

---

## Chapter 3 - Organization & Functions

---

- **03-005/00 Support Services**

**Los Angeles County Sheriff's Department**

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

**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

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

**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**

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

**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**

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

**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**

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

**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**

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

**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.

---