advise them of the drill
- Use of the facility fire plan (UO 08-030/00 Emergency Operations Procedures – Fire Safety Plan)
- Use of air packs (SCBA), generators, and ventilation shut off procedures (generators will be tested independently by Facilities Management Department on a monthly basis)

This quarterly training shall include the physical evacuation of prisoners and employees from the affected area. Refer to Unit Order 08-060/00 Evacuation Plan.

Additional fire drills, which only involve facility personnel, shall be scheduled so that each shift is involved in a fire drill each quarter. The training shall be organized to provide realism and effective measurement of performance. The Training Sergeant may coordinate fire drills with the Rancho Training Unit or any unit at the Pitchess Detention Center (PDC) to improve the skills of our personnel.

Fire drills shall be documented on the fire drill record sheet and logged in the Watch Commander's Log.

Any equipment deficiencies, damage or failures shall be reported on a memo (SHAD-32) to the Training Sergeant.

• • **05-020/01 Fire Equipment Inspection**

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|---|--------------------------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-020/01 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Fire Equipment Inspection | |
| Reference: | CDM 3-06/050.00; UO 02-035/00 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the inspection of air packs, gloves, fire protective ("turn-out") gear, and helmets.

NCCF Unit Orders

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All fire protective equipment is to be inspected daily on the early morning (EM) shift by either the building sergeant or supervising line deputy (B1).

This inspection shall be documented on the inspection form, which is posted in the same location where the fire protective gear and air packs are stored. Completed inspection forms shall be forwarded to the training unit where they are kept on file for two (2) years.

When the air bottle's pressure gauge indicates less than thirty-five hundred pounds (<3500 lbs.) of air in the tank, the air bottle shall be removed and replaced with a full bottle. Full and empty bottles are stored in the Multi-Purpose Room (MPR) across from the ODR (key #GM2C). Place the empty bottle in the cart marked "EMPTY." The training staff is responsible for ensuring the air bottles are refilled.

When equipment cannot be located or accounted for, a memorandum must be directed to the NCCF Training Staff to obtain replacement of the missing items.

The training staff shall be responsible for the replacement of missing items. The building sergeant shall be responsible for investigating the whereabouts of the items. If a missing item is not located, the building staff shall initiate a missing property report per established department procedures.

The early morning (EM) shift watch commander will also inspect fire protective equipment each week during the Sunday EM shift. This inspection shall be documented on the "NCCF WEEKLY WATCH COMMANDER INSPECTION" checklist that is posted on the watch crew's web page of the North County Correctional Facility (NCCF) intranet site.

• • **05-020/02 Air Pack Testing**

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|---|-------------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-020/02 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Air Pack Testing | |
| Reference: | CDM 3-14/050.00 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for maintaining air-pack proficiency through recurrent training.

SCOPE OF ORDER: This order applies to all sworn and custody assistant personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

NCCF is equipped with Self Contained Breathing Apparatus (SCBA), commonly known as "air packs". The air packs are for use during specific types of emergencies requiring rescuers and response personnel to have a safe air source. In order to ensure proficiency with this equipment all Custody Assistants, deputies, sergeants and lieutenants shall demonstrate their skill with an air pack at least once every six (6) months.

The test must be performed in less than fifty (50) seconds under the supervision of a Bonus-1 or Sergeant. Each deputy will receive an air pack test form in their mailbox. The form will be identified with the name and employee number of each employee to be tested. Additionally, each form will include a due date to return the form to the Training Unit. Every supervisor conducting an air pack test will complete the form below the bolded line, then sign on the appropriate line.

The NCCF Training Unit will maintain a permanent file and provide monthly updates of qualifications.

• • **05-020/05 Emergency Response Team (ERT) / Disaster / Safety Equipment**

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|---|-----------------------------------|
| | Unit Order: #05-020/05 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Emergency Response Team (ERT) / Disaster / Safety Equipment | |
| Reference: None | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish guidelines regarding ERT

mobilization and safety equipment issues.

SCOPE OF ORDER: This order applies to all sworn personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Pursuant to Division Order #32, Emergency Response and Command Policy, this facility shall have personnel qualified to form an ERT response. This team will receive special training, be equipped with additional safety gear and employ tactics during operations.

The threat of a major disaster (natural or man-made) mandates this order. It is designed as a guide for facility Watch Commanders. The NCCF ERT is designed as a self-supporting tactical unit. This team concept allows the ERT to perform a variety of functions and missions without major reorganization or acquisition of additional equipment. The ERT can react quicker and exercise greater flexibility.

A team of eleven (11) deputies and one (1) supervisor can provide:

1. Response to internal or external facility emergency situations
2. An armed team for backup security at another facility.
3. A team equipped with anti-riot gear, including non-lethal weapons and chemical agents.
4. Personnel trained in crowd control techniques.
5. Personnel capable of forming an armed perimeter at another facility.
6. Personnel capable of basic fire fighting, equipped with breathing apparatus (SCBA).
7. Personnel available for an area or building search team.
8. Personnel capable of general field assistance to a patrol station.
9. A team with limited anti-sniper capability.

Any of the mission responses listed above can be increased through a larger deployment. The NCCF is capable of fielding a platoon of fifty six (56) personnel, if the facility is locked down and mobilized. Two ERT squads or twenty four (24) personnel can be deployed without mobilization.

The ability of an ERT is dependent, to some degree, on their transportation. This facility has bus transportation available twenty four (24) hours per day.

The normal duration of deployment will be eight (8) hours. During Division mobilization or Departmental mobilization, personnel will be assigned to duty for twelve (12) hour shifts. The team may be deployed for longer periods of time when logistical planning has been provided for basic necessities (i.e. food, sanitation, clothing and rest). The Watch Commander shall consider the activation of the Sub-EOC if the

incident involves more than this facility's ERT in an internal NCCF incident.

Operational Deployment

When a request is taken for the NCCF ERT to respond inside or outside this facility, Central Control shall order all ERT members to respond to a designated assembly area. When a request is taken or received by Central Control following a facility lockdown, Central Control will notify the Watch Commander and the Watch Sergeant.

Regardless of the ERT response location, all reporting procedures shall be in effect, including the Use of Force, Use of Chemical Agents, Use of the Taser, Use of Deadly Force and Shots Fired.

• • **05-020/10 Firearms Qualification**

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|---|-------------------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-020/10 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: 10-13-2016 |
| Subject: | Firearms Qualification | Review Date: |
| Reference: | MPP 3-01/050.65 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for firearms qualifications for this facility.

SCOPE OF ORDER: This order applies to all sworn personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Personnel shall comply with the Manual of Policy and Procedures (3-01/050.65) "Shooting Requirements" and the following unit procedures.

The NCCF scheduling unit shall post LASD range qualification dates and hours for the mobile range assigned at NCCF on the NCCF website. When possible, personnel shall be permitted to qualify on duty. All on-duty qualifications shall occur with the prior knowledge and approval of the employee's

supervisor.

When an employee is unable to qualify on duty, the deputy may fulfill the requirement during off-duty hours. Overtime pay for fulfilling the shooting requirement can be claimed only with prior approval of the unit commander and when this requirement cannot be scheduled during on-duty hours. Additional shooting time for practice shall be on the employee's own time.

Personnel shall fill out a range Scantron and turn it into the range operator. After qualifying, personnel shall sign the blue training roster and retain the shooting card receipt from the Scantron as proof of score.

All personnel who are required to qualify shall submit a copy of their shooting card receipt to NCCF training for input into the NCCF shooting qualification tracker, which is posted on the NCCF training intranet page.

• • **05-020/15 Firearms Safety**

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|---|--|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-020/15 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Firearms Safety | |
| Reference: | MPP 3-01/025.45, 3-01/050.75, 3-03/210.05, 3-10/130.00; CDM 3-01/090.00; UO 05-020/10 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures regarding firearms safety.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All personnel will strictly adhere to all Departmental Safety Rules which apply to firearms and ammunition. The following guidelines are listed in order to prevent the accidental discharge or loss of a

firearm in this facility.

- Never point a gun, loaded or unloaded, at anyone unless you intend to shoot. Keep your finger off the trigger until you are ready to fire.
- Treat every gun as if it is loaded and never take the word of another person that a gun is not loaded. Personally inspect every firearm that you handle to verify its condition.
- Personnel shall not dry fire their weapons anywhere at NCCF unless it is done inside the mobile range and only when authorized by the range master.
- Personal on-duty and off-duty firearms shall be stored in the gun lockers located in the front lobby of the Administration Building (Building 100) or secured inside a locked vehicle prior to entering NCCF. Sworn personnel shall secure their on-duty firearm in the gun lockers located in the front lobby of Building 100 whenever they are on-duty.
- Never leave a gun unattended.
- Horseplay or unsafe handling practices with firearms will not be tolerated.
- Loading and unloading of any handgun shall only occur at the designated loading areas in a safe manner unless prior approval is obtained from a supervisor. The loading areas are located:
 - at the front entrance of the Administration Building where a bullet trap has been placed
 - adjacent to the NCCF Mobile Range where an additional bullet trap has been placed
- All personnel shall use these locations to load and unload handguns. Rifles and shotguns shall be loaded and unloaded outside of the facility buildings. The only exception shall be during a tactical situation where firearms are deployed.
- Remember: think, teach, practice, and obey firearms safety.
- Any discharge of a firearm shall be immediately reported to the Watch Commander.

• • **05-020/20 Cardio-Pulmonary Resuscitation (C.P.R.) and First Aid**

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| | Unit Order: #05-020/20 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: | Cardio-Pulmonary Resuscitation (C.P.R.) and First Aid |
| Reference: | CCR Title 15, Section 1020 |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish policy regarding Cardio-Pulmonary Resuscitation (C.P.R.) and First Aid training.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

This facility will coordinate Cardio-Pulmonary Resuscitation (CPR) and First Aid training with the Rancho Training Unit.

This Department requires the re-certification of every sworn member prior to the expiration of their CPR and First Aid CPR rating. Each employee shall be trained every three (3) years and complete the mandated refresher course before its expiration.

The CPR and First Aid courses will be conducted by Red Cross certified instructors. Selected personnel from this facility will be trained as CPR and First Aid instructors. The NCCF instructors may be utilized to train personnel from other units when the training is coordinated by the Rancho Training Unit.

• • **05-020/25 Chemical Agents**

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| | Unit Order: #05-020/25 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Chemical Agents | |
| Reference: MPP 5-06/040.00 thru 5-06/040.45; CDM 3-03/020.25 thru 3-03/020.30 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the use of chemical agents by sworn personnel.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All sworn personnel assigned to this facility shall be trained in the use of chemical agents. The training will meet or exceed the requirements for Peace Officers Standards and Training (POST). The current standards mandate eight (8) hours of training to new sworn personnel in the Academy. The course of instruction covers deployment, use, first aid, and laws pertaining to chemical agents.

The Training Unit shall maintain a record of mandated chemical agent training.

The Training Unit will review the policies and procedures pertaining to chemical agents' use. The Manual of Policy and Procedures section 5-06/040.00 and the Custody Division Manual section 3-03/020.25 thru 020.30 shall be the source of policy review.

• • **05-020/26 Avon FM-12 Respirator Masks**

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|---|-----------------------------------|
| | Unit Order: #05-020/26 |
| CUSTODY SERVICES DIVISION | Effective Date: 11-07-2003 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Avon FM-12 Respirator Masks | |
| Reference: Field Operations Support Services Directive 03-07 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the issuance, care and mandated annual testing of Avon FM-12 Respirator Masks and filter canisters.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Issuance of Avon FM-12 Respirator Masks and Filter Canisters:

The Training Unit shall coordinate the issuance of the AVON FM-12 Respirator Masks to all sworn

personnel. This shall include:

1. All sworn personnel shall fill out an "Employee Medical Evaluation Clearance Form for Respirator Use" as well as the "OSHA Respirator Medical Evaluation Questionnaire." Both forms must then be turned into Occupational Health Programs for approval.
2. All sworn personnel shall fill out and complete a "Fit Test Form" and be fit tested for an appropriately sized respirator mask.
3. Once all the requirements for being issued a respirator mask and filter canister have been met, then each sworn personnel will be issued an appropriately sized respirator mask, one "NBC" (Nuclear, Biological or Chemical) filter canister, and one carrying bag. They will also be issued one "CN, CS, CR & OC" filter canister which is to be used solely for Custody Division responses. Once personnel are re-assigned and leave NCCF, they shall return the issued "CN, CS, CR & OC" filter canister.
4. The "CN, CS, CR & OC" filter canisters only have a shelf life of about 6 months to one year once the tab is pulled and the filter is used for the first time. When personnel are in need of a new filter canister, they shall bring the used canister to the NCCF Training Unit Sergeant for replacement. He is the only person at NCCF authorized to re-issue a new filter canister for either the "NBC" or the "CN, CS, CR & OC" filters.

Care and Maintenance of Avon FM-12 Respirator Masks and Filter Canisters

All sworn personnel shall be responsible for maintaining and cleaning their issued Avon FM-12 respirator mask. This shall include:

1. Respirator masks and filter canisters shall be stored in personnel's issued carrying bag at all times when not being used.
2. "NBC" filter canister is issued in a sealed foiled wrapper. This sealed wrapper shall not be opened except when personnel are responding or deployed to a possible nuclear, biological, or chemical situation.
3. "CN, CS, CR & OC" filter canister's tab shall not be removed unless the canister is being used. Once the filter canister has been unsealed and used, replace the tab immediately and put into the "zip-lock" baggie you were issued and store with your respirator mask in issued carrying bag.
4. When respirator mask or canisters need to be cleaned, they shall only be cleaned with warm water and a mild soap.

Avon FM-12 Respirator Mask and Filter Canister Annual Training

All sworn personnel and custody assistants shall be fit- tested and trained annually in the testing and the use and care of the Avon FM-12 Respirator Mask. The Training Unit shall schedule and conduct this

annual training during the last quarter of each year. The Training Unit shall also keep records of this annual training.

• • **05-020/27 Deployment and Use of "Triple Chaser" CS Gas Canisters**

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| CUSTODY SERVICES DIVISION | | Unit Order: #05-020/27 |
| GENERAL POPULATION | | Effective Date: 08-05-2004 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| Subject: | Deployment and Use of "Triple Chaser" CS Gas Canisters | Review Date: |
| Reference: | None | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the deployment and use of "Triple Chaser" CS gas canisters.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Deployment of "Triple Chaser" CS Gas Canisters:

Every Deputy working on the yard crew shall be issued and carry one "Triple Chaser" can of CS gas while conducting inmate yard. The deputy working in the tower will be issued one bag containing three (3) extra cans of "Triple Chaser" CS gas. In addition, every deputy working in the yard shall carry their issued gas mask at all times, while yard is being conducted.

Use of "Triple Chaser" CS Gas Canisters:

The "Triple Chaser" CS gas canisters are deployed to be readily available for the yard deputies to use in case of a major disturbance in the yard. The use of the CS gas is at the Watch Commander's discretion and is to only be used with his approval.

***NOTE** - If the "Triple Chaser" CS gas is deployed, every yard deputy should deploy their can of CS gas and move to a position of advantage in the yard while they wait for responding personnel to assist them. In addition, if the CS gas is deployed, then Central Control should close the air handlers to the adjacent buildings.

• • **05-020/30 Outside Training**

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| | Unit Order: #05-020/30 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Outside Training | |
| Reference: MPP 3-02/080.20; CDM 3-02/050.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to implement the Custody Division Training Plan regarding outside training.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

It shall be the policy of the training staff to make available to all personnel, information regarding outside law enforcement educational courses. These courses may be used to satisfy the Board of Corrections Standards for Training in Corrections (STC) requirement for 24 hours of custody-related training for all corrections personnel each year.

The Training Sergeant will coordinate requests for special outside training with the Custody Division Training Unit. Certain specified courses may qualify for reimbursement from Custody Division Training.

All personnel assigned to the North County Correctional Facility are encouraged to participate in ongoing educational programs. The courses provide an opportunity to enhance job knowledge and skills. Reasonable effort will be used to accommodate requests by personnel to attend law enforcement related classes and seminars.

• • **05-025/00 Record Retention Policy**

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|---|--------------------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-025/00 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Record Retention Policy | |
| Reference: | CDM 4-13/000.00 | |
| Unit Commander Signature: | Date: | |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for filing and retaining deputy orientation and training records.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The NCCF Training Unit shall be responsible for the maintenance of all training records. All deputy, civilian and supervisor orientation records shall be retained for a period of at least five years from the date an employee completes training. These records, which document the progress of the employee, will be filed in a separate file, not the unit personnel records.

Deputy orientation and training records are the documents comprised of the training tests, check off sheets, progress reports and evaluations.

The training records for each individual will be destroyed after two years have elapsed. Only the training summary will be retained. The training summary will reflect the successful completion of the orientation and training program. The summary will become a permanent record when it is placed in the personnel jacket of the employee.

When a trainee or civilian employee transfers to another unit prior to the successful completion of training, the records will be assembled and labeled "Training Package". The Training Package will be forwarded to the next Unit Commander for review and disposition. If an employee leaves county service prior to completion of the training program, all unit training records shall be returned to Personnel Services for inclusion in the permanent personnel record folder.

• • **05-030/00 Recurrent Briefings**

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|---|----------------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-030/00 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Recurrent Briefings | |
| Reference: | None | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the maintenance and use of a Recurrent Briefing file.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

This facility shall, through the use of recurrent briefings, provide information to employees which is mandated by current Department policy and unit needs. Certain materials, such as sections from the Manual of Policy and Procedures, Custody Division Manual and Unit Orders are mandated by the Division to be briefed at specific intervals. These briefings have been indexed and shall be briefed as scheduled.

One copy of each recurrent briefing form will be placed in a master recurrent binder located in the Training Office. Every month a recurrent briefing book/binder will be placed in each Building, the Watch Sergeant's Office and the Vocational Shops. After reading the briefing contents, employees will sign their name, in the signature block area in the binder located in their assigned building.

Supervisors shall provide additional information or answer questions, as needed, to clarify topics and prevent misinterpretation.

• • **05-030/05 Watch Briefing**

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|---|-----------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #05-030/05 |
| GENERAL POPULATION | | Effective Date: 03-14-2001 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Watch Briefing | |
| Reference: | None | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the authoring, tracking and approval of Watch Briefings.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

A Watch Briefing is a document designed to facilitate the dissemination of information, such as periodic instruction on policies and procedures. Any department member may initiate a watch briefing; however, prior to distribution, the document shall be approved by either the Unit Commander or a Watch Commander. Further, the document shall be written as coming from the Unit Commander.

Watch briefings shall be written on the designated watch briefing template and submitted electronically to the Facility Commander, or his designee, for approval prior to distribution. In the event of the facility commander's, or his designee's absence, the watch commander may approve prior to distribution. The approving manager shall be listed as such on the watch briefing. Additionally, each watch briefing shall be given a uniformed tracking number for future retrieval. The captain's secretary shall be responsible for the issuance of a tracking number.

The Watch Briefing template, as well as previously published Watch Briefings, can be found within the Outlook program. The path to follow is:

- Public Folders
 - Custody and Correctional Division Info
 - North County Correctional Facility
 - Briefings

This policy is not intended to curtail the flow of information between unit personnel. The free exchange of

knowledge is vital to our safety, morale and professional development.

- • **05-035/10 Orientation for Personnel**

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| CUSTODY SERVICES DIVISION | | Unit Order: #05-035/10 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: |
| | | Review Date: |
| Subject: | Orientation for Personnel | |
| Reference: | CCR Title 15, Section 1069 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for orientation.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All newly assigned sworn and professional staff shall receive an orientation to familiarize themselves with the facility and its operational procedures. During orientation, they will receive an orientation packet that shall be completed and returned to NCCF Training.

The training sergeant and staff shall be responsible for the preparation of appropriate orientation packets and the timely orientation of newly assigned personnel.

- **Chapter 7 - Line Procedures**

- • **07-000/00 Administrative Segregation**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-000/00 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 05-06-2024 |
| Subject: Administrative Segregation | |
| Reference: CCR Title 15, Section 1053; CDM 5-02/040.00, 5-08/010.00; UO 07-000/05 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures regarding administrative segregation (Ad-Seg).

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Ad-Seg is used to provide maximum security housing for inmates who are incompatible with general population inmates and/or are considered to be escape risks, danger to staff, other inmates, or themselves.

Unless specifically stated otherwise, inmates housed in the Ad-Seg Unit are entitled to the same services and programs as inmates housed in the general population (with exception to those services that would obviously violate the intent of this order). The use of this type of security housing shall not be used as discipline or used to circumvent the disciplinary review process.

BUILDING [REDACTED TEXT]

The Ad-Seg Unit is located in the [REDACTED TEXT] building. Building [REDACTED TEXT] contains four (4) separate housing pods and is capable of housing the following inmate classifications:

A. HIGH POWER

- Prison gangs
- Highly dangerous inmates
- Condemned/lifer inmates
- Street gangs
- Biker gangs
- Murder suspects

B. PROTECTIVE CUSTODY

- Noteworthy inmates
- Protective custody inmates [REDACTED TEXT]
- High security risk inmates [REDACTED TEXT]
- "In-house" protective custody (Ad-Seg), such as inmates charged with sex crimes with minors, rape, spousal abuse (273.5 PC), certain specified gang members, and inmates who cross ethnic lines and align themselves with opposite-race gang members.

C. DISCIPLINE AND PRE-DISCIPLINE INMATES

Inmates assigned to the [REDACTED TEXT] building must fit the above outlined criteria. Some classifications are allowed for only temporary housing (i.e., emergency removal from general population) until review can be made by the [REDACTED TEXT]-classification officer. If an inmate is transferred from general population or from another facility to Ad-Seg, the report authorizing the movement shall accompany the inmate.

Following the established compatibility format, CISU Jail Liaison and PMB Classification shall be notified daily regarding bed space availability for high power and protective custody inmates.

NEW ARRIVALS

New arrivals to the [REDACTED TEXT] building shall be handcuffed before they are allowed to pass through the inner gate of the unit. The escorting rovers and the [REDACTED TEXT] building rovers shall conduct a search of the inmate in the [REDACTED TEXT] dayroom, which shall be supervised by the supervising line deputy (SLD) or the sergeant. All property shall be searched, and any found contraband shall be confiscated.

All searches shall be conducted in accordance with Custody Division Manual (CDM) section 5-08/010.00, "Searches."

HOUSING

All inmates housed in the [REDACTED TEXT] building shall be segregated and housed according to compatibility as established by PMB Classification. If the inmate has been transported via CST, prior arrangements should have already been established and the assigned staff station advised. If the housing location has not been previously assigned and the [REDACTED TEXT] classification officer is unavailable, the SLD shall assign a temporary housing location.

Upon arrival of the newly assigned inmate, the staff station officer shall initiate a new file for the inmate, which shall contain copies of the inmate's special handling card. Any special handling criteria that may differ from the normal operating procedures shall be logged into the e-UDAL and be noted on a memo and placed in the module's pass-on book.

Those cells housing administrative segregation or discipline inmates shall be searched and thoroughly cleaned whenever the inmate is reassigned to another housing location.

PROTECTIVE CUSTODY

If the need arises to segregate an inmate from the general population, they shall be placed in the specified area of the [REDACTED TEXT] building and identified as "Administrative Segregation" or "Ad Seg." The [REDACTED TEXT] classification officer shall review each case daily to determine the final housing status. Watch commander approval is required for this placement (*refer to UO 07.000/05 for Ad-Seg procedures*).

INMATE REVIEW

All new "High Power" inmates shall be interviewed by Jail Liaison personnel. The information received during the interview process along with facts already acquired through intelligence shall determine final housing status. All "High Power" files shall be monitored by the facility's OSJ unit. These records, along with all "Protective Custody and Discipline" files, shall be maintained at each individual staff station.

BUILDING [REDACTED TEXT] - INMATE MOVEMENT

All "High Power" inmates housed in building 900 shall be escorted by at least one (1) deputy. The only movement outside the housing pods shall be for visitation, yard time, medical examinations, or court.

Court

Court line movement is accomplished utilizing the [REDACTED TEXT] building. The [REDACTED TEXT] building SLD shall arrange for transportation of "High Power" inmates to the IPA "Single Cell" housing area. All "High Power" movement shall be performed individually and shall be accompanied by two (2) deputies and a supervisor.

INMATE SERVICES

All inmate services, medical services, and meals shall be individually delivered to each inmate. Procedures for each service have been established. Due to the nature of the high security environment, group gathering services (i.e., church, library, etc.) shall not be provided.

INMATE PROPERTY

Inmate property allowed in building [REDACTED TEXT] is dictated by the "Approved Property List" for Ad-Seg. This list shall be clearly displayed at all staff stations except the pre-discipline or discipline modules. Pre-discipline inmates may retain all property that meets the requirements for general population.

When inmates are transferred out of the facility (e.g., court, release, medical, etc.) all property shall go with them. This procedure shall be followed even though the inmate is expected to return to NCCF.

PROHIBITED READING MATERIALS

Refer to CDM section 5-06/030.00 "Inmate Reading Material".

SAFETY CHECKS

Safety checks shall be completed at established intervals and in accordance with CDM section 4-11/030.00, "Inmate Safety Checks" by building [REDACTED TEXT] Title 15 deputies. If an inmate is missing from their cell, the personnel conducting the check shall verify the missing inmate's location from the staff station officer before logging that particular check.

• • 07-000/01 Restraints

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| CUSTODY SERVICES DIVISION | Unit Order: 07-000/01 |
| GENERAL POPULATION | Effective Date: 02-05-2002 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 03-18-2019 |
| | Review Date: 03-18-2021 |
| Subject: Restraints | |
| Reference: CCR Title 15 section 1058; CDM 5-01/030.00, 5-01/040.00, 5-05/130.00, 7-02/010.00, 7-03/040.00, 7-06/000.00; UO 07-044/10 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 05/21/2018 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures regarding the use of restraint systems.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

SAFETY CHAIR

Refer to Custody Division Manual (CDM) 7-03/040.00 for safety chair procedures.

A roster of NCCF personnel trained in the use of the safety chair shall be posted on the watch crew's web page of the NCCF intranet site. This roster shall be updated by the NCCF training staff.

Video files created when documenting the use of the safety chair shall be uploaded to the Digital Media Locker in the "Safety Chair" file folder. The file(s) shall be saved inside a folder created using this naming format (without the hyphens):

YYYY.MM – LAST NAME OF INMATE – BOOKING NUMBER

(e.g., 2016.03 HERNANDEZ 1234567)

CDM 7-03/040.00 requires for a reference number to be drawn and for the "Safety Chair: Inmate Security Check Log" to be used to document the use of the safety chair. This log is linked on the Inmate Processing Area (IPA's) web page of the NCCF intranet site. Once completed, the log shall be forwarded to the operations office where it shall be entered into the appropriate database and then archived in the same file folder as the video file(s).

The un-resisted placement of an inmate into the Safety Chair for secured movement through the facility may not necessarily constitute a use of reportable force. However, if in the course of applying restraints, the inmate struggles or resists in any way, it does constitute a use of force and shall be reported in accordance with CDM, section 7-06/000.00, "Use of Force Reporting Procedures."

MONITORING INMATES SECURED IN THE SAFETY CHAIR

The following criteria shall apply in each incident when an inmate is secured in the Safety Chair:

- The inmate shall remain in **continual, direct visual contact** at all times by the designated custody personnel
- At least twice every thirty (30) minutes, approximately fifteen (15) minutes apart, custody personnel shall check the inmate and document any comments regarding the health and physical condition of the inmate. All components shall be physically checked to ensure they are properly secured and present no obvious physical signs of circulatory restrictions to the inmate's extremities
- The maximum time an inmate shall be secured in the Safety Chair is **two (2) hours**, unless exigent circumstances require the need to keep the inmate secured in the Safety Chair. Approval shall be obtained from a supervisor at the permanent rank of lieutenant or above, or on-duty watch commander, in consultation with medical staff, for any extension past the two (2) hours and every two (2) hour period thereafter. The reason for the extension shall be noted in the Inmate Safety Chair Security Check Log ([SH-R-637](#))
- The medical opinion as to whether the inmate shall remain in the Safety Chair shall take precedence over the custody evaluation
- All observations and actions taken shall be documented on the Inmate Safety Chair Security Check Log ([SH-R-637](#))
- If observations indicate that the inmate is and has been calm for a minimum of thirty (30) minutes, a supervisor at the permanent rank of sergeant or above shall be summoned to observe the inmate and make the determination if the inmate should be removed from the Safety Chair
- Medical assistance shall be summoned immediately whenever an inmate appears to be experiencing medical distress or complains of difficulty breathing.

If an inmate is held in the Safety Chair for a two (2) hour period, then it is required that the inmate be removed from the Safety Chair for a minimum of thirty (30) minutes prior to any subsequent application (unless exigent circumstances apply as noted above). Inmates secured in the Safety Chair shall not be denied food, water or beverages, prescribed medications, or access to a bathroom unless there is substantial cause to do so and the watch commander has been notified and has obtained the concurrence of available medical staff.

WAIST-CHAIN PROCEDURES

Refer to CDM section 7-03/010.00 for waist-chain procedures. Refer to NCCF unit order (UO) 07-044/10 for cleaning, maintenance, and accountability of waist chains.

HANDCUFF COVER SYSTEM

NCCF Unit Orders

For inmates who are being transported to court, the use of the handcuff cover restraint system is restricted to those who have an "A" classification (Refer to CDM section 5-01/030.00, "Inmate Classification and Identification"). The handcuff cover restraint system can also be used on other inmates during inter-facility transfers and facility-to-facility movement without the "A" classification.

To help track the handcuff covers, personnel assigned to the area in which handcuff cover restraint systems have been issued shall log the amount of handcuff cover systems present in the "Unit Specific Information" section of the electronic Uniform Daily Activity Log (e-UDAL) at the beginning of their shift. This entry shall include the item number of any handcuff cover systems which may be missing and unaccounted for. Any discrepancies shall be reported to the 900 supervising line deputy. If a handcuff cover system from another unit is found, the 900 supervising line deputy shall coordinate the return of the handcuff cover system as soon as possible.

Officers who have inmates from their area of responsibility being transferred/transported with a handcuff cover system, shall log the time, inmate's name, booking number, destination, and handcuff cover number in the "Unit Specific Information" section of the e-UDAL. The return of the handcuff cover systems shall also be logged in the e-UDAL by noting the time and handcuff cover system number.

OTHER RESTRAINTS

For any restraint device not mentioned in this UO, refer to those Manual of Policy and Procedures (MPP), CDM, and UO sections pertaining to those restraint devices.

• • 07-000/05 Inmate Transfers to Building 900

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #07-000/05 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 08-14-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Transfers to Building 900 | |
| Reference: CDM 5-02/040, 5-09/010.00-040.00; NCCF UO 07-000/00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this order is to establish policies and procedures regarding the transfer of pre-disciplinary inmates and administrative segregation inmates to building 900.

SCOPE OF ORDER: This order applies to all personnel assigned to and working at the North County Correctional Facility (NCCF).

ORDER:

When transferring a pre-disciplinary or administrative segregation inmate to building 900, the following procedures shall be followed:

Prior to transferring the inmate to the 900 building (900), the building sergeant or supervising line deputy (SLD) where the inmate is being transferred from shall be notified, and his/her approval shall be obtained prior to initiating the transfer to 900.

The handling deputy and building rovers, where the inmate is housed, will complete the following:

1. Thoroughly search the inmate for weapons and for any other contraband he may have on his person.
2. Retrieve and search the inmate's property and include any additional violations found as a result of the search in the Inmate Reports Tracking System (IRTS) report. (Ensure the inmate's property is transferred with him).
3. Initiate an IRTS report in order to obtain a reference number and to generate the Notice of Disciplinary Violation form (SH-J-380).
4. Print out two copies of the notice of violation and waiver form. Prior to transferring the inmate have him sign one set and provide him with the other set for his records. If the inmate is unwilling to sign the forms, write "refused" along with your name in the inmate signature block for each form. A line supervisor or sergeant shall witness the inmate refusing to sign the Notice of Disciplinary Violation form.

5. Complete the block card and ensure that any “keep-always” are listed on the card (if applicable).
6. Upon completion of the above, building personnel shall contact 900 Max-Control (ext. 5915) to advise them of the type of pending transfer (i.e., pre-discipline or administrative segregation) in order to obtain the appropriate housing location for the inmate in the 900 building.
7. Once the new housing location has been obtained from Max-Control and 900 personnel are available to process the transfer, generate a movement pass, via the MC04 screen of the Automated Justice Information System (AJIS), to the new housing location. Ensure that the originating building, IPA and 900 building each get a copy of the movement pass.
8. The inmate shall be handcuffed and escorted to the 900 building by a deputy who was not involved in the incident.
9. Once the inmate has entered the 900 building and all the transfer paperwork has been verified, 900 building personnel shall take custody of the inmate and conduct the dress out for his housing in the 900 building.

Administrative Segregation Transfers

In addition to the above, the following procedures shall be followed when it has been determined that an inmate warrants housing in administrative segregation pending his transfer to the Inmate Reception Center (IRC) for reclassification:

1. After your building supervisor has been notified and has approved the transfer, notify the on-duty watch commander to obtain approval of the transfer. Ensure the watch commander notification and approval is noted in your “Information Only” IRTS report.
2. Write an “Information Only” IRTS report with information supporting the reason(s) why the inmate cannot be housed in general population and needs to be transferred to administrative segregation.
3. Notify NCCF/OSJ and the 900 classification custody assistant (CA), via email, with the following information:

- a. Reference number
- b. Inmate's name and booking number
- c. Date of transfer
- d. Reason for administrative segregation

Ensure this notification is noted in the "Information Only" IRTS report.

4. Print two copies of the face page and narrative of the "Information Only" IRTS report, put them into separate large envelopes and label the outside of the envelopes with the notation, "ad-seg" along with the inmate's name and booking number.
5. Deliver one of the envelopes to the IPA so it can be forwarded to IRC when the inmate is transferred to IRC for reclassification.
6. Escort the inmate to 900 and deliver the other envelope to 900 building personnel so the inmate can be housed appropriately pending his transfer to IRC for reclassification.

Notes

- a. Barring exigent circumstances, i.e., major dorm disturbances or a "415 deputy involved," all inmates escorted to the 900 building shall have their property accompany them to the 900 building. Inmates who claim to have property back at their dorm may be returned to their dorm with the escorting deputy at the discretion of the 900 building sergeant or SLD.
- b. If an injury report was written, the inmate shall be escorted to the infirmary to be seen by a nurse prior to being escorted to the 900 building.
- c. All inmates transferred into building 900 must arrive no later than a half an hour prior to count.
- d. If any of the above paperwork is not completed, the transfer to 900 shall not be accepted.

Any deviation from the above procedures shall require prior approval from the watch commander.

• • **07-000/15 Highly Dangerous Inmates (K-10s)**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-000/15 |
| GENERAL POPULATION | Effective Date: 07-14-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 09-21-2024 |
| Subject: Highly Dangerous Inmates (K-10's) | |
| Reference: MPP 5-03/175.15; CDM 5-01/040.00 & 5-02/030.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the housing and movement of highly dangerous inmates (K-10 and their sub-classes K-17 through K-20) at the North County Correctional Facility (NCCF).

NOTE: This unit order is to be used in conjunction with all current use of force policies as well as all other applicable policies, procedures, and guidelines. This order is intended to provide minimum requirements for K-10 inmate movement within NCCF.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Highly dangerous inmates classified as K-10 (and their sub-classes K-17 through K-20) are identified by a county issued orange jump suit and red wristbands, and shall be housed per the NCCF housing matrix as updated by the Population Management Bureau (PMB) - Central Housing Unit (CHU) North. Each inmate is housed in a single-person cell unless they have been determined to be compatible for "double-bunking" (housing in a two-person cell) by the Custody Investigative Services Unit (CISU) Jail Liaison and by PMB and/or Correctional Health Services (CHS) mental health personnel, as appropriate.

Only one K-10 inmate shall be allowed out of their cell at any one time and shall not come into contact with any inmate at any time.

For K-10 double-bunked inmates, only the two inmates housed together shall be in the housing location recreation area during their recreation period. Inmates shall return to their cell during Title 15 checks and during pill call and meals.

MOVEMENT

The 900 Building Sergeant (900 Sergeant) or 900 Building Supervising Line Deputy (900 Senior) shall be notified of any K-10 movement prior to the inmate being removed from Dorm 926.

The 900 Sergeant or 900 Senior shall accompany the entire K-10 movement whenever that movement involves leaving Building 900.

The 900 Sergeant and 900 Senior may use their discretion as to whether or not they will accompany the K-10 movement when it remains entirely within Building 900, provided either the 900 Sergeant or 900 Senior is physically present in Building 900.

A minimum of two deputies shall escort K-10 inmates during all movement within NCCF that occurs outside the secured confines of their housing dorm. Escorting personnel shall physically control the inmate utilizing a firm grip during escort. At least one of these escorting deputies shall carry an electronic immobilization device

(TASER).

Building 900 shall go into a lockdown prior to a K-10 movement. Before a K-10 inmate exits their cell, any unsecured K-10 inmate in that dorm's dayroom shall be secured inside their cell, Building 900 inmate workers shall be secured in the 920 dayroom, and any other inmate shall be secured.

Movement of K-10 inmates within Building 900

K-10 inmates shall exit their cell and walk to the tray slot next to the dorm slider door where they shall be handcuffed through the tray slot prior to the slider door being opened.

YARD: All K-10 inmates will receive their dayroom time and yard time one cell at time. When a K-10 inmate enters the yard, their handcuffs shall be removed through the 925 yard tray slot after the door has been secured.

900 VISITING: When a K-10 inmate goes to 900 visiting, he will be placed in a visiting booth equipped with a tray slot where the handcuffs shall be removed after the door is secured.

900 MEDICAL CLINIC: When a K-10 inmate goes to the 900 Building Medical Clinic, they will remain handcuffed for their treatment. Removal of handcuffs for medical treatment shall be at the discretion of the 900 Sergeant.

900 Hair Cuts: When a K-10 inmate receives a haircut, they shall be waist-chained for the entire movement and haircut.

Movement of K-10 inmates outside Building 900

The staff station deputy will coordinate with 900 Max Control to ensure the Main Corridor and the receiving location for the K-10 inmate is locked down and prepared to receive the inmate. The K-10 inmate will exit

their cell and walk to the tray slot next to the dorm slider door where they will be handcuffed through the dorm tray slot.

Prior to the opening of the dorm slider door, a minimum of two deputies shall be present to escort the inmate, and at least one of these escorting deputies shall carry an electronic immobilization device (TASER). The 900 Sergeant or the 900 Senior shall also be present when the dorm slider door is opened and the K-10 inmate exits the dorm.

Immediately after the K-10 inmate has exited the dorm, a thorough pat-down search shall be conducted and the K-10 inmate shall be waist-chained. Once this has been completed and the K-10 inmate is ready for the movement, the 900 Sergeant or the 900 Senior shall advise Central Control of K-10 movement out of the 900 Building. Central Control will then lockdown the affected portion of NCCF until notified via telephone or radio that the movement is complete.

The K-10 movement shall proceed when the affected portion of NCCF is locked down. At least two escorting deputies and the 900 Sergeant or 900 Senior shall be present during the movement until the K-10 inmate arrives at the intended destination. At least one deputy armed with an electronic immobilization device (TASER) shall remain with the K-10 inmate and shall maintain a continuous visual observation of the K-10 inmate.

If the K-10 inmate is going to the inmate processing area (IPA) for court line, then the K-10 inmate will be escorted and placed inside a secure one person cell (in the 2-Row of the IPA), until Court Services Transportation (CST) personnel secure the inmate.

The above notifications and procedures will apply for any movement of a K-10 inmate returning to the 900 Building.

Once the K-10 inmate returns to the 900 Building, inmate will enter the dress-out room and a strip search will be conducted. A minimum of **three deputies** (one whom shall carry an electronic immobilization device [TASER]) and the **900 Building Senior Deputy** and/or the **900 Building Sergeant** will be present. Once the search is completed, the K-10 inmate will be handcuffed and returned to their housing dorm where the handcuffs will be removed through the tray slot next to the dorm slider.

All K-10 inmate movement outside of the 900 Building shall have the inmates' names and destination listed on the lower portion of the "Sergeant Video Movement Board" located in 900 Max Control and the 900 Sergeant's Office. Upon their return to the 900 Building, inmate name shall be erased from the boards.

Department personnel are reminded that, regardless of an inmate's classification or higher security level, the procedures for handling insubordinate, recalcitrant, hostile, or aggressive inmates shall always be considered during inmate movement. In addition, the Department's Force Prevention Principles pertain to such movement and Department members shall endeavor to de-escalate confrontations through tactical communication, warnings, and other reasonable efforts to preventing the need to use force whenever reasonably possible.

Revision Date 09/21/2022

Revision Date 09/24/2015

07/14/1998 NCCF

• • **07-000/16 Inmate Showers in Building 900**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-000/16 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 04-19-2024 |
| Subject: Inmate Showers in Building [REDACTED TEXT] | |
| Reference: CCR Title 15, Section 1266; CDM 5-13/040.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures to ensure inmates housed in building [REDACTED TEXT] are given access to showers in accordance with Title 15 requirements.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Discipline Cells in Building [REDACTED TEXT]

For those inmates in discipline housing, shower days are Monday (AM shift), Wednesday (AM shift), Friday (PM shift), and Saturday (PM shift). Inmates who are at court and miss the scheduled showers shall be given an opportunity to shower upon their return from court.

Personnel assigned to any of the discipline dorms located within the [REDACTED TEXT] building shall print out a dorm roster to use as a shower log.

The names of those inmates who take a shower shall be highlighted on the shower log and the start and end times when the showers were given shall be documented on the first page. The duration of each individual shower in the [REDACTED TEXT] area is regulated by a preset timer system located inside max control. All other discipline dorm shower durations shall be regulated by personnel assigned to their respective staff station.

[REDACTED TEXT] building personnel shall place the shower logs in the "admin box" located in the watch sergeant's office each day showers are provided. These shower logs shall be collected by operations personnel and shall be digitally scanned and archived. A link has been placed on building [REDACTED TEXT] web page located on the NCCF intranet site where these shower log archives can be accessed.

Shower activity for discipline inmates shall also be documented in the electronic Uniform Daily Activity Log (e-UDAL).

Non-Discipline Cells at Staff Stations [REDACTED TEXT], and [REDACTED TEXT]

All other staff stations in building [REDACTED TEXT] have a daily log of dayroom time attached to the staff station log. Inmates housed in dorms at those staff stations shall have access to the showers during dayroom time.

Shower activity in these areas shall be documented in the e-UDAL.

Inmates who refuse their shower time three times in a row, or whose personal hygiene has grossly deteriorated, shall be referred to the Jail Mental Evaluation Team (JMET) for an evaluation.

• • **07-000/20 Special Housing Unit**

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| | Unit Order: #07-000/20 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-18-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-18-2021 |
| Subject: Special Housing Unit | |
| Reference: None | |
| Unit Commander Signature: | ORIGINAL SIGNED Date: 08/24/2018 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures regarding the 920 staff station slam gate.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The 920 staff station is considered a "Special Housing Unit." Inmates assigned to this staff station require additional security measures. The two "slam type gates" which enclose the staff station shall remain closed to provide additional security. The gates shall remain closed during the time when there is not a specific need for them to be open or when the staff station deputy is not present.

Any exception to this policy must have the prior approval of the watch commander on a daily basis.

• • **07-000/50 PREA Compliance**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-000/50 |
| GENERAL POPULATION | Effective Date: 03-04-2013 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: XX-XX-XXXX |
| | Review Date: XX-XX-XXXX |
| Subject: PREA Compliance | |
| Reference: PREA Public Law 108-79; PREA Compliance Provisions 115.64 and 115.65; 673 PC; MPP 4-01/020.60, 5-09/350.00; CDM 3-04/025.00-025.55, 4-01/000.00, 4-07/010.00, 4-11/020.00, 5-02/050.00, 5-08/010.00, 7-33/000.00, 7-52/000.00, 8-03/060.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this order is to establish the duties of the Prison Rape Elimination Act (PREA) Compliance Manager at the North County Correctional Facility (NCCF) and delineate unit specific procedures for handling PREA related incidents.

SCOPE OF ORDER: This order applies to all personnel working at and assigned to NCCF.

ORDER:

It is the policy of NCCF to ensure all PREA related incidents are addressed according to law and Department policy. NCCF personnel and those working at NCCF shall familiarize themselves with the Custody Division Manual (CDM) sections, referenced above, related to PREA related incidents and how they shall be handled.

The NCCF PREA Compliance Manager collateral duty has been established to ensure that the Department's policies and procedures regarding PREA are enforced at NCCF. The PREA Compliance Manager shall hold the minimum rank of sergeant and is identified on the NCCF Collateral Duty Statement.

The PREA Compliance Manager shall maintain periodic contact with the Department's executive, division-wide PREA coordinator in order to remain current with PREA related issues, ensure all laws and policies related to sexual assault and abuse within custody facilities are enforced at NCCF through a proper application of policies and procedures, and ensure NCCF unit orders adhere to PREA guidelines.

SEXUAL ABUSE AND SEXUAL HARASSMENT

Sexual abuse/assault and/or sexual harassment shall not be tolerated at any custody facility operated by the Sheriff. Sexual abuse and/or sexual harassment by an employee, vendor, contracted agency, volunteer, inmate or other non-Department member with a business association with the Department, shall be prohibited. No individual, no matter his or her title or position, has the authority to commit or allow sexual abuse and/or harassment of inmates.

See Custody Division Manual (CDM) section 3-04/025.05, "PREA – SEXUAL ABUSE AND SEXUAL HARASSMENT," for descriptions of what constitutes sexual abuse and/or sexual harassment.

In accordance with California Penal Code section 673, Department personnel are required to care and protect inmates remanded to the custody of the Sheriff. Violation of Penal Code section 673 is a misdemeanor.

NCCF Unit Orders

Regular, unannounced rounds of NCCF shall be made on all shifts by sergeants and lieutenants to identify and deter staff sexual abuse and sexual harassment of inmates. Personnel shall not alert other staff members when these unannounced rounds are taking place, unless such announcement is related to the legitimate operational functions of this facility.

Each of NCCF's line sergeants shall complete one, unannounced PREA round, per shift, to identify and deter staff sexual abuse and sexual harassment. These rounds shall be documented in each area's electronic Uniform Daily Activity Log (e-UDAL) using the "PREA Unannounced Round" pull down menu for sergeants.

Each of NCCF watch commanders shall complete one, unannounced PREA round, per shift, per week, to identify and deter staff sexual abuse and sexual harassment. These rounds shall be documented in each area's e-UDAL using the "PREA Unannounced Round" pull down menu for lieutenants.

COORDINATED RESPONSE PROTOCOL

In the event a report of sexual abuse involving an inmate is received, whether made verbally or in writing, including third-party and anonymous reports, NCCF personnel shall implement the "Coordinated Response Protocol" (CRP), which follows in this unit order. The CRP provides unit specific information concerning the duties, responsibilities, notification and treatment protocol required of NCCF of personnel.

The CRP supplements the PREA related mandates contained in CDM sections 3-04/025-00 – 3-04/025.55, which all personnel assigned to, working at, or volunteering at any Division facility must adhere to.

The NCCF watch deputy shall maintain a list of all contracted hospital(s) where an inmate will be transported to if a forensic Sexual Assault Rape Treatment (SART) Protocol exam is required.

FIRST RESPONDER DUTIES

Upon learning of an allegation that an inmate was sexually abused, NCCF personnel shall notify their supervising sergeant immediately and adhere to duties specified in CDM sections 3-04/025.10, "PREA-STAFF FIRST RESPONDER DUTIES AND COORDINATED RESPONSE PROTOCOL" and 3-04/025.15, "PREA – CRIMINAL AND ADMINISTRATIVE INVESTIGATIONS."

All appropriate reports (i.e., SH-R-49) shall be completed. Video recordings shall be downloaded and entered in the Department's Property Evidence and Laboratory Information System (PRELIMS) if the area of occurrence is equipped with fixed video surveillance (CCTV).

The writer of the first report for any PREA-related incident shall include the name(s) of medical and/or mental health staff who provided the initial treatment to the inmate.

Custody personnel shall generate an IRTS information only report for all inmate-on-inmate allegations of sexual harassment.

If a sexual assault is reported to have happened at another facility or while under the care of another law enforcement agency (i.e., LAPD, Burbank PD, Glendale PD) a courtesy report shall be written. The agency where the incident occurred shall be notified of the courtesy report or any allegation where a courtesy report was not taken within seventy-two (72) hours of the allegation.

SERGEANT RESPONSIBILITIES

Sergeants shall be responsible for the supervision of first responder personnel and to ensure compliance to the PREA CRP. Sergeants 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 sergeant responding to any sexual related crimes involving an inmate shall ensure all reports, evidence collection and preservation, and the following notifications are completed:

1. NCCF watch commander

2. Custody Investigative Services (CIS)

The sergeant responding to any inmate allegation of sexual related crimes and sexual harassment, made verbally or in writing, including third-party and anonymous reports, shall make an immediate verbal notification to Custody Investigative Services (CIS) and an email notification to Custody Support Services (CSS).

CIS will evaluate whether the reporting inmate meets the criteria for protective custody.

WATCH COMMANDER RESPONSIBILITIES

The NCCF watch commander shall notify NCCF's PREA Compliance Manager of all inmate allegations of sexual related crimes and sexual harassment, made verbally or in writing, including third-party and anonymous reports that come to his/her attention. If the PREA Compliance Manager is not on duty at the time of this notification, then the watch commander shall complete the notification to the Division-wide PREA coordinator.

NOTIFICATION TO DIVISION-WIDE PREA COORDINATOR

The executive, division-wide PREA Coordinator (currently Director Karen Dalton) is responsible for developing, implementing, and overseeing the Department's efforts to comply with the PREA standards in all of its facilities within Custody Division.

When any report or allegation of sexual abuse is received, the designated PREA Compliance Manager, or the on duty watch commander shall notify the PREA Coordinator telephonically or by email and provide the name(s) and booking number(s) of the inmates, and/or name(s) and employee number(s) of the staff members involved and nature of the criminal activity.

PREA COMPLIANCE MANAGER

When any report of sexual abuse or harassment is received, the watch commander shall notify the NCCF

NCCF Unit Orders

PREA Compliance Manager telephonically or by e-mail and provide the name(s), booking number(s) of the inmates, and/or name(s) and employee number(s) of the staff members involved and nature of the alleged criminal activity.

In addition to the responsibilities delineated in CDM sections 3-04/025.30 "PREA – SUPERVISION AND MONITORING," 3-04/025.40 "PREA – INMATE EDUCATION," and 3-04/025.55 "PREA – PROTECTION AGAINST RETALIATION," NCCF's PREA Compliance Manager shall also:

- Track all courtesy reports/allegations and notifications made to other agencies
- Periodically review all PREA notifications and meet at least once per month with the operations sergeant to discuss and identify patterns of alleged sexual abuse and/or harassment within the facility
- Ensure proper medical and mental health follow up are coordinated upon an inmate's return from a SART exam

MEDICAL AND MENTAL HEALTH STAFF RESPONSIBILITIES

Medical and Mental Health Staff shall be responsible for immediate and follow-up care of a sexual assault victim. They will assist with the coordination for transport of the inmate to a contracted hospital(s) if a forensic Sexual Assault Rape Treatment Protocol (SART) exam is required.

OUTSIDE RESOURCES

NCCF shall provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses to rape crisis organizations. Inmates will be afforded the opportunity to report sexual abuse or harassment by contacting Crime Stoppers on any telephone located within their housing location. Inmates can access Crime Stoppers by pressing the number 1 or 2, then *21, which will automatically connect them to Crime Stoppers.

Inmates shall also be provided access to outside resources such as counseling from the Young Men's Christian Association (YMCA), in accordance with department guidelines. NCCF personnel will be responsible for informing the inmate, prior to giving them access, of the extent to which such communications

NCCF Unit Orders

may be monitored and the extent to which reports of abuse will be forwarded to authorities in accordance with mandatory reporting laws. See CDM section 3-04/025.20, "PREA – SUPPORT SERVICES FOR INMATE VICTIMS OF SEXUAL ABUSE" and 5-06/070.00, "INMATE CORRESPONDENCE" for additional information.

LEGAL/CONFIDENTIAL MAIL

All incoming and/or outgoing mail addressed to or from the PREA Auditor, Rape Crisis Center or Just Detention International (JDI) personnel shall be considered legal mail (see NCCF unit order 07-175/06, "MAIL PROCEDURES" for additional information concerning mail handling).

TRAINING

The NCCF training Unit shall ensure all personnel assigned to NCCF have received the Department mandated PREA training. Refresher training shall be given to all personnel every two years on the Department's sexual abuse and sexual harassment policies and procedures.

The NCCF training unit shall ensure PREA Policy is distributed to staff via the Scheduling Management System (SMS) briefing module at least twice per year. NCCF training personnel are to ensure an Automated Personnel In-Service (APIS) roster is maintained for all PREA training and refresher courses and retained for two years.

PREA INFORMATIONAL VIDEO / INMATE EDUCATION

The PREA informational video will be shown with the inmate orientation video at least two (2) times per day to all inmates housed at NCCF. Central control shall notify the watch sergeant when the inmate orientation/PREA video is shown and the watch sergeant shall enter this event into the facility log.

The PREA coordinator shall ensure that the following information is posted within view of every housing area

located within NCCF:

“NOTICE TO ALL INMATES

THE LOS ANGELES COUNTY SHERIFF’S
DEPARTMENT HAS ZERO TOLERANCE
FOR SEXUAL ABUSE

If you have been the victim of any
sexual assault or sexual abuse,
report it.
THERE IS HELP.

You can do any of the following:

1. Notify any custody personnel
2. Fill out an Inmate Complaint Form
3. Fill out a confidential Medical Request Form
4. Notify the County Ombudsman at:

**510 S. Vermont, Suite 215
Los Angeles, CA 90020
(213) 738-2003
(800) 801-0030 (Inquires)”**

PREA TRACKER

The NCCF operations staff shall maintain a PREA tracker to ensure all PREA incidents are documented and tracked. The PREA Compliance Manager shall email the "PDC NCCF OPS REQUEST" email group of all PREA incidents he or she is made aware of to ensure the incident has been included in the NCCF PREA

tracker.

Revision Date XX/XX/XXXX

03/04/2013 NCCF

• • **07-003/00 Single-Man Holding Cells in Buildings 400-700**

Los Angeles County Sheriff's Department

| | |
|---|-----------------------------------|
| | Unit Order: #07-003/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 02-24-2016 |
| | Review Date: |
| Subject: Single-Man Holding Cells in Buildings 400-700 | |
| Reference: CDM 4-11/030.00, 7-03/000.00; UO 07-105/03 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures, reporting processes and general uses of all one-man holding cells in the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

NCCF has single man holding cells located in buildings 400, 500, 600 and 700. The purpose of these cells is to temporarily isolate individual inmates for various reasons, such as:

- High power inmates (K-10, K-1, etc.)
- Pending administrative segregation inmates
- Violent/combative inmates
- Crime victims/suspects
- Pending discipline inmates
- Suicidal/Mental Observation inmates or those with communicable diseases

This unit order does not apply to the placement of inmates for contraband watch purposes. See CDD 16-001 and UO 07-105/03 for Contraband Watch procedures.

There are several holding cells in buildings 400, 500, 600 and 700. They are located in the following areas:

BUILDING 400 PROCEDURES

- Six cells in I.P.A. the Inmate Processing Center (IPA) cell bank #2 (cells 2A, 2B, 2C, 2D, 2E and 2F.
- Three cells in the Infirmary, Quiet Rooms 1-3.

BUILDINGS 500, 600, 700 PROCEDURES

There are two single man holding cells in each building, which are located adjacent to the "15" staff station on each building's lower level.

Watch commander approval is needed to place an inmate into a single man holding cell in buildings 500, 600 and 700. If circumstances prevent prior approval, the line sergeant shall be notified and a supervisor at the minimum rank of a Supervising Line Deputy ("hard" Senior Deputy) shall directly oversee the deputy/inmate contact.

The line sergeant shall immediately notify the watch commander to report the circumstances leading to the inmate's placement in a hard cell. This notification shall be noted on the hard cell log posted on the cell in which the inmate is placed. This directive applies to all inmates regardless of their level of cooperation, such as when an inmate agrees to remove contraband secreted inside a body cavity and is placed in a hard cell to do so.

When possible, all personal property shall be taken from the inmate (shoes, belt, etc.) prior to him being placed into the holding area and these items will be stored in a secure location in the building sergeant's office, IPA office, or Infirmary staff station.

If an inmate is placed into a holding cell handcuffed the handcuffs should, under most circumstances, remain on. In these cases, all procedures dictated by CDM 7-03/000.00 shall be followed and the inmate transferred as soon as practical to their ultimate housing area to permit handcuff removal.

HARD CELL INSPECTION RECORD AND CHECKS

The "Hard Cell Inspection Record" log shall be posted and used to document inmate safety checks in addition to the Title 15 scanners. Unless the circumstances dictate more frequent checks per CDM 4-11/030.00, unrestrained inmates placed in one of NCCF's single man holding cells shall be checked at least once every 30 minutes. If restraints are left on when an inmate is placed in a cell, then checks shall be every 15 minutes and all procedures dictated by CDM 7-03/000.00 shall be followed.



NORTH COUNTY CORRECTIONAL FACILITY



HARD CELL INSPECTION RECORD

| BUILDING # | DATE | CELL # | INMATE NAME & BOOKING # |
|-------------------|-------------|---------------|------------------------------------|
|-------------------|-------------|---------------|------------------------------------|

| WATCH COMMANDER NOTIFICATION MADE BY SERGEANT | | |
|--|--------------|-------------|
| NAME | EMP # | TIME |

| 30 MINUTE CHECKS REQUIRED | | |
|----------------------------------|---------------------|-----------------|
| TIME | OBSERVATIONS | EMPLOYEE |

(exemplar only – actual log has more rows for checks)

| SERGEANT REVIEW | |
|-----------------|-------|
| NAME | EMP # |
| | |

Once inmate has been removed from cell, this log and any additional pages shall be forwarded to Operations for digital archiving.

Revision Date 02/24/2016

01/01/1998 NCCF

• • **07-005/00 Alleged Juveniles**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #07-005/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 10-27-2015 |
| | Review Date: |
| Subject: Alleged Juveniles | |
| Reference: CDM 5-02/010.00 & 5-02/020.00, MPP 5-02/090.45 | |

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for identifying and temporarily housing alleged juvenile inmates.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

In the event that an inmate housed at NCCF claims to be a juvenile (under 18 years of age), or independent information indicates such, the alleged juvenile inmate shall immediately be segregated from all adult inmates (Refer to MPP 5-02/090.45). The alleged juvenile shall be housed in a "quiet room" in Building 400. If these rooms are unavailable, an isolation cell in the IPA or Buildings 500, 600 or 700 may be used.

Regardless of the temporary housing location, every effort shall be made to isolate the alleged juvenile from any adult inmate (Refer to CDM 5-02/010.00).

The handling deputy shall conduct an investigation in an attempt to confirm the age of the alleged juvenile. This investigation should include but is not limited to the Blue Check device, telephone contacts of relatives, legal guardians, school authorities and questioning the inmate about information contained on his JDS and JDIC computer file.

If it is determined that the inmate is a juvenile or his age cannot be confirmed, the handling deputy shall contact the IRC Watch Deputy and arrange transfer to IRC via first available transportation (F.A.T.).

The handling deputy shall pass on all information developed during the investigation to the IRC Watch Deputy.

If the alleged juvenile inmate's claims are proven false, an Inmate Incident Report shall be written.

Revision Date 10/27/2015

01/01/1998 NCCF

• • **07-010/00 Armed Yard Security**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: 07-010/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 04-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Armed Yard Security | |
| Reference: MPP 5-06/040.45-.55; CDM 7-05/000.00-010.00, 7-06/000.00-010.00, 7-08/000.00-020.00, 7-08/040.00-090.00; UO 8-095/10 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the pre-authorized deployment and use of the Stinger (sting ball) grenade, CS grenade, 40mm Baton Launcher, Rubber Ball Blast grenade, FN 303 Launcher, and authorized munitions.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County

Correctional Facility (NCCF).

ORDER:

To facilitate a safe, effective, and immediate response, yard deputy personnel are granted pre-authorization for the deployment and use of the following weapons and munitions:

- Stinger (sting ball) grenade
- CS grenade, 40mm Baton Launcher
- FN 303 Launcher
- Authorized munitions

Yard personnel witnessing an assault or disturbance shall initiate an appropriate radio broadcast alerting facility personnel of the situation. The broadcast shall contain the following information:

- Location and nature of the disturbance
- Number of inmates involved
- Any weapons, if seen
- Type of response needed (e.g., Emergency Response Team, paramedics, number of additional personnel, and best entry route into the exercise yard)

During incidents in the yard, personnel shall give verbal commands, ordering the inmates to stop fighting and get down on the ground. Utilization of the facility's public address (PA) system should be considered.

Communication and coordination between yard personnel shall be utilized in an effort to avoid ineffective or over usage of ordnances.

Once the incident has been rendered safe, involved personnel shall immediately notify their sergeant of their use of force, as required per Custody Division Manual (CDM) section 7-06/000.00, "Use of Force Reporting Procedures."

The designated special weapons shall be checked out of the armory by yard personnel whenever inmates are participating in outdoor yard activities. Those weapons shall be returned to the armory at the conclusion of each shift, accounted for by desk personnel, and verified by the on-duty watch sergeant.

Deputies assigned to work this position shall be Departmentally qualified and authorized to use special weapons. A current list of deputies who are qualified to use special weapons shall be maintained in the watch sergeant's office.

Reasonable attempts shall be made to video record incidents occurring within NCCF exercise yards, as per CDM section 7-06/010.00 "Video and Audio Recording Procedures".

• • **07-015/00 Attorney and Professional Visits**

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|---|---|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #07-015/00 |
| GENERAL POPULATION | | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: 03-04-2019 |
| | | Review Date: 03-04-2021 |
| Subject: | Attorney and Professional Visits | |
| Reference: | CDM 5-10/020.00, 5-10/020.05, 5-10/030.00, 5-10/040.00, 5-10/050.00, 5-10/055.00; UO 07-020/97 | |
| Unit Commander Signature: | ORIGINAL SIGNED | Date: 09/15/2018 |

PURPOSE OF ORDER: The purpose of this order is to establish procedures related to inmate visits with legal and professional representatives at the North County Correctional Facility (NCCF), and via the video conferencing systems located at this facility.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The following procedures have been established for attorneys, consular officials, law enforcement investigators (not assigned to LASD Custody Operations), and other authorized professionals who wish to interview inmates housed at NCCF.

The attorney and professional visiting area (attorney visiting area) is located in building 100 across from the watch sergeant's office. Visits are conducted Monday through Friday from 0700 – 2000 hours. Hours may be extended to 2200 hours for specifically arranged visits.

The attorney visiting area does not close during inmate meals or count, and there is no time limit for visits during the posted hours. Any inmate participating in a visit during count shall be considered "out of count." This information shall be relayed to the supervising line deputy assigned to the inmate's permanent housing location.

The attorney visiting area shall be staffed by the attorney liaison deputy, who shall monitor all activity in the area. A rover or desk deputy, who has been briefed on attorney visiting area protocols, shall relieve the attorney liaison deputy when needed. This area is staffed from 0700 – 1700 hours, Monday through Friday, by the attorney liaison deputy. Between 1700 and 2000 hours each weekday, inmate visiting, for the purpose of interviews, is limited to the visiting booths located in the 800 visiting area, where security glass separates the visitor from the inmate.

NCCF Unit Orders

Attorneys, consular officers, psychiatrists, and law enforcement investigators must provide proper identification as specified in Custody Division Manual (CDM) sections 5-10/030.00, "Attorney and Professional Room Visits"; 5-10/040.00, "Exceptions to Attorney and Professional Room Posted Hours"; 5-10/050.00, "Psychiatric Visiting Policy"; and 5-10/055.00, "Inmate Interview Procedures for Law Enforcement."

Refer to these sections for additional procedures concerning inmate interviews, such as when interviews may be permitted outside of the attorney visiting area's normal hours of operation, or when attorneys not licensed to practice law in the State of California may interview an inmate. All personnel assigned to the attorney liaison deputy post, relief personnel for that post, and front desk personnel shall familiarize themselves with the above CDM sections and those sections noted in the reference section of this unit order.

Professional representatives, such as persons representing inmate advocate groups, and bail bondsmen, must provide photo identification.

Legal and professional representatives (personnel) must register with the front desk officer by completing the Official Visitor Register Card (SH-J-86) and, if they are an attorney, they must complete the Attorney Interview Form (SH-J-9). Prior to beginning the attorney visit, the inmate shall be asked if they would like to accept or refuse the visit. Any refusals shall be noted on the Attorney Interview Form.

The front desk officer shall give these forms to the attorney liaison deputy between 0700 and 1700 hours. Between 1700 and 2000 hours, when the attorney liaison deputy is not on duty, the front desk officer shall forward these forms to the attorney liaison deputy to be archived. All forms and paperwork must be legible. The front desk officer shall exchange a visitor's pass for the visitor's photo identification card, which shall be retained at the front desk during the visit.

The front desk officer shall issue an inmate pass for the inmate to report to the appropriate visiting area. Inmate passes for the attorney visiting area shall be handled by staff station officers as a priority.

Inmates shall have their attorney visiting area pass in their possession when they leave their housing area and present it to the attorney liaison deputy when they arrive for their visit. The attorney liaison deputy shall check all incoming passes for accuracy and retain the passes while inmates are in the attorney visiting area. Before returning the inmate's pass at the end of the visit, the attorney liaison deputy shall note the inmate's time of departure on the pass.

Inmates waiting for visits shall be seated inside the main visiting area. The seating shall be arranged to allow maximum visibility and supervision by the attorney liaison deputy. All inmates who have had face-to-face visits shall be searched upon completion of the interview, before they return to their housing area.

All visits for inmates housed in buildings 500, 600, and 700, shall take place in the attorney visiting area in building 100. If any paperwork needs to be signed and/or exchanged, the attorney liaison deputy shall receive the paper(s) through the 100 visiting control booth and hand them to the inmate for signature.

All visits for inmates housed in building 800, with the exception of video visits, shall take place in the building 800 visiting area. If any paperwork needs to be signed and/or exchanged, the 810 staff station officer or rover deputy shall receive the paper(s) through the 800 visiting control booth and hand them to the inmate for signature.

All interviews with inmates housed in building 900, shall be conducted in the building 900 visiting area. K-10 inmates shall have security restraints on at all times during their visit. If any paperwork needs to be signed and/or exchanged, the rover deputy shall receive the paper(s) through the 900 visiting control booth and hand them to the inmate for signature.

No food or beverages are allowed in the attorney visiting area.

VISITS INSIDE SECURITY

To better serve legal and professional representatives who would like to conduct a visit without a security glass barrier (face-to-face visit), NCCF has established the following procedures:

BEFORE COMING TO NCCF

- At least one day prior to the visit, the legal professional shall fax a copy of the granted court order for the face-to-face visit (if applicable) to 661-257-0741; or
- Telephone the request for a face-to-face visit to the attorney liaison deputy (661-295-7836) no later than one (1) day prior to the visit. This will allow NCCF personnel to schedule the visit at a time when the interview room will be available. This telephonic request still requires a copy of the granted court order for the face-to-face visit to be faxed to 661-257-0741.
- When making the telephonic request, please indicate how long the interview room will be needed.
- All requests must contain a call back telephone number in case the request cannot be fulfilled.
- A court order and telephonic scheduling is not necessary for any attorney who would like to conduct their interview through the security glass of a visiting booth.
- If the inmate to be visited is receiving treatment in a hospital where NCCF personnel handle inmate security, a hospital visit may be allowed at the discretion of the medical staff and if approved by the watch commander. A deputy shall supervise all hospital visits.

THE DAY OF THE VISIT

- If any attorney is unable to make their appointment, they should notify the attorney liaison deputy at 661-295-7836.
- Attorneys must complete an Attorney Visitor's Form (located in the front lobby).
- Upon arrival, regardless of the location of the inmate visit, attorneys must provide valid photo identification and legal credentials (bar card) along with the completed Attorney Visitor's

NCCF Unit Orders

Form to deputies at the front desk. If an attorney forgets their bar card, the Bar Association can be contacted to verify membership at 1-800-622-0585. Out-of-state attorneys shall be referred to the operations lieutenant or the watch commander for approval (refer to CDM section 5-10/030.00, "Attorney and Professional Room Visits").

- All persons entering security to visit in the face-to-face visiting area, including attorneys and peace officers, shall have their personal belongings searched for contraband. This search may include the use of a handheld metal detector in the front desk sally port area. Deputy personnel shall not read any legal papers or documents; however, they may riffle, fold or bend them during their inspection for contraband. This inspection for contraband shall take place in full view of the visitor. Briefcases, purses, case files and like items shall be secured in lockers set aside for attorney use in the front lobby of the facility.
- No weapons, ammunition, pagers, cellular phones or cameras are allowed in the facility. Cameras will be admitted only with a valid court order.
- No physical contact is allowed. If a visitor wishes to pass legal documents or needs to obtain an inmate's signature, the visitor must first advise the attorney liaison deputy so they can monitor the exchange (if this occurs during a face-to-face visit) or handle the exchange (if this occurs during a visit conducted through security glass). If an attorney is accompanied by a private investigator or interpreter, only the attorney may pass documents to the inmate.
- No money, cigarettes, clothing, books, newspapers, envelopes, folders, personal property or other non-legal material (including rubber bands, paper clips, or metal fasteners) shall be passed to inmates. Only legal papers are allowed to be passed.
- Visitors and inmates shall remain seated during the visit.
- Loud or abusive language shall not be permitted.
- Only one inmate shall be interviewed at a time, unless they are co-defendants in the same case. Interviewer and inmate shall sit directly opposite each other.
- Interviews may be audio recorded only with a court order or watch commander's approval. If a court order is presented or the watch commander has approved the audio recording, the interviewer shall provide the equipment to capture the audio. These items shall be inspected for contraband. If tapes or digital media cards are used, the number of items shall be counted both prior to and after the visit.

AUTHORIZED VISITS INSIDE SECURITY

Note: For security reasons, only peace officers may use the interview rooms. All others must use the face-to-face visiting area (Room #137A).

Visitors using the face-to-face visiting area who request confidential visits shall only be allowed to do so if no other visitors are waiting to use this area. When others are waiting for a face-to-face visit, the

requestor shall be advised they must wait until the conclusion of the other visits.

The following personnel may use the attorney visiting area located within the secured area of the facility for face-to-face visits:

- Sheriff's Process Servers
Papers shall only be served in the attorney visiting area. Under no circumstances shall a process server be allowed to go directly to the inmate's housing area and meet with the concerned inmate.
- Attorneys
This group includes private attorneys, deputy district attorneys, deputy public defenders, U.S. attorneys, etc. (refer to CDM section 5-10/030.00, "Attorney and Professional Room Visits" for guidelines related to out-of-state attorneys).
- Law Enforcement Officers
- State Parole Investigators
When preparing for parole board hearings
- Psychiatrists or Physicians

All personnel shall adhere to the following procedures to facilitate court ordered psychiatric interviews and evaluations:

- The person requesting access to the secure area of the facility shall be on the "Approved Panel of Psychiatrists and Psychologists" list, copies of which are maintained at the front desk and at the attorney visiting staff station.
- One-time visits for interviews/evaluations by persons not on the court approved list shall be permitted pursuant to a valid court order.
- The visit shall be logged on an "Official Visitor Register Card," which shall be given to the attorney liaison deputy for filing.
- The requesting party must show a valid form of identification and is subject to a search of their person and property. The equipment needed for the evaluation shall also be subject to search.
- Evaluation interviews shall be conducted during normal business hours; however, interviews outside of normal business hours may be allowed with the concurrence of the watch commander.
- The interview/evaluation for general population inmates shall be conducted in the attorney visiting area, under the supervision of the attorney liaison deputy.
- The interview for inmates housed in building 900 shall be conducted in the old law library area of building 900, if available, or the 910 dayroom. The front desk shall arrange for an escort to building 900, where the supervising line deputy shall assume responsibility for the interview by assigning the required personnel to maintain security.

Note: Interviews for psychological evaluations are not the same as an attorney visit. The nature of the interview requires face-to-face contact and personal interaction between both parties; however, proper security procedures shall be maintained.

INTERPRETERS

An attorney may bring an interpreter under the following conditions:

- The interpreter is a County interpreter with County identification.
- The interpreter is appointed by the presiding judge of the inmate's case (must present the court order)

OTHER AUTHORIZED VISITS

The following personnel are authorized to visit in the visiting area, located outside the secured area of the facility. These visits are conducted in visiting booths equipped with a security glass barrier between the visitor and the inmate. Communication is accomplished by means of a telephone or screened booth.

- Any of the above persons authorized to visit in the attorney visiting area
- Material Witness

An attorney may bring a maximum of two material witnesses. They must provide valid photo identification and may not pass any material to inmates.

- Bondsmen

Bondsmen are allowed to bring in one visitor to sponsor bail (bondsmen use form SHJ-20 and their visitor uses form SHJ-319). The front desk officer shall ensure that both the bondsman's and the bail sponsor's names are on the visit slip and they possess a valid photo identification. Bondsmen shall not pass money or business cards to inmates.

- Private medical staff, physicians and psychiatrists

May visit if so directed by a court order (requires an entry in the facility log).

- Chaplains, Ministers, Priests, etc.

May visit if authorized by the Office of Religious and Volunteer Services. They may pass business cards only. If the purpose of the visit is to solemnize an inmate marriage, then the visit will take place in a visiting booth with the chaplain and prospective spouse on the non-secure side of the security glass.

- Notary Public

Notary publics must be on official business and they must have valid notary public photo identification and stamp (use form SHJ-86).

- Own Recognizance (O.R.) Investigators from the Superior Court
Investigators must have current identification issued by the chief of Custody Division - General Population (use form SHJ-86).
- Parole and Probation Officers
Parole and probation officers shall have State or County identification; shall not pass money; shall not make skin searches of inmates (use form SHJ-86).
- Private Investigators
Private investigators shall be properly licensed by the state or be court appointed. They may use the cage in the visiting area if they are recording an interview or playing an audio recording to the inmate.
- Legal Runners and Propria Persona ("Pro Per") Witnesses
They may only visit as witnesses or legal runners if the inmate has been granted "Pro Per" status by the court. They may only pass legal documents.
- Paralegals
They shall have valid public defender's identification.
- Public Defender Law Clerks
These clerks must be accompanied by a public defender (P.D.) or paralegal in possession of a valid P.D. identification card.
- Diplomatic and Consular Officers
Notify the watch commander of these visits. These officials must be in possession of credentials issued by the U.S. State Department or by the Sheriff (use form SHJ-86).
- Department of Public Social Services (DPSS) Workers
These workers must possess a valid DPSS identification card and their visit is restricted to the visiting area outside of security.
- News Media
Media personnel must be authorized by the chief of Custody Division - General Population (refer to CDM section 5-10/020.05, "News Media Interview Requests" for additional information).

VIDEO CONFERENCING VISITING

Video conferencing is conducted between 0800 – 1700 hrs. These interviews are conducted via

the three (3) video conferencing machines located in the attorney visiting area in Room #138-A.

Interviews conducted via the video conferencing machines are arranged by the "video conferencing scheduler." The attorney liaison deputy receives a daily fax from the scheduler every morning and ensures those inmates scheduled for these visits are sitting in front of the proper machine before the scheduled interview time.

ALL FEDERAL BUREAU of INVESTIGATION (FBI) REQUESTS FOR INMATE INTERVIEWS SHALL BE REFERRED TO MCJ JAIL LIAISON.

TERMINATION OF AN INTERVIEW/VISIT DUE TO A RULE/PROCEDURAL VIOLATION REQUIRES THE APPROVAL OF THE OPERATIONS LIEUTENANT OR, THEIR ABSENCE, THE WATCH COMMANDER OR WATCH SERGEANT.

• • **07-025/00 Inmate Extractions**

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|---|-----------------------------------|
| | Unit Order: #07-025/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 07-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Extractions | |
| Reference: CDM 7-01/040.00-050.15, 7-02/000.00, 7-06/000.00-010.00, 7-07/010.00, 7-08/060.00 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 11/01/2018 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the safe removal of inmate(s) from a cell when voluntary compliance cannot be obtained.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All line personnel shall be familiar with and adhere to those sections of the Custody Division Manual

(CDM) noted above which relate to inmate extractions in the event an inmate extraction is required.

Extraction team members are posted on each shift's in-service.

The "Watch Commander's Extraction Checklist" (SH-J-456) form noted in CDM section 7-01/050.05, "INMATE EXTRACTION PROCEDURES" is linked on the watch crew's intranet page on the NCCF intranet site.

NCCF is responsible for providing extraction teams to specific courts, a list of which is also linked on the watch crew's intranet page.

• • **07-030/00 Contraband Handling and Disposal**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #07-030/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 08-01-2023 |
| Subject: Contraband Handling and Disposal | |
| Reference: CDM 5-07/020.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the disposal of contraband.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County

Correctional Facility (NCCF).

ORDER:

Contraband containers are provided throughout the facility to securely dispose of all potential contraband, such as glass containers, bottles, cans, plastics (e.g., AM/FM radios), metals, razors (disposable and reusable) and rubber. Reusable razors without a protective cover shall be considered contraband and discarded.

Final disposal of medical contraband such as broken and disposable hypodermic needles shall be supervised by sworn personnel and disposed of at the nearest appropriate disposal site approved by Correctional Health Services.

A secured contraband container (barrel) shall be located in the following places:

- Emergency Response Team (ERT) room in buildings [REDACTED TEXT]
- Kitchen Tool Cage
- Bakery – Bunk Project Office
- Vocational Sewing Shop
- Vocational Print Shop – Tool Room
- Vocational Sign Shop
- Infirmary
- Warehouse
- Inmate Services Storage Room
- Paint Warehouse
- Vocational Warehouse

Contraband barrels shall be emptied as needed. The contents shall be placed into the outside contraband container located on the rear loading dock, next to the dock office. Dock personnel shall be responsible for dumping the outside contraband container as needed.

Recovered weapons, narcotics, and narcotics paraphernalia shall be taken to the NCCF watch sergeant's

office and placed into the evidence locker pending pick up by the evidence custodian, per Department policy. Firearms shall be stored temporarily inside one of the gun lockers in the front lobby, while pending transport to Santa Clarita Valley Station.

• • **07-030/50 Handling of Bio-hazardous and Bio-solid Waste Material**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #07-030/50 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 04-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Handling of Bio-hazardous and Bio-solid Waste Material | |
| Reference: Title 8, California Code of Regulations, Section 5193; MPP 5-06/090.00 & 090.05; MPP 3-02/040.25; CDM 3-15/020.00; CDM 5-11/020.00; Medical Waste Management Act, Section 118280 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the proper handling, cleaning and disposal of solid waste and bio-hazardous materials encountered at North County Correctional Facility (NCCF).

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

For the purposes of this unit order, the following definitions apply:

Bio-hazardous material: Hazardous biological material that presents a risk or potential risk to the health of humans, animals, or the environment. The risk can be direct through infection or indirect through damage to the environment. Bio-hazardous materials include certain types of organisms and viruses infectious to humans, animals, or plants (e.g., parasites, viruses, bacteria, etc.). They also include biologically active agents (i.e., toxins and venoms) that may cause disease in other living organisms or significantly impact the environment. The most common bio-hazardous material that you may find in a custodial environment is infectious bodily fluids.

Bio-solid waste material: Any solid, semisolid, or liquid waste produced by the body that may be infectious and result in the spread of disease. Bio-solid waste materials include vomit and fecal matter.

BIO-HAZARDOUS CLEANING- PROCEDURES:

In the event of a bio-hazardous material spill, however small, the spill shall be cleaned by a trained person. This trained person may be an inmate worker, personnel, or any authorized cleaning company representative. Inmate workers and personnel shall be trained by the unit safety officer or designee who has been properly trained by the Department.

For a minor spill, the area shall be cleared of any personnel not involved in the cleaning or supervision of the incident. The handling person shall don appropriate Personal Protective Equipment (PPE) deemed necessary by the on-scene supervisor **prior to** the cleaning process. If there is debris of any kind (e.g., paper towels, rags, clothing, sheets, etc.), it shall be picked up and placed inside a bio-hazardous bag. Any area surrounding the bio-hazardous material shall be cleaned with a liberal mixture of "Turbo-Kill" and hot water. Once the spill is clean, use a clean bucket of the Turbo-Kill mixture and re-mop the affected area. Thoroughly clean the mop and bucket after dumping the water. The affected mop head and any debris shall be placed inside the bio-hazardous bag.

The bio-hazardous bag shall then be delivered safely to the Bio-Hazardous Collection Container located in the NCCF Infirmary.

FACILITY PACKAGING:

Correctional Health Services (CHS) personnel shall be responsible for handling all bio-hazardous waste from the collection containers and preparing them for transportation out of the facility.

FACILITY PICK UP:

The bio-hazardous waste collection container shall be collected every Thursday.

TRANSPORTING:

All bio-hazardous waste shall be collected and transported by the contracted company ("Stericycle").

BIO-SOLID CLEAN-UP PROCEDURES:

Any clothing item, linen, or bedding material that is possibly contaminated with a bio-solid material shall be treated as such by inmate workers and personnel. When staff or inmate workers are handling these materials, they shall wear gloves and wash their hands after completing the task. All contaminated items shall be placed in the designated red, water-soluble bags prior to being sent to the laundry. The bags shall be clearly marked, identifying the suspected bio-solid material and separated from the general laundry items. The disposition of the items shall be determined by laundry personnel (i.e., sanitize or destroy).

PERSONAL PROTECTIVE EQUIPMENT:

Disposable gloves - Disposable medical gloves shall be provided and utilized when handling bio-hazardous waste. The gloves provide protection against direct skin contact with the bio-hazardous materials. The gloves may be discarded as normal refuse unless soiled by bio-hazardous waste material. The gloves **shall not** be washed and reused.

Disposable aprons - Disposable aprons are intended to keep outer garments from contamination. The aprons shall be made available to those who desire to utilize them. The aprons **shall be** discarded as normal refuse after use unless it has come into direct contact with bio-hazardous waste materials.

All contaminated PPE shall be handled in accordance with the packaging guidelines as set forth in the previous paragraph(s).

Should any of the handling and/or transporting equipment become contaminated, cleaning **shall be** accomplished in accordance with the cleaning section of this unit order.

• • **07-035/00 Inmate Count Procedures**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: #07-035/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 10-08-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Count Procedures | |
| Reference: CDM 3-10/000.00, 3-10/010.00, 3-10/030.00; UO 08-000/00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for inmate count at the North County Correctional Facility (NCCF).

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

There shall be four (4) facility counts daily, which shall include one wristband count:

1. DAY SHIFT: 0600 hrs.
2. PM SHIFT: 1530 hrs.
3. PM SHIFT: 2030 hrs. (Wristband Count)
4. EM SHIFT: 0300 hrs.

INITIATING COUNT

Five (5) minutes before count, Central Control shall make the following public address (P.A.) system announcement: "Attention in the facility, attention all personnel, it is now five minutes to count. Attention all inmates, get off the phones, clear the dayrooms, and prepare yourselves for count. You now have five minutes until count".

At count time, the following P.A. announcement shall be made: "Attention in the facility. Attention all personnel. It is NOW count time. Attention all inmates. You should be fully dressed, lying face down on your racks, facing the bars, with your wristband hand out. There will be NO talking, NO eating, and ABSOLUTELY no moving about until the count has cleared. It is now COUNT

TIME....COUNT TIME....COUNT TIME". Central Control shall then initiate three count tones and the green count lights.

INMATE RULES

During count, inmates shall:

- Be fully dressed (except for EM counts).
- Be on their assigned bunks; lying on their bunks facing the security bars, with their wristband hand out.
- Not be talking, eating, or moving about.
- Remain on their bunks until count is clear.

OUT OF COUNTS

All "out-of-counts" shall be called into the respective housing areas 30 minutes prior to count.

INMATE MOVEMENT

All inmate transfers shall cease 30 minutes prior to count.

Whenever inmates are transferred within the facility, a copy of the inmate's non-routine transfer pass shall be

hand delivered to the Inmate Processing Area (IPA) at the same time the inmate is walked to his new location.

RESPONSIBILITY FOR COUNT

The supervising line deputy (Bldg. B1) shall be responsible for maintaining an accurate and current count for their building. The Bldg. B1 shall track all inmate movement into and out of the building and complete a count sheet 30 minutes prior to the end of their shift. This sheet shall be updated as inmates are transferred.

IPA personnel shall be viewed as a resource to assist the building in clearing count. IPA personnel shall not be utilized until other possibilities (transfers, out of counts, etc.) have been rechecked.

CONDUCTING COUNT

All rovers and the Bldg. B1 shall report to every staff station in their building or to their pre-designated staff station to assist with count. One deputy shall monitor the progress of the count and provide security from the open dorm door ensuring the door is not locked in the open position. All available building personnel shall enter the dorm and conduct count one dorm at a time. The Bldg. B1 shall supervise the deputies while they are inside the dorm and utilize the **EMERCOM** if needed. **The rovers shall report their count to the Bldg. B1 who shall verify and record it.**

The rovers shall follow the same procedures for every dorm in each staff station in the building.

Once all counts have been verified by the Bldg. B1, they shall call the IPA with a building total count.

Once the IPA ascertains the count is correct, the IPA shall make verbal notification to the watch deputy and central control.

CENTRAL CONTROL

A Central Control deputy shall announce via the P.A. when the count has cleared, ~~then~~ initiate one tone, and turn the count light off. The IPA shall notify Central Control when the count has cleared. The count shall not be "cleared" if any discrepancies remain unresolved.

Miscounts shall result in re-counting the dorm in question after verifying all dorm movement with the staff station officer, rechecking all out-of-count locations, and checking the Automated Justice Information System (AJIS) for court releases or inmates removed from, or added to, the dorm's roster. The IPA count deputy shall be contacted after all other possibilities have been examined to reconcile the building's movement records with the IPA's count sheet.

If a miscount still occurs after verifying all movement and AJIS information pertaining to the dorm in question, then a wristband count shall be conducted.

Refer to NCCF Unit Order 08-010/00, "Escape Procedures" when an inmate has been confirmed as missing. The watch commander shall determine whether to activate the PDC Escape Plan.

INMATE PROCESSING AREA

The IPA shall keep a running total of each building count. The count deputy shall maintain a Master Movement Record (count sheet) that reflects the accurate count of each building. The count sheet shall not be updated unless the count deputy has paperwork to confirm each move. Each building shall be called prior to shift change to verify count totals and the count deputy shall complete a pass-on count sheet at 1250 hours prior to being relieved.

These Master Movement Records shall be temporarily retained in the IPA for review, if needed. The Sunday PM Shift IPA personnel shall be responsible for ensuring all Master Movement Records for the previous calendar week (Sunday through Saturday) are placed in the Admin box located in the Watch Sergeant's office at the end of their shift. These records shall then be digitally archived by Operations personnel.

0300 HOURS COUNT

The Custody Housing Unit (CHU North) updates the NCCF's count sheet as needed and posts it in the folder that is linked on the IPA's web page (use the MASTER INMATE COUNT SHEET link). IPA personnel on EM shift shall open the 0300 NCCF COUNT spreadsheet from the folder linked on the IPA web page, save it to their desktop as "0300 NCCF COUNT rev082514.xlsx" or "Copy of 0300 NCCF COUNT rev082514.xlsx" (the current revision date shall be included in the title of the file), and complete the count sheet.

NCCF Unit Orders

IPA personnel shall verify the 0300 hours count and contact the watch deputy to report the facility count. The watch deputy shall email the NCCF 0300 spreadsheet to the PMB 0300 Division Count email group. The watch deputy shall ensure the watch sergeant is CC'd in the email and subject line reads, "NCCF 0300 COUNT" or "0300 NCCF COUNT rev082514"(ensure current date is used).

The watch sergeant shall verify the 0300 HOURS COUNT email was sent and that the information sent in the official count spreadsheet matches the information included in the Watch Commander's Log.

The IPA supervising line deputies on EM Shift (IPA B1) shall ensure IPA personnel are using the correct count sheet.

WRISTBAND COUNTS

Wristband counts shall be conducted in the same manner as regular counts, with these exceptions:

Rovers shall bring with them a copy of the computer-generated printout of inmates for that dorm. Each inmate's wristband shall be checked against the printout to insure the inmate's name, booking number and bunk location are all accurate. Rovers shall also check all wristbands for integrity, noting any discrepancies or defective wristbands on the printout.

Following count, the Bldg. B1 shall ensure rovers replace any wristbands in need of replacement. EM Shift personnel in each building shall issue these new wristbands as soon as possible at the start of their shift.

• • 07-035/02 Nighttime Facility Operation

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: # 07-035/02 |
| GENERAL POPULATION | Effective Date: 12-18-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 12-18-2024 |

Subject: Nighttime Facility Operation

Reference: CDM 7-02/020.00; UO 07-175/60; UO 07-045/00

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures regarding the operation of all housing locations during nighttime hours.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

For the purpose of this unit order, nighttime hours are defined as:

- Sunday – Thursday (2200 hours - 0700 hours)
- Friday – Saturday (2300 hours - 0700 hours)

Operations throughout the facility during these hours; within inmate housing locations shall be limited for the purpose of inmate and personnel safety. These hours are used to give inmates within each housing location the proper amount of quiet time due to the dorm setting of NCCF. During nighttime hours, lighting within each housing location will be turned off at each staff station panel, leaving each location dimmed. The lower level of light poses a safety risk to the inmates and deputy personnel conducting safety checks. Staff station personnel may turn the lights on for more visibility within any given housing location; for a reasonable amount of time. Lighting **shall not** be used as any form of discipline.

During the nighttime hours, the inmates telephones, hotpots, showers, and common seating areas shall not be permitted to be used (see UO#07-175/60 Telephone Procedures). All inmates within any given housing location shall remain on their assigned bunk throughout the duration of count and into the nighttime program.

Inmates **shall not** be deprived of using the bathrooms, or sinks. Under exigent circumstances, the closed areas/ items within each housing location may be used at the discretion of a building supervisor and evaluated on a case-by-case basis during nighttime hours.

• • **07-036/00 Court Line Procedures**

Los Angeles County Sheriff's Department

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|---|---------------------------------|
| | Unit Order: # 07-036/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 09-25-23 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 09-25-23 |
| Subject: Court Line Procedures | |
| Reference: CDM 4-07/040.00, CDM 7-01/050.00, CDM 7-01/050.05 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

To establish procedures for transferring inmates housed within North County Correctional Facility (NCCF) to the Inmate Processing Area (IPA) for court.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Monday through Friday, with the exception of holidays, a court list is generated by the IPA and sent to each staff station at NCCF.

When a staff station personnel receive the court list, they shall verify the inmate's location as listed on the court pass with the court list. If a listed inmate is not assigned to that respective dorm, the staff station deputy/officer shall make every attempt to locate the inmate and notify personnel assigned to the inmate's housing location of the request for court appearance. Personnel shall then notify the assigned building supervisor and the IPA court line deputy. All inmates going to court shall be accounted for using AJIS and the paper copy Court Log which is maintained in the IPA.

Early morning IPA personnel shall make a copy of the court list and deliver it to Correctional Health Services (CHS) personnel in order to allow them to prepare medications for court line pill call.

Staff station personnel shall wake up the inmates on the court list at 0330 hours, direct them to get dressed and have them wait in the dayroom where they will be given breakfast.

Exceptions to this procedure apply to disciplinary isolation modules, administrative segregation, pre-discipline, and mental observation housing.

Once inmates from Building [[R]]900[[/R]] have been provided breakfast, they shall be waist chained prior to being escorted to the IPA.

Staff station personnel shall distribute the court passes to the inmates. Any inmate requiring "pill call" shall be given their medication in their housing module/location by CHS personnel prior to being escorted to IPA. When all inmates have received their medication, respective building personnel shall escort the inmates to the IPA. Should movement require the use of inmate elevators, all inmates shall be directed to face the rear of the elevator during the movement.

The following classification of inmates assigned to court shall be escorted to the respective holding tanks within the IPA:

- Late court add ons

- [REDACTED TEXT]
- Court orders to appear
- Contempt of court

"Miss-outs" from the morning court list shall be identified by the IPA court line deputy who shall contact the individual modules regarding the miss-out(s). Staff station personnel shall ascertain if the inmate(s) is still in the dorm. If the inmate is located, they shall be escorted by assigned building personnel to the IPA. If an inmate is not in the dorm, staff station personnel shall contact their respective building supervisor and request assistance locating the inmate.

Refusals

If an inmate refuses to go to court, building personnel shall notify their supervising line deputy and sergeant. Building personnel shall videotape the supervising line deputy and sergeant as they talk to the inmate in an attempt to get the inmate to go to court. The videotape shall be properly labeled with the date, the inmate's name, and the inmate's booking number. The tape shall be uploaded to the NCCF share files "court refusal" folder.

Every attempt shall be made to explain the importance of going to court. If the inmate still refuses, a court refusal form shall be completed and brought to the IPA. The form shall be scanned and emailed to the Court Compliance Team.

In the event an inmate extraction is based upon a court removal order or subpoena, the watch commander shall contact the judge of the concerned court. The judge shall be advised that force may be necessary to extract the inmate from a confined area to ensure the court appearance. The judge will be offered an opportunity to enforce, rescind, or delay the removal order. If the judge orders the inmate to appear in court, the inmate shall be extracted on the verbal order of the court. CDM section 7-01/050.05, "Inmate Extraction Procedures" for additional procedures

• • **07-042/00 Non-Emergent Transportation of Inmates**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #07-042/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 12-18-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Non-Emergent Transportation of Inmates | |

NCCF Unit Orders

Reference: MPP 3-10/170.00; CDM 4-05/000.00, 4-05/005.05, 5-03/100.00, 702/030.00; UO 02-010/00

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures regarding the transport of inmates out of the North County Correctional Facility (NCCF) via radio car or van.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the NCCF.

ORDER:

All inmates being transported from NCCF via radio car or van shall be escorted by two (2) deputies as indicated below.

If an inmate needs to be transported via ambulance, at least one (1) deputy shall accompany the inmate in the ambulance and a second deputy shall follow the ambulance by radio car or van.

Inmates being transported to any outside medical facility, or any other unsecured non-custodial environment shall be placed in leg chains throughout the transport until returned to a secured custody environment.

Restrictive housing inmates [REDACTED TEXT] shall be escorted by no less than two (2) deputies. The watch commander may mandate additional personnel as needed. Deputy personnel shall maintain appropriate security of the inmate. Under no circumstances shall deputy personnel leave their assigned post without appropriate relief.

Deputy personnel shall wear a "Class A" or "B" uniform only, with full Sam or Sally Browne gun belt. Deputies shall carry a portable handheld radio with the Sheriff's Communication Center (SCC) frequency selected for emergency purposes. Polo shirts, T-shirts, or other alternative uniforms are not authorized for transportation or hospital security assignments.

Behavioral Observation and Mental Health Referral (BOMHR) Inmates

All Inmates requiring a BOMHR outside of the normal working hours of the Jail Mental Evaluation Team (JMET), shall utilize the Inmate Video Visitation System (IVVS) to conduct a mental health evaluation with IRC mental health personnel.

NCCF infirmary custody personnel shall call the Inmate Reception Center (IRC) Lead Deputy Station @ [REDACTED TEXT] and notify them of the BOMHR. IRC personnel shall then advise mental health staff (Room A) that they have a BOMHR waiting to be interviewed via video within the NCCF infirmary.

Once the inmate is in the NCCF clinic room number “[REDACTED TEXT],” the clinician will call into the video monitor. The monitor is set to auto connect/answer. If no on-site mental health clinician is available and the IVVS system cannot be utilized, CHS personnel may (in conjunction with the watch commander) arrange the inmate's transfer to IRC for a mental health evaluation within four (4) hours of the BOMHR being initiated.

The watch commander may authorize a radio car transport if medical personnel determine an inmate's mental health condition warrants immediate transport to IRC.

The watch commander may authorize immediate transport of a JMET referred mental observation inmate if it is determined a medical evaluation by Correctional Health Services (CHS) will cause an unnecessary delay. Refer to Custody Division Manual (CDM) sections 4-05/000.00, “Behavioral Observation and Mental Health Referral Reports,” 4-05/005.00, “Electronic Behavioral Observation and Mental Health Referral Report (e-BOMHR),” and 7-02/030.00, “Jail Mental Health Evaluation Team” for mandated notations on the BOMHR form in these cases.

The watch commander shall:

- Ensure a separate transmittal is used for mental observation inmate(s).
- Ensure the BOMHR (sections 1-5), or equivalent fields in the e-BOMHR, and the Special Handling Request (SH-J-181), if required, are completed and accompany the inmate during transport to the intended destination.
- Review and ensure section 6, “Originating Agency Sworn Supervisor Review” has been signed/completed.

The infirmary deputy shall:

- Ensure a printed copy of the completed e-BOMHR accompanies the inmate.
- Prepare a packet containing the listed printouts and documents:
 - AJIS: SI01, IC01, IC10, IC12 screens
 - LA Photo Manager: Los Angeles County Regional Identification System (LACRIS) photo

All behavioral observation inmates being transported shall be escorted by two (2) fully armed deputy personnel. Under no circumstances shall a deputy transport a mental observation inmate alone, regardless of training and/or experience. Behavioral observation inmates may only be transported with additional inmates with the approval of the on-duty watch commander.

Transportation shall be by means of a marked, black and white, Sheriff's Department vehicle, equipped with a

security cage. Transporting personnel shall not conduct any errands while transporting an inmate and the inmate shall be taken directly to their destination.

The watch sergeant shall ensure the radio car transport is entered into the Custody Automated Reports Tracking System (CARTS) for tracking purposes.

Using the Ripp Hobble Restraint During Transport

When an inmate who is pending transport via radio car or van presents any of the below criteria, they shall be hobbled:

- Under the influence of alcohol or other substance
- Recalcitrant
- Combative
- Suicidal
- Escape Risk

The inmate shall be seated upright in the rear seat of the radio car and secured by a seat belt. The long lead of the Ripp Hobble shall be placed outside of the rear door. The rear door shall be closed, the long lead will then be placed in the adjacent front door of the radio car, leaving the lead's clip end on the front floorboard. The front door can then be closed, thus preventing the long lead from becoming entangled in the rear tire of the radio car.

• • **07-044/05 Handling Mentally Ill Inmates**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-044/05 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: |
| Subject: Handling Mentally Ill Inmates | |
| Reference: CAC Title 15, Section 1052; CDM 5-04/020.00, 4-05/000.00; UO 07-170/35 | |

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish specific guidelines for handling mentally ill inmates.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

NCCF personnel have a duty to defend and protect themselves from injury when confronted with a mentally ill inmate. When confronted with an immediate threat to their safety or the safety of others, personnel shall take necessary and reasonable actions to defend themselves and control the inmate.

When a staff member encounters an inmate whom they feel may need the attention of a mental health clinician, the Jail Mental Evaluation Team (JMET) shall be notified via the NCCF Infirmary. Members of JMET shall interview the inmate in question to assess his mental health needs. In no way does this preclude any custody personnel from taking emergent action if they perceive an inmate needs immediate attention.

No inmate shall be unduly delayed in receiving a medical evaluation by JMET. If the watch commander determines a medical evaluation will cause an unnecessary delay in the movement of the inmate, then the watch commander may authorize the immediate transport of the inmate to the IRC main clinic where a medical evaluation shall occur. The name of the watch commander making this authorization shall be noted on the Behavioral Observation and Mental Health Referral (BOMHR) form (SH-J-407).

The following guidelines shall apply when deputy personnel encounter a mentally ill inmate unless circumstances dictate alternative action:

1. The Deputy or Custody Assistant having the initial contact with the inmate shall notify the Building Supervising Line Deputy (Senior) of the inmate's status. If he or she concurs a mental health assessment is needed, the senior shall assign a prowler to escort the inmate to the infirmary.

2. Once in the infirmary, the prowler will notify JMET who will evaluate the inmate. If the JMET is not available, the inmate will be evaluated by the medical staff.
3. The Infirmary Deputy shall notify the Infirmary Sergeant who will respond and assess the inmate to determine if he presents a threat. If so, the inmate shall be handcuffed.
4. Once it has been determined the inmate needs further evaluation, he shall be transferred to Twin Towers ASAP, either via radio car or by TST.
5. If an inmate is summoned to the infirmary by either JMET or the Medical staff for an evaluation, the person who initiated the pass shall notify the Infirmary Deputy about the inmate's status. The infirmary deputy shall then notify the Infirmary Sergeant who will respond and conduct a threat assessment.
6. If at any time an inmate becomes agitated, hostile or combative, the officer having contact with the inmate should contact JMET and have them respond to intervene. A camcorder should be used to begin documenting the behavior.

If JMET is not available, the officer shall contact his/her senior and the Infirmary Sergeant before attempting to control the inmate (unless the inmate physically engages personnel). If the inmate becomes combative, officers shall use whatever force is necessary to protect themselves or gain control of the inmate. While adhering to all department policies regarding the use of force. In any case the senior and the Infirmary Sergeant shall be notified.

NOTE: Use good communication skills (Do not shout – lower your voice, using a firm but compassionate tone). If force is necessary, consider O.C. Spray as an option. Use a swarm technique if you have sufficient personnel. JMET should be used in the tactical control of inmate whenever possible.

Revision Date

01/01/1998 NCCF

• • 07-044/10 Cleaning and Maintenance of Waist Chains

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-044/10 |
| GENERAL POPULATION | Effective Date: 11-26-2012 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 04-19-2024 |
| Subject: Cleaning and Maintenance of Waist Chains | |
| Reference: CDM 5-05/130.00; CDM 7-03/010.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the cleaning, inspection, and sterilization of waist chains and restraint devices.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

At the start of each shift, the IPA, Building [REDACTED TEXT], and the infirmary shall inventory the number of waist chains and inspect them for any defects. Any defective chains shall be removed and given to the special projects shop for repair.

At the end of each shift, IPA, Building [REDACTED TEXT], and infirmary personnel shall have their respective waist chains cleaned with "Turbo" disinfectant to ensure cleanliness and the prevention of MRSA (Methicillin-Resistant Staphylococcus Aureus) or other toxins.

Personnel shall use appropriate Personal Protective Equipment (PPE) when sanitizing waist chains. Using "Turbo" cleaner/disinfectant solution, thoroughly wet the custody chain surface with the sprayer provided, allow the solution to remain on the surface, and allow to air dry.

When a waist chain is used to transport an inmate from the facility, the transporting deputies shall obtain a replacement chain from the destination facility in exchange. In the same manner, when the inmate is transported by bus, personnel shall obtain a replacement chain from Court Services Transportation (CST) deputies. This will ensure an adequate supply of waist chains is maintained for use at NCCF.

Waist chain security inspection forms are maintained in the infirmary, Building [REDACTED TEXT] and IPA, and shall be used to document the number of waist chains on hand at the start of each shift. The disinfection and inspection of the waist chains shall be part of the shift building security check and shall be documented in the security inspection form and in the electronic Uniform Daily Activity Log.

• • **07-045/00 Inmate Discipline Procedures**

Los Angeles County Sheriff's Department

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| | Unit Order: 07-045/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 04-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Discipline Procedures | |
| Reference: CCR Title 15, Section 1080 thru 1084; CDM 7-02/020.00, 5-09/010.00 thru 5-09/080.00; UO 07-125/20 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for handling pre-discipline and discipline inmates.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Refer to Custody Division Manual (CDM) sections 5-09/010.00 through 5-09/080.00 for standard procedures. This unit order (UO) articulates procedures specific to NCCF.

General Processing for Disciplinary Review Board (DRB) Hearing

All inmates scheduled to attend a Disciplinary Review Board (DRB) hearing shall have their property inventoried by [REDACTED TEXT] building personnel and shall be given the opportunity to bring what current guidelines allow as acceptable property while housed in discipline.

Inmates shall sign a property receipt (triplicate) form. One copy of the property receipt shall be given to the inmate, one copy placed in the clear plastic bag containing the inmate's property (visible from the outside), and the third copy attached to the block card. Inmates without property shall sign the triplicate form indicating that "No Property" was stored. In this case, one copy of the property receipt shall be given to the inmate, and the other two copies attached to the block card.

Once the inventory is completed, the [REDACTED TEXT] building sergeant or supervising line deputy shall be notified. Under the supervision of either the [REDACTED TEXT] building sergeant or supervising line deputy, the inmates shall be escorted from the pre-disciplinary dorm to the [REDACTED TEXT] dayroom. A strip and visual body cavity search and dress out shall be conducted in the [REDACTED TEXT] dayroom under the supervision of the [REDACTED TEXT] building sergeant or supervising line deputy.

Upon completion of the search, the inmates shall be escorted to the [REDACTED TEXT] visiting area and secured in the one-man booths where they will await their individual hearings, which are conducted in private in the interview room.

DRB Configuration and Recorded Documentation

The DRB shall consist of the [REDACTED TEXT] building sergeant and the a second uninvolved sergeant. The second sergeant shall be the inmate services sergeant. If the inmate services sergeant is unavailable, then the watch sergeant or an uninvolved building sergeant shall assist in the DRB.

NCCF Considerations for Prior or Multiple Violations and Discipline Time

Prior violations shall not be used to increase time in discipline beyond the most serious offense time limit according to the discipline schedule posted in CDM section 5-09/030.00, "Limitations on Disciplinary Actions," which is linked on the [REDACTED TEXT] building's web page.

Adding discipline time for multiple violations, also known as "stacking" violations, shall not occur. A violation shall be selected, and the inmate will be assessed discipline based on the bail schedule for that single violation.

Inmate Competency

An inmate shall be considered incompetent to handle their disciplinary case if the inmate states, 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 an adequate presentation of the case.

A counsel substitute may consist of aid from a fellow inmate or staff member, or from an inmate designated by the DRB. The substitution process shall not unreasonably delay the DRB hearing.

Post-DRB Procedures

Upon completion of the DRB, the inmates shall remain secured inside the [REDACTED TEXT] visiting booths pending housing in a discipline dorm or return to general population.

Inmates who were issued a disciplinary sentence will be asked to sign their "Notice of Disciplinary Violations" (SH-J-380). If the inmate refuses to sign this notice, the handling deputy shall write "Refused" on it, give a copy to the inmate, and attach the original to the block card as proof of service. This refusal shall be witnessed by a supervising line deputy or sergeant.

Should inmates receive a disciplinary sentence consisting of loss of good-time/work-time credits, removal from work status, or disciplinary housing, they shall be issued the "Notice of Action," which is generated by the IRTS application, and notified that they may appeal the decision to an NCCF lieutenant or the unit commander. Such inmates may request an appeal form after the completion of their DRB hearing from any deputy or custody assistant. Their completed appeal forms detailing the basis upon which they believe the discipline is not appropriate, shall be expeditiously forwarded to a pool of available personnel at the permanent rank of lieutenant or, if the inmate so chooses, to the unit commander by [REDACTED TEXT] building personnel so that an appeal hearing can be scheduled. The discipline may be modified or left in place after review by the lieutenant or unit commander.

Housing locations within the [REDACTED TEXT] building shall be determined by the max-control deputy or officer. Inmates shall be escorted and housed according to the current housing and movement guidelines.

Housing locations for inmates who are being returned to general population shall be obtained by contacting the Population Management Bureau (PMB). Those cells housing discipline or administrative segregation inmates shall be searched and thoroughly cleaned whenever the inmate is reassigned to another housing location.

Inmates may be handcuffed at any time prior to their DRB and secured in any holding area within the [REDACTED TEXT] building if they have a known history of being confrontational with staff. These inmates shall be noted on the "[REDACTED TEXT] Building Sergeant Video Movement Board." Inmates who become uncooperative shall be handled per CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

Note: Inmates shall sign for and be issued their stored property anytime they go to court or are leaving NCCF for housing elsewhere.

• • **07-045/04 Inmate Work Assignment Restrictions**

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| CUSTODY SERVICES DIVISION | Unit Order: #07-045/04 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: 03-18-2019 |
| | Review Date: 03-18-2021 |
| Subject: Inmate Work Assignment Restrictions | |
| Reference: CDM 5-01/020.00 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 08/24/2018 |

PURPOSE OF ORDER: The purpose of this order is to establish procedures for the work assignment restrictions of inmates housed at the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

For security reasons, inmates charged with certain crimes, with certain security levels, along with other pre-determined factors, shall be restricted from work assignments. Examples of criteria that would restrict an inmate from being given a work assignment include a charge of California Penal Code section 187 (murder) or an inmate classified as security level 8 or above. Only inmates classified as security levels 6 and below shall be allowed to work the dock and laundry work assignments.

The complete criteria for determining an inmate's eligibility for a work assignment shall be posted on the transfer center's intranet page of the NCCF intranet site.

These hiring guidelines shall be kept updated by transfer center personnel.

• • **07-055/00 Custody Identification (ID) Cards and Guest Passes**

Los Angeles County Sheriff's Department

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| Unit Order: #07-055/00 | |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 10-16-2023 |
| Subject: Custody Identification (ID) Cards & Guest Passes | |
| Reference: CDM 3-10/000.00, 3-10/015.00, 05-10/025.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the proper identification of personnel entering the North County Correctional Facility (NCCF) and the issuance of guest passes.

SCOPE OF ORDER: This order applies to all personnel entering North County Correctional Facility (NCCF).

ORDER:

All Department and non-Department personnel, unless otherwise exempted by the unit commander, watch commander, or watch sergeant, shall enter and leave the secured areas of the facility through the main entrance at the front desk sally port area.

CUSTODY IDENTIFICATION CARD

The Custody Division Identification Card is custody-wide photo identification card, issued to all Department personnel assigned to Custody Services Division. The following Division personnel shall wear this ID card on their outermost article of clothing, on the front of the chest, center chest level or above, and in plain view with the picture side of the card visible:

- Department personnel not issued a uniform
- Department personnel not wearing their County issued uniform

Non-sworn uniformed personnel shall show their custody ID card to front desk personnel when entering or exiting the facility through the front desk sally port. Once inside security, they must retain possession of their ID card on their person at all times.

Personnel assigned to the front desk entry control booth shall visibly inspect everyone entering the facility for a custody ID card worn in plain sight. Personnel shall inspect each card to ensure the card is valid and that the picture displayed on the custody ID card matches that of the bearer.

All Department personnel who do not have a custody ID card, or non-Department personnel authorized to enter secured areas within NCCF, shall surrender their government-issued identification, or County identification, and be issued a Custody Services Division security pass.

Once front desk personnel have confirmed access is authorized and receive proper identification from those requesting to enter NCCF, they will issue one of the following temporary security cards (guest passes):

- **RED SECURITY PASS**
This guest pass allows escorted access to the secured areas of the facility. Personnel issued this type of pass shall not be allowed to exit the front desk sally port and enter security until their designated escort arrives at the sally port.
- **GREEN SECURITY PASS**
This guest pass allows unescorted access to the secured areas of the facility.

The Title 15 compliance sergeant shall have the collateral duty of security pass coordinator for NCCF and

shall oversee the accounting of NCCF security passes.

Front desk personnel are responsible for issuing security passes, maintaining the Custody and Correctional Facilities Entry and Exit log, and ensuring all passes are accounted for at the beginning of each shift by completing the Security Pass log (these logs are linked on the front desk intranet page, which is linked on the NCCF intranet site). These logs shall be completed and submitted to the watch sergeant for review on each respective shift.

NOTE: Personnel who observe an unescorted visitor with a RED pass (or no pass at all) shall inquire as to his/her business and ensure the visitor is escorted or is issued an appropriate pass.

ISSUANCE OF PASSES

Front desk personnel shall verify the identification of Department personnel who require a pass and exchange their valid identification with a security pass.

For other personnel (e.g., peace officers from other agencies, vendors, visitors, volunteers, etc.), front desk personnel shall verify the visitor's level of access by consulting the access control lists posted in the access folder linked on the front desk intranet page, which is linked on the NCCF intranet site. These access control lists are updated regularly by the following personnel:

- Religious and Volunteer Services (teachers, volunteers, chaplains, etc.)
- Correctional Health Services (personnel related to medical services)

Peace officers from other agencies normally arrange for access authorization in advance, which will be noted in the access control lists, or notification will be made directly to front desk personnel when the peace officer arrives at the front desk. A photo copy of the outside law enforcement agency identification shall be created by front desk personnel and submitted to the watch sergeant with the shift's entry and exit log.

Attorneys must have a current bar card which shall be shown to front desk personnel prior to being allowed inside secured areas of the facility during "face-to-face" visits or granted the authorization to meet their client

inmate in one of the inmate visiting areas.

Any question or concern regarding the issuance of a pass to any individual shall be brought to the attention of the watch sergeant.

Once their identification and access has been verified, personnel requiring a pass shall exchange their identification for the appropriate pass and attach it to their outermost article of clothing as described above. Front desk personnel shall document the issuance of the pass in the entry and exit log.

Front desk personnel shall ensure all passes are collected and identifications cards returned to visitors prior to exiting the facility.

NOTE: Access to Building 900 by non-assigned personnel requires watch commander approval.

LOST OR STOLEN IDENTIFICATION/SECURITY PASSES

If a security pass is lost or stolen, the operations lieutenant and the security pass coordinator, in addition to the watch commander or watch sergeant, shall be notified immediately. An email notification shall be sent to the operations lieutenant and security pass coordinator if either of them are not on duty when the security pass has been discovered lost or stolen.

The pass holder (if lost or stolen while issued) or front desk personnel (if lost or stolen from the front desk area) shall submit a memorandum to the operations lieutenant and the security pass coordinator explaining the circumstances surrounding the loss or theft of the security pass. The watch commander or watch sergeant shall take whatever action they deem necessary to locate the security pass. The security pass coordinator shall be notified regarding the lost or stolen security pass and what action was taken.

The memorandum explaining the loss or theft of the pass shall be forwarded to the security pass coordinator who shall retain it. The lost or stolen security pass number shall not be reissued for one year. The security

pass coordinator shall send a JDIC message regarding the lost or stolen security pass.

• • **07-070/00 Inmate Meals**

Los Angeles County Sheriff's Department

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| | Unit Order: #07-070/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 12-18-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Meals | |
| Reference: CCR Title 15, Sections 1230, 1240-1242, 1246; CDM 5-13/010.00; UO 07-105/00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for providing inmate meals.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Each building shall send one rover with sufficient inmate workers to the kitchen to pick up meals. The rover shall leave the inmate workers outside of Inmate Dining Room #1 (IDR #1) after verifying that the hall control officer is monitoring these inmates. The rover shall enter IDR #1 and instruct the kitchen inmate workers to place the milk/juices for their building next to the rest of their building's food.

NCCF Unit Orders

The rover shall then obtain the utensil container log and the Meal Count Sheet form from the kitchen deputy and sign both after verifying the count sheet matches with what was allotted with the food carts.

The rover shall then have a minimal number of their assigned inmate workers wait outside of IDR #1 to receive the food carts from the inmate kitchen workers. Once all the building's food carts are out in the main hallway, the rover shall then escort the inmate workers as they transport the carts to the building.

Meals shall be evenly distributed to the upper and lower decks of the dorms under the supervision of the rover. Each staff station officer shall prepare their dorms for the meal, instructing all inmates to be fully dressed and to "line up for chow." The staff station officer shall ensure the tray count matches the inmate count for each dorm. One single file line shall start at the phones by the front slider and goes up the stairs and across the top tier of the dorm.

No inmates shall be allowed to use the phones until the entire meal line process has been completed. All TVs shall be turned off until all meals have been served. Inmates shall remain on the lower tier of the dorm until serving has concluded to avoid confusion and ensure all inmates within the housing location have been served in an orderly manner.

When hot meals are served, the rover shall advise all inmates that food shall be consumed during mealtime and is not allowed to be stored in the dorm. When cold meals are served in sacks, the inmates shall be advised to consume anything that requires refrigeration within four (4) hours. Staff station officers shall ensure inmates receive a minimum of fifteen minutes of meal consumption time and that all meals are documented in the electronic Uniform Daily Activity Log (e-UDAL).

The rover shall supervise the inmate worker line servers as they pass food onto the trays and hand them through the tray slot to the inmates inside the dorm. It is the rover's responsibility to ensure the correct portions are given to each inmate and inmates inside the dorm do not re-enter the meal line.

NOTE:

Supervising Line Deputies (building seniors) shall remain in their assigned building until feeding is until all meals have been served. If food shortages occur, the building supervising line deputy shall verify the food shortage and check with the other in their building for additional food. If there is no additional food, then they shall request additional food from other buildings. If no additional food is available, additional food shall be requested from the kitchen.

In Buildings [REDACTED TEXT], and [REDACTED TEXT], staff station officers shall instruct the inmates to set their empty trays in one stack outside of the security bars. In Building 800, the inmates shall be instructed to stack the empty food trays just inside the screen. As the inmate workers collect the empty trays from each dorm, the staff station officer shall verify the tray count matches the number that went into each dorm. The building rover responsible for returning the carts shall verify all food utensils are accounted for and secured inside the container prior to escorting the inmate workers back to the kitchen with the food carts.

When dropping off the empty food carts, Hall Control shall notify kitchen deputy personnel who will meet the escorting rover and verify the returning items.

NCCF Unit Orders

A sack lunch/hot meal with a beverage or a burrito with a beverage shall be served to any inmate who misses a meal due to an attorney visit, treatment in the infirmary, etc. Buildings shall obtain these meals from the kitchen to have on-hand when the inmate returns to their housing location. Deputies overseeing the area where the inmate is located during a regular meal period shall ensure the inmate receives a meal and notify the inmate's assigned housing area that they have been provided a meal.

Inmates who return to NCCF after court and have missed a meal shall be provided one during processing at the Inmate Processing Area (IPA) (see NCCF UO 07-105/00 "Processing").

Inmate Food Handlers

Inmate workers selected to perform the tasks of line servers are required to wear full clothing attire, hairnets or hats, and gloves while serving food. It is important that the inmate workers maintain acceptable hygiene.

Note: Inmates who are involved in any kind of food related work (e.g., serving cambros, bagging food, utensil washing, etc.) shall be provided training in accordance with the food service plan.

Special Diet Meals

When special diet meals are required for inmates within one of the housing areas, those meals shall be served when delivered. The service of special diet meals shall not be withheld pending the feeding of the entire housing area.

• • 07-070/05 Inmate Food Handlers Hand Wash Sinks

Los Angeles County Sheriff's Department

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| Unit Order: # 07-070/05 | |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 04-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Food Handlers Hand Wash Sinks | |
| Reference: None | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for inmate food handlers hand wash sinks.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Inmate Work Crews

Inmate work crews assigned to serve inmate meals shall be divided into two separate crews. The food preparation crew shall set up the food, move the tables, and conduct cleanup. The food serving crew shall serve the food.

Hand Wash Sinks

The inmate hand wash sinks are located adjacent to the respective building's personnel restrooms and the 15 and 25 staff stations. The hand wash sinks consist of a sink with hot and cold running water, a paper towel dispenser, and a liquid soap dispenser. These hand wash sinks shall be used by the building inmate food serving crew.

The inmate food serving crew shall wash their hands following these guidelines:

- Before starting work
- After using the restroom
- After touching face, hair, head, mouth
- After touching any part of the body, tying shoes, scratching, etc.
- After using a handkerchief or tissue
- After picking up anything from the floor
- After cleaning tables, carts, or other work surfaces
- After touching trash, floors, soiled linen, dirty food containers

- After using cleaners or chemicals

The hand wash sink paper towel dispenser and soap dispenser shall be checked prior to each inmate meal by the 15 and 25 staff station deputies. The building supervising line deputy shall verify this was done prior to each meal. The building supervising line deputies shall also be responsible for ensuring each sink has running hot water. Each shift, a building rover shall conduct the building security check and test the water in each inmate hand wash sink.

Twice each month, on the 15th and the 30th, facilities maintenance personnel assigned to each building shall test the water temperature of each sink. The water in the sink shall run for 20 seconds and the temperature shall be taken by placing a thermometer under the water for 30 seconds. The water temperature shall be between 108 and 115 degrees. If the water temperature is not between 108 and 115 degrees, a maintenance request shall be submitted.

• • **07-075/00 Inmate Searches / Housing Searches**

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| | Unit Order: #07-075/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: |
| Subject: Inmate Searches/Housing Searches | |
| Reference: 4030 PC; MPP 3-01/110.30; CDM 5-01/050.15, 5-06/010.05, 5-08/010.00, 7-14/000.00 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 8/13/2020 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for conducting searches at the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All searches conducted at NCCF shall comply with Custody Division Manual (CDM) section 5-08/010.00 "SEARCHES."

Refer to CDM section 5-06/010.05 "ALLOWABLE INMATE PROPERTY - MALE INMATES" and CDM section 5-01/050.15 "PROPERTY RESTRICTIONS FOR MENTALLY ILL INMATES" for lists of allowable inmate property.

Inmate housing and common areas shall be searched on a regular basis in a staggered rotation to prevent and control the movement and possession of contraband and weapons.

Inmate Searches

All inmates shall be searched using Department-approved methods.

Deputy personnel shall conduct pat down/cursory searches of inmates whenever they deem it to be necessary. Deputies shall use discretion when conducting inmate searches in the hallways. However, due to the large number of inmates who are typically moving throughout the facility at most times, deputies are encouraged to use additional personnel and shall comply with all applicable Department procedures.

Anytime an inmate is isolated/segregated in a cell for the purpose of a search, a sergeant shall be notified and a supervisor, at the minimum rank of a supervising line deputy, shall directly oversee the deputy/inmate contact.

The sergeant shall immediately notify the watch commander to report the circumstances leading to the inmate's placement in a hard cell. This notification shall be noted on the "Hard Cell Log" posted on the cell in which the inmate is being held. This order applies to all inmates regardless of their level of cooperation, such as when an inmate agrees to remove contraband secreted inside a body cavity and is placed in a hard cell to do so.

Strip and Visual Body Cavity Searches

Refer to unit order, section 07-075/01, Strip and Visual Body Cavity Searches

Physical Body Cavity Searches

Physical body cavity searches shall not be conducted without a search warrant or court order. These searches will only be conducted by medical personnel. Personnel present during the strip search and/or visual body cavity search shall be of the same gender as the inmate.

Strip and Visual Body Cavity Search for Pre-Arraigned Inmates

Refer to CDM, section 5-08/010.00, Searches

Strip Searches of Civil Commitments

Refer to CDM, section 5-08/010.00, Searches

Dorm Searches - Type/Definitions

Cursory Housing Area Searches

Cursory housing area searches are non-intrusive and random. Personnel conduct a general walk-through of the dorm to control the amount of contraband, excess linen and trash while also preserving internal security and safety.

Routine Housing Area Searches

Routine housing area searches are somewhat intrusive as it involves the searching of inmates, their personal property and housing area. The removal or non-removal of the inmates from the dorm will be at the discretion of the sergeant or supervising line deputy. This search will more effectively control the amount of contraband, excess linen and trash, while also preserving internal security and safety.

Specific Housing Area Searches

Specific housing area searches are conducted when reasonable suspicion exists, based upon specific articulable facts, that person(s) or a specific area to be searched may conceal a weapon or contraband and such a search may result in the discovery of the items.

Common Area and Housing Area Searches

Dorm and common area searches are necessary for facility security, the safety of inmates and employees, as well as to control the accumulation of contraband by inmates. Deputies and custody assistants are encouraged to conduct random searches whenever possible. Inmate housing areas and areas commonly accessed by inmates should be searched on a regular basis in a staggered rotation.

COMMON AREAS

Common areas shall be searched at least once per month and include, but are not limited to the kitchen, clinic, visiting, elevators, holding cells, dayrooms, indoor/outdoor recreational areas, etc.

HOUSING AREAS (DORMS)

Each shift SHALL conduct a minimum of four searches per building, per week, of all housing areas for contraband and weapons. A master search calendar has been posted on the home page of the NCCF intranet that provides each building with the assigned dates and locations of searches to be completed each month inside each building. A search log is also posted in the same location, providing personnel with a reference guide to quickly determine if their building has complied with the minimum number of searches required for that month. The search schedule and log shall be maintained by the operations staff.

The search calendar/schedules shall NOT be posted in building sergeant's offices where inmate workers who clean these offices can read the search schedules. They shall be accessed online or, if printed, kept out of sight.

NCCF Unit Orders

In order to gain the maximum compliance with inmate rules and regulations with a minimum amount of conflict/objection, the following procedures shall be followed during dorm searches at NCCF in addition to the other procedures pertaining to searches:

- The building sergeant shall be notified prior to the start of the search. A sergeant or supervising line deputy must be present during the entire search.
- The sergeant or supervising line deputy will decide whether or not the inmates will be moved from the dorm prior to the search.
- If the inmates are removed from the dorm prior to the search, the sergeant or supervising line deputy who supervised the search shall wait in the staff station area to handle any/all complaints until all of the inmates have returned to the dorm.
- If the inmates are not moved from the dorm, they may be ordered to remain on their bunks, sit at the tables, or to sit along the walls.
- The sergeant or supervising line deputy is to log the dorm search in the housing unit's electronic Uniform Daily Activity Log (e-UDAL) and sign the entry.
- The sergeant or supervising line deputy who supervises the search is responsible for ensuring the online Custody Facility Search Report is completed in the Custody Automated Reports Tracking System (CARTS) and all essential, allowable inmate items are returned/replaced (mattresses, bedding, clothing, towels, etc.).
- The completed Custody Facility Search Report shall be forwarded to the building sergeant and then to the watch commander for approval.
- Searches of individual inmates will not require the completion of a search report unless contraband items are recovered.
- Inmate property will be handled with care.
- Bunks of inmates who are not present shall also be searched.
- If the inmates are removed from the dorm and their property left behind, the property will be searched and all contraband items removed. The property shall be left on top of each inmate's bunk.
- If the inmates are removed from the dorm and they take their personal and county-issued property (excluding mattress) with them, the property should be searched in their presence. When all contraband items are removed, the remainder of the property will be returned to the inmate.
- All personal property listed in Custody Division Manual section 5-06/010.05 (including commissary) and county-issued property (with the exception of their sheet and blanket) that does not fit properly inside the inmate property bag, will be considered contraband and will be confiscated and disposed of without compensation.
- In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a four-hour period will be considered contraband and SHALL be destroyed.
- Pictures, drawings, etc., determined to be lewd or overly inappropriate shall be properly disposed

of in the designated contraband disposal container.

Inmates Workers

Inmate workers shall be searched when they report to work and when they return to their housing areas after work (or when dismissed for a meal break, lockdown, etc.).

Inmates Returning From Court

Personnel shall not conduct a strip or body cavity search of an inmate scheduled to be released within a 24-hour period unless so authorized by the unit commander.

Searching Cells in the 900 Building

The same procedures for documenting searches, as previously described in this unit order, shall still be followed for searches in the 900 Building.

Due to the elevated security levels or disciplinary status of inmates housed in the 900 building and the potential danger they present to staff, inmates in building 900 **SHALL** be handcuffed in the presence of the sergeant or supervising line deputy prior to being removed from their cells for the search. This will be accomplished using the handcuffing ports in the doors of the cells being searched.

Once the cell search is completed, the inmates **SHALL** be placed back in their cell prior to being unhandcuffed through the handcuffing port.

This procedure is not necessary when searching cells in the 915 disciplinary housing unit if direct inmate contact with personnel is prevented by using the shower corridor to separate the inmates from personnel who are conducting the search.

• • **07-075/01 Strip and Visual Body Cavity Searches**

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|---|-----------------------------------|
| Unit Order: #07-075/01 | |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 02-06-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Strip and Visual Body Cavity Searches | |
| Reference: CDM 5-08/010.00; UO 07-075/01 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for conducting strip or visual body cavity searches.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

When circumstances require a more thorough search than a pat down/cursory search, a strip or visual body cavity search shall be conducted.

When operationally practical, every effort shall be made to conduct these searches in a location equipped with privacy screens or partitions. In instances when the search is being conducted in an area where privacy screens or partitions are unavailable, Department personnel shall take all reasonable measures to ensure the inmate is protected from undue distress or embarrassment (e.g., smaller groups, single line searches, restricting access to uninvolved persons, etc.).

All strip and visual body cavity searches shall be conducted by personnel of the same gender as the inmate being searched, unless exigent or emergency circumstances exist. In the event exigent circumstances require that a person of the opposite gender participate in a strip search, all reasonable actions shall be taken to prevent the person of the opposite gender from viewing the body cavities, buttocks, or genitalia of the person being searched.

Department personnel shall not deliberately touch the buttocks or genitalia of the person being searched.

Prior to any search, the line sergeant shall be notified prior to the start of the search, and the line sergeant or supervising line deputy must be present during the entire search. All strip and visual body cavity searches shall be audio recorded and be stored for future access and review in accordance with CDM section 7-06/010.00, "Video and Audio Recording Procedures". For more information on strip and visual body cavity searches, refer to Custody Division Manual section 5-08/010.00, "Searches."

Routine initiation of Strip Searches and Visual Body Cavity Searches

Inmates may be routinely subject to a strip or visual body cavity search for jail security or the safety of custodial personnel and other inmates. Strip or visual body cavity search shall be conducted within the Inmate Processing Area (IPA) on any of the following:

- Inmates transferring to NCCF from any other facility (e.g., North, South, TTCF, MCJ, state prison, etc.)
- Inmates returning from court
- Inmates returning from work assignments who have privileged access to facility equipment that could possibly be used as a weapon or other forms of contraband
- Inmates returning from hospitalization or any other form of medical treatment which required the inmate to leave the facility

In addition, an inmate may be subject to a strip and visual body cavity search when Department personnel reasonably suspect, based on specific and articulable facts, that the inmate is concealing a weapon, drugs, or contraband, and the search may reveal such.

All searches conducted outside of the IPA shall uphold the listed standards for strip and visual body cavity searches and shall have prior approval and supervision from the line sergeant or supervising line deputy.

Limitations to Strip Searches and Visual Body Cavity Searches

Absent exigent circumstances, Department personnel shall not conduct a strip search or visual body cavity search of an inmate alone. Personnel conducting the search shall not conduct the search in a sequence that requires any inmate to place their hands inside their mouth, proceeding any other performance of the search. All oral cavity search instructions with the use of the inmates' hands/fingers shall be given to the inmate at the beginning of the search.

• • **07-075/10 Title 15 Compliance Officers & Safety Checks**

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|--|---|
| | Unit Order: #07-075/10 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-05-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-05-2021 |
| Subject: Title 15 Compliance Officers & Safety Checks | |
| Reference: CCR Title 15 Section 1027; CDM 4-11/020.00, 4-11/030.00, 4-11/030.05, 5-03/060.00, and 5-14/100.00 | |
| Unit Commander Signature: | ORIGINAL SIGNED Date: 10/31/2018 |

PURPOSE OF ORDER: The purpose of this order is to establish procedures for completing periodic, visual checks of every inmate at the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

PROCEDURES FOR CONDUCTING SAFETY CHECKS

NCCF has designated Title-15 compliance officers referred to as "Title-15 Compliance Teams" (T-15 Teams) who are designated on all shift in-services. These teams are primarily responsible for conducting the required safety checks for each housing location and assisting with the compliance of all Title 15 issues (refer to Custody Division Manual [CDM] section 5-14/100.00, "Title 15 Compliance Officer" for additional information).

The California Code of Regulations (CCR), Title 15, Section 1027, requires hourly safety checks of inmates; Division and unit policy mandates more frequent checks by Title-15 compliance officers. It is imperative all personnel strictly adhere to the inmate safety check requirements stated in CDM section 4-11/030.00, "Inmate Safety Checks."

Per CDM section 4-11/030.00, NCCF's T-15 teams shall conduct staggered safety checks by entering the dorms of inmate housing areas and visually inspecting each inmate for obvious signs of life (e.g., breathing, talking, movement, etc.) and obvious signs of distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.). Additionally, it specifies minimum time intervals based upon housing type (the safety check must be done within the noted time interval). However, NCCF has established more stringent time intervals that shall be followed.

If personnel observe any item (e.g., clothing, linen, towel, papers, etc.) obstructing their view into the

NCCF Unit Orders

cell/room/bunk area, the item(s) shall be removed immediately, keeping officer and inmate safety in mind.

Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response from the inmate and, if necessary, render first aid and/or cardiopulmonary resuscitation (CPR) as described in CDM section 5-03/060.00, "Response to Inmate Medical Emergencies," until medical and supervisory personnel arrive. The sergeant and medical staff shall respond to the location and conduct an assessment. Proper officer safety practices shall be observed at all times.

In order to ensure safety checks are done within the CDM's mandated intervals, NCCF personnel shall complete safety checks at least every 55 minutes for those housing areas that require 60 minute intervals and at least every 25 minutes for those housing areas that require 30 minute intervals.

The below matrix of safety check time intervals are noted in CDM 4-11/030.00:

| Housing Area | Time Interval At Minimum: |
|--|--|
| Cells (including but not limited to Discipline, Administrative Segregation, Diminished Privilege Environment, Protective Custody, and Station Jails) | Once per 30 minutes |
| Dorms - Unobstructed Visual Observation* | Once per hour |
| Dorms-Without Unobstructed Visual Observation * | Once per 30 minutes |
| Barracks (example: PDC South) | Once per hour |
| Intake / Inmate Reception | Once per hour |
| Medical / Infirmary | Once per 30 minutes** |
| High Observation Housing (HOH) / Forensic In-Patient (FIP) | Every 15 minutes*** |
| Moderate Observation Housing (MOH) | Once per 30 minutes |
| High Security | Once per 30 minutes |
| Sobering Cell | Once per 30 minutes (adults) Once per 15 minutes - persons of undetermined age (possible minor) |

(See CDM 4-11/030.00 for notes indicated by asterisks)

In no case shall more than 25 or 55 minutes elapse between any two security checks, depending on interval requirement, regardless of shift change, change in personnel breaks, or any other circumstances. A minimum of 9 or 19 safety checks shall be performed each eight-hour shift based upon the housing location's interval requirement. Some inmates may require 15 minute checks based upon mental health issues (suicidal) as noted in the infirmary section of this unit order. Those checks shall be conducted within the 15 minute interval.

Inmate safety checks shall be staggered to minimize the ability of inmates to plan around anticipated checks. In order to accomplish this, safety checks shall be completed within the time interval assigned to the housing location and not precisely and repeatedly on the interval. For staggering purposes in the general population buildings (500, 600, 700, and 800), teams shall conduct safety checks at least every 55 minutes. This allows the checks to be staggered in accordance with time. For staggering purposes in building 900, the Inmate Processing Area (IPA), and the infirmary, the checks shall be started at alternating locations (dorms and staff stations, holding cells and hard cells). These checks are also staggered in accordance with time, due to the start time being every 25 minutes.

In certain circumstances, a building may house an inmate in a hard cell/dayroom who is suicidal, a mental observation inmate, a person of undetermined age, etc. These inmates shall be checked according to the interval mandated in CDM 4-11/030.00. These checks shall be noted in the staff station electronic Uniform Daily Activity Log (e-UDAL) responsible for that hard cell/dayroom as well as documented via the Title-15 handheld scanner.

Title-15 bar code scanners shall be used to record safety checks by scanning the bar-coded checkpoints. All bar codes within an occupied housing location shall be scanned during safety checks regardless of whether inmates are present at the time of the check. When the scanner is not in use, it shall be returned to its docking station. If the scanner is not operating properly, refer to the NCCF intranet site for Title-15 scanner support information and procedures. If the scanner remains inoperable, then all security checks shall be manually logged into the e-UDAL.

When the Title-15 scanners assigned to each building are not operating properly, iPod scanners have been assigned to hall control for temporary use on a shift-by-shift basis until the Title-15 supervising line deputy can issue a replacement scanner. These iPod scanners shall be returned to hall control at the end of each shift. The hall control officer shall ensure all scanners assigned to hall control are accounted for at the end of their shift.

It is the responsibility of the person conducting the safety checks to confirm that all scans were recorded in the Title-15 Security Check Compliance Dashboard (T15 dashboard) or, if the T15 dashboard is down, manually recorded in the e-UDAL. If the e-UDAL is down, the checks shall be logged on the paper Uniform Daily Activity Log (UDAL).

TITLE-15 TEAMS

NCCF has assigned T-15 teams on each shift who are responsible for conducting Title-15 safety checks within the inmate housing and temporary holding areas. These teams ensure the safety and welfare of all inmates and help verify all Title-15 requirements are being met for inmates in their areas.

The T-15 team shall be assisted by the staff station officer or their relief during each safety check of the dorms overseen by their staff station. This assistance shall consist of providing security at the main door

of each dorm while the team is conducting their checks. Whenever possible, the team shall also be assisted by a building rover. This will allow one of the assisting personnel to operate the dorm sliders from the control panel at the staff station, while the other assisting officer stands ready at the main door of each dorm as the T-15 team conducts their check.

Facility operational status or staff availability will inevitably impact the degree of assistance provided to T-15 teams. The building sergeant and building senior shall make every effort to ensure their building's T-15 team receives the assistance noted in this unit order.

While the T-15 team is conducting safety checks, they shall also look for jail rule violations (e.g., shower curtains, contraband, etc.) and unsafe dorm conditions. If a T-15 team member encounters a violation of jail rules which requires an inmate incident report to be written, the staff station officer for that dorm shall write the report with the concurrence of the building sergeant or supervising line deputy. If the inmate needs to be escorted to building 900, the escort shall be done by building rovers.

If an unsafe dorm condition is found, it shall be reported to the staff station officer who shall make note of it in the e-UDAL and resolve the condition by taking appropriate action.

EM SHIFT (BUILDINGS 500, 600, 700, AND 800)

T-15 teams for buildings 500, 600, 700, and 800, on EM shift shall be comprised of at least two deputies per team. Each deputy shall be armed with a Taser and oleoresin capsicum (OC) spray (MK-9 canister) while conducting the checks. Each of these four teams shall handle a single building.

AM AND PM SHIFTS (BUILDINGS 500, 600, 700, AND 800)

T-15 teams for buildings 500, 600, 700 and 800 on AM and PM shifts shall be four-person teams comprised of at least three deputies and no more than one custody assistant (CA) per team. All deputies on each team shall be armed with a Taser and OC spray (MK-9 canister), and the CA shall have OC spray (MK-9 canister), while conducting the checks. There shall be two teams on each of these shifts; one team shall handle buildings 500 and 600, and the other team shall handle buildings 700 and 800.

BUILDING 900 T-15 SAFETY CHECKS

The T-15 team for building 900, shall be comprised of four deputies on each shift. These deputies shall each be armed with a Taser and OC spray (MK-9 canister) and coordinate with building 900 personnel who shall assist as their duties permit.

Building 900 consists of housing areas that require safety checks every 25 minutes. The CK-340 LED digital timer in this area shall be set to sound an alarm every 25 minutes. In no case shall more than 30 minutes elapse between any two security checks regardless of shift change, change in personnel breaks, or any other circumstance. A minimum of 19 safety checks shall be performed during each eight-hour shift.

BUILDING 900 PRE-DISCIPLINARY AND DISCIPLINARY HOUSING PROCEDURES

Personnel working in the pre-disciplinary and disciplinary housing areas of the 900 building shall secure all inmates within their assigned cells during all Title-15 safety checks.

During the course of mandated Title-15 requirements such as showers, pill call, and meal service, all inmates housed within a pre-disciplinary or disciplinary housing dorm shall be secured within their cells prior to personnel entering the dorm.

Emergent situations such as inmate fights, medical emergencies or any other critical situation that necessitates the immediate entry into the dorm are exceptions to this procedure.

IPA TITLE-15 SAFETY CHECKS

The T-15 team in the IPA consists of the entire IPA staff who are responsible for ensuring all safety checks in their assigned area are completed and documented. A safety check shall be conducted on all holding cells and hard cells in the IPA every 25 minutes, regardless of whether those cells are occupied (all bar code cards shall be scanned, or the checks shall be logged if the scanners are not functioning).

The CK-340 LED digital timer in this area shall be set to sound an alarm every 25 minutes. In no case shall more than 30 minutes elapse between any two security checks regardless of shift change, change in personnel breaks, or any other circumstance. A minimum of 19 safety checks shall be performed during each eight-hour shift.

INFIRMARY TITLE-15 SAFETY CHECKS

The T-15 team in the infirmary consists of the deputies assigned to the infirmary on each shift. Infirmary deputies shall ensure safety checks are conducted in both rear hallways of the infirmary every hour (scan the bar codes at each of the rear doors). Safety checks of the infirmary's hard cells (quiet rooms) shall be done according to existing policy. Safety checks on inmates placed in a quiet room on mental observation watch shall be conducted every 15 minutes.

When an inmate is placed in a quiet room on suicide watch, personnel from the building where the inmate was housed shall be reassigned to the infirmary to handle the direct observation of the inmate and take care of the documentation. This allows the infirmary deputies to continue with all the other required safety checks in the infirmary as well as their other infirmary duties.

If the building where the inmate is housed lacks sufficient personnel to handle the suicide watch duties, that building's sergeant shall arrange for a replacement from another area of NCCF. The watch sergeant must approve the use of personnel from another area of NCCF for this purpose.

EMERGENCY PROCEDURES

T-15 teams shall NOT respond to facility disturbances and shall continue to complete their safety checks during a facility disturbance.

The only exceptions to this mandate would be an officer involved fight or if ordered/approved by the watch commander. When these exceptions occur, the team(s) diverted shall return to their Title-15 compliance check duties as soon as possible. The incident and the name of the watch commander who

ordered the diversion from their safety checks shall be noted in the watch commander's log and in the e-UDALs of the affected dorms/cells/rooms.

With watch commander approval, safety checks can be "visual only" when building staffing is significantly reduced due to circumstances necessitating the facility being placed in a lockdown mode, Emergency Response Team (ERT) activations, etc. This shall also be noted in the e-UDALs of the affected dorms/cells/rooms.

BUILDING SERGEANTS

Building sergeants shall complete at least one unannounced Title-15 safety check with the T-15 team per shift, walking with them as they do their checks.

During this unannounced Title-15 safety check or at another time during the shift, the building sergeant shall conduct an audit of the safety checks already entered into the e-UDAL. Any deficiencies noted shall be included in the results of the audit, which shall be entered into the e-UDAL for documentation purposes.

Building sergeants shall document this completed supervisory check in the e-UDAL by checking the box titled, "Safety Check Review" and making one of the following recommended comments about the safety checks as appropriate:

- Briefed safety check policy
- Safety check briefing conducted
- Briefed on the importance of safety checks
- Observed safety checks and conducted after-action review
- Reviewed safety checks and briefed personnel
- Reviewed safety checks and briefed on timeliness of walks

BUILDING SUPERVISING LINE DEPUTIES

Building supervising line deputies shall play an active role in assuring that Title-15 safety checks are conducted regularly and in accordance with Title-15 standards. They are responsible for making sure the T-15 teams are maintaining compliance by use of the T-15 dashboard on the computer. The T-15 dashboard shall be viewable on one of the two computer screens of the supervising line deputy's computer at all times to facilitate the monitoring of Title-15 safety checks.

Building supervising line deputies shall ensure any deviation from Title-15 safety check procedures is properly documented in the e-UDAL. Any significant issues involving safety checks shall be immediately discussed with the respective building sergeant and watch commander.

PROBLEMS WITH SCANNERS AND BAR CODES

In addition to the procedures mandated in CDM section 4-11/030.05, "Title-15 Scanner," NCCF personnel shall notify the Title-15 supervising line deputy and document such notification along with the notifications mandated in CDM 4-11/030.05.

• • **07-085/00 Inmate Wristbands**

Los Angeles County Sheriff's Department

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| | Unit Order: #07-085/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 10-08-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Wristbands | |
| Reference: CDM 3-09/000.00, 5-01/030.00; Unit Orders 07-105/00, 07-035/00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the replacement of inmate wristbands.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Inmate Processing Area (IPA) personnel shall inspect each arriving inmate's wristband to ensure it is legible,

properly fastened, fitted and secured to the inmate's wrist, and in good condition. Any inmate who cannot be identified due to a wristband problem (e.g., removed, lost, illegible, altered, etc.) shall not be accepted (refer to Unit Order #07-105/00).

When it is necessary to positively identify an inmate due to a damaged, removed, or missing wristband, NCCF personnel shall use the L.A. Photo Manager application. All NCCF sergeants, supervising line deputies, and infirmary deputies have been authorized access to this application and shall ensure they are familiar with its use.

All personnel who access the L.A. Photo Manager application to positively identify an inmate due to a damaged, removed, or missing wristband shall enter "WRISTBAND REPLACEMENT" for the L.A. Photo Manager search reason (refer to the L.A. Photo Manager guide posted on the NCCF Infirmary's web page).

A wristband inspection shall be conducted during the 2030 hour wristband count (refer to Unit Order #07-035/00). Any inmate found with a damaged, inaccurate, or unserviceable wristband shall be identified. Immediately after counting, the identified inmates shall be removed from their respective dorms and placed in a dayroom.

PM shift deputies shall make new wristbands for these inmates and leave them for the EM shift. The EM shift deputies' first responsibility shall be to issue new wristbands to these inmates and return them to their dorms. This procedure should be performed from one of the staff stations.

When an inmate is found without a wristband or has a completely illegible wristband, they shall be properly identified via the L.A. Photo Manager application. If identification cannot be made, the inmate shall be transferred via the first available transportation to IRC for positive identification.

All wristbands, colored cards, tools, and plastic locking clasp which are not in use shall be secured in a locked cabinet in the sergeant's office of each building.

• • **07-085/05 Vending Machine Procedures**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: # 07-085/05 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 12-18-2024 |
| Subject: Vending Machine Procedures | |
| Reference: CDM 5-13/110.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures to ensure all inmates housed in Buildings [REDACTED TEXT] have access to inmate vending machines on a weekly basis.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Permitting inmates access to the vending machines shall be done on a weekly basis unless pre-empted by a facility emergency or the building supervising line deputy or sergeant's approval. Pre-empted and/or completed vending availability shall be documented in the electronic Uniform Daily Activity Log (e-UDAL) at each staff station.

Staff station personnel, with the assistance of Rover 2 (if Rover 2 is unavailable, Rovers 1 or 3 will assist), shall ensure a verbal vending announcement is made and allow inmates wishing to use the vending machines an adequate and reasonable amount of time to prepare themselves for vending. Day shift personnel shall be responsible for conducting upper floor vending and PM shift personnel shall be responsible for conducting lower floor vending at minimum once per week.

A log entry sheet shall be posted inside of each building next to the vending area. The date, time of day, and which dorms were allowed access to vending, along with the number of inmates participating from each dorm shall be documented on the sheet. Any unusual events such as theft, vandalism, or a malfunctioning machine shall also be documented.

Every Friday during dayshift, Rover 1 shall check the log sheet and confirm that each dorm within that building location was offered vending. If a dorm for that week was not accommodated, it shall be done so that shift.

If a vending machine sustains any vandalism or theft, an Incident Report (SH-R-49) shall be completed, and an entry shall be made in the e-UDAL documenting the time the vending contractor was telephonically notified regarding the incident [REDACTED TEXT]. If a machine is out of product or malfunctioning, the vending contractor shall be telephonically notified as soon as possible and an e-UDAL entry shall be made.

Inmates may purchase up to two cards per week from commissary with a value of \$20.00 each. These cards shall be marked with the inmate's name and booking number. An inmate shall not possess more than two debit cards at any time and shall not possess any card originally sold to another inmate. Inmates shall be responsible for maintaining their cards in good condition, free from damage or misuse.

Inmates shall make their own purchases from the vending machines and shall not be limited to the number of items they may purchase as long as they use only two vending cards. **The use of inmate workers or other inmates to make purchases for inmates is prohibited.**

Purchase amounts will automatically be deducted from the card after each use.

Random checks by personnel are encouraged to deter inmates from possessing cards belonging to other inmates or from possessing more than the maximum amount of two cards.

• • **07-095/00 Management of Inmate Clothing**

Los Angeles County Sheriff's Department

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| | Unit Order: #07-095/00 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 06-05-2023 |
| Subject: Management of Inmate Clothing | |

NCCF Unit Orders

Reference: CA Penal Code 4600, CCR Title 15, Sections 1260-1263;

UO 07-045/00, 07-095/05

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the maintenance of adequate supplies of inmate clothing and linen.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Minimizing the loss, destruction, theft, disposal and hoarding of inmate clothing and linen is necessary to ensure adequate supplies are maintained. Personnel shall strictly enforce the following regulations, utilizing the appropriate inmate disciplinary guidelines:

1. Inmates assigned to NCCF will possess the basic issues of clothing (including underwear), linen and bedding as established by Custody Division. Possession more than the issued quantities will be a violation of jail regulations and appropriate discipline will be administered (refer to Unit Manual section #07-045/00).
2. Any alteration of county issued property is a violation of jail rules. Permanent alteration of county issued laundry items is considered "Destruction of County Property" and is a crime under Penal Code Sections 4600. Inmates will be held accountable for the clothing articles they possess.
3. Staff will ensure clothing items are not mixed with trash during clean-up. The trash crew will make a secondary search of the trash and retrieve any clothing or linen.
4. Laundry articles are not to be used in any manner other than what they were intended, i.e., utilizing laundry items for cleaning purposes or for the private use of employees.

5. Staff station officers shall verify all inmates being released or transferred have their issued laundry items before they are allowed to leave the housing location.
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• • **07-095/05 Laundry Issue and Exchange**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| Unit Order: #07-095/05 | |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 02-14-2024 |
| Subject: Laundry Issue and Exchange | |
| Reference: CCR Title 15 Section 1260-1263; CDM 5-11/030.00, 5-11/060.00, 5-11/070.00; NCCF UO 07-170/20 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the issuance and exchange of laundry-related items.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

GENERAL INFORMATION

The central clothing, linen, and bedding supply area (laundry warehouse) at NCCF is located inside [REDACTED TEXT], adjacent to the main warehouse. There are two (2) laundry work crews:

- AM SHIFT: 35-40 inmate workers
- PM SHIFT: 35-40 inmate workers

These inmate work crews are supervised by laundry personnel.

Laundry personnel shall consist of one deputy and three additional personnel (i.e., custody assistants [CA] or civilian laundry workers) on AM and PM shifts. The laundry deputy shall provide security for laundry personnel, assist with processing laundry-related articles, and act as a liaison between NCCF and Pitchess Detention Center (PDC) South Facility personnel who operate the PDC laundry. The custody assistants and civilian laundry workers shall divide the inmates assigned to the laundry into different crews who assist in the supply, storage, and exchange process of all laundry-related articles (i.e., clothing, linen, and bedding supplies).

SPECIFIC RESPONSIBILITIES

Laundry Lieutenant

The NCCF lieutenant with the laundry collateral duty has overall responsibility for ensuring adequate supplies of laundry items (i.e., clothing, linen, mattresses, and shoes) are maintained.

Laundry Sergeant

The Title-15 sergeant shall be responsible for overseeing the NCCF laundry operation and shall report to the laundry lieutenant.

Laundry Supervising Line Deputy

The Title-15 supervising line deputy shall be responsible for directly overseeing the NCCF laundry operation and shall report to the laundry sergeant and laundry lieutenant. This shall include directly supervising all laundry

personnel and ensuring laundry exchanges are completed in accordance with unit and Division policy.

Laundry Deputy

The laundry deputy shall be responsible for maintaining the daily operation of NCCF laundry, supervision of inmate workers, and reporting to the NCCF laundry supervising line deputy and laundry sergeant.

Laundry Custody Assistants/Civilian Workers

The custody assistant and civilian worker are responsible for maintaining the daily operations of NCCF laundry, supervision of inmate workers, and maintaining all required documentation of laundry.

LAUNDRY EXCHANGE

A "Laundry Exchange Schedule" (calendar) has been established to comply with Title-15/Department laundry mandates. This schedule accommodates the entire facility through the distribution of laundry items on both AM and PM shifts. The schedule shall be maintained by the laundry sergeant and disseminated to each building via email.

The laundry crews assigned to each shift, consisting of laundry personnel and inmate laundry workers, shall distribute laundry items and shall be responsible for maintaining a neat and orderly working environment in all laundry work areas and storage rooms.

The weekly, minimum required clothing/linen issued to each inmate consists of:

- One (1) towel
- One (1) inmate uniform (shirt and pants)
- One (1) set of thermal undergarments (shirt and pants)
- Two (2) undershirts (or one undershirt exchanged twice per week)
- Two (2) pairs of socks (or one pair of socks exchanged twice per week)
- Two (2) underpants (or one underpants exchanged twice per week)
- One (1) sheet
 - NOTE: *Pre-disciplinary and disciplinary housing areas shall not receive sheets*

Each inmate shall initially receive one blanket. If a top sheet is not issued, blankets shall be exchanged at least once a month or more often if necessary. If a top sheet is issued, blankets shall be exchanged at least every three (3) months.

Laundry personnel shall distribute laundry as follows:

- Through the dorm security bars, or
- Through a dorm search for excess linen.

During the distribution of laundry through the dorm security bars, inmates shall line up with all their dirty clothing/linen and exchange them for clean clothing/linen.

During a dorm search for excess linen, all inmates assigned to the dorm shall be escorted out of the dorm by laundry personnel and placed into a building dayroom and/or recreation yard. All inmates shall exit wearing one undershirt, one underpants, one pair of socks, and County issued shoes. All additional dirty clothing/linen shall be left behind in the dorm. Laundry personnel shall conduct a routine dorm search for excess linen and damaged mattresses in the housing area of the dorm. At the conclusion of the dorm search, all inmates shall be escorted back to their assigned dorm and shall be issued the weekly required clean clothing/linen as mandated by Title-15/Department.

Laundry personnel shall document all exchanges and refusals into the e-UDAL and submit a "laundry assessment" to the laundry sergeant.

The following additional shall be considered when determining laundry needs within NCCF:

- Inmate Processing Area (IPA) – laundry personnel shall issue one full cart of clothing and one full cart of clean linen three times a week to the IPA.
- Each new inmate arrival is issued two underpants, two undershirts, two pair of socks, one towel, one sheet, one blanket and one fish kit. Shoes shall also be exchanged for any inmate wearing unserviceable shoes.
- Building 900 (discipline) – laundry personnel shall stock the intake and release area twice a week. Inmate areas shall be stocked with approximately 40 intake discipline uniforms and 40 release uniforms (general population) in addition to the required linen consisting of: two underpants, two undershirts, two pair of socks, one towel, one sheet, one blanket.
- When any inmate who is assigned to the dorm is absent (e.g., court, visit, etc.) during laundry exchange, laundry personnel shall leave the required clothing/linen at the staff station and instruct staff station personnel to issue the inmate their required clothing/linen upon return. Laundry personnel shall document the absence of any inmate and the linen/clothing left at the staff station in the e-UDAL.
- If a lockdown or any other incident occurs that would cause limited movement due to temporary shortages of personnel, all efforts shall be made to complete the regular daily laundry exchange immediately after normal operations resume. If it is not possible to finish the laundry exchange on the scheduled day, the exchange shall occur during the next regularly scheduled workday.

MATTRESSESS

All inmates shall be issued one mattress with a plastic cover when transferred to the facility.

If an inmate is transferred within the facility, the inmate shall leave the mattress at their prior housing location and shall be issued a mattress with a plastic cover at the new housing area.

Laundry personnel shall be responsible for maintaining a daily minimum of 20 new mattresses in each building for new inmate arrivals and increasing the minimum to 35 new mattresses in each building for the weekend.

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 SHOES

Inmates shall be issued one pair of jail-issued shoes when they receive their initial inmate uniform at the Inmate Reception Center (IRC). When inmate shoes become worn and unserviceable, they shall be exchanged for serviceable shoes.

Personnel working housing areas and in the IPA shall ensure inmates with unserviceable or ill-fitting shoes are exchanged for serviceable shoes.

Supplies of inmate shoes shall be maintained in all housing areas and the IPA for this purpose. Additional inmate shoes shall be maintained in the NCCF laundry warehouse.

REUSABLE (CLOTH) FACIAL MASKS

Laundry personnel shall conduct distribution of reusable facial masks once a month to all inmates housed in the facility during clothing exchange. Laundry personnel shall distribute and retrieve all dirty reusable facial masks during clothing exchange and/or routine dorm searches for linen. Laundry personnel shall document the total amount of dirty reusable facial masks and send them to PDC laundry for cleaning and return for future distribution.

Additionally, laundry personnel shall issue approximately 100 reusable facial masks to each staff station, infirmary, IPA, and inmate services once a month for distribution to inmates in need of a reusable facial mask.

Laundry personnel shall maintain all inventory of reusable facial masks within the NCCF laundry warehouse.

CONTAMINATED ARTICLES

All clothing and bedding items that have been infested (e.g., lice, crabs, etc.) or used by an inmate who has been identified as having Methicillin-resistant Staphylococcus aureus (MRSA) shall be placed in a plastic bag and replaced with clean clothing and bedding items. The bag shall be sealed and labeled "CONTAMINATED ARTICLES."

This bag shall be stored in the main laundry dock area pending transport to the PDC laundry for specific cleaning (refer to NCCF unit order 07-170/20, "Infestation" for additional information regarding infestation).

MAIN LAUNDRY AREA AND LOADING DOCK

Laundry personnel shall supervise the loading of soiled/exchanged clothing/linen and unloading of clean clothing/linen from the PDC laundry trailer. All clean clothing/linen carts unloaded from the PDC laundry trailer shall be taken to the NCCF laundry warehouse for sorting and distribution.

All soiled/dirty linen shall be sorted by articles of clothing (e.g., socks, undershirts, underpants, etc.) and placed in the "NCCF – wash and return" carts. All laundry carts leaving the secured areas of the facility shall be searched by personnel escorting the inmates onto the loading dock, ensuring that no inmate has concealed themselves inside one of the carts.

Laundry personnel escorting the inmate laundry workers onto the loading dock and supervising the unloading/loading of the trailer shall verify all inmate laundry workers are accounted for prior to escorting them off the dock and back inside the main laundry area.

If a laundry delivery or pickup by the PDC laundry is being conducted during the working hours of the inmate laundry crews, inmate laundry workers shall remain within the secured area of the facility in the main laundry area.

SEARCHING OF INMATE LAUNDRY WORKERS

Inmate laundry workers shall be thoroughly searched when they report for work at the main laundry and again before they are allowed to return to their housing areas when they have finished working.

• • **07-105/00 Processing**

Los Angeles County Sheriff's Department

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| | Unit Order: #07-105/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 12-18-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Processing | |

Reference: CCR Title 15, Sections 1050 & 1069

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for processing inmates arriving to and departing from the North County Correctional Facility (NCCF).

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The Inmate Processing Area (IPA), located in building 400, shall be the point of reception and departure for all inmates entering or leaving the facility. At least one member of the IPA staff shall remain inside the IPA control booth during each shift.

Inmates transported to NCCF for medical treatment shall be escorted to Medical Services through the IPA sally port for proper search procedures.

Any deviation from these procedures shall require the watch commander's approval and be noted in the Facility Log. The Log entry shall include the following:

- Time of arrival or departure
- Number of inmates
- Type of medical emergency transportation, if required
- The name, employee number, and rank of receiving officer(s)

INCOMING LINES

Notification of the incoming line is received via email to the IPA email group "PDC NCCF IPA DETAINERS." The email shall contain the following information:

- inmate's name
 - booking number
 - race
 - release date
 - current housing location

Incoming line emails are generally received on both AM and PM shifts. Inmates will have pre-assigned housing locations selected by the Central Housing Unit (CHU). Transfer center personnel will screen all the previous day's incoming lines to identify inmates eligible for work status.

The approximate arrival time will be listed on the email and every effort shall be made to accept the line at that time. If a problem arises where the arrival time is incompatible with NCCF staffing, the watch commander/watch sergeant shall be notified.

INITIAL PROCESS

CHU personnel shall ascertain what vacancies are available within NCCF housing areas and assign the new arrivals according to current housing classification guidelines. Staff station personnel shall make bunk assignments when the inmate(s) arrive at their housing location.

In the event there is a discrepancy with CHU's vacancies and the buildings' actual vacancies due to in-house movement, staff station personnel shall relocate the new arrival to a dorm suitable for the inmate's security level and classification.

To avoid vacancy discrepancies, building personnel shall report any unscheduled, non-routine movement to the IPA and CHU.

The processing deputy shall distribute the incoming line teletype in the following manner:

| | |
|------------------------|----------|
| Processing Deputy: | 2 copies |
| Building bonus deputy: | 1 copy |
| Gang Detail: | 1 copy |
| Medical: | 1 copy |
| Transfer Center: | 1 copy |

INMATE ARRIVAL VIA COURT SERVICES TRANSPORTATION BUREAU(CST)

The central control deputy shall inform the IPA of the arrival of the incoming line.

Central control will allow CST to enter the IPA vehicle sally port. Once inside, the gate shall be secured and remain secured until they are informed that CST is clear to leave. CST deputies shall secure their weapons in the designated gun locker prior to allowing the transport vehicle access to the vehicle sally port.

PROCESSING INCOMING LINES

The processing of incoming lines shall be handled by a sufficient number of personnel to maximize safety and security within the IPA. The IPA sergeant shall ensure sufficient deputy personnel are present and direct IPA deputies to request the response of building personnel to assist in the process when needed. A supervising line deputy or sergeant shall be present during the processing of all incoming lines.

The incoming inmates shall be scanned into the Defendant Inmate Movement Management System (DIMMS) and their wristbands checked against the incoming line email by IPA personnel. The wristband shall also be checked to ensure it is securely fastened and not tampered with (e.g., tied together with string, etc.). Inmates who cannot be identified shall not be accepted and shall be returned to the Inmate Reception Center (IRC). Inmates identified as those normally segregated at NCCF shall be placed into separate holding areas and processed individually when time permits.

INMATES LISTED ON THE EMAIL BUT NOT PHYSICALLY ON THE BUS

In the event an inmate who is listed on the incoming line email is not here on the bus, the following procedure shall be followed:

- Identify the inmate who is missing and immediately inform CST personnel
- Immediately notify the IPA supervisor (supervising line deputy or sergeant)
- Allow CST personnel the opportunity to locate the missing inmate. Every effort shall be made by CST personnel, with the assistance of IPA personnel, to locate the missing inmate or identify their location prior to CST personnel being allowed to leave NCCF.
- If the inmate is not physically present and their location identified, the inmate shall be lined out (scratched) on the email and CST personnel shall list their name, employee number, time, and the current location of the missing inmate (e.g., still at Van Nuys court; on bus #12345; etc.)
- If the inmate is not located or there is an issue between CST personnel and IPA personnel, the NCCF watch commander shall be notified.

INMATES NOT LISTED ON THE EMAIL BUT PHYSICALLY HERE ON THE BUS

NCCF Unit Orders

In the event an inmate who is not listed on the incoming line email is physically on the bus, the following procedure shall be followed:

- Identify the inmate and immediately inform CST personnel
- Immediately notify the IPA supervisor (supervising line deputy or sergeant)
- Allow CST personnel the opportunity to ascertain why the discrepancy occurred. Every effort shall be made by CST personnel, with the assistance of IPA personnel, to determine where the inmate should be housed prior to CST personnel being allowed to leave NCCF.
- If the inmate is supposed to be housed at NCCF, the inmate's information shall be handwritten onto the facsimile and CST personnel shall sign their name, employee number, time, and date next to the additional inmate information.
- If the inmate is not to remain at NCCF, CST shall transport him to the correct location.
- If there is an issue between CST personnel and IPA personnel, the NCCF watch commander shall be notified of the incident

CST personnel shall not be cleared to leave NCCF until a missing inmate is located and accounted for, or the correct housing location is determined of an additional inmate who was not listed on the email but on the bus.

In the event an inmate becomes insubordinate during processing and there is a need for isolation, barring exigent circumstances, a supervising line deputy or sergeant shall be present during the inmate escort to and from the isolation cells located in the 2-Row and the use of a handheld camera shall be implemented. The watch commander shall be notified when a recalcitrant inmate is placed in one of these isolation cells. Refer to CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

Inmates shall be strip searched and their property checked for contraband. A complete bedroll and t-shirt roll shall be issued to each inmate. Personnel present during the strip search and/or visual body cavity search shall be of the same sex.

At the beginning of each shift and between each line searched, IPA personnel shall have their inmate workers clean the searching tables and holding cells with sanitizer. The floors shall be regularly mopped and kept clean at all times.

MULTIPLE INCOMING LINES

NCCF Unit Orders

When there is more than one incoming line to process, the first line to arrive shall be off-loaded and moved to the IPA interior sally port. The line verification procedure remains the same, however, inmates shall be escorted to holding areas and "locked-down" to allow for the process to continue with the remaining buses. The second and subsequent lines are handled in the same manner.

NOTE: Any inmate arriving at NCCF with visible signs of recent injury shall be interviewed immediately to verify they received medical attention and the incident has been properly documented (e.g., complaint report, inmate injury report, etc.). If the incident has not been documented, the NCCF watch commander shall be notified and shall determine whether or not the inmate will be accepted. CST personnel shall either prepare the proper documentation or return the inmate to the facility/court from where he was transported.

NCCF COURT RETURNEES

All inmates returning to NCCF from court shall be checked off against the master court list prior to being sent back to their respective housing locations. All shifts shall be responsible for the court returnees who return on their shift. When circumstances prevent this from occurring, it shall be passed on to the following shift supervisors (supervising line deputy or sergeants).

When court returnees have been released from the IPA to their respective housing locations, building personnel shall make every effort to stop these returning inmates inside their building's entrance corridor before they enter the building. Building rovers shall identify these inmates and ensure they return to their respective dorm. Staff station personnel shall notify the building supervisor of the court returned inmate.

This process allows the building's supervising line deputy to verify and reconcile their court returnees with the IPA at the 1530 hours and 2100 hours count times.

If the IPA has accounted for a court returnee and the building is still missing the inmate after count, a facility page shall be done immediately to locate the inmate. Once the inmate is located, the building where the inmate is housed shall notify the IPA. If the inmate is not located, the building sergeant and the watch commander shall be notified.

After the final CST bus for the day has delivered the last of NCCF's court returnees, the IPA shall ensure all personnel are notified no additional court returnees are forthcoming. This will help our staff determine if there are any court "miss outs" to report.

HOUSING AND SPECIAL FEEDING

NCCF personnel shall provide any newly arrived inmates who have missed a regularly scheduled meal with a meal after processing. The IPA shall coordinate with the kitchen or the inmate's housing location to ensure the inmate receives a meal.

If a hot meal is missed, an effort shall be made to provide one. If a hot meal cannot be arranged, a sack lunch shall be provided. The sack lunch may be consumed in the IPA holding cells if convenient and at the discretion of the IPA supervising line deputy.

After processing, IPA personnel shall escort the inmates to their designated buildings. Staff station personnel shall make the appropriate computer updates.

OUTGOING LINES

NCCF will receive emails from IRC indicating those inmates who are to be transferred from the facility.

NOTE: The removal, or “scratch,” of an inmate from an outgoing transfer line shall not be made without good cause (e.g., outgoing line exceeds bus capacity, inmate presents a security risk, inmate experiences a medical emergency, etc.).

The IPA supervising line deputy or sergeant shall approve the scratch.

A medically ordered inmate transfer **shall not** be canceled without the approval of an infirmary nurse supervisor. Documentation of a cancelled medical transfer shall include the inmate’s name and booking number, and the name and employee number of the nurse supervisor approving the cancellation. This information shall be logged in the IPA e-UDAL.

The IPA deputy shall distribute copies of the outgoing line in the following manner:

- Processing Deputy: 2 copies
- CST deputies: 3 copies
- Transfer Center: 1 copy
- NCCF OSJ: 1 copy

The IPA’s processing deputy shall compile all transfer requests and initiate NCCO passes for outgoing lines.

When staff station personnel receive NCCO passes, they shall assemble the inmates, check each wristband, replace those wristbands that are illegible, and have outgoing inmates escorted to the IPA or designated building dayroom pending transportation by CST.

Inmates that require special handling shall be placed in the IPA single man holding cells.

BUS YARD AND SALLY PORT PROCEDURES

Every effort shall be made to assist CST personnel with the loading and unloading of inmates in the bus sally port area. If the IPA is short staffed, an available rover shall be requested to respond to the IPA. The inmates shall either remain on the bus or in the sally port holding area until sufficient personnel are present to handle the incoming inmates.

When IPA personnel are searching inmates at the reception tables, CST personnel will be allowed into the sally port area but **shall not** unchain their inmates. CST personnel shall wait until the search is completed and the inmates have been placed back into a holding cell or sent to their respective housing locations. IPA personnel shall then respond to the sally port and inform CST personnel it is clear to proceed.

CST personnel shall notify central control when all inmates have been checked in or out and CST is clear to depart the vehicle sally port.

• • **07-105/01 Safety Screening Program (B-SCAN)**

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| | Unit Order: #07-105/01 |
| CUSTODY SERVICES DIVISION | Effective Date: 11-28-2018 |
| GENERAL POPULATION | Revision Date: 03-19-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-19-2021 |
| Subject: Safety Screening Program (B-SCAN) | |
| Reference: CDM 5-01/030.00, 5-08/010.00-020.00, 5-09/030.00, 7-03/010.00; CDD 16-001 and 19-002 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 11/28/2018 |

PURPOSE OF ORDER: The purpose of this order is to establish procedures for the body scanning of inmates at the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

The purpose of the "Smith Detection B-SCAN 16HR-LD 250" B-SCAN/X-ray screening system (B-SCAN) is to curtail contraband entering NCCF and to minimize the need for more intrusive methods of searching inmates during the intake process and routine searches.

The B-SCAN will be used in the Inmate Processing Area (IPA) and in the vocational shop entrance corridor (VOC shop) to screen new inmates, court returnees, inmate workers, and any inmates currently housed at NCCF.

The use of the B-SCAN will help reduce the amount of contraband that goes undetected when only visual searching methods are used, since it more effectively detects contraband secreted in an inmate's clothing as well as body cavities.

B-SCAN SAFETY SCREENING PROGRAM

All NCCF personnel shall follow the procedures noted in Custody Division Manual (CDM) section 5-08/020.00, "Custody Safety Screening Program (B-SCAN)," which establishes Division policy regarding the operation of the B-SCAN.

RADIATION DETECTION BADGES (DOSIMETERS)

The AM shift IPA sergeant shall be the "radiation safety officer" (RSO) for NCCF and shall ensure all NCCF personnel remain compliant with the handling, use, storage, and monitoring requirements of dosimeters, as stated in CDM section 5-08/020.00.

The RSO shall submit an email to the "PDC NCCF OPERATIONS" email group during the first week of each calendar quarter (i.e., the first week of January, April, July, and October) reporting the status of NCCF's compliance with these requirements. Any deficiencies and corrective action shall be included in these quarterly emails.

The operations staff shall archive these emails should they be needed when verifying NCCF's compliance with CDM section 5-08/020.00.

The RSO shall coordinate with the NCCF training staff to ensure dosimeter issuance requirements are being met.

B-SCAN SCREENING PROCEEDURES

The "Body Scanner Use Report" shall be completed by NCCF personnel each time the B-SCAN is used. It is linked on the IPA's intranet page of the NCCF intranet site and is used to track the use of B-SCAN equipment at NCCF.

Inmates who are to be screened shall be escorted into the B-SCAN area in the IPA or VOC shop. The inmates will stand quietly and face the wall as custody personnel provide the following instructions in preparation to move one (1) inmate at a time through the B-SCAN:

- Place property on the table for searching
- Present wristband for scanning
- Step up onto the conveyor belt with the toes on the edge of the belt facing away from the operator
- Stand with hands to sides, fingers spread apart and feet shoulder width apart

- Turn head toward the exit area of the B-SCAN machine
- Prepare for the screening system's conveyor belt to move through the screening system and ensure inmate does not move during the scanning process to prevent a miss scan

When the B-SCAN operator is ready, custody personnel shall direct the inmates, one at a time, through the B-SCAN. At the completion of each scan process, the inmate will be instructed to safely step off the system's conveyor belt, face the exit door, place their hands behind their back, and refrain from talking.

During this time, the B-SCAN operator shall evaluate the inmate's scan. If the B-SCAN operator determines the inmate is clear of any contraband, the inmate shall be directed to recover their property and follow the directions of deputy personnel.

If the B-SCAN operator observes something suspicious or foreign in the inmate's scan, the operator shall notify the assisting deputies and the sergeant. The inmate shall then be handcuffed and segregated. Once the inmate is segregated, he shall be supervised by deputy personnel at all times to prevent the inmate from disposing of any evidence of contraband.

The inmate shall be visually searched and given the opportunity to voluntarily remove the contraband. If the inmate refuses to voluntarily remove the contraband, contraband watch procedures shall be initiated and conducted in accordance with Custody Services Division Directive (CDD) 16-001, "Contraband Watch Procedures."

CONTRABAND DISCOVERED THROUGH THE USE OF THE B-SCAN

IPA or VOC shop personnel shall submit information related to the discovery and recovery of contraband on the "Body Scanner Refusal & Contraband Recovery Notification Form" that is linked on the IPA's intranet page of the NCCF intranet site. Where possible, include photographs of the inmate's scanned image as well as the recovered contraband item(s).

This form is sent directly to the NCCF administrative staff who will document the discovery and recovery of contraband in the "Body Scanner Contraband Recovery Tracker."

The RSO shall document any contraband discovered through the use of the B-SCAN in a memorandum to the respective division chief, and make an entry into the electronic Line Operations Tracking System (e-LOTS) in accordance with Custody Operations Directive 19-002.

REFUSAL PROCEDURES

Procedures noted in CDM section 5-08/020.00 shall be followed when an inmate refuses to be screened. All inmates who refuse the B-SCAN screening process shall be documented on the "Body Scanner Refusal & Contraband Recovery Notification Form" that is linked on the IPA's intranet page of the NCCF intranet site.

• • 07-105/03 Contraband Watch Procedures

Los Angeles County Sheriff's Department

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| | Unit Order: #07-105/03 |
| CUSTODY SERVICES DIVISION | Effective Date: 04-08-2014 |
| GENERAL POPULATION | Review Date: 05-06-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Contraband Watch Procedures | |
| Reference: CDM 5-07/000.05, 5-08/010.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for placing an inmate on contraband watch and the retrieval of concealed contraband.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The on-duty watch commander and supervising building sergeant shall be immediately notified of any inmate suspected of concealing contraband inside a body cavity.

The objective of placing an inmate on contraband watch is to retrieve concealed contraband, ensure it does not reach the inmate population, and ensure the safety of the inmate suspected of having concealed the contraband. Placement on contraband watch shall be utilized as a last resort when all other reasonable means to recover the contraband have failed.

An inmate may be placed on contraband watch when Department personnel develop, through direct observation, use of the B-SCAN system ("body scanner"), or canine alerts, reasonable suspicion supported by

NCCF Unit Orders

articulable facts that the inmate has concealed contraband in their body, either physically or through ingestion, and the inmate refuses to confirm the presence or absence of contraband.

If, at any time during their incarceration, an inmate admits to Department personnel that they have concealed narcotics or other life-threatening contraband (e.g., cutting instruments) in their body, personnel shall initiate an Inmate Injury/Illness Report (SH-J-212) and, in accordance with Custody Division Manual (CDM) section 4-01/020.05, "Inmate Injury and Illness Reporting," notify Correctional Health Services (CHS) personnel as soon as possible for assessment and determination of whether the inmate necessitates immediate care. If an inmate exhibits life-threatening medical symptoms, medical personnel shall be summoned immediately, in accordance with CDM section 5-03/060.00, "Response to Inmate Medical Emergencies."

If, at any time during their incarceration, an inmate admits to CHS personnel that they have concealed contraband in their body, CHS will determine whether the inmate necessitates immediate care.

If another Pitchess Detention Center facility requests to use NCCF's facilities to conduct a contraband watch on an inmate who meets the above referenced criteria for suspected contraband, they must supply their own personnel, trained on contraband watch procedures, to monitor the inmate. If the requesting facility does not have trained personnel, NCCF personnel shall conduct the contraband watch and the requesting facility shall provide personnel to work at NCCF.

In instances where there are overflow inmates from either Men's Central Jail (MCJ) or NCCF that need to be placed in a contraband watch cell, the receiving facility shall assume responsibility of the inmate without providing supplemental personnel.

A minimum of two custody personnel shall be assigned to monitor the inmate during pre-placement procedures and after the inmate is placed into the dry cell.

All personnel shall adhere to procedures delineated in CDM section 5-07/000.05, "Contraband Watch Procedures."

• • 07-110/00 Released Inmate Property

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: #07-110/00 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 06-05-2023 |

Subject: Released Inmate Property

Reference: CDM 5-06/010.00, 5-06/040.00 and 5-06/060.00

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the handling of property belonging to transferred or released inmates within the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Inmates' personal property or bulk property shall be packaged and labeled in accordance with Custody Division Manual (CDM) section 5-06/060.00 "Safeguarding Inmate Property." The following procedures shall also be adhered to when an inmate is no longer housed at NCCF due to a transfer to another custody facility, or is being released from LASD custody, and has left his personal property behind:

1. All property not deemed to be contraband shall be placed in an adequate size clear plastic bag. Manila envelopes with a metal clasp are optional for other items not considered to be a bulk size.
2. Document the collection and movement of the property by completing a "Custody Division Inmate Personal Property Inventory" (triplicate) form.

The property shall also have completed Official Property Tag (SH-CR-35) affixed to it.

3. Place the property form in the bag and securely seal the bag shut. When using a manila envelope, secure the property form to the outside of the envelope.
4. Hand deliver the bag to the Inmate Processing Area (IPA) office.

NOTE: Deputy Personnel working the IPA intake center shall NOT accept any property that is not identified as belonging to an inmate. Property considered as "FOUND" will be handled in accordance with Manual of Policy and Procedures (MPP) Section 5-04/060.00 "Property/Evidence Accountability."

5. The IPA Deputy receiving the property shall verify all information is correctly recorded on the property

form:

- Custody Division reference number
 - Date and time of property removal
 - Inmate's name and booking number
 - Current housing location
 - New inmate housing location
 - Reason for inmate transfer
 - Inventory of inmate personal property, (similar items to be inventoried; i.e., papers, books, etc., may be described as "miscellaneous papers," etc. and not individually itemized)
 - Name and employee number of custodial personnel supervising the property collection packaging, removal and storage
 - Destination of property
6. Place the property bag into the Prisoners Property Storage Locker located in the IPA search area.
7. Obtain the Prisoner Property Ledger from the file drawer. Record the DATE, LAST NAME, FIRST NAME, BOOKING NUMBER, INMATE'S NEW HOUSING LOCATION (OR "RELEASED") and a brief description of the property on the corresponding page and day.

IPA SUPERVISOR

On a weekly basis, the IPA supervisor shall ensure that a purge of the Prisoners Property Storage Locker has occurred. They shall arrange transportation of property belonging to inmates housed at another custody facility to that facility. Property belonging to inmates no longer in the custody of the Los Angeles County jails shall be forwarded to Central Property.

• • **07-125/00 Tool / Utensil Security & Audits**

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|--|-----------------------------------|
| | Unit Order: #07-125/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 07-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Tool/Utensil Security & Audits | |
| Reference: CDM 3-06/070.00, 4-01/030.00 | |

Unit Commander Signature: ORIGINAL SIGNED

Date: 01/15/2019

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the issuance, collection, and accountability of tools and high-priority supplies.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The following is a detailed security procedure for use in specific work areas where tools and supplies are accessible to inmates.

DAMAGED/BROKEN TOOLS

Broken tools shall be turned into the issuing personnel, who shall replace it as soon as possible. The broken item(s) shall be placed in a designated contraband container. All tools which have been identified as broken/unusable shall be logged on a shift-by-shift basis on the inventory tool log.

Inventory sheets shall be kept in the vocational shops sergeant's office, the kitchen office, the special projects office, and the inmate services office for future inspections.

TOOL CHECK-OUT PROCEDURES

All tools issued to an inmate worker shall be logged on the "Tool Issuance Form" log by personnel assigned to their respective areas.

The "Tool Issuance Form" shall contain the following information:

- Name and booking number of the inmate,
- Which tool was issued,
- Date and time the tool was checked out,
- Name and employee number of the person issuing the tool,
- Date and time the tool was returned by the inmate,
- Name and employee number of the person receiving the tool.

The issuance of all tools shall be accounted for at the beginning of each shift by outgoing personnel. It shall be the responsibility of the incoming personnel to confirm what tools are checked out. This can be done by conducting an inventory of the utensils which are currently present with those on the check-out sheet.

MISSING TOOL PROCEDURE

NCCF Unit Orders

This procedure shall be followed in the event of any lost tool, any culinary item and/or other object that may be fashioned into a dangerous weapon.

When it is determined a tool/knife is missing, the area in question shall be immediately locked down in order to search for the missing item. (Refer to NCCF Unit Order # 08-000/00, "Local Lockdown Procedures" and Custody Division Manual (CDM) section 4-01/030.00 "Lockdown") The Tool Issuance Form shall be inspected to determine which inmate had been issued the missing tool. Personnel shall immediately notify their sergeant, who shall notify the shift watch commander.

The watch commander shall determine if the facility shall be placed on lockdown in order to activate the Emergency Response Team (ERT) for a possible search of the affected area. It shall be the responsibility of the supervising line deputy and sergeant to assist the team leader sergeant of the ERT during the search of the area in question.

TOOL CONTROL AUDIT

Tool accountability is of paramount importance, and a system of periodic checks is needed to ensure accurate tool counts are being maintained. The following checks shall be performed in the vocational shops, kitchen, special projects, and inmate services areas under the prescribed timelines. Inventory sheets shall be kept in these locations and be available for inspection.

MONTHLY AUDIT

An inventory audit of all tools shall be conducted monthly. The inventory sheet shall be reviewed, dated, and signed by the deputy or custody assistant assigned to complete the inventory. The monthly audit shall be reviewed and signed by the supervising line deputy who is assigned to the work location.

QUARTERLY AUDITS

On a quarterly basis, the assigned sergeant will review, date, and sign the monthly inventory sheets. Any discrepancies shall be immediately addressed with the supervising line deputy.

ANNUAL AUDITS

On an annual basis the unit commander shall review the monthly and quarterly tool log audits. The unit commander shall sign and date the inventory sheet. The yearly inventory shall then be scanned and retained for a period of two years in operations.

KITCHEN

It shall be the responsibility of the kitchen officer to physically account for each of the kitchen utensils at the beginning of each shift. Only sworn or culinary personnel shall issue kitchen utensils, which shall be checked for cleanliness and general condition upon their issuance and receipt. When not in use, utensils shall be kept in locked storage cabinets.

A sign-out sheet shall be maintained to facilitate the issuance and collection of all kitchen utensils. All entries on this sheet must be legible and kept up to date at all times. Any discrepancies in the sign-out

sheet, which could cause a security or contraband threat, shall be immediately reported to the kitchen supervisor or, in his absence, the watch sergeant. A search and investigation shall be initiated by deputy personnel and the watch sergeant shall be kept informed as to the status of the situation.

All inmate workers assigned to the kitchen shall be searched for contraband before leaving their respective work areas and shall not be left unsupervised while working with valuable or potentially dangerous supplies and utensils.

VOCATIONAL SHOPS

All tools and high-priority supplies that are used in the vocational shops shall be stored in locked tool rooms. Each tool room contains a tool inventory pegboard. Each tool is engraved with a number to positively identify it from tools that look the same. A corresponding numbered space on the pegboard should be vacant when the tool is checked out. The vacant spaces on the pegboard will assist in quickly and easily identifying which tools have been checked in and out.

Tools and supplies shall be issued to inmate workers by the assigned custody officers only. When a tool is issued to an inmate worker, an identity tag, corresponding to the inmate's booking number, shall be placed on the pegboard in the space vacated by the tool. When the tool is returned, the inmate's identity tag shall be removed.

It shall be the responsibility of the issuing custody officer to account for all tools and supplies at the end of each working day. Assigned custody officers shall maintain a complete inventory of all tools assigned to their respective tool rooms. The original inventory sheet will be maintained in each respective tool room, and a copy will be maintained in the vocational shop supervisor's office. Any discrepancy in the inventory sheet, which may cause a security or contraband threat, shall be immediately reported to the vocational shop supervisor or, in their absence, the watch sergeant. A search and investigation shall be initiated by deputy personnel, and the watch sergeant shall be kept informed as to the status of the situation.

All inmate workers entering or leaving the vocational shops shall be searched. Under no circumstances shall tools or supplies be allowed to leave the vocational shops.

MAINTENANCE CREWS

It shall be the responsibility of each maintenance officer to physically account for all tools assigned to them, as well as those assigned to inmate workers under their supervision.

All maintenance shop tools shall be engraved with "NCCF MAINT" and assigned to specific tool boxes. An inventory sheet of each box's contents shall be kept in the box, and a copy shall be retained in the maintenance office. Maintenance officers shall ensure that their assigned tool boxes are kept locked and in direct view while in the presence of inmate workers.

Each maintenance officer shall physically check all tools assigned to them before leaving each job they complete within each district area. When working in inmate areas, this check shall be completed with a member of the custodial personnel (deputy or custody assistant) assigned to that area. Any tool that is broken shall be returned to the maintenance office and replaced with a new tool. The broken tool shall be placed in the contraband container. If a tool is discovered to be missing, the maintenance officer and

custody personnel shall both immediately locate and notify the nearest sergeant, who will initiate a search and notify the watch sergeant.

SPECIAL PROJECTS/LANDSCAPING

It shall be the responsibility of the special projects personnel to physically account for each of the tools at the beginning of each shift. Only special projects personnel will issue tools, which shall be checked for general condition upon their issue and receipt. When not in use, tools shall be kept in locked storage areas.

A sign-out sheet shall be maintained to facilitate the issuance and collection of all tools. All entries on this sheet must be legible and kept up to date at all times. Any discrepancies in the sign-out sheet, which may cause a security or contraband threat, shall be immediately reported to the special projects supervisor or, in their absence, the watch sergeant. A search and investigation shall be initiated by deputy personnel, and the watch sergeant shall be kept informed as to the status of the situation.

All inmate workers assigned to special projects shall be searched for contraband before leaving their respective work areas and shall not be left unsupervised while working with valuable or potentially dangerous supplies or tools.

FACILITIES SERVICES BUREAU (FSB) AND OUTSIDE VENDORS/ MAINTENANCE PERSONNEL

The special projects sergeant shall ensure outside vendors/contracted maintenance workers and FSB personnel are aware of the requirement to maintain an inventory of tools brought into the secured areas of NCCF. These personnel shall inventory their tools in the presence of custody personnel when entering the facility and prior to leaving any work area where inmates frequent or may have access.

NCCF front desk personnel shall note this tool inventory check on the key log. If no key is assigned, this notation shall still be completed to document the tool inventory check.

SECURED FENCING FOR MAJOR CONSTRUCTION PROJECTS

The constructed footprint of NCCF provides for several areas built into the design to securely store vehicles, equipment, and supplies. Should these areas prove insufficient to provide enough secure storage, then fencing shall be obtained and securely installed to meet these needs.

• • 07-125/07 Building Processing Searches

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #07-125/07 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 12-18-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Building [REDACTED TEXT] Processing Searches | |
| Reference: CDM 5-01/050.00, 5-08/010.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for processing incoming inmates into building [REDACTED TEXT].

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Building [REDACTED TEXT] houses disciplinary and administratively segregated inmates whose demeanor can be unpredictable and volatile. For safety reasons, incoming inmates to building [REDACTED TEXT] shall be processed by undergoing a thorough modified search of their person and a thorough search of their property. Any deviation from this procedure requires the approval of the building [REDACTED TEXT] sergeant or watch commander. No inmates shall be stripped of their clothing past their County issued undergarments. Refer to Custody Division Manual (CDM) section 5-01/050.00, "Handling of Suicidal Inmates" regarding processing and searches for high observation housing of inmates.

A supervising line deputy or sergeant shall be present during this search. Any available building [REDACTED TEXT] rover, safety check deputy, or Title-15 deputy shall also provide backup as new inmates are being

processed.

• • **07-125/10 Discipline Inmate Movement**

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|--|--|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #07-125/10 |
| GENERAL POPULATION | | Effective Date: 01-29-2013 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Reviewed Date: 10-17-2022 |
| Subject: Discipline Inmate Movement | | |
| Reference: MPP 3-10/000.00, 3-10/005.00; CDM 5-09/030.00, 5-09/040.00, 7-02/020.00, 7-06/010.00; UO 07-125/20 | | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the movement of inmates housed in disciplinary housing units.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

To ensure the safety of staff and inmates, the following procedures shall be followed at all times when disciplinary and pre-disciplinary inmates are moved from their cells in [[R]]building 900. [[/R]]

The Manual of Policy and Procedures (MPP) section 3-10/005.00, "Force Prevention Principles," Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates," and CDM section 7-06/010.00, "Video Recording Procedures" shall be adhered to at all times when handling disciplinary inmates.

Inmates whose names are posted on the [[R]]building 900[[/R]] "Sergeant Video Movement Board" (movement board) shall not be handcuffed at their cell until a sergeant is present, along with designated personnel to video record the handcuffing and movement of the inmate, and at least one additional deputy to provide security during the movement. The sergeant shall direct the handcuffing of the inmate at the cell door tray slot.

The sergeant, along with sufficient personnel, shall then escort the inmate to the desired location. Refer to NCCF Unit Order (UO) 07-125/20, "[REDACTED TEXT] Sergeant Video Movement Board" for more information related to the movement board.

Movement for all other disciplinary and pre-disciplinary inmates shall be handled as follows:

Two (2) deputies shall respond to the respective cell and open the cell door tray slot. One deputy shall direct the inmate to turn their back to the door and place both hands through the tray slot. Once the inmate has placed both hands through the tray slot, the deputy shall handcuff the inmate behind their back, double lock the handcuffs, and direct the inmate to remove their hands from the tray slot. Deputies shall direct the inmate to stand at the door with their back to the door. The staff station officer will open the cell door, and one of the deputies shall direct the inmate to exit the cell. The staff station officer shall close the cell door after the inmate has safely exited the cell.

The inmate shall then be escorted to a location outside of his dorm (e.g., medical evaluation, attorney visit, etc.). This escort shall be handled by either one or two deputies at the discretion of the [REDACTED TEXT] sergeant.

Disciplinary inmates shall be allowed to exit their cells, un-handcuffed, for showers, as they will have no contact with other inmates or staff during the showering procedure. Disciplinary inmates out for showers shall be returned to their cells and secured prior to conducting Title-15 checks.

Inmates who are "block-releases" shall be allowed to exit their cells, un-handcuffed, pending transfer to another dorm or custody facility.

Inmates who have not completed their disciplinary time but are being transferred to another custody facility (Automated Justice Information System [AJIS] code "NCCO") shall be allowed to exit their cells, un-handcuffed, at the discretion of the [REDACTED TEXT] sergeant. These inmates shall be escorted to the Inmate Processing Area (IPA) by either one or two deputies at the discretion of the [REDACTED TEXT] sergeant.

Disciplinary Review Board (DRB) Processing and Movement

Inmates housed in pre-discipline housing prior to a DRB hearing, shall be processed for the DRB and escorted to discipline housing in the following manner:

A maximum of four inmates shall exit their pre-discipline cells un-handcuffed, with all their personal property, clothing, and mattress in hand. Deputies shall ensure the inmates exiting their cells have compatible security levels and have no "keep away" status with any of the other inmates. The inmates shall then be escorted to the [[R]]925 indoor recreation room[[/R]] for processing.

While in the recreation room, the inmates shall be searched for contraband and weapons. The inmates' property shall then be searched and stored while the inmates are being housed in the discipline module.

NCCF Unit Orders

Following the search, the inmates shall carry their allowable property to the [[R]]building 900[[/R]] visiting room un-handcuffed, and secured in a visiting cell, pending a DRB hearing. At the time of an inmate's DRB hearing, a deputy shall handcuff the inmate while the inmate is inside the visiting cell. If the cell has a tray slot, the handcuffs shall be applied through the open tray slot. If no tray slot is available, two deputies shall have the inmate face away from the door with their hands behind their back. One deputy shall open the cell door and the other deputy shall apply the handcuffs to the inmate.

Once the inmate is handcuffed, the inmate shall be escorted to the DRB hearing, and shall remain handcuffed until they are placed in their permanent discipline housing location. The handcuffs shall be removed once the inmate is inside the cell, utilizing the cell's tray slot. If no tray slot is available, two deputies shall escort the inmate into the cell where the handcuffs shall be removed.

Court Line

Inmates housed in disciplinary dorms who are going to court shall be escorted by at least one [REDACTED TEXT] deputy to either the IPA or the [REDACTED TEXT] dayrooms to await pickup by Court Services Transportation (CST). Whether these inmates are handcuffed or not, being escorted by one or more deputies will be left to the discretion of the [[R]]900-building[[/R]] sergeant. Inmates housed in disciplinary dorms shall be escorted separately from other inmates housed in the [REDACTED TEXT]. The [REDACTED TEXT] sergeant or supervising line deputy shall be present during the court line escorting process of the disciplinary inmates from [REDACTED TEXT] to the IPA or [REDACTED TEXT] dayrooms.

Court Returnees

Inmates returning from court who are housed in disciplinary housing at NCCF shall be handcuffed and escorted back to their cell within [REDACTED TEXT] by at least one deputy. The number of additional deputies required for the escort shall be based upon the inmate's behavioral history, classification, and shall be at the discretion of the [REDACTED TEXT] sergeant and/or IPA sergeant. The [REDACTED TEXT] shall provide the escorting deputies when possible; otherwise, the IPA sergeant or IPA supervising line deputy shall arrange for the designated number of deputies from another area to assist in escorting the inmate. The IPA sergeant or supervising line deputy shall be present during the escort back to the [[R]]900-building[[/R]].

Medical Considerations

In the event a disciplinary inmate is to be medically examined or treated by medical staff, the inmate shall remain handcuffed for the duration of the examination and/or treatment.

If a medical staff member requests the inmate be un-handcuffed for the purposes of their examination or treatment, a sergeant shall ascertain the need to un-handcuff the inmate for medical staff and evaluate whether or not the situation warrants un-handcuffing the inmate.

If there is disagreement over the un-handcuffing of the inmate between medical staff and the sergeant, the sergeant shall discuss the need with the head nurse or doctor. If an agreement between the sergeant and medical staff still cannot be reached, the watch commander shall make the final determination whether or not the inmate will be un-handcuffed for medical treatment.

Pill call and sick call evaluations shall be done at the individual inmate's cell door tray slot. Disciplinary

inmates who need to be treated in the [REDACTED TEXT] nurse clinic or the NCCF infirmary shall be handcuffed through the cell door tray slot prior to exiting their cell unless their medical condition dictates otherwise. The inmate shall be escorted by a minimum of one or two deputies at the discretion of the [REDACTED TEXT] sergeant.

Disciplinary inmates returning from the NCCF infirmary who are housed in disciplinary housing at NCCF shall be handcuffed and escorted back to [REDACTED TEXT] by at least one deputy. The number of additional deputies required for the escort to and from the infirmary will be based upon the inmate's behavioral history, classification, and shall be at the discretion of the [REDACTED TEXT] sergeant. The [REDACTED TEXT] sergeant shall provide the escorting deputies from their work location when possible; otherwise, the sergeant responsible for the infirmary shall arrange for one or more deputies from another area to provide the escort.

• • **07-125/20 Building 900 Sergeant Video Movement Board**

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| | Unit Order: #07-125/20 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-29-2013 |
| GENERAL POPULATION | Revision Date: 03-19-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-19-2021 |
| Subject: Building 900 Sergeant Video Movement Board | |
| Reference: MPP 3-10/05.00; CDM 7-02/020.00, 7-04/000.00; NCCF UO 07-125/10 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 11/28/2018 |

PURPOSE OF ORDER: The purpose of this order is to establish procedures for placement of inmate names on the 900 Sergeant's Video Movement Board (SVMB).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

In order to ensure the highest level of safety for staff and inmates, the following procedures shall be adhered to:

Inmates whose names are posted on the SVMB in Max Control and the 900 sergeant's office shall not be handcuffed at their cell until a sergeant is present along with a designated staff member to video record the handcuffing and movement of the inmate. The sergeant shall direct the handcuffing of the

inmate at the handcuffing port of the cell door. The sergeant shall then escort the inmate to the intended location along with at least two Department members, one member being a deputy.

Inmates who enter or are currently housed in the 900 building under the following conditions shall have their name placed on the SVMB:

1. Hostile/aggressive towards staff
2. Any inmate upon whom force was used by staff
3. Any inmate who alleges force was used by staff
4. Recalcitrant inmates

The following information shall be included when placing an inmate's information on the SVMB and updated as needed.

- Inmate's name
- Booking number
- Housing location (dorm & cell)
- Escort requirements

This information shall be identical on both the 900 building sergeant's office and 900 Max Control boards. Signage shall be posted on the cell doors of inmates listed on the SVMB indicating they are to be a "SGT VIDEO" escort inmate. A copy of the inmate's Inmate Report Tracking System (IRTS) history shall be posted with this signage on the cell door.

Inmates placed on the SVMB are typically newly assigned to pre-discipline housing or are currently housed in discipline housing. Inmates housed in the 900 building may also be placed on the SVMB at the discretion of the 900 building sergeant or shift watch commander.

900 building personnel shall notify the Inmate Processing Area (IPA) personnel of inmates leaving for court who are listed on the SVMB. IPA personnel shall notify 900 building personnel when these inmates return from court.

The 900 building sergeant shall be responsible for ensuring both SVMBs are updated as needed, as well as reviewing both boards at the beginning and end of each shift to verify their accuracy.

The 900 building sergeant shall conduct a briefing with the entire 900 building staff at the beginning of each shift to discuss each inmate listed on the SVMB to ensure each staff member has a complete understanding of the movement requirements for each inmate listed.

The Force Prevention Policy and Recalcitrant Inmate Policy shall be adhered to at all times when escorting inmates listed on the SVMB (MPP 3-10/005.00; CDM 7-02/020.00).

• • 07-125/40 Building 900 Cell Door Tray Slots

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| CUSTODY SERVICES DIVISION | | Unit Order: #07-125/40 |
| GENERAL POPULATION | | Effective Date: 12-15-2014 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Revision Date: 03-19-2019 |
| | | Review Date: 03-19-2021 |
| Subject: Building 900 Cell Door Tray Slots | | |
| Reference: None | | |
| Unit Commander Signature: 08/24/2018 | ORIGINAL SIGNED | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the utilization of the cell door tray slots in Building 900.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

In order to ensure the safety of staff and inmates, the following procedures shall be followed when using the cell door tray slots in Building 900. This may include, but not be limited to inmate feeding, clothing exchange, pill call, mail call, or any other inmate contact which requires the exchange of items through the cell door tray slot.

To minimize the possibility of objects being thrown at staff, the passing of contraband, and to avoid inappropriate communication between housed inmates and inmate workers, no more than one tray slot shall be opened at any one time. This applies to all cells within the 900 building, regardless of keep-away status or security level. Department personnel shall remain in close proximity to the open tray slot and provide close supervision as long as the tray slot remains open. Once the transaction is complete, personnel shall ensure the tray slot is closed and secured.

Any exception to this policy must have the prior approval of the 900 building sergeant on a shift-by-shift basis.

• • **07-140/00 Visiting**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| Unit Order: #07-140/00 | |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 09-25-2023 |
| Subject: Visiting | |
| Reference: CDM 5-03/105.00, 5-10/010.00-020.00; PDC South UO 5-06-050; 4571 PC; CCR Title 15, Section 1062 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for the operation of the North County Correctional Facility (NCCF) visiting center.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

Refer to the Custody Division Manual (CDM) sections referenced above for general procedures pertaining to visiting. Refer to the Pitches Detention Center (PDC) South facility unit order referenced above for procedures pertaining to PDC's main visiting center.

VISITING DAYS AND TIMES

Visiting is held at NCCF every Saturday and Sunday, and the following holidays:

NCCF Unit Orders

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Each inmate shall be allowed at least two visits totaling one hour per week. On the above listed holidays, inmates may receive one extra thirty (30) minute visit.

VISITING HOURS

Visiting hours are Saturday/Sunday from 0800 to 1400 hours but may be extended at the discretion of the watch commander. Notification to the main visiting center shall be made to ensure transportation buses remain available to transport any visitors with extended privileges.

Attorney and professional visits are conducted Monday through Friday from 0700-2000 hours. Refer to NCCF unit order 07-015/00, "Attorney and Professional Visits."

MAIN VISITING CENTER

Absent a legal guardian or parent, minors under eighteen (18) years of age who are not the inmate's legal spouse, or children, must have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit, and be in the company of an adult.

Legal guardians must be in possession of court documents confirming their guardianship status at the time of the visit.

Absent a legal guardian or parent, minors under sixteen (16) years of age who are the inmate's legal children, must have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit and be in the company of an adult.

NCCF Unit Orders

All notarized letters allowing a minor to visit an inmate must contain the following information:

- The name and booking number of the inmate the minor is requesting to visit
- The relationship of the minor to the inmate
- The date of the visit
- The name of the adult accompanying the minor

The name and contact information of the parent/legal guardian authorizing the minor to visit shall be provided. Failure to provide a verifiable contact number may be cause to deny the visiting request.

Upon prior request from an inmate, their minor children, over the age of twelve (12) years and under sixteen (16) years, may be permitted to visit unaccompanied by an adult with the prior approval of the facility's unit commander (CDM section 5-10/010.00).

Minors between the ages of fifteen (15) and seventeen (17) years old shall possess a valid school or government issued form of identification, including, but not limited to:

- School identification card for current school year, or no more than the last complete school year
- Passport or immigrant visa
- State issued driver's license or identification card

Acceptable identification for minors shall have a photograph of the minor and indicate the minor's name.

All U.S. citizen children under the age of fifteen (15) years shall have with them, prior to the visit, a copy of their U.S. birth certificate or court order showing parents' names or legal guardians' names. Hospital issued birth announcements shall not be accepted.

All non-U.S. citizen children shall have with them a foreign passport with supporting documents (i.e., I-94 arrival/departure and U.S. immigrant visa, permanent resident card, or resident alien card).

Visitors under eighteen (18) years of age, and married to an inmate, are considered emancipated and do not have to be accompanied by an adult; however, proof of the marriage and proper identification is required.

Any visitor who arrives at NCCF's visiting center without the proper stamped pass issued by PDC's main visiting center shall be transported back to the main visiting center sergeant's office.

VISITING STAFF

The NCCF visiting personnel shall consist of:

- 2 armed deputies assigned to the front visiting lobby at NCCF
- 1 armed deputy assigned to supervise the front visiting corridors
- 2 officers assigned to visiting rear to supervise inmates' corridors
- 1 officer assigned to the inmate visiting rear waiting area
- 1 officer assigned to supervise building [REDACTED TEXT] visiting
- 1 officer assigned to supervise building [REDACTED TEXT] visiting
- 4 officers assigned to the main gate visiting center (sworn personnel shall be armed)

SEARCHES

All visitors are subject to search at any time.

GENERAL POPULATION VISITING

Upon arrival at NCCF, the visitor(s) shall give the visiting booth officer their pass. This officer shall verify the inmate's housing location and ensure a visiting pass has been entered into the Automated Justice Information System (AJIS) for the inmate. The front visiting booth officer shall then assign a seat number and the visitor(s) shall be directed to their designated visiting booth. Five minutes prior to the conclusion of the timed visit, both the visitor(s) and the inmate shall be informed that their visit will end in five minutes.

Inmates housed in buildings [REDACTED TEXT] shall report to the main visiting area in building [REDACTED TEXT] for their visits. All staff station officers shall maintain possession of the visiting passes for their individual dorms. When visitors arrive at NCCF, the visiting staff shall notify each staff station to ensure the inmates housed in dorms supervised by the staff station have been sent to visiting.

MONEY DEPOSIT AND ALLOWABLE ITEMS

NCCF Unit Orders

No money shall be given to inmates during visits. Visitors may deposit funds for inmates at the main gate visiting center. Visitors may deposit cash, U.S. Postal money orders, or cashier's checks issued within California in adherence with CDM section 5-06/015.00, "Inmate Trust Funds."

The following items may be passed through the building [REDACTED TEXT] visiting booth to the inmates:

- Government or employer's checks for signature (no personal checks)
- Legal papers pertaining to the inmate's case
- Prescription eyeglasses only (no contact lenses)

(Refer to CDM section 5-03/105.00, Acceptance of Prescription/Corrective Eyeglasses" for procedures to accept and forward the prescription eyeglasses if inmate is not housed at NCCF)

No other items or paperwork shall be passed without the watch commander's approval.

Deputies shall sign only approved LASD inmate money or property slips. All other paperwork shall be approved by the watch commander.

SHOES

Inmates entering Department custody facilities are provided "slip-on" style shoes to wear. If an inmate is assigned a job at NCCF which requires special work shoes, the appropriate footwear shall be issued to them.

Visitors shall NOT be allowed to bring replacement shoes for any inmate in custody. Special footwear required due to a medical condition may be obtained through a court order or upon the written prescription of a medical doctor.

BUILDING [REDACTED TEXT] VISITING

Inmates housed in building [REDACTED TEXT] shall report to the [REDACTED TEXT] building visiting area for their visits. Unless properly relieved, the [REDACTED TEXT] visiting officer shall remain in the visiting

booth at all times while visitors or inmates are in the visiting area. The [REDACTED TEXT] visiting office door shall remain secured at all times.

When staff station officers receive visiting passes for [REDACTED TEXT] visiting, they shall inform the inmate(s) they have a visit and to prepare to report to visiting. Inmates who have been issued a visiting pass shall remain in their respective dorms until their visitor arrives at the [REDACTED TEXT] visiting area.

Once the visitor arrives in the [REDACTED TEXT] visiting area, the [REDACTED TEXT] visiting officer shall telephone the respective staff station officer and request the inmate be sent to the [REDACTED TEXT] visiting area for their visit.

BUILDING [REDACTED TEXT] VISITING

Inmates housed in building [REDACTED TEXT] shall report to the [REDACTED TEXT] building visiting area for their visits. The inmate's pass shall be time stamped to start the visit. Five minutes prior to the conclusion of the timed visit, an officer shall inform the visitor and the inmate that the visit will end in five minutes.

INMATE RULES

1. All inmates going to or coming from the visiting area shall be properly dressed.
2. Any violation of jail rules may result in the immediate termination of the inmate's visit and/or disciplinary action.
3. All requests for extra visiting time shall have prior approval from the watch commander.

STATE INMATES

State prisoners are afforded the same visiting opportunities as any County inmate. Any request received from the State Board of Corrections to restrict a state inmate's visiting privilege shall be forwarded to the Operation Safe Jails (OSJ) unit for enforcement and compliance. OSJ personnel are responsible for ensuring these visiting restrictions are entered into the Inmate Video Visitation System (IVVS).

VISITING AREA RULES

- Visitors shall refrain from loud or boisterous behavior
- Visitors shall not enter the NCCF visiting center without a valid pass with the main visiting center's stamp on it
- Children shall remain in the immediate control of their parent or guardian
- Shoes and shirts shall be worn at all times
- NCCF visitors shall not wear sexually provocative clothing
- No glass containers shall be allowed inside the visiting area
- Visitors shall not litter or deface County property
- Electrical recording devices, cameras, and weapons are prohibited in the visiting area
- Visitors shall only visit with the inmate for whom they have a pass for

A visitor's visiting privilege may be revoked if they violate any of the preceding rules or create a safety or security hazard. If a person repeatedly violates visiting area rules or the violation is of a serious nature, their visiting privileges may be permanently terminated at the discretion of the unit commander.

All visiting privileges which are permanently terminated shall be logged in the NCCF visiting log book.

MOBILITY-IMPAIRED VISITOR ACCOMODATIONS

Visiting personnel shall ensure mobility-impaired visitors receive sufficient assistance to reach their assigned visiting booth and to return to the transportation buses.

Service dogs under Titles II and III of the American Disabilities Act (ADA) are allowed to accompany visitors with disabilities. A service animal is a dog that is trained to do work or perform tasks for a person with a disability. The work or task a dog has been trained to provide shall be directly related to the person's disability.

Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA. (https://www.ada.gov/service_animals_2010.htm)

• • **07-145/10 Personal Property Searches**

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|--|-----------------------------------|
| | Unit Order: #07-145/10 |
| CUSTODY SERVICES DIVISION | Effective Date: 08-14-2012 |
| GENERAL POPULATION | Revision Date: 03-04-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-04-2021 |
| Subject: Personal Property Searches | |
| Reference: CDM 3-01/090.00-090.15, 3-10/010.00; Custody Directive 17-001; Custody Division Memo #212617 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 09/15/2018 |

PURPOSE OF ORDER: The purpose of this order is to establish procedures regarding personal property brought inside secured areas of the North County Correctional Facility (NCCF).

SCOPE OF ORDER: This order applies to all personnel entering NCCF.

ORDER:

All personnel entering NCCF shall refer to Custody Division Manual (CDM) section 3-01/090.00, "Security of Personal Property," to determine what personal property is prohibited and approved inside secured areas of NCCF. Any deviation from this policy must be approved by the unit commander.

All packages, bags, briefcases, lunch boxes, etc., shall be randomly checked prior to anyone entering or leaving the facility. A minimum of four (4) random searches per shift, per week of any personnel and/or official visitors shall be conducted at the discretion of the watch sergeant.

This security check will occur in the hallway adjacent to the watch sergeant's office and conducted by the watch sergeant. The watch sergeant shall be assisted in this task with available line sergeants as well as the watch deputy.

The watch sergeant may change the location, time, or duration of the search effort, based on facility conditions.

The watch deputy shall be responsible for completing a Personnel Search Form and submitting it. This form is accessible on the watch crew's page of the NCCF intranet site and is designed to be submitted directly to the operations staff. Operations shall maintain a log of personnel searches that is updated and accessible to watch crew personnel (NCCF lieutenants, sergeants, and supervising line deputies)

via the link posted on the watch crew's intranet page.

Operations shall conduct a weekly audit to ensure a sufficient number of random searches have been completed each week by the watch crews. The result of this audit shall be submitted to the operations sergeant, who will address any deficiencies with the watch crews.

When appropriate, the watch deputy shall author a Complaint Report (SH-R-49) for items seized that are in violation of the penal code. Performance Log Entries (PLE) shall be written by a sergeant for violations of this policy when warranted. The watch commander shall be notified of all contraband items confiscated. If items recovered include weapons or narcotics, the unit commander shall be notified immediately.

A record of the search, including time, duration, number of searches, and items confiscated shall be noted in the watch commander log.

The following items shall not be removed from the facility unless permission has been obtained from the watch commander:

- County property
- Facility keys
- IDR/ODR food, including ice
- Office supplies
- Inmate property

All personnel is reminded that any allowed property brought into security shall remain under close control by the person bringing the property in, and they shall ensure the property is not accessible to inmates.

• • **07-164/05 Inmate Housekeeping & Supplies**

Los Angeles County Sheriff's Department

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| | Unit Order: #07-164/05 |
| CUSTODY SERVICES DIVISION | Effective Date: 02-01-2012 |
| GENERAL POPULATION | Reviewed Date: 01-24-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Housekeeping & Supplies | |

Reference: CDM 4-07/020.00; NCCF UO 02-030/45; NCCF Maintenance & Housekeeping Manual

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish a standard for the quantity of cleaning implements and supplies each building is to have on hand to maintain effective building cleanliness.

SCOPE OF ORDER: This order applies to all inmate housing locations at the North County Correctional Facility (NCCF).

ORDER:

HOUSEKEEPING

All inmate housing areas shall ensure the following supplies are available for use by inmates to maintain clean and sanitary conditions within their housing areas. All housing buildings shall adhere to the cleaning schedule noted in the NCCF Housekeeping Manual that is posted on the home page of the NCCF website. Cleaning supplies should be provided after every meal and may be provided upon request by an inmate.

[REDACTED TEXT] personnel shall ensure all inmates are allowed to have cell cleaning supplies upon request or as soon as feasible. [REDACTED TEXT] Inmates shall be given the opportunity to clean their cells daily, after the evening meal.

SUPPLIES

Each mop room (upper and lower deck) will maintain the following standard quantity of supplies:

- two mop buckets
- two mop handles
- two mop heads (issued weekly, replace and discard old)
- two push brooms
- two tall scrub brushes
- one dust mop

NCCF Unit Orders

- one green scrub pads
- one 55-gallon drum of Citricide (all-purpose cleaner/disinfectant) connected to a dispensing unit which pre-measure the proper ration of cleaner to water. (Use to clean floors, wall, showers, toilets, sinks, tables and phones in dorms)
- one gallon Mainsite (blue window cleaner, use to clean windows and table tops outside of dorms)
- two re-useable quart spray bottles labeled "Mainsite" for dispensing window cleaner
- two quart spray bottles "Turbo Kill" (disinfectant/fungicide, use to clean staff stations, staff bathrooms and inmate mattresses outside dorms)
- two re-useable bottles labels "Citri Cide" (for issuing a pre-mixed solution of the disinfectant/cleaner inside the dorm)

Building staff will monitor the distribution and return of cleaning implements and supplies to each dorm as follows:

- one broom
- one mop
- one scrub brush
- one green pad
- two bottles pre-mixed Citri-Cide
- Latex gloves (not line-server gloves)
- Rags

Following each distribution of meals (breakfast, lunch, and dinner), the above listed cleaning supplies shall be distributed to each individual dorm.

Building staff will monitor the proper cleaning of mattresses with TurboKill prior to re-issuing to incoming inmates.

Warehouse staff will monitor mop room needs weekly and replenish stock as needed to maintain Standard.

Material Safety Data Sheets (MSDS)

MSDS Sheets are located at the front of the facility (in front of the elevator in [REDACTED TEXT]), in the Title 15 Sergeant's Office, and posted on the NCCF website on each building's web page.

All personnel shall refer to these sheets for the proper use of cleaning supplies.

• • 07-170/10 Communicable Disease

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #07-170/10 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 06-05-2023 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Communicable Disease | |
| Reference: 7516 PC; 199.99(c) H&S; TDO 504 & 527; MPP 3-02/040.25; CDM 3-15/020.00; Division Orders 38 & 53 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for handling inmates and property which may transmit communicable disease.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

When an inmate is identified as a possible carrier of a communicable disease, the handling deputy/officer should:

1. Treat the inmate as though he had been diagnosed by medical personnel as having the disease. In other words, when in doubt, all personnel will exercise extreme caution.
2. Utilize all protective devices (i.e. gloves, face masks, disinfectant spray, resuscitation masks, etc.) available.

3. Escort the inmate to medical services and advise the medical staff of the suspected disease.
4. Dispose of all materials which have come into contact with the contagious inmate in accordance with Unit Order #08-150/10, Contaminated Materials.
5. Complete a report of exposure to communicable disease.
6. Complete a Complaint Report (SH-CR-49) if any person was intentionally exposed to the disease by the inmate.
7. Make an entry in the "Communicable Disease Log" in the Watch Commander's office.

• • **07-170/20 Lice / Scabies / Infestation**

Los Angeles County Sheriff's Department

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| | Unit Order: #07-170/20 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Reviewed Date: 04-19-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Lice / Scabies / Infestation | |
| Reference: CCR Title 15, Section 1212 & 1264; UO 07-095/05 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for handling inmates infested with pediculi (lice). This order also establishes procedures for handling infested clothing, along with inmates who have been identified as having scabies.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County

Correctional Facility (NCCF).

ORDER:

Personnel who observe or receive a complaint that an inmate may be infested with body lice, nits, crabs, etc., shall immediately contact Custody Health Services (CHS) personnel and inquire how to proceed.

If CHS personnel request the inmate be sent to the infirmary, the potentially infested inmate shall place all of their additional clothing/linen inside of a plastic bag and the inmate, along with the bag, shall be escorted to the infirmary for treatment.

Upon confirmation from CHS personnel that the inmate has a parasite, all previously worn contaminated clothing shall be placed in the plastic bag, along with the other contaminated items. The bag shall be sealed, labeled "**CONTAMINATED ARTICLES,**" and sent to the Inmate Processing Area (IPA) dock for processing. Refer to unit order 07-095/05, "Laundry Issue and Exchange" for further information on disposing of contaminated materials.

The inmate shall be issued a clean and complete set of clothing/linen and returned to their assigned housing location. If necessary, the inmate's cell/bunk shall be sprayed with Citra-Cide.

Inmates identified with scabies shall be evaluated and treated by CHS personnel.

Personnel shall notify the watch sergeant and coordinate with CHS to medically screen all inmates in the dorm. If necessary, and/or at the recommendation of CHS personnel, the entire housing location shall be cleaned accordingly.

Detailed notations of the infestation and sanitization procedures shall be documented in the electronic Uniform Daily Activity Log (e-UDAL) and Watch Commander's Log.

• • **07-170/30 Medical Services, Definitions and Procedures**

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| Unit Order: #07-170/30 | |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-19-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-19-2021 |
| Subject: Medical Services, Definitions and Procedures | |
| Reference: CDM 5-03/020.00, 5-03/050.00, 5-03/110.00; CSD Bulletin #2013-10;CHS M213.01; UO 07-125/10 | |
| Unit Commander Signature: 08/02/2017 | ORIGINAL SIGNED Date: |

PURPOSE OF ORDER: The purpose of this order is to establish procedures and provide information on the medical services available to inmates at the North County Correctional Facility (NCCF) and how inmates will access those services.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at NCCF.

ORDER:

SERVICES AVAILABLE AND OVERVIEW

SICK CALL: Sick call is the process through which medical personnel identify, examine, and care for inmate illnesses and injuries. Appropriate referrals for specialized healthcare treatments are made if needed.

PILL CALL: This daily service handled by medical personnel provides prescribed medications to inmates at specified times.

TREATMENT LINE: Inmates who have been seen by medical staff are issued passes for this line when treatment for a specific medical condition is needed. Treatment will be provided by a nurse or doctor as required.

DOCTORS LINE: Inmates who have been seen by medical staff are issued passes for this line when further evaluation or treatment by a physician is needed.

DENTAL LINE: This service provides inmates with access to dental services by a dentist.

EYE LINE: This service provides inmates with access to an optometrist/ophthalmologist for vision

and eye care.

LAB WORK LINE: Inmates who have been seen by medical staff are issued passes for this line when special lab test(s) are needed.

PSYCHIATRIC LINE: Inmates are placed on this line when Correctional Health Services (CHS) staff or line personnel submit a non-emergent request for an inmate to be evaluated by mental health personnel.

DEVELOPMENTAL DISABILITIES: All patients reported or confirmed to be developmentally disabled shall be referred to the medical/mental health staff for evaluation of immediate medical/psychosocial needs, appropriate placement and housing referral. A developmentally disabled person is defined as follows: "People with disabilities includes, but is not limited to, persons with a physical or mental impairment that substantially limits one or more of their major life activities or those persons with a record of such impairment or perceived impairment that does not include substance use disorders resulting from current illegal use of a controlled substance." (CHS M213.01)

INMATE MOVEMENT GUIDELINES AND SPECIFIC DUTIES

Passes for health care services shall be given the utmost priority and shall take precedence over all other inmate programs.

SICK CALL (BUILDINGS 500, 600, 700 and 800)

Inmates who want to go to sick call must complete and submit a Health Services Request Form. These forms are located in each housing area and can be completed and submitted by inmates at any time by placing completed forms in the Inmate Request/Complaint Boxes located at each dorm.

Inmates housed in buildings 500, 600, 700 and 800 shall receive their sick call at the building's nurse clinic within their respective building. Each building shall use only one dayroom per floor to gather those inmates requesting this medical service. All inmates going to sick call shall be fully dressed with their shirts tucked in and prepared to show the nurse their wristband. The assigned staff station deputy, custody assistant, or rover shall monitor the sick call process and assist medical staff as needed.

Deputies and custody assistants shall not direct medical personnel to interview inmates through the bars regarding their medical issues. Medical personnel will call the inmates into the building's nurse clinic where they will be interviewed away from the presence of other inmates.

During sick call, a designated building rover shall provide security for the nurse during this time to ensure the nurse clinic is not overcrowded with inmates, and the security of medications and material in the building's nurse clinic is being maintained.

SICK CALL (BUILDING 900)

Inmates who want to go to sick call must complete and submit a Health Services Request Form. These forms are located in each housing area and can be completed and submitted by inmates at any time by placing completed forms in the Inmate Request/Complaint Boxes located at each dorm.

Inmates housed in building 900 will be seen in the building's nurse clinic for sick call. Inmates must be fully dressed with shirts tucked in and prepared to show the nurse their wristband.

Personnel assigned to building 900 shall provide appropriate escort for inmates who request sick call based upon their security classification and housing status. During sick call, a deputy shall provide security to ensure the nurse clinic is not overcrowded with inmates and the security of medications and materials in the building's nurse clinic is being maintained.

PILL CALL (BUILDINGS 500, 600, 700, and 800)

To reduce inmate movement, inmates receive their medication in their housing location from the designated pill call nurse. Building sergeants and supervising line deputies shall ensure proper pill call procedures are followed by all personnel working in their building.

Medical personnel shall check in at the sergeant's office when they arrive at each building for pill call. The building supervising line deputy shall direct a rover to report to the sergeant's office to escort medical personnel as they conduct pill call. This rover shall provide security for medical personnel by standing in close proximity to them during pill call and confirm pill call is logged into each work location's electronic Uniform Daily Activity Log (e-UDAL).

As medical personnel approach each staff station, building personnel shall announce "Pill Call" to the inmates housed there and make this announcement:

"All televisions and phones will be turned off. Please line up in alphabetical order, fully dressed, shirts tucked in, and be prepared to show your wristbands to the nurse. Have your water ready to take your medications."

It is the responsibility of medical personnel to ensure each inmate has placed the medication in their mouth. Deputy personnel shall assist medical personnel by making a reasonable effort to ensure the inmate ingests the medication. In the event the inmate becomes insubordinate and refuses to allow the nurse or the deputy to confirm the consumption of medication, deputies shall follow the notification procedures as outlined in the Custody Division Manual section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile or Aggressive Inmates."

CHS has approved some inmates for self-medication. Those inmates who qualify are given medication for a prescribed interval and take their required, medically-ordered dosage on their own, without having to go to the infirmary, building clinic, or daily pill call. This reduces the number of inmates in the infirmary and building clinics during pill call times, thereby enhancing security.

PILL CALL (BUILDING 900)

Pill call shall be handled in building 900 as described above with the following modifications specific to building 900, which is a high-security housing area.

Inmates who have been approved by CHS for self-medication shall be escorted according to their security classification and housing status to the infirmary or building clinic by a designated building rover (disciplinary inmates shall be escorted per NCCF Unit Order [UO] 07-125/10). The rover(s) shall provide security while the inmate receives his medication. Once the inmate has received their supply of medication, they will no longer need to participate in daily pill call to receive their medication.

All other inmates in building 900 who are prescribed medication and not approved for self-medication shall receive their medications in their housing locations during pill call.

When medical personnel arrives in building 900 for pill call, they shall notify the building 900 supervising line deputy who shall ensure at least one building 900 deputy provides security and assists the nurse as required throughout the pill call process.

TREATMENT / DOCTORS / DENTAL / LAB WORK / PSYCHIATRIC LINES

BUILDINGS 500, 600, 700, AND 800

Medical personnel will send a computer-generated pass ordering the inmate to report to medical services.

Once the pass is received at the staff station, the inmate shall be released from his dorm or work area (for inmate workers) and directed to go, unescorted, to the medical services building.

Upon their arrival, the infirmary deputy will route them to the services area for which their pass was issued. Upon completion of treatment, the infirmary deputy shall direct the inmate to return to his housing or work area.

BUILDING 900

Any of the above noted medical services that can be conducted in the building 900 nurse clinic should be handled there. Building 900 inmates who require services that must be provided in the facility's infirmary shall be escorted to the medical services building by a designated building 900 deputy (discipline inmates shall be escorted per UO 07-125/10). Depending upon the classification of the individual inmate, the deputy may be required to remain in the infirmary to provide security.

TRANSFERRING INMATES OUT OF FACILITY FOR TREATMENT

Inmates identified by medical personnel for transfer out of NCCF in order to receive further medical treatment shall be placed on the first available transport (FAT) list. Medical personnel refers to this list as the "NCCF Medical Transfer Out (FAT)" list.

For inmates who need immediate transport for medical reasons, via radio car or ambulance, the F-200 medical form shall be used instead.

NCCF Unit Orders

The NCCF medical transfer list will be sent to the Inmate Processing Area (IPA) two times each weekday (Monday through Friday). To provide the IPA with sufficient time to prepare this list of inmates for transport, it must be sent to the IPA by the following "cutoff" times:

- 0700 hours for transportation on AM shift
- 1800 hours for transportation on PM shift

The IPA deputy will fill out the "DISPO" section on the list. This entry will show "sent" for inmates transferred for the medical reason or will list a reason why the inmate may not have been transferred (e.g., in court, released, not housed at NCCF, etc.).

The IPA deputy will then copy this list and return it to the medical staff for reference. The IPA's copy of this list shall be retained for future reference.

ADDITIONAL DUTIES FOR INFIRMARY DEPUTIES

- Infirmary deputies shall observe each inmate receive and ingest their medication in the infirmary. If other required responsibilities preclude the infirmary deputies from being able to help oversee pill call in conjunction with medical staff and the 800 Rover 4 deputy is unavailable to respond, then any additional deputy personnel shall be requested to respond and assist. Medical staff is to be advised that pill call will be halted momentarily until appropriate deputy personnel arrives to help monitor it, at which point pill call will resume.
- Infirmary deputies shall ensure the infirmary is not overcrowded with inmates.
- Infirmary deputies shall ensure the security of medications and materials located in the infirmary are properly maintained.

• • **07-170/35 Inmates with Mental Health Disorders**

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| | Unit Order: #07-170/35 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1998 |
| GENERAL POPULATION | Revision Date: 03-19-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Review Date: 03-19-2021 |
| Subject: | Inmates with Mental Health Disorders |
| Reference: | CCR Title 15 Sections 1052, 1209, 1210 & 1217; CDM 4-05/000.00, 5-01/050.00; NCCF UO 02-010/00, 07-170/45 |
| Unit Commander Signature: 11/28/2018 | ORIGINAL SIGNED Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for handling mentally disordered inmates.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All personnel who identify an inmate through observation, information received from another person (i.e., relative, clergy, etc.), intake screening, or exhibited behavior indicative of possible mental illness shall complete the electronic Behavioral Observation and Mental Health Referral (e-BOMHR), available through the Custody Automated Reporting and Tracking System (CARTS), in place of the printed BOMHR form, absent circumstances in which use of the e-BOMHR is not possible (e.g., system failure, an emergency that significantly affects facility operations, etc.).

Notify the building supervisor and, with their concurrence, complete the first five (5) sections of the BOMHR report or the corresponding sections in the e-BOMHR, as soon as reasonably practicable, but no later than the end of the shift. Personnel shall include the BOMHR report, the date and time the report was initiated, and the names of any witnesses.

NOTE: The Jail Mental Evaluation Team (JMET) is available to all PDC jail facilities Monday-Saturday from 0700 – 1500 hours to conduct mental health assessments.

Follow the procedures delineated in Custody Division Manual (CDM) section 4-05/000.00, "Behavioral Observation and Mental Health Referral Reports" and ensure the original BOMHR report remains with the inmate. If the inmate is transported out of NCCF, photocopy the report for NCCF records before the original report leaves with the inmate who is being transported.

If medical staff decides no further action is necessary, the supervising line deputy or sergeant may decide to request reclassification of the inmate through the completion of an Inmate Incident Report (SH-J-213), should conditions warrant it.

Suicidal Inmates

If the inmate is suicidal or if a suicide attempt was made, follow the procedures delineated in CDM section 5-01/050.00, "Handling of Suicidal Inmates."

• • **07-170/45 Suicide Handling and Prevention**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-170/45 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 04-19-2024 |
| Subject: Suicide Handling and Prevention | |
| Reference: CCR Title 15, Sections 1044, 1219; CDM 4-05/000.00, 5-01/030.00, 5-01/040.00, 5-01/050.00, 5-01/050.05; UO 07-170/35 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this order is to establish procedures and provide information on the recognition and subsequent handling of suicidal inmates.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All personnel shall familiarize themselves with Custody Division Manual (CDM) section 5-01/050.00, "Handling of Suicidal Inmates" as well as the reference sections noted above, which cover the procedures for handling suicidal inmates.

Any suicide attempt, suicide threat, self-injurious behavior, or other behavior which may indicate a decompensation of mental health status shall be brought to the immediate attention of a supervisor and to medical and mental health staff.

The NCCF training unit conducts random drills regarding the handling of suicidal inmates and suicide prevention. During these drills, personnel will be assessed on their knowledge of suicide prevention and

handling of suicidal inmates.

All personnel are encouraged to periodically review all applicable Department policies, unit orders, informational, and instructional bulletins related to suicide handling and prevention.

• • **07-171/00 Automated External Defibrillators / Medical Emergencies**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: # 07-171/00 |
| CUSTODY SERVICES DIVISION | Effective Date: 10-08-2024 |
| GENERAL POPULATION | Reviewed Date: 10-08-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Automated External Defibrillators / Medical Emergencies | |
| Reference: CDM 3-14/090.05; CDM 5.03/060.00; CDM 6-05/030.00; | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use and deployment of automated external defibrillators (AED) during a medical emergency.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

In cases where an inmate is found to be sick, injured, unresponsive and or in need of any form of medical assistance, building personnel shall deploy an AED (if it is readily available). 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. Custody personnel should not employ the AED if the inmate is conscious, breathing, or has a detectable pulse or other signs of circulation. Refer to Custody Division Manual (CDM) sections 3-14/090.00, "First Aid and Emergency Response Kits, and 5-03/060.15, "Response to Inmate Medical Emergencies."

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

The AED will typically be applied by medical staff; however, in the event an AED is available and medical personnel are delayed or require additional assistance, custody personnel have an obligation to provide the level of medical care for which they are trained. This includes the application of the AED.

Department personnel who respond to medical emergencies should broadcast, via their Department issued radio, the following information:

- location and nature of the incident
- the inmate's medical condition
- type of resources needed (e.g., medical personnel, Emergency Response Team [ERT], paramedics, number of additional personnel)
- if the area is secured or unsecured (e.g., dorm door closed, hallways barriers closed, inmates walking freely around staff station, unsecured in the yard, etc.)
- if a lockdown is necessary

The AEDs shall be located in each building of the facility. Additionally, one AED shall be located on each floor where inmates are housed.

The assigned building supervising line deputy (SLD) and/or their designee shall ensure the AEDs are accounted for and fully charged at the start of their shift. The information regarding the AED shall be logged in the electronic Uniform Daily Activity Log (e-UDAL).

Each AED machine comes equipped with two (2) pads. The pads are for one-time use only. For any equipment repairs or replacement of deployed AEDs, including batteries or damage, contact the NCCF training unit.

• • **07-175/00 Inmate Orientation**

Los Angeles County Sheriff's Department

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| CUSTODY SERVICES DIVISION | Unit Order: #07-175/00 |
| GENERAL POPULATION | Effective Date: 01-01-1998 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 06-05-2023 |
| Subject: Inmate Orientation | |
| Reference: CCR Title 15, Section 1069 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures to orient a newly received inmate to the North County Correctional Facility (NCCF) at the time of placement into living area.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Inmates arriving at NCCF will receive a two-part orientation.

1. PRIMARY ORIENTATION

When inmates arrive at NCCF, they will be directed to a list of Rules and Regulations (available in English and Spanish) posted in the Inmate Processing Area (IPA) and all housing areas that will explain the following procedures:

- Correspondence, visiting, and telephone usage rules
- Rules and disciplinary procedures
- Inmate grievance procedures
- Programs and activities available and method of application
- Medical services
- Classification/housing assignments
- Court appearance where scheduled, if known
- Voting and voting registration
- Sick call/pill call/mental health procedures
- Religious service
- Commissary
- Library

2. SUPPLEMENTAL ORIENTATION

The NCCF inmate orientation video is unit specific and scheduled for daily viewing twice a day, once on DAY Shift and once on PM Shift on all inmate television monitors. Once the video has ended personnel shall answer inmate questions regarding the rules of NCCF.

• • **07-175/03 Barber Shop and Disinfecting Procedures**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: #07-175/03 |
| GENERAL POPULATION | Effective Date: 01-01-1999 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 04-19-2024 |
| Subject: Barber Shop and Disinfecting Procedures | |
| Reference: CCR Title 15, section 1267; CCR Title 16, Division 9, sections 979 and 980; CDM 5-13/050.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this unit order is to establish Barber Shop procedures.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Building [REDACTED TEXT] - Haircut Ticket Sales

Inmates may purchase haircut tickets through the commissary order form for the purchase amount. Indigent inmates may request free tickets through the commissary. Inmates will receive their haircut tickets with the rest of their commissary items.

Building [REDACTED TEXT] - Haircut Procedures:

Inmates from these buildings with haircut tickets shall have the opportunity to receive a haircut when their dorm is called to Inmate Services in the [REDACTED TEXT] Building. Grooming services shall include haircuts and beard trimming. Inmate services personnel shall supervise all grooming procedures.

Building [REDACTED TEXT] - Haircut Procedures

Barbering services are available for non-discipline inmates housed in Building [REDACTED TEXT] once a week. A Building [REDACTED TEXT] rover shall escort the inmate barber into the building. Inmates housed in discipline and pre-discipline areas shall not receive haircuts.

The inmate barber shall only have the following instruments:

- Electric clippers with three blades
- Comb
- Electric trimmer

Barber Qualification

All potential barbers shall be tested on their hair cutting ability before they are hired. Once hired, they shall be

provided training that includes equipment sterilization, applicable Health Department regulations, and barber shop procedures.

Equipment

Each barber station shall be equipped with a clipper, a trimmer, two sets of three clipper blades, two combs, a dust brush, a supply of neck strips, talcum powder, a cape, a smock, and a blade cleaning brush.

Instrument Cleaning Procedure

With a clean brush, remove the loose hair from the hair clippers and its attachments. Clipper blades shall be sanitized by immersing them in Barbicide solution for a minimum of 10 minutes. Each barber shall have two sets of blades so that one may be sanitized while the other one is being used. Alternatively, they may be sprayed with Clippercide spray, front and back, and allowed to stand for a minimum of 10 minutes before they are used. Trimmer blades shall be disinfected with Clippercide spray in the same manner as clipper blades. A copy of these procedures shall be posted in the barber shop.

Accounting for Equipment

The clippers, trimmers, and blades shall be individually numbered, and accounted for at the end of each shift and before the inmate barber shop workers are allowed to return to their dorms. Personnel shall use a checklist to account for the equipment, initial the checklist, and retain a copy of the checklist for a period of two years, in accordance with CDM section 4-13/000.00, "Retention of Records." All barbering sets shall be stored in a locked cabinet within Inmate Services.

• • **07-175/06 Mail Procedures**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: #07-175/06 |
| GENERAL POPULATION | Effective Date: 01-01-1999 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 12-18-2024 |
| Subject: Mail Procedures | |

Reference: MPP 5-03/190.20, 5-03/190.25, & 5-03/195.00; CDM 5-06/070.00; Title 15, section 1863

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

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

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

There is no limitation on the volume of mail an inmate may send or receive. Inmate correspondence may be read when there is a valid security reason and with the approval of the watch commander. Personnel shall not read confidential/legal correspondence.

The following are the procedures for each shift's responsibilities for processing inmate mail:

EM SHIFT

Outgoing Inmate Mail

- A. Inspect and seal all inmate correspondence.
- B. Place all mail in a plastic bag. Place a visible piece of paper labeled "Outgoing Mail" inside the bag. Ensure no inmate requests, complaints, and/or re-routed mail are placed inside the "outgoing mail" bag.
- C. All re-routed mail shall be placed in a separate bag.
- D. Deliver all outgoing and re-routed mail to Inmate Services.

DAY SHIFT

Incoming Inmate Mail

- A. Collect incoming mail from Inmate Services at the beginning of shift.
- B. Sort mail by dorm location and deliver to appropriate staff station for PM shift delivery.

PM SHIFT

Mail Delivery and Undelivered Mail

- A. An announcement shall be made to all dorms by Central Control, notifying all inmates to prepare themselves for "Mail Call" at 2000 hrs. The dorm dayrooms shall be temporarily closed to minimize inmate movement. Phone and shower use shall be allowed to continue until count time at 2030 hrs.
- B. All unclaimed mail shall be checked using the SI01 screen for the respective inmate's new housing location. The new housing location shall be written on the envelope.
 - Mail re-routed for housing areas within NCCF shall be redistributed.
 - Mail re-routed to outside housing facilities (e.g., MCJ, TTCF, etc.) shall be placed in a plastic bag labeled "Re-route."
- C. Once mail distribution is complete it shall be documented in the e-UDAL. If mail was not distributed, the reason shall be documented in the e-UDAL.
- D. EM shift staff station rovers shall collect all re-routed mail and deliver it to Inmate Services.

Under NO circumstances should inmate mail be handled by another inmate.

• • **07-175/10 Commissary**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: # 07-175/10 |
| GENERAL POPULATION | Effective Date: 01-01-1999 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 04-19-2024 |
| Subject: Commissary | |

Reference: CDM 2-00/040.00, 5-13/110.00

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmates to purchase commissary items.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The Sheriff's Department has contracted with Keefe Commissary Network to provide commissary services to Custody Division.

The procedures are as follows:

Every Wednesday, at the beginning of the AM Shift, order forms (bubble sheets) shall be distributed to inmates at their housing locations for placing their commissary order. All order forms shall be collected and delivered to inmate services by 1900 hours.

PM INMATE SERVICES

Inmate Services personnel shall compile all the facility's order forms and make a complete facility package of the order forms, which shall be picked up by Keefe Commissary Network.

DELIVERY (PM SHIFT ON THURSDAYS)

On Thursdays at approximately 1630 hours, Keefe Commissary employees will arrive at NCCF. They will check in at the front desk, exchange their driver's license for the facility security pass, and report to the staging area in IDR #2. When the truck(s) with the commissary items arrive, Central Control personnel shall notify Inmate Services personnel. Inmate Services deputy personnel shall respond to the Dock and secure it. Once the truck is off-loaded, the commissary carts will enter the facility through the kitchen/bakery pedestrian

corridor door. The carts will be taken directly to each individual building by Keefe Commissary employees, with the assistance of assigned Inmate Services personnel.

At approximately 1700 hours, Keefe Commissary employees, with the assistance of inmate workers from Inmate Services, will push the carts to the buildings. When they arrive at the buildings, the employees will check in with the building's supervising line deputy (SLD). One rover shall be designated as liaison with the commissary employee.

The carts containing the commissary items shall be pushed to each dorm. The commissary employees will call out the inmate's name, who will respond to the front of the dorm. In Buildings 500, 600, and 700, the bagged items may be handed to the inmate through the bars, tray slot, or opened door with the assistance of assigned building personnel. Each inmate receiving commissary shall sign the receipt in the presence of the commissary worker.

In Building 800, the tray slot or front door shall have to be opened by the deputies. In Building 900, a rover shall escort the commissary employees until all store items have been distributed. Undeliverable orders for inmates who were not present during delivery of commissary will be refunded to the inmates' account.

INDIGENT KITS

Inmates who are without funds can check off the appropriate item for "Indigent Kits" and glasses. The computer is preprogrammed to check their accounts and authorize certain items. The facility shall continue to stock a small amount of pre-made indigent kits.

INMATES WITHOUT ENOUGH FUNDS

Some inmates may order more items than they have money in their accounts to pay for the items. In these cases, the computer has been programmed to sell hygiene, stationery supplies, and over-the-counter medicine supplies first, then sell food items.

HAIR CUT TICKETS AND DEBIT CARDS

Sold by Keefe Commissary Group.

INMATE RESTRICTIONS

Custody personnel shall have the capability to restrict an inmate or an entire dorm from making store purchases with proper approval (i.e., dorm disturbance, discipline).

• • **07-175/20 Inmate Money Deposit**

Los Angeles County Sheriff's Department

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|---|-----------------------------------|
| | Unit Order: # 07-175/20 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1999 |
| GENERAL POPULATION | Reviewed Date: 03-06-2024 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Inmate Money Deposit | |
| Reference: CDM 5-06/0.20.00 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

To establish guidelines and procedures for handling inmate money deposits at NCCF.

SCOPE OF ORDER:

Applies to all sworn personnel and the civilian cashier(s) assigned to NCCF.

ORDER:

Any money taken from an inmate is contraband and shall be deposited to his account and a receipt issued to the inmate.

NCCF Unit Orders

When issuing a receipt, the following steps shall be taken:

- a. Obtain the Inmate Deposit Receipt Book from the safe in the Watch Sergeant's Office.
- b. Fill out the receipt and give the inmate the white copy (original).
- c. The yellow (carbon) copy remains in the receipt book.
- d. The money envelope (3 1/4" x 6") shall be filled out with the inmate's name, booking number, amount of deposit, date, receipt number and receiving officer's name in the front stamped portion.
- e. The money for deposit is counted in his presence and placed into the deposit envelope.
- f. The envelope is then sealed, the flap initialed by the receiving deputy and then sealed over with clear tape.
- g. The sealed envelope and the Inmate Deposit Receipt Book are immediately delivered to the Watch Sergeant's Office for safekeeping in the safe.
- h. Upon receipt of the deposit envelope and Inmate Deposit Receipt Book, the Watch Sergeant initials the receipt in the upper left corner, indicating that he/she has received the sealed envelope and that the officer has complied with the above procedures.
- i. The Watch Sergeant shall immediately deposit the sealed envelope in the safe and return the Inmate Deposit Receipt Book to the safe.

j. The Inmate Deposit Receipt Book shall serve as a safe log for the inmate deposit money in the safe.

ACCOUNTABILITY/AUDIT TRAIL:

An assigned Sheriff's Department personnel (Runner) shall retrieve the inmate deposit envelopes contained in the safe from the Watch Sergeant.

The "Runner" shall deliver the Inmate Deposit Envelopes to the cashier. The cashier shall initial the appropriate deputy issued receipt(s), on the upper right corner with a red felt tip pen, for each sealed enveloped from the Watch Sergeant. The cashier shall take the sealed envelopes for deposit to the respective inmate accounts.

MONEY DEPOSIT TO INMATE ACCOUNTS BY CITIZENS:

Money can be deposited to an inmate's account at Men's Central Jail and the Inmate Reception Center (IRC) 24 hours a day, 365 days a year or at the Century Regional Detention Facility (CRDF) from 0630 hours to 2100 hours, 365 days a year.

Revision Date xx/xx/xxx

Revision Date (e.g. 01/01/01)

• • **07-175/25 Indigent Inmate Supplies (Free Articles)**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: #07-175/25 |
| GENERAL POPULATION | Effective Date: 01-01-1999 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 06-05-2023 |
| Subject: Indigent Inmate Supplies (Free Articles) | |

Reference: MPP 2-09/020.00; CDM 5-13/080.00 & 090.00;

CAC Title 15, Section 1265

Unit Commander Signature:

Date:

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for dispersing free articles to inmates.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

All inmates who are indigent (inmates with less than \$2.00 in their account), may order indigent kit (free articles) from the Commissary Network, and run a negative balance until such time he has the ability to pay for items previously ordered.

The Commissary vendor provides store items for L.A. County Jail inmates and checks the accounts of the inmates to determine if an inmate has enough funds for the store order. At the same time, a check is made to determine if any inmates have less than \$2.00 in their account. If they do not have \$2.00 in their account, they are considered indigent.

The following items are contained in the indigent kit:

- 1 Razor (except discipline)
- 1 Comb
- 1 Toothbrush
- 1 Tube of toothpaste
- 2 Packets of shampoo
- 4 Packages of deodorant
- 1 Bar of soap (Hotel size)

- 2 Stamped legal envelopes
- 1 Golf Pencil
- 4 Sheets Paper

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

Inmates housed in the discipline section of the [REDACTED TEXT] receive individual personal hygiene items on an as-needed/request basis. Any inmate in need of personal hygiene (free articles) who did not receive them during the above procedures, shall receive individual items upon request from their staff station officer or through Inmate Services.

Inmates who have been released with a negative account balance for indigent Commissary items and re-booked will be charged for items previously ordered.

• • **07-175/26 Inmate Nail Clipper Security**

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|---|-------------------------------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #07-175/26 |
| GENERAL POPULATION | | Effective Date: 06-18-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Review Date: 09-25-2023 |
| Subject: | Inmate Nail Clipper Security | |
| Reference: | CDM 4-11/020.00-025.00 | |
| Unit Commander Signature: | | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures regarding the storage and accountability of inmate nail clippers.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County

Correctional Facility (NCCF).

ORDER:

Due to the security requirements of NCCF, it is imperative that all personnel adhere to the procedures set forth in this unit order.

Buildings [REDACTED TEXT]:

1. Every staff station shall be assigned one set of nail clippers that shall be stored in the locked drawer at the respective staff station.
 - a. Nail clippers shall be tagged with the coordinating staff station number and stored in a clear plastic bottle, which shall always be filled with blue Barbicide disinfectant solution (provided by Inmate Services).
2. Personnel assigned to a staff station shall account for the nail clippers assigned to their staff station and document it in the electronic Uniform Daily Activity Log (e-UDAL) at the beginning of their shift.
3. Personnel completing the building security check shall account for all nail clippers assigned to the building and document it on the building key/armory log at the beginning of their shift.
4. If nail clippers are not returned to the issuing personnel, a building supervisor shall be notified immediately, and reasonable efforts shall be made to locate them.
5. If nail clippers are broken, return them to Inmate Services for a replacement. Do not discard them.
 - a. Broken or lost nail clippers and their location shall be documented in the respective e-UDAL and the building key/armory log.

Buildings [REDACTED TEXT] only:

1. Inmates who wish to use the nail clippers shall be secured in the dayroom adjacent to the staff station.
 - a. Only one dorm is allowed to use the nail clippers at a time.
 - b. The number of inmates allowed in the dayroom shall be determined by the building supervisor for that shift.
 - c. Once the inmate(s) are secured in the dayroom, only the nail clippers shall be passed in through the dayroom tray slot; the Barbicide solution shall remain at the staff station.
 - d. Once the nail clippers have been returned to the issuing deputy/custody assistant, the inmate(s) in the dayroom shall be allowed back into his/their respective dorm.

Building [REDACTED TEXT] only:

1. Nail clippers shall be issued to inmates upon request.
2. If an inmate wishes to use the nail clippers, they shall be secured in a location other than their housing cell.
 - a. The location shall be determined by the building supervisor for that shift.

• • **07-175/41 Law Library**

Los Angeles County Sheriff's Department

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|---|--------------|-----------------------------------|
| CUSTODY SERVICES DIVISION | | Unit Order: #07-175/41 |
| GENERAL POPULATION | | Effective Date: 01-01-1999 |
| NORTH COUNTY CORRECTIONAL FACILITY | | Reviewed Date: 09-25-2023 |
| Subject: Law Library | | |
| Reference: CCR Title 15, Section 1064, CDM 5-13/160.05 | | |
| Unit Commander Signature: | Date: | |

PURPOSE OF ORDER: The purpose of this order is to establish procedures regarding access to a law library by general population inmates who are not pro per (propria persona).

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The NCCF law library was closed in July 2006. All pro per inmates were transferred to Men's Central Jail (MCJ) or other facilities where there is a law library.

Inmate library services at NCCF are provided by Inmate Services.

• • **07-175/45 Miscellaneous Inmate Services**

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| | Unit Order: #07-175/45 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1999 |
| GENERAL POPULATION | Reviewed Date: 03-20-2023 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Miscellaneous Inmate Services | |
| Reference: 4027 and 5009 PC; CCR Title 15, Sections 1065 and 1072; CDM 3-05/030.00, 5-13/100.00, 5-13/140.00-160.05 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for inmate services which are not described in other unit orders.

SCOPE OF ORDER: This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

The Inmate Services offices shall be staffed Monday through Friday from 0600 to 2200 hours.

Inmates from Building [REDACTED TEXT] have restricted access to these services.

Inmates from buildings [REDACTED TEXT] may go to the Inmate Services office, located in Building [REDACTED TEXT], for services. The following services are available:

Court and Legal Information

Inmates may contact Inmate Services personnel to obtain specific legal forms and instructions on how to complete them by submitting a written request.

Library

Library services shall be provided by the Inmate Services Unit. Inmates shall be allowed to exchange and check out books during scheduled periods as determined by the Inmate Services Unit. The books will be stored on rolling shelves, located inside the Inmate Services office. The library schedule may be adjusted in the event of unforeseen circumstances (e.g. facility emergencies, lockdowns, short staffing, etc.).

Voting

Inmates may obtain voting information for each election by submitting a written request to Inmate Services personnel. Voting is conducted by absentee ballot.

Religious Services

Religious services for inmates housed in buildings [REDACTED TEXT] are conducted in the indoor recreation rooms within each building. Inmates housed in Building [REDACTED TEXT] have scheduled services and individual chaplain visits within their respective housing areas.

Counseling

Inmates may submit a written request for religious or substance abuse counseling to Inmate Services. Inmates in buildings [REDACTED TEXT] may receive counseling in the Inmate Services office. Inmates

housed in Building [REDACTED TEXT] shall receive counseling in their respective cells.

• • **07-175/52 Inmate Music Television**

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|--|-----------------------------------|
| CUSTODY SERVICES DIVISION | Unit Order: 07-175/52 |
| GENERAL POPULATION | Effective Date: 03-12-2019 |
| NORTH COUNTY CORRECTIONAL FACILITY | Revision Date: |
| Subject: Inmate Music Television | Review Date: 03-12-2021 |
| Reference: CDM 5-13/135.00 | |
| Unit Commander Signature: ORIGINAL SIGNED | Date: 09/19/2017 |

PURPOSE OF ORDER: The purpose of this unit order is to establish procedures for broadcasting music via televisions within inmate housing areas.

SCOPE OF ORDER: This order applies to all personnel assigned to, and/or working at the North County Correctional Facility (NCCF).

ORDER:

Per Custody Division Manual (CDM) section 5-13/135.00, "Music Television," music shall be played during waking hours at least twice per day, for a minimum of six hours per day. All staff station personnel at NCCF shall document the times music is played in the electronic Uniform Daily Activity Log (e-UDAL).

Inmate services personnel shall be responsible for maintaining the NCCF television schedule, which is posted on the inmate services intranet page which is linked on the NCCF intranet site. Inmate services personnel shall ensure the NCCF television schedule adheres to the Divisional mandate for music television.

Central control personnel are responsible for controlling the television programming that is shown on the digital monitors inside each inmate housing area at NCCF. Central control personnel shall ensure the NCCF television schedule is followed when activating the television feeds inside each housing area.

• • **07-175/60 Telephone Procedures**

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|---|-----------------------------------|
| | Unit Order: #07-175/60 |
| CUSTODY SERVICES DIVISION | Effective Date: 01-01-1999 |
| GENERAL POPULATION | Reviewed Date: 03-14-2023 |
| NORTH COUNTY CORRECTIONAL FACILITY | |
| Subject: Telephone Procedures | |
| Reference: CDM 5-13/020.00; CCR Title 15, Section 1067 | |
| Unit Commander Signature: | Date: |

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for telephone usage by inmates.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

General Procedures

Each housing area has several "collect call only" telephones that shall be made reasonably accessible for inmate use.

Central control shall turn the phones off during "lights out" (2200 hours to 0700 hours Monday through Friday and 0000 hours to 0700 hours Saturday and Sunday). Exceptions to these hours can be made with the watch commander's approval.

Phone access may be restricted during routine activities such as inmate meals, count, pill call, clothing exchanges, or during emergencies such as inmate disturbances. Any other restrictions to telephone usage

shall require approval of the building sergeant or watch commander and shall be logged into the electronic-Uniform Daily Activity Log (e-UDAL).

There are also two telephones in the inmate services office, located in the [REDACTED TEXT] building that are collect call only telephones. Inmates shall receive a pass from their housing officer and permission from an inmate services employee to utilize the telephones in the inmate services office.

The chaplains' offices may also offer direct, nonpayment calls to inmates with urgent problems (the inmate must contact a chaplain or inmate services and state their reason for the call). All chaplain assisted calls shall be dialed and monitored by a chaplain.

Building [REDACTED TEXT] Procedures for Non-General Population Inmates

Telephone use for inmates housed in the [REDACTED TEXT]-building is restricted to dayroom time only. These restrictions are for "keep-away" inmates, violent inmates, etc. There is also a phone for use in the outdoor yard room of each staff station for inmate use during yard time.

The pre-disciplinary inmates are allowed the same access to phones as general population inmates, whenever possible.

Telecommunication Device for the Deaf (TDD)

Inmate services maintains a "TDD" phone for those inmates who require a hearing-impaired phone system and is available during regular inmate services hours upon request.

Building [REDACTED TEXT] has one "TDD" phone specifically for inmates housed there. It is available to inmates at the discretion of the [REDACTED TEXT]-building sergeant.

• • **07-175/65 Voluntary Programs**

Los Angeles County Sheriff's Department

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|--|-----------------------------------|
| | Unit Order: #07-175/65 |
| CUSTODY SERVICES DIVISION | |
| GENERAL POPULATION | Effective Date: 01-01-1999 |
| NORTH COUNTY CORRECTIONAL FACILITY | Reviewed Date: 04-19-2024 |
| Subject: Voluntary Programs | |
| Reference: CCR Title 15, Section 1061 and 1070; CDM 5-13/130.00 | |

Unit Commander Signature:

Date:

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for inmates participating in voluntary programs.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Inmates may obtain applications for rehabilitation programs or school from staff station personnel. Completed applications shall be forwarded to Inmate Services for review and to note the inmate's job assignment, work hours, and length of sentence.

Applications shall then be forwarded to Education Based Incarceration (EBI) personnel at NCCF for evaluation. If accepted, the inmate will receive a schedule and a pass to the program. The program supervisor will then add the inmate to the "class roster" which is updated on a regular basis. Denied requests shall be returned to the inmate with a brief written explanation.

Dedicated classrooms are located in Building [REDACTED TEXT] and follow this schedule:

First period is from 0800 – 1100 hrs.

- Computer
- Substance abuse
- High School Math

- High School English

Second period is from 1200 – 1430 hrs.

- Computer
- Anger Management / Domestic Violence
- High School Math
- High School English

Classes held in the indoor recreation rooms of housing units are scheduled to run as late as 1830 hours in some cases, but most are typically scheduled to end at 1500 hours.

Participation in other Inmate Services' activities is not permitted while in school.

Class-style activities shall not be conducted in Building [REDACTED TEXT]. School activities may be taken to inmates housed in Building [REDACTED TEXT] and presented on an individual basis.

REHABILITATION

Rehabilitation services such as alcohol and/or drug abuse counseling, and church services are offered by outside agencies. These services shall be conducted in the indoor recreation rooms, located within each inmate's housing building.

These services are generally scheduled Monday through Friday during these time periods:

- 0830 to 1130 hours
- 1330 to 1530 hours
- 1800 to 2030 hours

Participation in other activities is not permitted while attending rehabilitation services.

During scheduled hours, limited counseling may be provided to inmates housed in the [REDACTED TEXT] Building on an individual basis.

NCCF Unit Orders
