

## Men's Central Jail (MCJ) Unit Orders

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- 1-01-020 Distribution of Unit Orders



### PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for the distribution of unit orders.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

### ORDER:

Unit orders approved and signed by the unit commander, or their designee shall be forwarded to the MCJ Legal Unit. The Legal Unit shall forward the approved unit orders to Custody Support Services (CSS) for Division level approval. Approved unit orders from CSS shall be placed in the Unit Order Manual, as well as updated to the MCJ web page.

The distribution of unit orders shall be assigned to the Legal Unit sergeant who shall designate a staff member to act as the unit order coordinator. The unit order coordinator shall ensure the appropriate manuals are updated with new or revised unit orders and placed in the proper numerical location within these manuals. The coordinator shall also see that the appropriate changes are reflected in the manual's table of contents and appendix.

Along with the current Unit Order Manual, the Unit Order Coordinator shall maintain historical unit orders as outlined in CDM section 4-13/000.00, "Retention of Records." The updating process of revised unit orders shall be completed concurrent with the order sent to custody personnel via e-mail. **Unit orders shall be uploaded on the MCJ web page and all new orders and revisions of unit orders shall be noted as such.**

New unit orders and revisions of unit orders will be routed to all MCJ personnel.

Revision Date 04/03/23

Revision Date 08/26/20

Revision Date 11/20/08



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• 2-01-010 Training Unit



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures related to the Men's Central Jail (MCJ) Training Unit.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working at MCJ, specifically those working in the MCJ Training Unit.

**ORDER:**

The MCJ Training Unit shall coordinate all training related activities at MCJ.

Watch commanders will identify, develop, and manage their shift training requirements through their designated shift training sergeant.

The training unit will coordinate the training program, provide necessary resources, identify division and unit goals, monitor program effectiveness, and maintain unit training records.

The following is a description of the training unit's responsibilities and individual job specifications:

- schedule and maintain Standards of Training for Corrections (STC) training records;
- liaise with shift watch commanders and shift sergeants regarding training of personnel;
- review and log Intensified Format Training (IFT) reports;

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- coordinate and ensure attainment of MCJ training goals;
- monitor trainees and coordinate the improvement of training programs;
- provide logistical support to each of the shift's in-service training programs, as outlined in Custody Division Manual (CDM) section 3-02/020.00, "In-Service Training"
- monitor program effectiveness and provide training scenarios for Emergency Response Team (ERT) drills;
- maintain the MCJ training records;
- gather input regarding the training officer standards.

Note: The training unit will recommend deputies for the position of a Custody Training Officer (CTO). After a thorough check of the deputy's qualifications and an interview with the training sergeant, the deputy shall be cleared by an MCJ captain prior to appointment.

**Revision Date 03/29/23**

**Revision Date 02/20/20**

**Revision Date 05/24/17**

**Revision Date 05/11/15**

**Revision Date 11/20/08**



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- **3-05-020 Scheduling Policy**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the routine scheduling of personnel, assignment of overtime, scheduling vacations, granting of time off requests, and for the orderly incorporation of newly assigned personnel.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working at Men's Central Jail (MCJ).

**ORDER:**

**DISTRIBUTION OF PRE-SCHEDULED OVERTIME**

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1. Employees interested in working overtime will sign up for the days and shifts they are interested in working via the Scheduling Management System (SMS). MCJ scheduling will track all pre-scheduled overtime to ensure a fair distribution of overtime and will determine the amount of overtime necessary for each day.
2. Employees will not be allowed to sign up and give away overtime to another employee.
3. If an employee cannot or does not want to work the overtime they have been hired for, they must notify scheduling at least three (3) working days before the scheduled shift.
4. The maximum amount of overtime an employee may work in a calendar month is ninety-six (96) hours.
  - All types of overtime, including briefing time, shooting time, court time, late reports, etc., fall under this ninety-six (96) hour restriction.
5. No employee shall work back-to-back doubles except when necessary to appear in court. A back-to-back double is defined as working 16 hours or more (consecutively or non-consecutively), irrespective of start time, followed or preceded by another work period in excess of 12 hours (consecutively or non-consecutively) in any 48-hour period.
6. Employees having pre-approved variance time off or a swap off for the shift with the position vacancy shall be exempt from involuntary hiring sixteen (16) hours prior to the vacancy shift and sixteen (16) hours following the vacancy shift.
7. Employees shall not work more than twelve (12) consecutive days without a scheduled day off.
8. Employees hired for overtime shall work the shift they've been hired for. Any changes or cancellations must be approved by scheduling personnel.

**B. UNSCHEDULED OVERTIME**

1. Unscheduled overtime due to sick call-ins, bereavement leave, etc., shall be hired from the "Overtime Stand-by" list in SMS. An overtime log kept on SMS will be used to determine which employee has the least amount of overtime for the month. Eligible employees with the least amount of overtime will be hired first.

**C. INVOLUNTARY HIRING ("DRAFT")**

Watch commanders shall apply the following guidelines when selecting the appropriate employee to draft:

1. The employee with the least amount of overtime during the previous and current calendar month, excluding vacations and extended leaves, shall be drafted.
  - The employee with the fewest drafts in the current and prior calendar month shall be drafted.
  - If those steps fail to identify an employee to be drafted, inverse department seniority shall be used.
2. Employees may not work double shifts on consecutive days. Consider whether drafting would violate the back-to-back double policy.
3. Consider whether the employee is working overtime on a regular day off (RDO).
4. Consider whether the employee is "swapped off" for the upcoming shift. Employees on a "swap-on" status are eligible to be drafted to the next shift (swap-on is considered a regular workday).
5. Consider whether the employee has been approved for a variance for the following day, e.g., an employee is working PM shift and is drafted to work early morning shift, however, the employee has

been authorized a pre-approved variance for the following PM shift. This employee shall not be drafted (excluding exigent circumstances).

6. A two-week grace period for mandatory overtime shall be given to newly hired personnel on training status. This does not preclude a watch commander from asking employees on training status if they are willing to work overtime (excluding exigent circumstances), taking into consideration the vacancy position and the impact such hiring may have on the training of the employee.

**D. ROUTINE TIME OFF REQUESTS**

1. The daily scheduling variance consists of the maximum number of personnel permitted off for routine time off requests or pre-scheduled vacations.
2. An allotted number of variances will be given for routine time off requests. Those selections will be made by scheduling personnel from the submitted requests on hand at the time of the selection process. This time off shall be based on unit seniority.
  - a. Should variances remain available following the completion of the time off selection process, they would be filled on a first come, first serve basis.
  - b. Routine time off requests will be approved or disapproved based on staffing needs for that particular shift.
  - c. Any deviation from the above guidelines shall be approved by the scheduling sergeant or watch commander.
3. Employees calling in sick must do so at least two (2) hours prior to the beginning of their assigned shift.
4. Employees shall remain at their residence (or other place approved by the supervisor taking the call-in) during the entire eight (8) hour period of the missed shift.
5. In all matters of granting time off, the needs of the unit shall be the highest priority.



**E. VACATIONS**

1. Vacations shall be scheduled and granted within the guidelines of applicable county codes.
2. Personnel will be given their choice of vacation periods based on Departmental seniority.
3. A vacation list will be generated, and a formal vacation request period will be initiated for personnel to request their desired dates of vacation. Those with the most Departmental seniority will receive first choice.
4. Personnel who transfer to MCJ after the formal vacation request period waive all seniority rights for vacations but will receive their choice of remaining available spots.
5. Personnel will resume their normal Department seniority rights when the next annual vacation list is prepared.

**F. SHIFT ASSIGNMENTS AND TRANSFERS**

1. Newly assigned trainees will be assigned to any shift. Other newly assigned personnel and personnel assigned to units such as Logistics may be assigned to any shift.
2. Upon completion of the training program, newly assigned personnel may be required to transfer to another shift in order to facilitate transfer requests made by personnel with more unit seniority.
3. Personnel who have been assigned to a shift for a period of at least one year from their unit assignment date, **and have successfully completed training**, will not be forced to transfer to another shift regardless if they possess less seniority than personnel requesting a transfer. This policy does not apply to units within MCJ such as Logistics, or operational positions.

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4. Personnel who have completed training and are desirous of a shift change may submit a shift transfer request at any time.
5. Shift transfers will be granted based upon unit seniority as vacancies occur.
6. Permanent shift trades will not be permitted without the approval of scheduling.
7. Personnel assigned to limited duty status may be required to work any shift depending on the availability and distribution of limited duty positions at the facility.
8. Returning personnel who have been away on maternity leave, extended illness, or injured-on-duty (IOD) status shall be assigned to their previous shift when possible and in accordance with the needs of the facility.
9. Logistics and operational positions are an extension of MCJ. These assignments should be considered temporary and operate at the discretion of the MCJ unit commander.

### **G. SCHEDULING CHANGES**

1. Shift scheduling changes for all personnel shall become effective at the beginning of a new cycle.
2. Shift scheduling changes shall take effect on the first day of the new cycle (or month) at the beginning of early morning shift.
3. Employees affected by a scheduling shift change shall be notified at least five (5) calendar days prior to such change.
4. Employees may voluntarily elect to waive the shift change notification requirement.

**H. JOB CHANGE REQUESTS**

1. To allow affected personnel sufficient time to make adjustments for job, shift, or RDO changes, scheduling assignments for the following cycle are posted five (5) days prior to the start of the cycle.
  
2. In order to assist scheduling personnel in meeting the deadline, all requests for job changes, by the employee or shift supervisors, must be submitted no later than ten (10) days prior to each cycle.
  
3. Watch commanders will be provided an opportunity to make last-minute or emergency changes. Last-minute changes shall be minimal.
  
4. Strict attention to these deadlines should serve to facilitate the scheduling process, line operations, and minimize the impact on personnel.

**I. RDO TRADES ("SWAPS")**

1. Trading RDO's should be limited to employees in need of a particular day off.
  - a. Employees shall not exceed (3) trades per calendar month without the approval of the watch commander or personnel lieutenant.
  
2. All RDO trades must be completed within the same calendar month.
  
3. Both concerned employees must sign the completed RDO/Shift Swap Request form (SH-R442).

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4. All RDO/Shift Swap Request forms (SH-R-442) shall be submitted at least five (5) working days prior to the date of the first part of the trade.
5. No paid overtime shall be involved in a completed trade.
6. Trades shall comply with all other overtime and work schedule policies as outlined in the Manual of Policy and Procedures (MPP).
7. Employees who sign up for a trade shall work the trade they have signed up for. **Watch commanders may not authorize cancellations of trades.**
8. Custody assistant personnel may not trade shifts with deputy personnel.
9. Personnel assigned to differing schedules, i.e., ten (10) hour shifts or 9/80 schedules may not trade with one another. Shifts may not overlap with one another. Working hours and job hours will not be adjusted to accommodate shift trades.

**Revision Date 09/07/23**

**Revision Date 08/23/17**

**Revision Date 01/12/16**

**Revision Date 12/12/12**

**Revision Date 11/20/08**



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- **3-05-030 Tardiness Policy**



**PURPOSE OF ORDER:**

To establish standards and expectations for punctuality.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

**ORDER:**

The Department's Manual of Policy and Procedures Section 3-01/050.45, *Punctuality*, states: A member shall be punctual in reporting for duty at the time and place designated by their supervisor. Habitual failure to report promptly at the specified time shall be deemed neglect of duty.

This Unit Order embraces the spirit of that directive and the Department's Safety Policy (3-01/110.55) which states in part, "The Sheriff's Department regards the personnel of this Department as our most valuable asset." This order also explains the Unit's procedure for tracking, counseling, and the progressive discipline which may be imposed for chronic tardiness by an employee.

A "late roster" ledger shall be maintained in the Watch Sergeant's Office and updated daily by the Watch Deputy during each shift. This roster shall contain the names of all Deputies and Custody Assistants assigned to MCJ in alphabetical order.

It shall be each Sergeant's discretionary responsibility to determine if the tardiness of an employee warrants documentation and/or counseling. Information from the "late roster" ledger and other supervisors may be helpful in making a determination of adjudication.

If the Sergeant determines the tardiness warrants documentation, it shall be noted on a Unit Performance Log form.

The Sergeant shall document the occurrence in the "late roster" ledger after the employee signs (or is given the opportunity to sign) the Unit Performance Log.

Supervisors who become aware of personnel whose punctuality is perceived to be worthy of discipline shall request an inquiry/investigation be initiated to determine if the employee's performance is significantly substandard to uphold the perception. The request shall contain a description of the documented tardiness.

Nothing in this Unit Order shall preclude the Unit Commander from recommending or imposing discipline on any employee who demonstrates incompetence or willfully neglects their duty.



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- **3-05-035 Outside Overtime in Patrol**



**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for the "Outside Overtime in Patrol" ride along program.

**SCOPE OF ORDER:**

This order shall apply to all deputy personnel assigned to Men's Central Jail (MCJ).

**ORDER:**

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All deputy personnel assigned to MCJ shall be allowed to work overtime as a ride along at patrol stations within North, South, East, and Central Patrol Divisions. All personnel eligible to work overtime as a ride along shall adhere to the following guidelines:

- Sworn personnel eligible to work must have completed two (2) years as a Deputy Sheriff.
- Written authorization shall be documented in a Memorandum (SH-AD-32A) and require a signature from both the MCJ unit commander and the respective patrol station unit commander.
- Deputies must wear their [REDACTED TEXT] uniform, as prescribed by the host station, along with their complete [REDACTED TEXT] protective vest, and have their department issued helmet available.
- Deputies shall only be allowed to work overtime at a patrol station on their regular day off [REDACTED TEXT].
- Each deputy must have worked the minimum mandated amount of overtime at MCJ in the prior calendar month in order to qualify to work.
- Deputies will be limited to working two (2) overtime patrol assignments within a calendar month.
- Deputies must be scheduled for a ride along in a two-man patrol unit at a patrol station. Special assignments or details (e.g. special event, movie job, Major Crimes Bureau, Narcotics Bureau, etc.) must be individually approved by the MCJ unit commander.
- The overtime in patrol program will allow custody deputies to receive up to twenty four (24) hours [REDACTED TEXT]
- Unit commanders have the authority to prohibit deputies from working overtime at patrol stations.



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### • 3-05-039 MODULE AND DORM LIGHTS

#### PURPOSE OF ORDER:

The purpose of this order is to establish scheduled hours of Module and Dormitory lights within Men's Central Jail (MCJ).



**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working at MCJ.

**ORDER:**

Module and dorm personnel shall keep the lights on for inmates housed within their work areas between 0800 hours and 2200 hours. Lights should not be covered or altered in any way.

Module and dorm personnel shall submit a service request through the Maximo Maintenance Request form in the e-UDAL for any inoperable lights. During weekends and holidays, an emergency work order shall be filled out, signed by the watch commander, and turned into Main Control.

**10/21/24, MCJ**

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**• 3-05-040 Court Line Procedures**

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to transport inmates from Men's Central Jail (MCJ) to the Inmate Reception Center (IRC) for court.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at MCJ.

**ORDER:**

Court passes are generated by IRC and sent to each module and dorm at MCJ.

Module and dorm personnel shall wake the inmates at approximately 0430 hours to get ready for court and inmates going to court shall be provided breakfast.

Inmates requiring prescribed medication shall be given their medication prior to being escorted to IRC court line.

High security ("high power") inmates, specific classification inmates, and sexually violent predators shall be waist chained and escorted to IRC court line at approximately 0700 hours.

**REFUSALS**

In the event an inmate refuses to go to court, every attempt shall be made to explain the importance of attending court.

If the inmate still refuses to go to court, a court refusal form shall be filled out and submitted to the watch sergeant's office. The watch sergeant shall notify the court deputy and fax the refusal form to the IRC sergeant's office at [REDACTED TEXT].

**EXTRACTIONS**

Upon receipt of a court ordered extraction, procedures shall be followed according to CDM section 7-01/050.05, "Inmate Extraction Procedures" and Unit Order 3-16-022, "Emergency Response Team".

07/10/23, MCJ

- 3-05-041 Court Liaison Officer



**PURPOSE OF ORDER:**

The purpose of this order is to ensure unit compliance with the Department Manual of Policy and Procedures (MPP) when responding to witness subpoenas for court testimony and to outline responsibilities for the Court Liaison Officer (CLO).

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ), specifically those assigned as the CLO.

**ORDER:**

## Men's Central Jail (MCJ) Unit Orders

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The CLO works in the Legal Unit and shall be designated by the Legal Unit sergeant. The CLO shall have the following responsibilities:

The CLO shall be the coordinator between the individual courts and MCJ personnel who receive a court subpoena. The CLO must be available between the hours of 0800 hours and 1630 hours daily, Monday through Friday, excluding holidays.

All contacts with the court should be handled through the District Attorney's Office. The District Attorney's witness coordinator will provide necessary information for superior courts. For municipal courts, the CLO will contact the District Attorney's Office located at each local court to establish a contact person for the coordination of court subpoenas.

Upon notification by the District Attorney's Office of the need for court appearance by subpoenaed personnel, or of any continuances in the dates set for their appearance, each CLO shall immediately instruct the concerned deputy or officer of the subpoena or inform them of a continuance date.

In the event a deputy/officer is subpoenaed, but is no longer assigned at MCJ, the CLO shall inform the District Attorney's CLO of the transfer.

The CLO shall enter the above-listed information given to them by an on-call deputy on an On-Call Control Log Form (SH-R-371). This information shall be transmitted to the CLO no later than the day prior to the court appearance and on the Friday before a Monday appearance.

Prior to 1300 hours, all deputies or officers who have not been contacted regarding their "on-call" status must contact the CLO to ascertain if they are to remain on-call for the afternoon court session. They will be advised by the CLO as to the status of their case. If their case is still pending, the CLO will instruct the on-call deputy or officer to remain on-call until notified or until 1700 hours when all obligations are automatically terminated.

Throughout the day, the CLO will maintain liaison with the court and will notify the on-call deputy or officer if they are needed in court.

The CLO can be contacted in the Legal Office at [REDACTED TEXT].

Revision Date 05/17/23

Revision Date 02/19/20

Revision Date 05/24/17

Revision Date 01/11/16

Revision Date 11/20/08

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- **3-05-050 Parking Regulations for Personnel**



Reference: 21113 (A) CVCC; 15.64.270 LACC, and 15.64.410 LACC; CDM 3-01/070.00; MPP 3-01/090.25, 3-01/030.10

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the use of employee parking lots by Men's Central Jail (MCJ) personnel.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working at MCJ.

**ORDER:**

Employees at MCJ may park in the four story parking structure or the ten story parking structure.

Oversized vehicles may park in the oversized vehicle spaces at the entrance of the ten story parking structure. The following vehicles qualify as "oversized":

- A. any truck, van, motorhome, private, or commercial vehicle above the height of 6 feet 8 inches; or
- B. any truck, van, motorhome, private, or commercial vehicle longer than 20 feet, but under 6 feet 8 inches in height.

**EXAMPLES:**

- 1. Trucks with extra cab and long bed
- 2. Trucks with crew cab and short bed
- 3. Extended vans
- 4. Motorhomes longer than 20 feet
- 5. Motorhomes 6 feet, 8 inches high or greater
- 6. Off-road vehicles 6 feet, 8 inches high or greater

The restricted use of the parking structure is regulated by Section 21113(A) C.V.C., Title 15, and sections 15.64.270 and 15.64.410 of the Los Angeles County Code. Vehicles found in violation of any of the above referenced sections may be issued a citation for the appropriate violation(s). Vehicles illegally parked in the "No Parking" zones may be towed at the owner's expense under C.V.C. section 22658(A).

Personnel who park their vehicles in an unlawful manner, or in a space specifically designated for another, or in an unauthorized position or space, will be cited and/or towed at owner's expense. For additional information, refer to Custody Division Manual (CDM) section, 3-01/070.00 "Parking."

Any issues regarding these procedures may be directed to the MCJ Logistics office at [REDACTED TEXT], between 0530 and 1700 hours, Monday through Friday, or Custody Support Services (CSS) at [REDACTED TEXT], between 0600 and 1700, Monday through Friday.



**Revision Date 02/20/20**

**Revision Date 06/22/17**

Revision Date 01/11/16

Revision Date 12/08/08

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• **3-05-081 Staff Barber Shoeshine Operations**



Reference: CDM 5-01/020.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding barber shop/shoeshine operations for staff members at Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at MCJ.

**ORDER:**

Inmate workers shall be utilized to provide haircuts and shoeshines for sworn and civilian personnel within MCJ. These inmate services shall be implemented as follows:

**BARBER SHOP OPERATIONS**

I. **STAFF BARBER SHOP**

- The barber shop shall be for the exclusive use of sworn and civilian personnel. All barbers shall be inmate workers and housed at MCJ.
- The staff barber shop shall be open from 0400-1200 hours, Monday through Friday. There will be no exceptions to the scheduled hours of operation.
- All barber shop equipment shall be secured during non-operating hours.
- [REDACTED TEXT]
- [REDACTED TEXT]

[REDACTED TEXT]

### **III. EQUIPMENT AND SUPPLIES**

- Equipment repairs shall be submitted to facility maintenance by completing a “Maximo Maintenance Request” section in the electronic Uniform Daily Activity Log (e-UDAL).
- The PPO deputy shall order supplies for the barbershop by submitting a request to Inmate Services Bureau. Upon approval, a purchase order number is issued. The PPO deputy may then order and pick up the supplies from the vendor. [REDACTED TEXT]

### **IV. ADDITIONAL INFORMATION**

- [REDACTED TEXT]
- The PPO deputy shall select all inmate barbers and determine their job location assignments.
- [REDACTED TEXT]
- All inmate workers assigned to barber shops shall thoroughly clean and maintain their areas and equipment.

## **SHOESHINE OPERATIONS**

### **I. SUPPLIES**

- The PPO deputy shall order shoeshine supplies by submitting a DSR to Inmate

Services. Upon approval, the PPO deputy will pick up the supplies from the warehouse at Twin Towers Correctional Facility (TTCF).

[REDACTED TEXT]

### **III. HOURS AND LOCATION OF OPERATION**

- AM shift - One (1) shoeshine inmate worker shall shine shoes in the first floor barber shop from 0400 to 1200 hours.
- PM shift - Closed
- EM shift - Closed

### **IV. ADDITIONAL INFORMATION**

- Shoeshine inmates shall only shine shoes in the designated locations. They shall not shine shoes in



control booths, dorms, modules, locations within IRC, hospital, or any other location within the jail.

- At the completion of their duties, the AM shoeshine inmate shall leave their shoeshine equipment in the first floor barber shop. Shoeshine inmate workers shall not remove their shoeshine equipment from the barber shop at any time.
- **Shoes and boots shall not be dropped off to the barber shop.**
- Only those inmates designated as “khaki” shoeshine inmate workers shall be permitted to shine shoes and receive shoeshine supplies.

**Note:** All barbers and shoe shine inmate workers shall be hired by the PPO deputy.



Revision Date 02/03/20

Revision Date 05/24/17

Revision Date 10/08/15

Revision Date 12/10/08

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- **3-05-084 Physical Training and Department Athletic Events**



MPP 3-09/300.00-15

**PURPOSE OF ORDER:**

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## Men's Central Jail (MCJ) Unit Orders

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The purpose of this order is to establish procedures regarding participation in physical training and/or Department athletic events by Men's Central Jail (MCJ) personnel.

### **SCOPE OF ORDER:**

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

### **ORDER:**

Personnel who choose to exercise shall do so before or after their scheduled work hours.

[REDACTED TEXT] The room is available for use twenty four (24) hours a day by all personnel who are paid members of the MCJ Gym and may only use the gym while off duty.

NOTE: Personnel shall become members of the MCJ gym before utilizing any gym equipment.  
[REDACTED TEXT]

It shall be the responsibility of personnel utilizing the gym to maintain its cleanliness and to utilize all gym equipment in a manner which would ensure that it is kept in good working order.

### DEPARTMENT ATHLETIC EVENTS

Full-time employees may participate in an officially sanctioned Department team or a unit team such as boxing, football, baseball, Baker to Vegas, etc.

Only full-time personnel will be covered by workers' compensation if an injury is sustained during a Department approved athletic event. Workers' compensation coverage is not valid during practice at any level.

It shall be the responsibility of the MCJ unit commander(s) to ensure all Department team members understand the above conditions prior to signing the Acknowledgment of Restrictions on Participation in Departmental Athletic Events (SH-AD-636).

The MCJ unit commander(s) shall not authorize participation for employees relieved of duty or on suspension at the time of such events or to limited duty status employees being part of or engaging in any Department organized team activity, sporting event, or Police Olympics event which is in violation of their restrictions. Verification of limited duty status and restrictions may be obtained from Personnel Administration Bureau, Return to Work Unit.

Recent injury or history of injuries may disqualify an employee from coverage during the events. Previous injuries resulting from Department athletic events may preclude an employee from approval for participating in additional events.

Participants in athletic events shall be permitted as scheduling permits, at the discretion of the unit commander(s), with the concurrence of the division chief and Department director. Only those events considered of sufficient benefit to the Department will be approved, sponsored, and covered by workers'

compensation. Employees participating in Department approved events or practicing shall do so on their own time. Use of County time for such purposes is not permitted. Personnel planning to compete must submit an Absence Request (SH-R-96) to the unit commander in advance of the day(s) off requested and indicate how they desire the time to be carried, e.g., Compensatory Time off (E), Vacation (V), Sick Personal (SP) or Holiday Worked Credit (F). The MCJ Unit commander(s) shall make every reasonable effort to accommodate such requests for time off. Overtime shall not be allowed for any employee participating in an athletic event or practice for such event.



Revision Date 02/19/20

Revision Date 05/24/17

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- **3-05-095 Smoking Area for Mens Central Jail**



**PURPOSE OF ORDER:**

The purpose of this order is to establish a designated smoking area for personnel assigned to Men's Central Jail.

**SCOPE OF THE ORDER:**

This order shall apply to personnel assigned to work and/or visit Men's Central Jail (MCJ).

**ORDER:**

Personnel shall not smoke or use any form of tobacco, including smokeless tobacco, while on duty, except during authorized breaks. Additional breaks shall not be authorized or taken for the purpose of using tobacco products.

Smoking is prohibited in County buildings and vehicles. Smoking areas shall be no less than twenty (20) feet from the entrance of the building. Personnel shall discard all used tobacco products (including smokeless tobacco) in a manner mindful of hygiene and that will prevent inmate retrieval. Tobacco products shall not be displayed in the presence of inmates.

Smoking tobacco shall only be allowed in designated areas. The patio, east of the building, by the employee entrance is the only designated area for smoking tobacco. Personnel shall not smoke tobacco in any other area.



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• **3-06-011 Trash Disposal**



Reference: CCR Title 15, Section 1280, CDM 5-11/020.00

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the removal of trash throughout Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

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

**ORDER:**

In order to ensure proper removal of trash from the facility after the morning, noon, and evening meals, the following procedures shall be adhered to:

- Personnel shall collect the wheeled trash bins from each housing location, including the hospital, and have them moved to the kitchen freight elevator, where the secured bins shall be immediately taken to the trash and freight dock.
- Deputy personnel shall inspect all trash bins for any inmates.

Any questionability in regards to the contents of a trash bin leaving security, shall be resolved by a thorough inspection of the bin before it is taken outside of security.



**Revision Date 02/03/2020**

**Revision Date 05/24/2017**

**Revision Date 09/17/2015**

**Revision Date 12/10/2008**

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- **3-07-001 Jail Security**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding jail security at Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order applies to all employees assigned to, and/or working at MCJ.

**ORDER:**

Jail security shall be the responsibility of all personnel assigned to MCJ. All employees shall be responsible for maintaining the security of the jail at all times.

All doors, sliders, gates, handcuffing ports, and cells shall be closed and secured at all times. Any exceptions shall be approved by the on-duty watch commander. This includes, but is not limited to, the following:

- Elevator sliders;
- Cell gates, row gates, and handcuffing ports;
- Dorm doors;
- Sally ports;
- Day room doors;
- Control booth doors;
- Module entrance doors.

All furniture, equipment, supplies, etc. shall be thoroughly searched prior to being brought into security.

**Revision Date 11/29/22**

**Revision Date 03/31/22**

**Revision Date 07/08/15**

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- **3-07-002 Tool Security**



**PURPOSE OF ORDER:**

This order establishes procedures regarding tool security and accountability.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

**ORDER:**

Every technician, including Facility Services Bureau (FSB) personnel, is required to keep a Tool Accountability Log on their tool cart. Each technician is responsible for inventorying their tools before and after each work assignment, ensuring every tool is accounted for. For all outside vendors (non-FSB personnel) the Tool Accountability Log shall be reviewed by Logistics. If Logistics is closed, Main Control shall review the Log prior to entering the Main Control gates and after exiting to ensure accountability of tools. Tool carts are subject to search by custodial staff.

The watch commander shall conduct random audits of the FSB and Logistics tool carts. All audits shall be entered in the Watch Commander's Log.

Employees other than Logistics personnel shall not bring in any tools without prior approval from the watch commander.

**Revision Date 12/18/23**

**Revision Date 03/13/19**

**Revision Date 01/20/16**



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- **3-07-010 Safety, Security, Perimeter and Fire Prevention Checks**





**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding safety, security, and fire prevention checks of inmates and their housing areas within Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at MCJ.

**ORDER:**

The frequency of the safety checks will vary based on the classification of inmates as well as the type of housing unit. Visual checks shall be accomplished by physically walking the entire interior walkway of each row or dorm and/or any other area within MCJ where inmates are permanently or temporarily housed, including, but not limited to dayrooms, laundry rooms, Cell 40, and other holding areas.

The Title 15 compliance and safety check officers are responsible for and shall personally conduct the safety, security, and fire prevention checks. The Title 15 compliance officer may be assisted by additional personnel if officer safety concerns arise.

Safety and security checks shall consist of the following:

- Look at the inmate(s) for 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.). Personnel shall conduct these checks by looking into rooms/cells and by entering the dormitories of inmate housing areas, visually inspecting each inmate, and inspecting the general area.
- Should there be any doubt regarding an inmates' condition, personnel shall attempt to elicit a response from the inmate. If unable to elicit a response from the inmate, a sergeant and medical staff shall be requested. The sergeant and medical staff shall respond to the location and conduct an assessment. Proper officer safety practices shall be observed at all times.
- If personnel encounter an inmate who they believe to be having a medical emergency, personnel may enter the cell without a sergeant present in order to assess and/or render medical aid.
- Verification of the security of the housing area or unit.
- Visual checks for any combustible or flammable materials in the housing area.
- Visual checks for any situation or obstruction which may hinder fire suppression.
- During the first hour of the shift, visual inspection of fire extinguishers, fire hoses, air packs, and any other safety related equipment in the work area.

(If the air packs or fire extinguishers display a low pressure reading, or if the date on the fire extinguisher's tag is more than one year old, notify the floor sergeant and document in the electronic Uniform Daily Activity Log [e-UDAL])

- Check for proper maintenance and operation of housing areas.

It shall be the responsibility of the Title 15 compliance and safety check officers conducting the safety, security, and fire checks to note, investigate, and/or take corrective action regarding any problems detected in any of the above listed areas.

Any deficiency requiring action by Facilities Services Bureau (FSB) shall be documented in the e-UDAL and a maintenance request submitted using the "Maximo Maintenance Request" link.

**SECURITY AND SAFETY CHECKS SHALL BE CONDUCTED ACCORDING TO THE FOLLOWING SCHEDULE:**

**55 Minute Checks**

All dorms and Education Based Incarceration (EBI) classrooms (including mess halls or any other areas where EBI activities are being conducted), except those listed which require more frequent checks, shall be checked every 55 minutes.

**NOTE: 55 minute checks shall also be conducted in all temporary holding**

**areas with unobstructed visual observation (e.g., recreational rooms, dayrooms, etc.). Checks shall be conducted by the Title 15 compliance and safety check officers assigned to these areas.**

**25 Minute Checks**

- Administrative segregation and protective custody cells.
- Discipline cells.
- All cell locations [REDACTED TEXT], and Hospital cells and rooms).
- Modules [REDACTED TEXT] should make every attempt to perform the security checks with a minimum of at least [REDACTED TEXT].

**NOTE: If the Title 15 compliance officers or safety check officers are not able to conduct a security check, they shall notify the floor sergeant immediately. The floor sergeant shall then assign personnel to conduct the security check.**

### **Supervisors' Responsibilities**

Floor supervisors shall ensure checks for all modules, dorms, dayrooms, EBI classrooms (including mess halls or any other areas where EBI activities are being conducted), and/or any other temporary or permanent holding areas within MCJ, under their purview, are properly conducted and documented.

### **Exterior Perimeter Security Checks**

The Watch Commander or the Watch Sergeant, on each shift, shall conduct at least one (1) perimeter security check during their shift. These checks shall consist of a walk along the perimeter of the facility to ensure all exterior gates, sliders, and doors are secure. Additionally, the check shall include, but not be limited to, an examination of the integrity of the razor wire, a check for security breaches which may provide a means of escape, and other damage and/or vandalism to the exterior of the facility.

All perimeter security checks shall be logged in the Custody Watch Commander's Log.

### **Monthly Fire Inspection**

Monthly Fire Inspections shall be conducted in compliance with Custody Division Manual 3-14/070.00 "Fire Prevention and Suppression." The floor supervising line deputy (SLD) shall inspect the fire exit doors monthly. Any mechanical defects in the doors or their locking mechanisms shall be immediately reported for repair to Facilities Services Bureau and Logistics personnel. The findings shall be logged on the inspection form. The stairwells and landings shall also be inspected for cleanliness and accumulation of debris.

The assigned SLD for each floor shall be responsible for completing the inspection and emailing the scanned file to the "MCJ – Monthly Fire Inspection" email group. The monthly inspection shall be completed and submitted before the end of the first week of each month.

The files will be tracked and stored in the Men's Central Jail shared files by Logistics personnel. It shall be the responsibility of the Logistics sergeant to maintain a file of the inspection forms for two (2) years and to ensure that repairs or cleaning requests are completed.

### **Monthly Facility Security Inspection**

It shall be the responsibility of the Operations Lieutenant to ensure a facility security inspection is conducted at least once per month. Any inadequacy shall be remedied immediately.

**Revision Date 02/12/24**

**Revision Date 01/05/22**

**Revision Date 06/22/17**

**Revision Date 09/26/16**

**Revision Date 05/19/16**

**Revision Date 07/29/15**

**Revision Date 08/27/14**

**Revision Date 12/10/08**



- **3-07-011 Module and Dormitory Cleaning and Sanitation**



**PURPOSE OF ORDER:**

The purpose of this order is to establish daily cleaning procedures throughout the modules, dorms, and other areas within Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

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

**ORDER:**

It is the responsibility of module or dorm officers to ensure inmate workers thoroughly clean the modules and dorms. Personnel on each shift are responsible for keeping the main floors and housing areas clean. Inmate workers shall sweep the floors, pick up all trash, empty trash receptacles, exchange trash bags, mop the floors, and keep the walls clean.

It is the responsibility of the Logistics' staff to supervise the deep cleaning of modules and dorms.

### **Routine Daily Cleaning**

After each meal, all trash shall be swept up and the walkways shall be wet-mopped.

In dorms and modules the floors, bars, windows, and walls shall be thoroughly cleaned (with a commitment to regularly remove graffiti).

- **Exception:** Areas that are not easily accessible such as: high windows, ledges, light fixtures, and vents that would require a scissor lift. These areas are to be maintained by Special Projects/Maintenance personnel.

Utility and/or laundry rooms shall be thoroughly cleaned.

Mop sinks shall be thoroughly cleaned and maintained in a manner which is free of any debris.

All officer work stations and all control booths shall be thoroughly cleaned and the floors wet-mopped. The bars on the control booth as well as the bars on the entrance to each row shall be thoroughly cleaned. Inmate workers shall be monitored by custody personnel at all times while cleaning any officer work station or control booth.

**NOTE: No inmate worker shall be inside any officer work station or control booth without a second officer being present.**

All shower areas shall be thoroughly cleaned.

All main floor hallways shall be swept and wet-mopped.

All escalators and elevators and their landing areas shall be thoroughly cleaned and wet-mopped.

The cleanliness of the module or dorm shall be noted [REDACTED TEXT] at the beginning of each shift. Areas that require cleaning shall be cleaned and documented [REDACTED TEXT] accordingly.

If any special cleaning projects are needed, the module officer shall notify the Logistics staff by email.

**NOTE: Any needed cleaning supplies can be obtained from each floor's supply room.**

### **Cell Cleanliness**

While the cleanliness of each individual cell is the responsibility of the inmate(s) housed within the cell, cell cleanliness should be noted during routine safety checks, and inmates should be encouraged to maintain the cleanliness of their cells. Inmates shall be supplied with cleaning supplies upon request. Cell bars, toilets, urinals, and sinks shall be cleaned on a daily basis.

### **Hospital/Clinic Cleaning and Sanitation**

Inmate Crew Leaders (ICL) shall be responsible to supervise the cleaning, trash removal, and sanitation of the hospital/clinic [REDACTED TEXT] including all housing locations, showers, restrooms, and clinic areas on a daily basis.

### **Deep Cleaning of the Facility**

MCJ Logistics personnel shall be responsible for the regular **deep cleaning** of the facility. Deep cleaning duties shall include, but are not limited to the following:

- waxing of floors;
- bi-monthly shower deep cleaning;
- bi-monthly urinal and toilet deep cleaning;



- cleaning pipe-chases;
- cleaning air vents;
- cleaning light fixtures;
- cleaning fire towers;
- sanitation of trash receptacles;
- cleaning all offices, locker rooms, hallways, and restrooms (outside of security).

### **Floor Sergeant Responsibility**

A sergeant shall inspect each module/dorm for cleanliness at least once per day and document the inspection [REDACTED TEXT] for their respective floors.

### **Watch Commander Responsibility**

The watch commander is responsible for ensuring their collateral floors are inspected once per week. They shall inspect each of their collateral module/dorm areas and document the results on a Module/Dorm Inspection Form. A notation of the inspection shall also be made in the respective location [REDACTED TEXT]. All forms relating to their inspection will then be forwarded to Operations by Monday of the following week.

### **Mold Prevention**

Any accumulated moisture found within the facility shall be remedied by having the area immediately cleaned and dried as soon as possible. All plumbing leaks shall be reported to Logistics personnel and scheduled to be repaired by Facilities Services Bureau (FSB) personnel upon discovery by custody personnel.

If the presence of a mold infestation is suspected within MCJ by any custody personnel, Logistics shall be notified. FSB shall be notified immediately, and requested to inspect the affected area. FSB shall take the appropriate steps to treat and prevent the presence of any large mold infestations.

If a large mold infestation is suspected in a housing location, Population Management Bureau (PMB) shall be notified to transfer the housed inmates to a different location. Once the inmates are transferred, the area will be quarantined off until the mold remediation is completed.



Revision Date 02/03/20

Revision Date 09/18/15

Revision Date 09/24/14

Revision Date 12/10/08

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- **3-07-020 Pre-Fire Procedures - Fire Door Inspection**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for ensuring that all fire doors and their locking mechanisms are inspected and operational.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ), specifically the Logistics sergeant, and the early morning shift watch commander.

**ORDER:**

The early morning shift watch commander, or their designee, shall inspect the fire exit doors monthly. Any mechanical defects in the doors or their locking mechanisms shall be immediately reported for repair to Facilities Services Bureau personnel and logged on an inspection form. The stairwells and landings shall also be inspected for cleanliness and accumulation of debris.

It shall be the responsibility of the Logistics sergeant to maintain a file of the inspection forms for two (2) years and to ensure that repairs or cleaning requests are completed.



**Revision Date 06/01/2020**

**Revision Date 06/22/2017**

**Revision Date 01/11/2016**

**Revision Date 12/11/2008**

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• **3-07-030 Basement Kitchen Inspection**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding regularly scheduled inspections of the basement kitchen.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

**ORDER:**

As required by the California Health and Safety Code, the premises, equipment, and utensils for all facilities containing and/or serving food shall be kept clean and fully operative. It shall be the responsibility of all concerned personnel to ensure the basement kitchen area is kept free of litter, rubbish, and vermin..

Floors, walls, ceilings, tables, chairs, and counters shall be kept clean and clear of debris. Stored food items shall be properly covered and/or sealed at all times. Food racks and containers shall be clean and neatly organized. Meat cutting and food processing equipment shall be kept clean and stored properly when not in use.

The food manager shall be responsible for providing instructions to ensure each food production area is properly cleaned. The culinary staff shift supervisor shall be responsible for inspecting the respective areas.



Revision Date 02/20/20

Revision Date 12/11/08

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- **3-07-050 Warehouse Audit**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures at Men's Central Jail (MCJ) in order to comply with regulations outlined in the Los Angeles County Fiscal Manual section 5.3.1.

**SCOPE OF ORDER:**

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

**ORDER:**

On the first Wednesday of each even numbered month of the year, the Logistics sergeant shall request for an MCJ line supervisor (lieutenant or sergeant) to conduct a sample audit of ten (10) items in the MCJ warehouse. The MCJ warehouse supervisor shall prepare a ten (10) item inventory form and provide it to the selected line supervisor. The line supervisor will select, at random, any ten (10) items from the master inventory list and conduct a count of the items.

At the conclusion of the audit, the warehouse supervisor shall reconcile the document to the warehouse records; report the results to the Logistics sergeant and file the forms in the Logistics office for possible future review.



**Revision Date 06/01/2020**

**Revision Date 06/22/2017**

**Revision Date 01/11/2016**

**Revision Date 12/11/2008**

**Revision Date 02/11/2005**

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- **3-07-060 Paint Maintenance**



**PURPOSE OF ORDER:**

The purpose of this order is to outline procedures for the inspections, scheduling, and follow-up of paint maintenance conducted at Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order applies to all personnel assigned to and/or working at MCJ, specifically those assigned to Logistics.

**ORDER:**

The facility painting program consists of three duties: inspection, scheduling, and follow-up. The Logistics Sergeant will be responsible for overseeing this program.

**INSPECTION**

The Logistics Sergeant shall ensure the inspection of the facility's painted surfaces occurs; in concurrence with the other needs of the facility Logistics helps maintain.

**SCHEDULING**

The Logistics Sergeant shall also ensure the proper scheduling of the paint crew. There will be a coordination of effort to address the areas of most urgent need, the ability of the paint crew to complete the work within the specified time frame, the use of the work location and its effect on the unit when it is unavailable due to painting, and the maintenance of reserve projects.

Painting priorities will be set by the Unit Commander and coordinated by the Logistics Sergeant with additional input from all unit personnel.

The Unit Commander will consider:

- Analyzing the condition of the location in relationship to other areas of need
- The level of use of the location
- Time and personnel needed to complete the task

The Logistics Sergeant will maintain a record of locations and the date each location was painted. Each floor, corridor, officer control booth, module, cell, and miscellaneous rooms will be logged each time these locations are painted. This information will assist in determining projected painting needs.

### **FOLLOW-UP**

Upon the completion of a painting task, the paint crew supervisor shall advise the Logistics Sergeant. The Logistics Sergeant will be responsible for a follow-up inspection of the completed areas.

### **RESOLUTION**



During the course of their duties, all personnel working at MCJ will maintain a responsibility to report any areas which may require maintenance and re-painting to the attention of supervisory personnel.

**Revision Date 06/21/21**

**Revision Date 07/12/17**

**Revision Date 01/11/16**

**Revision Date 12/11/08**



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- **3-08-021 Security of Personal Property**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding security searches of bags, containers or any property capable of carrying contraband into the secure areas of Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order applies to all employees assigned to, or working at MCJ, and any other persons entering security.

**ORDER:**

**All property and all persons entering a secured area of MCJ are subject to search.**

In order to ensure the safety and security of all persons in MCJ, the following personal property is **prohibited** inside secured areas:

- Weapons, including but not limited to firearms and knives, are expressly prohibited inside security
- Except for the Officer's Dining Room (ODR), and only with the specific permission of the Unit Commander, metal silverware shall not be brought into secured areas of MCJ
- Personal electrical appliances must be approved by the Unit Commander before being brought into the facility (e.g. coffee pots, toasters, heaters, fans)
- Electronic devices are prohibited (e.g. tape/CD/MP3 players, or DVD players, games, radios)
- Personal laptop computers and tablets are prohibited unless prior approval is provided by the Unit Commander
- Reading material not related to the job or the furtherance of formal education
- Prescription and over-the-counter medications that are not in the original labeled retail container
- Umbrellas
- Possession of wireless communication devices, including, but not limited to, cell phones, voice over internet protocol (VOIP) phone, or wireless internet devices are prohibited
- Cameras shall not be allowed inside the facility unless prior approval is obtained from the watch commander or above
- Tobacco products, matches and cigarette lighters
- The decision to bring personal items into the secured area of MCJ is an individual's decision. Items brought into MCJ should be kept to a minimum and should be limited to items needed during your work day. Only soft-sided, clear hand-held lunch containers, purses and backpacks will be allowed into secured parts of the facility.
  - A maximum of one clear backpack and one clear bag or lunch box will be allowed per staff

## Men's Central Jail (MCJ) Unit Orders

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- Clear backpacks shall measure no larger than 21" x 12" x 10"
- Clear bags and clear lunch boxes shall measure no larger than 13" x 13" x 9"
- Personal medications and hygiene products may be stored within a smaller opaque container within the main clear bag
- Identifying markings, stickers, and/or patches shall not obstruct the view of the contents in the bag
- A limited supply of clear durable lunch bags will be available to check-out at main control on a first-come basis, for each shift
- Disposable clear bags will also be available at main control
- This does not affect department issued mandated equipment and issued storage/carrying bags (e.g. ballistic helmets and gas masks)

Watch commanders, sergeants and main control personnel shall continue to routinely inspect the contents of any package or carrying case being brought into the secured areas of the jail.

Attorney room personnel shall continue to search/examine all materials being brought into security by attorneys or others conducting business in the attorney room.

Wallets or other carrying cases containing personal identification information (e.g. checkbooks, keys, credit cards, etc.) should **not** be brought into security. All employees who have not been provided with a locker outside of security may bring in clear purses, which meet the mandated size requirements, along with other related items. These items shall be secured at work stations, and are subject to periodic inspection.

Personnel entering security with a briefcase or other similar type carrying case, shall do so with prior permission from the Watch Commander.

The Unit Commander has the final authority to determine what personal property is allowed within the facility.



Revision Date 02/24/20

Revision Date 06/22/17

Revision Date 12/15/08

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- **3-08-025 Electronic Communication**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding electronic communication and computer use by personnel within Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order applies to all employees assigned to, and/or working at MCJ.

**ORDER:**

The use of electronic communication shall be maintained for the sole purpose of conducting Department related business. All communication deemed non-Department related business shall be cause for disciplinary action by the unit commander. Employees are expected to use electronic communication with a high degree of professional and personal courtesy.

Forms of electronic communication include, but are not limited to activity involving electronic mail, Internet, Intranet, Justice Data Interface Controller (JDIC) messages, telephone lines, computers, facsimile machines, voicemail, radio, and Mobile Digital Computer (MDC) terminals.

The content and tone of all electronic communication shall remain business-like and exclude all inflammatory remarks or inappropriate language. Items that are inappropriate for electronic communication include, but are not limited to the posting, possessing, sending, soliciting, or displaying of sexually suggestive, racist, "hate-site" related, or obscene letters, notes, invitations, cartoons, posters, photographs, calendars, magazines, computer images or graphics, etc.

### **Disciplinary Action**

All personnel who are found in violation of the procedures outlined in this order and related Department policies will be held accountable for their actions, which may result in disciplinary action.

### **Reporting Violations**

All personnel who are a victim of, or have knowledge of the above electronic communication violations, are encouraged to report the matter.

### **Retaliation**

No person(s) shall be retaliated against for making a complaint regarding conduct violating policy.

### **Supervisor Responsibilities**

Supervisors shall be familiar with the policy and procedures surrounding electronic communication. They shall

actively monitor their work areas to ensure no form of discrimination, harassment, and or retaliation is occurring. Additionally, supervisors shall take immediate action to prevent any form of retaliation towards a complaining party and take action to eliminate a hostile work environment.

### **Unit Commander Responsibilities**

In addition to adhering to the responsibilities as outlined above for supervisors, the unit commander shall ensure blank Policy of Equality Report/Notification Forms (POE-001) are maintained in a prominent and accessible location. The purpose of these forms shall be made known to all personnel.



**Revision Date 07/23/20**

**Revision Date 08/23/17**

**Revision Date 01/11/16**

**Revision Date 12/18/12**

**Revision Date 04/22/10**

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## **• 3-08-026 Uniform Daily Activity Log (UDAL)**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the use and storage of the Uniform Daily Activity Log (UDAL)

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and/or working in any capacity at Men's Central Jail (MCJ).

**ORDER:**

Record keeping shall be done through the electronic Uniform Daily Activity Log (e-UDAL) (refer to "Los Angeles County Sheriff's Department Title 15 e-UDAL Manual" for instructions on the use of the eUDAL).

The use of the e-UDAL is mandatory and shall be utilized in place of the UDAL printed book; however, MCJ shall maintain and utilize the UDAL printed book in the event there is a system failure.

UDAL printed books shall be collected by the MCJ Legal office every three (3) years for storage. The MCJ legal office shall issue a new UDAL printed book to the module/dorm officer upon collection of the old UDAL printed book. Each UDAL printed book will be identified by an assigned number which will be recorded on a log maintained by the MCJ Legal Unit.

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• **3-08-030 Keyless Locking System**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the use of the keyless locking system located in the modules on the [REDACTED TEXT] floor [REDACTED TEXT].

**SCOPE OF ORDER:**

This order shall apply to personnel assigned to, and/or working at Men's Central Jail (MCJ).

**ORDER:**

The primary objective for personnel assigned to MCJ is to ensure the safety and security of all inmates housed within the facility.

In an effort to meet this objective, every housing area [REDACTED TEXT] has a keyless locking system incorporated on the gate-control lockbox.

The keyless locking system is comprised of a [REDACTED TEXT]

When the doors of the gate-control lockbox are closed, [REDACTED TEXT]

When the small gate-control lockbox is left unattended, [REDACTED TEXT]

The large gate-control lockbox shall always be closed [REDACTED TEXT] unless an authorized employee is operating the gate.

Floor supervisors (sergeant and supervising line deputy) shall ensure all gate-control lockboxes are secured when they are not in use.





Revision Date 06/30/20

Revision Date 06/21/17

Revision Date 01/25/16

Revision Date 12/15/08

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- **3-08-040 Video Recording Procedures**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures pertaining to video recording procedures within Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order applies to all employees assigned to, and/or working at MCJ.

**ORDER:**

Use of video equipment at MCJ by personnel shall be restricted to law enforcement functions only. Refer to Custody Division Manual (CDM) section 7-06/010.00, "Video and Audio Recording Procedures."

### **Retention of Recordings**

When the secure digital (SD) card in a portable video camera is running low on storage, the SD card shall be relinquished to Main Control. A deputy in Main Control shall exchange the full SD card for an empty SD card and document it on the Memory Card Log. The MCJ Legal Unit shall retrieve the full SD cards from Main Control on a weekly basis and archive all videos and pictures. The SD card shall be deleted and returned to Main Control.

### **Video Equipment Inspection**

All portable video cameras shall be charged to ensure they are available to be used when needed. If a portable video camera is damaged, an Incident Report (SH-R-49) shall be written and the camera shall be relinquished to MCJ Logistics. Main Control shall provide additional cameras and batteries, as needed.

Fixed cameras identified as inoperable shall be noted in the Data Systems Bureau (DSB) helpdesk.

### **Sergeant and Supervising Line Deputy Responsibilities**

Sergeants and supervising line deputies (SLD) issued a personal handheld recording device shall have their assigned camera on their person, and ensure their camera is charged, functional, and ready for use at the beginning of their shift. Sergeants and SLDs shall report malfunctions or the lack of a handheld camera to the on-duty watch commander and sign out an available video camera from Main Control for the remainder of their shift.

When malfunctions cannot be remedied, video cameras shall be replaced through the MCJ Training Unit.

### **Outside Sergeant Responsibilities**

Outside Sergeants and SLDs not assigned to MCJ, who work inside security in any supervisory (Line Sergeant or Supervising Deputy) capacity (Overtime/CARP, etc.), are responsible for having a video camera on their person and are subject to the same requirements to capture an event as mentioned above. Available video cameras shall be signed out from Main Control.

### **Watch Commander's Responsibilities**

At the beginning of each shift, the watch commander shall conduct a handheld video camera equipment inspection for every sergeant assigned to their shift. Watch commanders shall ensure each sergeant has a working handheld video camera available. The cameras should be charged and have sufficient memory to document noteworthy incidents that may occur throughout the shift. The watch commander shall log that all sergeants had the proper equipment available. Unavailable or inoperable equipment shall be noted along with corrective steps taken.

The watch commander shall confirm all surveillance cameras are properly functioning and recording at the beginning of each shift by receiving the information from the safety check sergeant.

The watch commander shall notify the designated video manager of any malfunctions, submit necessary work orders through proper channels, and document all actions taken in the Watch Commander's Log, including who was notified and the requested corrective action.

The designated video manager shall ensure all high-definition cameras are recording at no less than ten (10) frames per second, with picture resolution no less than 720p, unless otherwise directed in writing by the respective Custody Services Division Chief.

The daily fixed video equipment inspection shall be documented in the facility Watch Commander's Log.

Revision Date 02/06/23

Revision Date 12/18/18

Revision Date 06/21/17

Revision Date 07/26/16

Revision Date 04/05/16

Revision Date 01/11/16



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- **3-09-001 Searches of Inmates Cells**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for searching inmate housing areas (cells and dormitories) at Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

This order shall apply to all employees assigned to, and/or working at MCJ.

**ORDER:**

As often as possible on each shift, and if time permits, personnel shall attempt to search inmate housing locations to control contraband. The floor sergeant shall be notified prior to the start of a search. **Every search** (full dorm, module, or single cell) shall be recorded in the electronic Uniform Daily Activity Log (e-UDAL), and the Custody Facility Search Report (SH-J-434) form in the Custody Automated Reporting and Tracking System (CARTS). The Custody Facility Search Report shall be completed and submitted on CARTS prior to the end of the shift. All personnel conducting searches of inmate living quarters shall employ the following procedures in order to standardize processes for these searches and affix supervisory and deputy responsibility:

1. When conducting any search of any row, module, dorm, or common area, **a sergeant must be present and supervise the search.**
  - a. Tactical Cell Searches – When personnel gain information that narcotics and/or weapon(s) may potentially be held in an inmate's assigned cell, personnel shall advise their immediate supervisor at the rank of sergeant, prior to executing any search. A **sergeant** shall develop a tactical plan for personnel to systematically secure the inmates in a safe manner. Personnel who are tasked with entering the cell shall be equipped with a protective vest and a helmet. Unless exigent circumstances exist, personnel shall enter the cell in a controlled manner. The **sergeant** who developed the tactical plan shall be present and ensure an operational handheld video camera is in position to record the events of the search. Prior to any tactical cell search, the on-duty watch commander shall be advised of the

circumstances.

- b. Hazard Mitigation Searches – When personnel observe any safety hazard, including, but not limited to visual obstructions and/or fire hazards, personnel shall obtain approval from the supervising **sergeant** prior to initiating a hazard mitigation search. The supervising **sergeant** shall develop a tactical plan for the systematic and secure search of the inmate's cell. The plan should prioritize the safety of personnel involved and outline procedures for controlled entry. Personnel tasked with entering the cell shall be equipped with a protective vest and helmet to ensure personal protection. These safety measures are mandatory unless exigent circumstances exist that justify alternative actions. Personnel shall enter the cell in a controlled and organized manner, adhering to the tactical plan developed by the supervising **sergeant**. The supervising **sergeant** responsible for the tactical plan shall be present during the search. An operational handheld video camera shall be in position to record all events of the search ensuring transparency and accountability. Prior to initiating any hazard mitigation cell search, the on-duty watch commander shall be informed of the circumstances surrounding the search.
  
  - c. Single cell searches can be performed in the presence of a supervising line deputy (SLD) with the approval of the floor sergeant.
  
  - d. All vacant cells and dayrooms shall also be searched.
  
  - e. Searches of **propria-persona (Pro-Per)** inmate cells shall be conducted in accordance with the provisions specified in MCJ Unit Order 5-23-061, "Law Library and Operating Procedures for Propria Persona Inmates."
  
  - f. Reasonable attempts should be made to video record all housing and facility searches.
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- 2. All searches shall be performed in a respectful manner that preserves the dignity of the inmate's personal property. Deputies and custody assistants shall conduct a search in the least disruptive manner possible while still conducting a thorough search.
  
  - 3. All personnel shall be aware of the items that constitute contraband as defined in Custody Division

## Men's Central Jail (MCJ) Unit Orders

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Manual (CDM) sections 5-06/000.00 - 5-06/010.10 which relate to allowable inmate property.

- a. Inmate personal property shall not be needlessly damaged, altered, destroyed, or thrown about.
  - b. Personal items shall be carefully examined for specific evidence of alteration or signs of contraband secretion. If significant indications of the above exist, items such as shaving cream, candy bars, deodorant, toothpaste, etc., shall be unpackaged.
4. All personnel shall employ thorough searching techniques. Areas generally found distasteful or perceived to be inaccessible (dirty toilets, sinks, light fixtures, etc.) shall be examined with care, as contraband is commonly concealed in these areas.
  5. All contraband not withheld as evidence shall be transported to the basement kitchen by a deputy. It shall then be sent directly out of the facility with the trash, to avoid re-circulating throughout the facility.
  6. Any items in good useable condition shall be recycled. Such items to be recycled include, but are not limited to, religious items issued by chaplains and forms issued by the Department.
  7. At the conclusion of any search, the supervising sergeant or SLD shall oversee the clean-up of the searched area and shall be made immediately available to answer any inmate complaints. If a complaint relates to inappropriately discarded property (i.e. eyeglasses, prescription medication), the property shall be returned immediately.

All searches shall be conducted in accordance with the procedures outlined in CDM section 5-08/010.00, "Searches."

**Revision Date 05/14/24**

**Revision Date 03/23/21**

**Revision Date 04/30/20**

**Revision Date 06/21/17**

**Revision Date 01/11/16**

**Revision Date 01/06/14**

**Revision Date 10/28/09**

**Revision Date 12/15/08**

**Revision Date 11/19/08**

**Revision Date 07/18/07**



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- **3-09-031 Handling Fentanyl or Suspected Fentanyl**

**PURPOSE OF ORDER :**

The purpose of this unit order is to establish procedures for the handling of Fentanyl and decontamination procedures in cases of accidental exposure.



**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

**ORDER:**

When encountering an inmate who is displaying signs and symptoms of an opioid overdose, personnel should don Moderate Risk Personal Protective Equipment (PPE). This includes an N95 or N100 particulate filter mask, double nitrile gloves, and eye protection. Personnel should remove the inmate from the contaminated area and follow established protocols for a medical emergency by requesting back-up and medical personnel, rendering first aid/Cardio Pulmonary Resuscitation (CPR) when necessary, and administering the Narcan Nasal Spray, in accordance with Custody Division Manual (CDM) section 5-03/060.00, "Response to Inmate Medical Emergencies."

**Signs of a Fentanyl Use:**

- Drowsiness or nodding
- Constricted or pinpoint pupils
- Agitation
- Depressed respiration
- Confusion
- Euphoria

**Signs of Overdose:**

- Severe drowsiness and inability to be awakened (sedation)
- Dermatitis or inflammation of the skin or rash
- Slow heartbeat
- Seizures
- Respiratory reduction
- Low blood pressure

- Nausea / vomiting

First responding personnel should contain the area and ensure safety for responding personnel. Responding personnel should don High Risk PPE (which includes all of the Moderate Risk PPE with the addition of Tychem 6000 coverall and Department-issued air-purifying respirator/gas mask with a Chemical, Biological, Radiological, and Nuclear [CBRN] filter [larger canister with purple lable banding]) and keep a Self-Contained Breathing Apparatus (SCBA) nearby. Responding medical personnel shall be made aware of the possibility of an opioid overdose.

**NOTE: If Narcan Nasal Spray is used on someone who is suspected of having an opioid or Fentanyl overdose, applying personnel should wait 3-5 minutes before applying a second dose. Personnel shall continuously monitor patients' airway, breathing, circulation, and immediately begin CPR if the patient has no pulse and is not breathing.**

### **Post Rescue Procedures**

After the scene has been secured and the affected inmate has been escorted out of the area for additional medical treatment, the safe recovery of the suspected Fentanyl evidence is required. Personnel can greatly reduce the chance of inadvertent exposure by donning High Risk PPE prior to recovering suspected Fentanyl.

If a significant amount (more than five [5] grams) of loose powder suspected to be Fentanyl is located, or if a spilled powder covers more than one (1) square foot, personnel shall treat the area as a hazardous material spill. Immediately evacuate any inmates or personnel out of the affected area and turn off any fans, blowers, air handlers, or any other items/machinery which cause air movement. Personnel shall contain and limit all movement through the contaminated area by using crime scene tape, and securing doors and gates. Personnel should evacuate the surrounding housing locations if the threat of cross contamination is present.

Personnel shall notify Custody Investigative Services, Jail Investigations Unit, [REDACTED TEXT] and the Narcotics Bureau LA IMPACT Group 12, Clan Lab Squad may be contacted through the Department Operations Center (DOC), [REDACTED TEXT]. Personnel shall hold the scene until Clan Lab Squad personnel arrive to secure the loose powder. Personnel should not attempt to recover spilled narcotics in amounts over five (5) grams. Any questions or concerns regarding any amount of loose or spilled powders should be referred to the Clan Lab Squad.

Prior to recovering the evidence, ensure narcotics packaging materials (i.e. Kapak bags, narcotic evidence bag and a heat sealer) are brought to the area to avoid cross contamination or accidental exposure. Personnel should follow proper evidence collection protocols to recover the suspected Fentanyl. After the suspected Fentanyl has been recovered, the evidence shall be placed inside a Kapak bag and heat sealed. Personnel shall place the sealed Kapak bag inside a narcotics evidence bag and seal the narcotics evidence bag. "SUSPECTED FENTANYL" shall be written on the outside of the narcotics bag to alert personnel of the contents. If a Kapak bag is not available, the narcotics shall be placed inside of a sealed narcotics evidence bag. The sealed narcotics evidence bag shall be placed inside of a second sealed narcotics evidence bag. "SUSPECTED FENTANYL" shall be written on the outside of the narcotics bag.

**NOTE: If there is a miniscule amount of spilled narcotics that will not be collected for evidentiary purposes, personnel may elect to clean the area. Personnel electing to clean a potentially contaminated area shall wear High Risk PPE. Personnel should mix three (3) parts Oxiclean and one (1) part water in a spray bottle to douse the contaminated area. The solution of Oxiclean and suspected Fentanyl may then be blotted with a towel. The towel shall be placed in a plastic bag, and the bag containing the towel shall be placed inside of another plastic bag. Personnel shall heat seal or double knot the outer bag and write "SUSPECTED FENTANYL."**

### **Personnel Inadvertently Exposed to Fentanyl through Skin Contact**

If personnel are inadvertently exposed to Fentanyl, they shall immediately be escorted to an appropriate area to self-decontaminate. Escorting personnel should prepare for the potential of cross contamination and wear appropriate PPE. Hand sanitizer or an alcohol based solutions should not be used, as they aid in absorption of Fentanyl. Affected personnel should wash the affected area with soap and cold water for approximately fifteen (15) minutes. Escorting personnel should continually monitor for signs and symptoms of overdose/exposure. If the exposed person is exhibiting signs of overdose, escorting personnel shall request assistance from medical staff, administer Narcan, and follow established guidelines for personnel in medical distress.

### **Contaminated Clothing**

If personnel's clothing becomes contaminated, they should immediately don Moderate Risk PPE. Assisting personnel should also don High Risk PPE as there is an increased chance of the Fentanyl becoming airborne

during decontamination. Assisting personnel should then escort the affected employee to a location to self-decontaminate.

Once clothing has been removed, they shall be placed into a plastic bag, and the bag containing the contaminated clothing shall be placed inside of another plastic bag. The outer bag shall be heat sealed or double knotted and labeled with "SUSPECTED FENTANYL."

The plastic bag shall be stored in a designated area outside of the facility for destruction by Narcotics Bureau.

### **Considerations when Removin PPE**

The wearer of PPE must assume any exterior surface could be contaminated. All removal of High Risk PPE must be performed with the assistance of a partner to reduce the chance of inadvertent exposure. The last items removed should be eye protection, respirator, and inner gloves. Once the contaminated articles have been safely removed, personnel should follow the same protocols as contaminated clothing, delineated in the section above.

The only item that may be safely decontaminated is the Department issued air-purifying respirator/gas mask. The air filter shall be discarded after it is used in a Fentanyl environment. If there are any powders or liquids which may contain Fentanyl or suspected Fentanyl that directly contact the mask, the mask shall be discarded in the same manner as contaminated clothing. If no powders or liquids were in physical contact with the mask, it may be decontaminated by immersing the mask in soapy water, agitating for several minutes, rinsing with cold water, and air drying. If there is any chance the mask was in contact with Fentanyl, it shall be discarded. Personnel shall not attempt to decontaminate it.

**NOTE: A Uniform Replacement Form (SH-AD-588) or Claim for Reimbursement for Damaged Personal Property (Form 76C212V6), as appropriate, shall be filled out for any items which were contaminated and removed from personnel.**

- **3-09-032 Inmate NARCAN Program**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the regular maintenance, inspection, and inventory of Narcan (Naloxone Hydrochloride) provided to inmates within Men's Central Jail (MCJ) dorms.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working at MCJ.

**ORDER:**

[REDACTED TEXT] of Narcan Nasal Spray are located near grievance boxes in view of the Closed Circuit Television (CCTV) within all MCJ dorms.

**TITLE 15 TEAMS / BOOTH OFFICERS DUTIES / FLOOR SUPERVISORS:**

When the Title 15 team enters each dorm to conduct safety checks, they shall check the status of the Narcan Nasal Spray (present/missing/altered), and report their findings to the booth officer.

If the Narcan Nasal Spray is missing or altered, an entry shall be made in the electronic Uniform Daily Activity Log (e-UDAL) and the floor sergeant or supervising line deputy shall be immediately notified. Attempts to identify whether or not the NARCAN was used on an inmate shall be made.

When Narcan Nasal Spray is used, and no inmate is identified as having used it "Los Angeles County Sheriff's Department Custody NARCAN (Naloxone) Use Report (SH-J-630)" form shall be completed. The

report shall be submitted to the watch commander who shall complete a Chief's Memorandum. The watch commander shall ensure a copy of all documentation is forwarded to MCJ's Training unit for tracking.

When Narcan Nasal Spray is used, and an inmate is identified as having used it, personnel shall refer to CDM sections 5-03/060.00, "Response to Inmate Medical Emergencies" and 5-03/060.15, "Nasal Spray Administration for Suspected Overdoses."

**MCJ TRAINING:**

Upon receiving a Custody NARCAN use report, an entry shall be made into a facility tracker.

**WATCH COMMANDER / REPLACEMENT OF NARCAN:**

[REDACTED TEXT] shall distribute Narcan Nasal Spray when a replacement is needed. The [REDACTED TEXT] shall be responsible for documenting the distribution in the [REDACTED TEXT] log and submitting a Chief's Memorandum via the "MCJ – Chief's Memo" email group.

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**• 3-12-000 Security Pass Visitor Control**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the accountability of personnel entering the secured areas of Men's Central Jail (MCJ).

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**SCOPE OF ORDER:**

This order shall apply to all persons entering and requesting entrance into the secured areas of MCJ.

**ORDER:**

Only persons conducting official business are allowed access to MCJ. Main control personnel shall inspect and issue passes in accordance with MCJ Unit Order 05-50-010, "Main Control" and shall maintain a log of all personnel entering or exiting the facility who are not issued and/or displaying a Custody Identification Card.

All sworn personnel and custody assistants must be dressed in complete Sheriff's Department uniform attire.

All other nonsworn personnel who are issued and wear their full county uniform shall possess their Custody Identification Card on their person at all times while inside any custody facility. Nonsworn uniformed personnel are not required to display their Custody Identification Card on the outside of their uniform while inside or working in a facility; however, nonsworn uniformed personnel shall display their Custody Identification Card when entering and exiting any custody facility.

For those not in full uniform, or wearing civilian attire, the Custody Identification Card shall be displayed on the outer most article of clothing, on the front of the chest, center chest level or above, and in plain view with an identifiable picture and full name clearly displayed.

Individuals who do not have a valid Custody Identification Card in their possession, shall present a valid, government issued identification and exchange it for a guest badge. All individuals issued a guest badge shall be logged into and out of the facility on the Entry and Exit Log.

Outside law enforcement agency personnel shall present a valid, government issued law enforcement identification, exchange it for a green non-escort guest badge and be logged in and out of the facility on the Entry and Exit Log.

All volunteers and contracted employees authorized to enter the facility shall be listed on the visitor approval list provided by Religious and Volunteer Services. The list consists of a red escort section and green non-escort section. All individuals listed in the red escort section shall be issued a red escort badge and shall be escorted at all times throughout the facility. All individuals listed in the green non-escort section shall be issued a green non-escort badge.

Personnel not properly displaying their required Custody Identification Card or green/red badge shall submit to any detention and/or search while inside, or attempting to leave or gain entry, into any custody facility.

Any person attempting to leave the facility without a Custody Identification Card or a red/green badge shall be detained and the situation brought to the attention of the main control supervising line deputy. All guest badges shall be exchanged prior to the person exiting the facility. The decision to allow any person to exit the facility without a pass shall be determined by the watch commander.



**Revision Date 03/31/2020**

**Revision Date 06/21/2017**

**Revision Date 01/16/2013**

**Revision Date 12/18/2008**

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- **3-12-015 General Public Tours of Mens Central Jail**





**PURPOSE OF ORDER:**

To establish policy and procedures for tour requests of Men's Central Jail by the general public.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to Men's Central Jail, and covers all tours of the general public entering the facility.

**ORDER:**

Tours of Men's Central Jail, by the general public, shall occur between Tuesday – Thursday starting as early as 0800hrs or as late as 1800 hours. There shall be no more than **two tours** scheduled each week – each tour containing no more than 25 participants.

All tours are by reservation only through the Legal Unit. Reservations for General Public tours shall be taken during normal business hours only. The Legal Unit shall maintain a reservation calendar detailing all scheduled tours for that month.

Upon approval of the requested tour date and time, the Legal Unit shall prepare and distribute a Public Tour Information Form (SH-J-443) to the Watch Commander, Watch Sergeant, Main Control, Main Lobby, and Training Unit if applicable.

The General Public Tours will be conducted by two deputies from the Legal/Line-ups Unit. If the Legal/Line-ups Unit is unable to conduct the tour on the specified date and time, two deputies from inside security will be chosen by the Watch Sergeant to assist with the tour. The selection of deputies to perform the tour shall be predicated on their communication skills, professionalism, uniform appearance and knowledge of the facility.

Prior to the beginning of the tour, each participant shall be required to complete a Tour Agreement and Civil Claims Release Form (SH-J-444). These Agreements shall be returned to the Legal Unit along with the completed Public Tour Information Form. Agreements and Information Forms shall be maintained by the Legal Staff for **two years**. [REDACTED TEXT]

Members of the general public requesting tour reservations shall be advised of the following [MCJ Tour](#)

Guidelines/Information:

1. Persons less than sixteen years of age may not tour occupied jail facilities [REDACTED TEXT].
2. All persons approved for a tour of the facility must be dressed appropriately. No tank tops, tee shirts, jeans, shorts, gang related attire or excessively revealing clothing may be worn. Questions relative to the appropriateness of any tour participant shall be brought to the attention of the Watch Commander before admittance is permitted.
3. All persons participating in a public jail tour must present a governmentally issued photo identification.
4. All persons participating in a public jail tour are subject to search and a background record check.
5. All personal property of persons participating in a public jail tour is subject to being searched.
6. [REDACTED TEXT]
7. No audio and/or video recording or photographs are permitted during the tour. No cellular telephones are permitted inside security. No purses or briefcases may be taken inside of security.
8. All provisions of Penal Code Sections 4570, Communications with Prisoners, 4570.5 False Identification to Secure Admission to Prisons and Jails, 4571, Ex-convict Coming upon Prison, 4573, Controlled Substances, Bringing into Prison or Jail, and 4573.5, Alcoholic Beverages, Bringing into Prison or Jail, shall apply to public jail tours.

**NOTE: Non-Compliance to any of the above guidelines will be cause for immediate cancellation of the tour.**



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• **3-13-070 Ambulance Service for MCJ Employees**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for requesting emergency medical services for seriously injured or sick County employees.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working in any capacity at Men's Central Jail (MCJ).

**ORDER:**

When an employee is seriously injured or sick, the first person on the scene shall immediately determine what type of emergency response is necessary. The first responder shall render first aid, if needed, and notify the Main Control supervising line deputy (SLD) and medical staff of the situation.

If an ambulance or paramedics are needed, the Main Control SLD shall be notified and responsible for contacting Los Angeles City Fire Department dispatch at (213)847-5360 or 911 to initiate a response. The Main Control SLD shall also notify the watch commander who will send a sergeant to the scene. It shall be the responsibility of the Main Control SLD to start a log of the incident and keep the watch commander informed of all conditions.

Whenever an employee is to be transported to a local hospital, the Main Control SLD shall notify the hospital so they can expedite reception and admittance.



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- **3-15-011 Food Poisoning**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures at Men's Central Jail (MCJ) in the event of a food poisoning incident.

**SCOPE OF ORDER:**

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

**ORDER:**

Personnel who become aware of a possible food poisoning incident shall notify the watch commander. The immediate concerns during a food poisoning incident shall be to stop serving all food items, seek medical

care for all affected inmates and/or personnel, and initiate an investigation as to the cause. The watch commander shall coordinate with food services personnel as to the distribution of alternative meals for inmates awaiting meals.

### **WATCH SERGEANT**

The watch sergeant shall direct a deputy to write a comprehensive memorandum of the incident, which shall include the affected module/dorm, names and booking numbers of the affected inmates, and the names and booking numbers of the inmate line servers. Each inmate shall be interviewed, which shall be video recorded and transcribed into the written report.

The watch sergeant shall be responsible for the overall coordination of the incident and the coordination of the investigation between all concerned agencies.

### **KITCHEN DEPUTY**

The kitchen deputies shall collect and refrigerate samples of all food and beverages being served.

They shall obtain all names and booking numbers of all kitchen inmate workers who prepared the food along with names of all persons seen in the kitchen prior to the incident. Those persons and inmates shall be interviewed on video. Their statements shall be transcribed into a supplemental report under the same file number as the first report.

If criminal activity is detected, the Department of Public Health, or handling detectives should be consulted to determine to what degree the affected area shall be preserved.

### **MEDICAL CARE**

The watch commander shall maintain contact with the Correctional Health Services personnel to assess the

scope of the problem.

### **INVESTIGATION OF INCIDENT**

The Department of Public Health and Wholesale Food and Safety Department shall be notified if more than ten (10) persons are affected by food poisoning. The Jail Investigations Unit shall be notified if criminal activity is suspected. Questions regarding the collection or preservation of possible evidence shall be directed to the Scientific Services Bureau.

### **NOTIFICATIONS**

The following notifications shall be made on large-scale food poisoning incidents:

- Watch commander
- Watch sergeant
- Director of food services via the chief cook
- Risk Management Bureau, Civil Litigation Unit
- Sheriff's Information Bureau re: Media Liaison and Departmental Notifications
- Department of Public Health and Wholesale Food and Safety Department

### **TELEPHONE NUMBERS:**

#### **DIRECTOR OF FOOD SERVICES UNIT:**

Business Hours (323) 526-5558

MCJ Chief Cook (213) 974-0120

#### **DEPARTMENT OF PUBLIC HEALTH, WHOLESALE FOOD AND SAFETY DEPARTMENT:**

Business Hours (626) 430-5400 (Outbreak Investigation Unit)

(213) 240-7821 (Reporting of foodborne illnesses)

**JAIL INVESTIGATIONS UNIT:**

Business Hours (213) 893-6767

**SHERIFF'S TOXICOLOGY LAB:**

Business Hours (562) 940-0158

**POISON CONTROL CENTER:**

All Hours (800) 222-1222

Revision Date 10/21/24

Revision Date 04/23/19

Revision Date 10/03/06



Los Angeles County  
**Sheriff's Department**

• **3-16-032 Emergency Logistics**



**PURPOSE OF ORDER:**

The purpose of this order is to establish an accurate inventory of on-site and off-site supplies that can be utilized by the watch commander in emergency and/or disaster situations.

**SCOPE OF ORDER:**

This order shall apply to employees assigned to, and/or working at Men's Central Jail (MCJ).

**ORDER:**

Consideration shall be given to the logistical support of any ongoing emergency operation. The anticipated length of these operations and the severity of damage sustained will determine the amount of support required.

If supplementary provisions must be procured from the private sector, the watch commander shall contact the Department Operations Center (DOC) to obtain an emergency purchase order from the County Purchasing and Stores Liaison Officer.

**I. FOOD**



A. On-Site

1. Perishable

Meat - A three (3) day supply of sandwich meat on hand. If the storage locker is without electrical power, the meat supply will remain fresh for two (2) days, provided the storage doors are kept closed.

- a. Milk, Cheese, and Eggs - Varying amounts of these items are kept on hand. They are delivered as needed and will remain fresh for three (3) days for milk and cheese, and four (4) days for eggs, without power for refrigeration.

2. Non-Perishable

- a. Items Requiring Preparation - There is a fourteen (14) day supply of bulk food items that require varying degrees of preparation (rice, beans, dehydrated foodstuffs, etc.). To utilize these items, gas, and/or steam must be operable.

- b. Ready-To-Eat Supplies – Three (3) day supply of canned goods and bread. Two (2) week supply of peanut butter and other foods that require no extensive preparation are on hand.

B. Off-Site

If on-site food supplies run low and the Department is unable to resupply MCJ, food may be procured from the private vendor. Listed below are the approved merchants:

Harvest Farms

45000 N. Yucca Ave,  
Lancaster, Ca 93534  
(661) 945-3636

Brown Bag  
111 E. Garry Ave.,  
Santa Ana, Ca 93534  
(949) 285-6738

## **II. MEDICAL SUPPLIES OFF-SITE**

If considerable injuries are sustained during an emergency situation and it is necessary to obtain additional medical supplies from a private vendor, these supplies may be procured from the following vendor:

Cardinal Health Inc.  
27680 Ave. Mentry,  
Valencia, Ca 91355  
(661) 295-6100

## **III. FUEL (Diesel #2)**

During a disaster/emergency situation, the normal fuel supplies on hand will allow for 10-12 hours of emergency generator power. Additional fuel supplies may be procured by obtaining a tanker from Sawyer Petroleum [REDACTED TEXT], site delivery number [REDACTED TEXT]. Sawyer Petroleum is located at 1553 Bluff Road, Montebello, Ca 90640.

MTA Fuel Depot

1130 East 6th Street,

Los Angeles, Ca 90012

David Daniels (213) 922-6201

120,000 gallons of diesel; 20,000 gallons of gas;

CNG, 10,000 gallons of oil

General Petroleum

3815 E. Vineyard Ave.

Oxnard, Ca 93036

(800) 659-5823

Falcon Fuels

7300 Alondra Blvd.

Paramount, Ca 90723

(562) 272-4226

#### **IV. TOOLS AND EQUIPMENT**

The watch commander or designee shall be responsible for the acquisition of tools and equipment to provide restoration and rescue of the facility and the occupants therein. The facility roster shall be utilized to identify persons skilled in the use of such tools and equipment.

[REDACTED TEXT]

-

[REDACTED TEXT]

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A. Off-Site Heavy Equipment/Tools

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The following items may be requested as needed: \_\_\_\_\_

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\_\_\_\_\_

Via Custody EOC (if activated)

Via DOC (if activated)

-

1. Jack hammers, hoists, cement saws and drills, etc.

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Steven Doreck Equipment Rental

9095 Telegraph Rd.,

Pico Rivera, Ca 90660

562-949-4949

562-608-8532

\_\_\_\_\_

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2. Bulldozers, caterpillars, cranes, portable generators, fuel tankers, tractor trucks and trailers.

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Public Works \_\_\_\_\_

Men's Central Jail (MCJ) Unit Orders

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900 S. Fremont Avenue,

Alhambra, 91803

(626) 458-5100

(800) 675-4357 (after hours emergency calls)

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Internal Services Department

1100 North Eastern Avenue,

Los Angeles, Ca 90063

Emergency calls: (323) 267-2138

(213) 974-1234 (after hours calls)

-

L.A. City - Street Maintenance

1149 S. Broadway (4<sup>th</sup> Floor)

Los Angeles, Ca 90015

(213) 847-2999

-

**Revision Date 02/06/23**

**Revision Date 12/21/18**

**Revision Date 11/26/14**

**Revision Date 02/05/09**

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Los Angeles County  
**Sheriff's Department**

• 5-02-008 Facility Job Rotation



**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures for job rotations at the Men's Central Jail (MCJ).

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**SCOPE OF ORDER:**

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This order applies to all custody assistants and deputies assigned to and working at MCJ.

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**ORDER:**

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Unless approved by the Chief of Custody Services Division – General Population or otherwise noted in the implementation plan, all line personnel shall have their job assignment rotated at least once every six (6) months. Rotations shall be done in a manner that upholds safety and efficiency, while allowing personnel to learn about various job positions and functions throughout the jail.

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Pursuant to the procedures outlined in Custody Division Manual (CDM) section 3-01/020.05, "Mandatory Rotation of Line Personnel in Custody," the unit commander shall review this unit order semi-annually.

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**Implementation Plan**

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**Line Personnel - Six (6) Month Rotation**

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All line personnel under the six (6) month rotation policy will experience a new job assignment once every three (3) cycle changes (scheduling cycles occur every other month). These positions include those in the 2000, 3000, 4000, 5000 floors, 2000 Rover #4 Inmate Meal Security, 3000 Rover #1, relief personnel, 5000 MOH dorm security #1, #2, #3, #4, #5, 5550 Hope Dorm deputies 1 and 2, 5000/9000 MOH security, and 9000 floor. Please see below for exceptions to the six (6) month rotation rule.

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**One (1) Year Rotation**

-

Due to the specialized knowledge and training required to work in the following locations, personnel assigned to the following positions and/or areas will rotate once a year: 2000 Inmate Meal Security, 3000 Inmate Meal Security Rover #3, 4000 Inmate Meal Security, 4000 Rover #2 Inmate Meal Security, 5000/9000 Inmate Meal Security, clinic related positions, Module 3500/3700 related positions, roof positions, and training officer (T.O.) positions on each floor.

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**Two (2) Year Rotation**

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Due to the reduced amount of inmate contact and alternative schedules, personnel assigned to visiting front #2 through #7 and visiting rear #3 through #4 will rotate jobs once every two (2) years. The visiting sergeants will rotate their personnel from the non-secured to secured areas of these assignments at least once every six (6) months.

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Due to the safety and security requirements necessary in the following locations, personnel assigned to these areas will rotate jobs once every two (2) years: Module 4500/4600, 1700/1750, 1800 recreation room, 3100/3300 related positions, and all DMH Security positions.

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**Hospital Rotation**

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Due to the medical needs of the inmates housed on the hospital floors of the jail (6000, 7000, and 8000) and the specialized nature of the clinic, personnel will rotate positions between hospital floors yearly and will remain in the hospital area for a total of twelve (12) months.

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### Three (3) Year Rotation

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Due to the specialized training specific to the Americans with Disabilities Act (ADA) and experience necessary for the position of an ADA deputy, personnel will rotate positions once every three (3) years.

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### Non-Rotating Position

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Due to the specialized nature of the below listed assignments, rotation of these positions will be at the direction of the unit commander:

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Legal, Attorney Room, Operations, Scheduling, Parole Hearings, Prisoner Personnel Office (PPO), Main Control, Facility Accountability Services (FAS), Cell 40 positions, watch deputy, training offices, senior line deputy (SLD) positions, Logistics (includes various logistics related in-service positions), Grievance Team, mail room, Clinic ATC Liaison deputy, Discipline C/A 1 and 2, 2000 clinic security #1 and #2, 5000 clinic security #1 and #2, 3000, visiting front #1, visiting rear #1, 4000 school personnel, and basement / kitchen.

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*\* These positions are typically staffed by a team of two or more Department members. One of the team members shall be replaced every year so that the rotation will be offset to ensure an adequate training period with the remaining member(s).*

### • 5-06-000 Inmate Meals





**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures for preparing and serving inmate meals at Men's Central Jail (MCJ) in accordance with the California Code of Regulations, Title 15 - Minimum Jail Standards.

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**SCOPE OF ORDER:**

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This order shall apply to all personnel assigned to, and/or working at MCJ.

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**ORDER:**

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Inmate meals shall be provided under the immediate supervision of a staff member.

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Food shall be served three (3) times in a twenty-four (24) hour period. One of these meals shall include hot food. If more than fourteen (14) hours pass between meals, supplemental food must be served.

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Inmate workers assigned to handle food shall be medically screened prior to being assigned to a work crew. Volunteer workers shall not be used to handle food. Personnel and inmate workers handling food shall wear protective gloves.

-

Inmates are served meals in their cells and/or dorms. The officers/deputies supervising the distribution of

meals shall ensure meals are served at the proper temperature and are of normal portion size. The officers/deputies supervising the distribution of meals shall walk the housing area rows with the inmate workers during the distribution of meals to ensure all inmates receive their proper meal. Food shall not be withheld as a disciplinary measure.

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If an inmate misses a regularly scheduled facility meal, they shall be provided with a substitute meal and beverage. Inmates on medical or religious diets shall be provided with a full diet meal.

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All meals shall be planned and prepared under the supervision and/or direction of the food manager.

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In the event an inmate declares a hunger strike, the hunger strike shall be documented in the e-UDAL, and an immediate notification shall be made to the watch commander and Custody Health Services (CHS). Procedures shall be followed according to CDM section 5-15/000.00, "Inmates Refusal to Eat and/or Drink."

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### **Special Diets**

The dieticians (and their kitchen inmate workers) shall be responsible for the preparation, bagging, and bundling of all special diets for each of the floors. The dieticians will not deliver special diets to the floors.

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Floor personnel shall be responsible for picking up all special diets including medical and religious diets from the dieticians in the kitchen. Floor personnel shall meet with the dietary staff to receive and sign for their respective floor's special diets. Floor personnel should also receive a spreadsheet menu notating each of the special diets they received for their floor. This menu will state each item belonging in each special diet bag.

-

Custody personnel shall take the special diets and spreadsheet back to their assigned floor to deliver the special diets to the inmates. At no time are inmates to be with the special diet meals/bags unsupervised. If the floor is not ready to serve the special diets once the food is brought to their floor, the food shall be placed directly in front of the floor's main control module to be supervised at all times by custody personnel. Inmate workers shall not give special diet meals/bags to other inmates unless custody personnel are immediately present to ensure everything on the menu spreadsheet is contained in that particular meal/bag.

-

Any inmate who did not receive their special diet shall be logged in to the floor module control booth

electronic-Uniform Daily Activity Log (e-UDAL). If an inmate is missing their special diet, custody personnel shall verify with the dieticians in the kitchen that a special diet was ordered for that inmate. The findings shall be entered in the e-UDAL. If an inmate does not receive a special diet meal/bag, they shall be served a normal meal. If a special diet prescription expires, inmates will need to request to be put on doctor's line to have these prescriptions renewed.

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Medical diets **SUPERSEDE** religious diets. This means if an inmate is in need of a medical diet and a religious diet, they shall only receive the medical diet, not both.

For any questions regarding special diets, contact the Food Services staff.

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**Revision Date 12/27/23**

**Revision Date 06/13/23**

**Revision Date 07/23/20**

**Revision Date 07/29/15**

**Revision Date 11/19/08**

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**• 5-08-010 Inmate Access to Medical Care**



**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures regarding inmate access to medical care.

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**SCOPE OF ORDER:**

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This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

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**ORDER:**

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All inmates shall have access to medical care. Correctional Health Services (CHS) operates a "nurse clinic" (otherwise commonly referred to as "Sick-Call") that is available to all inmates five days a week, Monday through Friday. Additionally, a "doctor's line" shall also be available for additional medical evaluation.

-

**Sick or Injured Inmates**

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Inmates who notify custody personnel of nonemergent medical complaints during regularly scheduled "nurse clinic" hours shall be sent to the clinic. Custody personnel shall first notify medical personnel by telephone, identify the inmate, indicate the nature of the medical complaint, and follow the direction of medical personnel.

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Trained medical personnel are available to respond to medical emergencies if the inmate cannot be escorted to the clinic.

-

In the event of an inmate injury, the inmate shall be escorted or transported to the clinic for evaluation and treatment as necessary. Prior permission from medical staff for inmate movement to the clinic is not required in medical emergencies. All inmate illnesses and injuries require the completion of an Inmate Injury Illness Report (SH-J-212).

-

If an inmate requests to be placed on the doctor's line and is unsuccessful in obtaining such placement, the floor supervisor shall be notified and take appropriate action.

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Custody personnel shall **never** make medical determinations as to the validity of an inmate's complaint. It is the responsibility of medical personnel to make such evaluations. Every instance of an inmate requesting medical attention shall be brought to the attention of the medical staff.

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### **“Man-Down” Calls**

-

If an inmate is in need of immediate medical attention, custody personnel shall immediately notify [REDACTED TEXT] over their Department issued handheld radio or by telephone as long as they do not leave the inmate unattended. Personnel shall state the medical condition of the sick or injured inmate and request for a nurse and gurney to respond to their location. Additionally, they shall provide the inmate's name and booking number. The [REDACTED TEXT] booth officer shall immediately notify the [REDACTED TEXT] main clinic with the information. The [REDACTED TEXT] booth officer shall note the following information in the “Man-Down Logbook” located in the [REDACTED TEXT] control booth, the electronic Uniform Daily Activity Log (e-UDAL), and CARTS application under “Injury Stats”:

- date and time;
- inmate's name;
- inmate's booking number;
- description of the “man-down”;
- location;
- name of the notified clinic nurse;
- time when the nurse was notified.

-

In order to expedite response times, floor personnel shall make every effort to secure the appropriate elevator on the [REDACTED TEXT] floor prior to the nurse and gurney arriving.

-

### **Pill Call**

## Men's Central Jail (MCJ) Unit Orders

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Inmates of all classifications who are prescribed medications shall receive them at one or more of the four (4) designated medication ("pill call") times (8 A.M., 12 P.M., 4 P.M., and 8 P.M.) held daily. Pill calls are conducted seven (7) days a week. ALL inmates **shall** be offered their prescribed medication(s).

-

The assigned "pill call" nurse will obtain the necessary transportation equipment and medication for distribution to the inmates from the pill room located in the main clinic and/or from the floor mini clinic. Floor personnel shall escort the nurse to the intended module/dorm to dispense medication to the designated inmates. Floor personnel shall provide security at all times while the nurse is dispensing medication to the inmates.

-

The inmates shall be notified to prepare for pill call by floor personnel.

-

Upon the inmate receiving their medication, custody personnel escorting medical personnel shall make a reasonable effort to ensure the inmate has ingested the medication. In the event the inmate becomes insubordinate and refuses to allow the medical or custody personnel to confirm the consumption of the medication, custody personnel shall follow the notification procedures as outlined in the Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile or Aggressive Inmates."

-

The responding supervisor shall confer with custody personnel and medical personnel, make an assessment, and determine the best course of action. The hoarding of medication and physical well-being of the inmate shall be of paramount concern. Consideration into conducting a cell search as soon as reasonably possible shall be made.

-

Documentation into the e-UDAL shall be made regarding the outcome of medication distribution. Custody personnel shall document if there are no miss-outs, an inmate is a pill call miss-out, or refuses medication from nursing staff, under the "Additional Information" section of the e-UDAL.

-

Custody personnel shall include the inmate's last name, first name, and booking number as well as the nurse's last name and employee number and whether the nurse requested any further actions be taken on the part of custody staff.

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**Example: Inmate Doe, John #1234567 refused medication from Nurse Smith #654321. Nurse smith did not request any further actions be taken.**

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**Example: Inmate Doe, John #1234567 was a miss out during pill call with Nurse Smith #654321. Nurse smith requested personnel contact Inmate Doe who still refused his medications. Nurse Smith did not require any further actions be taken.**

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**Example: Inmate Doe, John #1234567 is at court and is a pill call miss out. Nurse Smith #654321 was advised.**

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**Note: Under no circumstances shall medication ever be withheld for disciplinary purposes.**

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If a discipline problem arises during pill call or sick call, proper disciplinary procedures may be initiated; however, the inmate in question **shall** still be offered their medication.

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**During the distribution of medications, deputy personnel shall be assigned to escort and provide security for medical personnel at all times. Deputies providing security shall be standing in close proximity to medical personnel for the duration of pill call.**

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### **Pharmacy/Narcotics Medication Distribution**

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The assigned pharmacy technician and narcotics nurses shall obtain the necessary transportation equipment and medication for distribution to the inmates from the pharmacy/pill room located in the main clinic. [REDACTED TEXT] floor personnel shall be assigned to escort and provide security for the pharmacy technician/narcotics nurse. Custody personnel shall escort the narcotics nurse from the clinic to each module/dorm for the distribution of the medication. Custody personnel shall escort the pharmacy technician from the clinic to the floor and floor personnel shall then escort the pharmacy technician to each module/dorm for distribution of the medication. Floor personnel shall then escort the pharmacy technician to the following floor where the process shall be repeated with the respective floor personnel at the next location. At the conclusion of the distribution of the medication, custody personnel shall escort the pharmacy technician/narcotics nurse back to the main clinic area.

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In the event [REDACTED TEXT] floor personnel are not available to escort medical staff, the on-duty watch commander shall be notified to determine who shall be responsible for the escort.

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**Revision Date 02/12/24**

**Revision Date 09/08/22**

**Revision Date 04/17/19**

**Revision Date 05/10/17**

**Revision Date 10/19/16**

**Revision Date 03/25/15**

**Revision Date 07/29/13**

**Revision Date 02/06/12**

**Revision Date 01/24/12**

**Revision Date 12/27/06**

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• **5-15-000 Visiting**



**PURPOSE OF ORDER:**



## Men's Central Jail (MCJ) Unit Orders

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The purpose of this order is to establish procedures regarding the operation of the visiting area at Men's Central Jail (MCJ).

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**SCOPE OF ORDER:**

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

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**ORDER:**

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Visiting staff members work Thursday through Sunday from 0630 hours to 1630 hours. Visiting is open to the public Thursday through Sunday from 0700 hours to 1500 hours. If budget necessitates, visiting may be closed on Thursday and/or Friday.

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**NOTE: The visiting lobby will begin closing at 1445 hours, in preparation for closing.**

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Per Title 15 Minimum Standards, Section 1062, "Visiting," inmates may receive two (2), thirty (30) minute visits per week, totaling one hour or one sixty (60) minute visit with the approval of the visiting sergeant.

-  
A total of three (3) visitors are allowed per inmate however, at the discretion of the visiting sergeant, up to five (5) visitors may be allowed per inmate.

-  
**Minors** (under the age of 18) shall be accompanied by their parent or verifiable legal guardian. There is no restriction regarding the relationship between the minor and legal guardian.

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**Visiting Area Rules**

## Men's Central Jail (MCJ) Unit Orders

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Violation of the following rules may not result in an arrest; however, all L.A. County Codes, California State, and Federal Laws will be enforced:

- 
- Visitors should refrain from speaking in a loud, boisterous manner, or using profanity.
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- Smoking is not permitted.
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- Visitors shall not enter a visiting row without a valid pass.
- 
- **Minors** must remain in control and under close supervision of their parent or verifiable legal guardian.
- 
- Visitors shall not litter or deface County property.
- 
- Appropriate attire must be worn, including a dress or blouse/shirt with skirt/pants/or shorts, and shoes or sandals. No under garments or private parts should be visible, including any part of the buttocks. No sunglasses or head coverings are allowed, unless for medical/religious purposes based upon the verification of need.
- 
- Cameras, radios, cell phones, recording devices, purses, briefcases, backpacks, pens, pencils, markers, letters, newspapers, books, magazines, makeup, baby bags, strollers, photos, glass containers, food, or drinks are not permitted inside the visiting area. All personal property must be secured outside prior to entering the visiting area.
- 
- With reasonable suspicion, visitors on County property may be detained and searched for contraband. Visitors shall be required to pass through a metal detector prior to entering the visiting area.
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- Vehicles entering or parked in a custody facility parking lot are subject to search when reasonable suspicion is present. Watch commander notification is required before entering an unoccupied/locked

vehicle.

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- Attire referencing gang affiliation (i.e., jerseys, shirt designs, hats, belt buckles) is not permitted.

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- Persons under the influence of drugs or alcohol shall not be allowed on County grounds or in the visiting area.

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- Record checks may be made if necessary for the security of the inmates, employees, visitors, or the facility.

-

If a visitor violates any of the preceding procedures, or creates a safety or security hazard, their visiting privilege shall be terminated. Any decision to revoke, suspend, or otherwise limit normal visiting privileges shall be reported to the visiting sergeant and/or the watch commander.

-

If a person repeatedly violates visiting area rules, or the violation is of a serious nature, the individual's visiting privileges may be temporarily or permanently revoked pending a review by the unit commander for final disposition. The visiting sergeant, watch commander, or a superior rank shall make an initial determination to revoke visiting privileges.

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### **Ex-felons and Recently Released Inmates**

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

Potential visitors previously convicted of a felony, confined in state prison, and who have subsequently been placed on parole following their release from state prison, shall submit a written request to the MCJ legal office requesting permission to enter the facility. The MCJ legal office shall review the request and grant approval to visit if it is determined the ex-convict has satisfactorily completed their parole and has no other significant issues which would make them a threat to facility security. The MCJ legal office's written response shall be provided to the requesting party within thirty (30) days of the date the request was received. Cases where visiting privileges are denied shall be documented with the reason(s) for denial. The requesting party shall be informed in writing of the denial.

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**Guidelines for Change/Termination of Visiting Privilege for Visitor**

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Visiting privileges may be changed or cancelled at any time as circumstances warrant. Changes may arise when an inmate is on restricted status, or security conditions of the facility preclude visitation.

-  
Visitors who pose a security or safety threat to the facility, staff, or other visitors shall be excluded from visiting. Offenses which may lead to the termination of a visit are as follows:

-  
A. Minor offenses (e.g., littering, smoking in lobby, or verbal arguments with other visitors or deputies) shall result in termination of the visiting privilege for the day and

-  
up to one (1) week. **Two (2)** offenses in a thirty (30) day period shall result in the loss of visiting privileges for one (1) week to thirty (30) days.

-  
B. Fighting, defacing County property, or insubordination towards a deputy, shall result in the termination of the visiting privilege for two (2) weeks. **Two (2)** violations in a thirty (30) day period will result in the loss of visiting privileges for thirty (30) days.

-  
C. Visitors attempting to pass narcotics into the facility, bring weapons on jail grounds, assault a deputy, or violate the law, shall have their visiting privilege terminated for twelve (12) months. Violators shall be subject to arrest and prosecution.

-  
Termination of the visiting privilege for longer than one (1) week will require the watch commander's approval. Loss of privilege for one (1) week or less shall require the approval of the visiting sergeant.

-  
All terminations shall be logged in the Inmate Video Visitation System (IVVS) program under the visitor's account. The visiting sergeant shall also be notified.

Inmates may refuse to see a visitor. Such refusal shall not result in the removal of the visitor from the inmate's visitor list. To remove a visitor from their approved visitor list,

inmates shall submit a written request to the visiting sergeant.

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### **Inmate Conduct and Termination of Visiting Privilege**

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Inmates going to, coming from, or in the visiting area, shall be properly dressed and

obey all facility rules and regulations. Violation of jail rules may result in the immediate termination of the inmate's visit.

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To ensure the proper documentation for the cancellation of inmate visits, personnel shall notify the visiting sergeant when a visit has been cancelled. Proper documentation of the visit cancellation shall be maintained. The following procedures shall be in effect:

1. The violation **shall** be documented in the Inmate Reports Tracking System (IRTS) documenting the offense resulting in the cancellation of the visit.

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2. A reference number shall be drawn.

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3. If the offense does **not** require additional time in discipline, the following shall be completed:

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a. The report shall be marked "**MINOR**" under the "Discipline Type" field in IRTS.

b. The "Action for Minor Offense" field shall be marked "Lockdown."

c. A simple narrative shall be written detailing the offense and the action taken (i.e., cancellation of visit).

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4. The visiting rear personnel shall document the canceled visit in the MVS program.

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5. Visiting personnel shall inform floor staff from the inmate's housing location to document the refusal in the electronic Uniform Daily Activity Log (e-UDAL). Floor supervisors shall review the entries concerning cancelled visits during their daily e-UDAL audits.
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The visiting rear deputies shall immediately notify visiting front of the cancellation, thus informing the visiting party of the cancellation.

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### **Property and Money Release**

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Persons desiring to deposit money on an inmate's account may do so at the cashier's office at the Inmate Reception Center. Money shall not be accepted at Men's Central Jail. **NO EXCEPTIONS.**

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Inmates desiring to release their property or monies may do so by completing an "Order for Release of Prisoners Property" form (SH-J-17) and/or a "Money Draw Slip" (SH-J-18) during their visit.

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### **Scheduled Visitation Appointments**

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Visits at Men's Central Jail are by appointment only. Visitors may schedule their visits seven (7) days in advance by logging onto <https://visit.lasd.org>. "Walk-in" or unscheduled visits are available, except for high security inmates.

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All visitors, including minors, must register into the visitation system before they can schedule a visit or make a walk-in appointment. Kiosks are available for the public to create an account at Twin Towers Correctional Facility (TTCF), MCJ, and Century Regional Detention Facility (CRDF).

-

Visitors with a scheduled appointment must arrive one (1) hour before their visit for check-in. Visitors shall be

given a thirty (30) minute grace period to account for delays.

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The visiting staff shall stop processing appointments thirty (30) minutes after the hour.

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If a visitor arrives late, their scheduled appointment is automatically canceled and the visit will count against the inmate's visiting quota. Visitors will be required to schedule an appointment for another day.

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Inmates shall not be brought down to visiting twice in one (1) day for a regular visit, NO EXCEPTIONS.

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Scheduled appointments are subject to cancellation at any time due to housing re-assignments, court appearance, or discipline housing restrictions. Visitors who wish to cancel their appointments must do so twelve (12) hours in advance.

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### **Documentation of Visiting and Inmate Passes**

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#### **Visiting Front**

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Deputies assigned to the front lobby are responsible for maintaining the safety and security of the facility at all times. Visiting front deputies shall verify each visitor possesses a valid form of identification per Title 15 section 3173:

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1. A valid Driver's License (any state).
2. A valid DMV Identification Card with picture.
3. A valid picture Passport / Visa.
4. A valid Armed Forces Identification Card with picture.
5. A valid picture identification card issued by the United States Department of Justice-Immigration and Naturalization Services, or picture identification issued by the Mexican Consulate.

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## Men's Central Jail (MCJ) Unit Orders

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Visitors **not** possessing any of the above forms of identification shall not be granted a visit, unless approved by the visiting sergeant.

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The visitor's information or visitation confirmation number shall be entered in the visitor visitation program to verify a visitation appointment.

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All visitor's information, including minors, must be included into the visitation appointment program, NO EXCEPTIONS. If additional visitors wish to be added to the inmate's appointment, deputies must enter the additional visitor's required information into the visitation appointment program.

-

Visitors listed on the appointment shall have their identification verified and shall be checked-in into the visitation program. Visitors may be screened for prior felony convictions, probation status, wants, and warrants. Visitors shall not be allowed to visit if they have a prior felony conviction, are a supervised parolee, probationer (summary or traditional), or have wants or warrants.

-

Visitors with suspended licenses which require "service needed" may be issued a Department of Motor Vehicle (DMV) Verbal Notice by Peace Officer DL 310 form and may have their license confiscated by a deputy.

-

Deputy personnel shall query the inmate information provided by the visitor to assure:

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1. The inmate is housed at MCJ.
2. The inmate is allowed to receive visits on the specified day.
3. The inmate is allowed to receive visits (e.g., not in discipline housing, etc.).

-

Once the inmate's information has been verified, visiting deputy personnel shall issue a visit pass for the inmate.

-

If the visitor is part of the **news media**, or any form of media, **prior** authorization for the visit **must** be received from Sheriff's Information Bureau (SIB) Media Unit. Upon approval from SIB, the MCJ unit



## Men's Central Jail (MCJ) Unit Orders

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commander, watch commander, and visiting sergeant shall be notified. All pertinent information shall be entered and a "note" shall be added detailing where the individual is from and the individual who provided authorization for their entrance.

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If the visit has been **terminated**, personnel shall enter a notation into the visiting program's "Note" section for the visitor indicating the reason for the termination.

### **Monitored Inmates**

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Notification via email shall be made to the Tech Crew for inmates who have a "Code 3 Jail Liaison" message in the Automated Justice Information System (AJIS). The Tech Crew contact information is confidential and should not be disseminated.

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Information regarding monitored inmates and visitors is sensitive, highly confidential, and should not be discussed with inmates or other nonessential personnel.

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The visiting rear deputy shall document the row/seat location on the pass and advise the Tech Crew via email of the visit.

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The "Code 3 Jail Liaison" passes shall be placed in a sealed envelope and later forwarded to the MCJ legal office.

### **Video Visits**

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Inmates housed at MCJ shall be allowed two (2) thirty (30) minute video visits per week in lieu of their regular face-to-face visit. Video visits shall be available Fridays and Sundays during regular visiting hours. Visitors shall be required to schedule an appointment. The video visiting monitors are available at the Century Regional Detention Facility (CRDF), Twin Towers Correctional Facility (TTCF), and the MCJ visiting area. The same rules and regulations shall apply to video visiting as face-to-face visits.

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**Legal Visits**

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Legal/professional visits shall only be conducted in the public visiting center on Saturday and Sunday. All other legal/professional visits shall be conducted Monday through Friday in the Attorney Room visiting area.

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Weekend legal/professional visits are accommodated as a courtesy for legal professionals. Documents shall not be passed to or signed by inmates during visiting in the public visiting area. All signed documentation must be completed Monday through Friday in the attorney visiting area, NO EXCEPTIONS.

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Legal professional visitors must complete a handwritten pass. Deputies shall enter the visit into the visiting program as an "AD HOC" visit under professional visits. Legal professional visitors may be limited to a one (1) hour visit based on space availability.

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All legal professional visitors must have a valid bar card or legal identification. Legal runners must be listed on the current legal runner list provided by the MCJ Legal Unit.

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Legal runners must be approved by the MCJ Legal Unit. Inmates granted "pro per" status are entitled to receive extended visitation to confer with a legal runner or witness. The legal runner may visit and confer with the inmate during normal hours of inmate visiting for a maximum of thirty (30) minutes each day. The Sheriff may revoke approval of a legal runner's status for disruptive conduct or violations of security procedures. An inmate shall not receive more than one (1) visit per day.

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**Visiting Rear**

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Officers assigned to visiting rear are responsible for maintaining the safety and security of the visiting rear area at all times.

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Visiting rear officers shall verify that each inmate possesses a valid visiting pass and compare the

pass to the inmate's wristband to verify their identity.

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Deputies shall assign each inmate to a row and seat for visiting and notate the row and seat location on each inmate's pass. Passes shall be forwarded to the visiting front deputies where they will call out the awaiting visitors and direct them to their visiting location.

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Visitors shall be secured inside the visiting row area by deputy personnel ensuring the main door and rear door are closed. To exit the visiting row area, visitors shall be required to summon an officer/deputy. The officer/deputy shall confirm their identity and allow them to exit, securing the door behind them.

-

Once all the visitors are seated in front of their respective inmates in their assigned row, the visiting rear deputies shall activate the phone timers, which are preset to thirty (30)

minutes. In cases where inmates are only allowed one (1) visit per week, the phones shall be reset to one (1) hour.

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- Terminated visits due to rule violations shall be documented in the IRTS system.

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- Floor staff shall be notified to enter the cancelled visits in the e-UDAL and a sergeant shall review the entry when they sign the e-UDAL.

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- If the inmate has not checked in for their visit after an extended period, the visiting deputies **shall** contact the module where the inmate is housed and check on the inmate's status. If the inmate has not checked in **after a second notification**, the floor sergeant or senior line deputy (SLD) shall be contacted to inquire about the inmate's status.

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- Any information obtained should be forwarded to persons visiting the inmate.

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- If an inmate takes over ninety (90) minutes to arrive, the inmate's visiting pass along with the public

yellow pass, shall be attached together and filed in the visiting sergeant's office.

-

If a visitor is not seated in the correct seat for the inmate they requested to visit, and is conversing with a different inmate, the visit shall be terminated immediately. Notification to the visiting sergeant shall be made and a note shall be added to the visitor's file detailing the incident.

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### **Lockdown Protocols**

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The lobby shall be closed during a lockdown.

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In the event a lockdown occurs, and visitors are in the lobby waiting to check in, check-in shall be concluded. Visitors will have to reschedule their visit.

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Visitors who have checked-in but have not started their visit shall have their visit canceled and rescheduled by a counter deputy.

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Visitors outside of the lobby shall be advised that all visits for the following one (1) to two (2) hours will be canceled.

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The visiting sergeant shall enter a lockdown event into the visiting program.

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Inmates in visiting rear shall continue to receive their visits until deputy personnel can safely escort them back to their housing location.

Lockdown signs shall be printed and posted at the visiting doors and on the rails outside of the visiting lobby.

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Floor staff shall be notified to enter the cancelled visits in the e-UDAL and a sergeant shall review the entry when they sign the e-UDAL.

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**Modified Lockdown Protocols**

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The lobby shall remain open during a modified lockdown.

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In the event visitors are in the lobby waiting to check in when the jail goes on a modified lockdown, check-in shall continue. Visitors shall be advised of the lockdown and possible extended delays. If inmates do not arrive by a predestinated time, visitors shall have their visit canceled and rescheduled by a visiting front deputy.

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Floor staff shall be notified to enter the cancelled visits in the e-UDAL and a sergeant shall review the entry when they sign the e-UDAL.

-

Modified lockdown signs shall be printed and posted at the visiting doors and on the rails outside of the visiting lobby. During a modified lockdown, all efforts should be made to continue visits.

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In extreme emergencies/lockdowns, all visits shall cease. Inmates shall be escorted back to their housing locations and the public shall be escorted outside of the visiting lobby.

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**Security Checks**

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Visiting front deputies are responsible for checking for safety/escape hazards and general cleanliness prior to, and at the conclusion of every shift in the following locations:

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- Public visiting rows.
- The inside public restrooms.
- The outside public restrooms.
- The hospital visiting area.
- The fire hose boxes.

-  
Visiting rear deputies are responsible for checking for safety/escape hazards and general cleanliness prior to and at the conclusion of every shift in the following locations:

- 
- Inmate visiting rows.
  - The fire hose boxes.
- 

Visiting Front

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Two (2) deputies shall be assigned to the visiting main lobby doors to provide security. Security walks through the public visiting rows shall be conducted twice each hour. Suspicious activities shall be reported to the visiting sergeant **immediately**. Deputies shall notify the visiting sergeant immediately any time a visitor becomes argumentative or hostile and follow procedure delineated in Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

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Visiting Rear

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Deputies assigned to visiting rear shall continuously provide security over all the rows, including rows seating special handle inmates. Deputies shall perform security walks at a minimum of once every 15 minutes. Any suspicious activity shall be reported to the visiting sergeant **immediately**. Deputies shall notify the visiting sergeant immediately any time an inmate becomes argumentative, or hostile refer to CDM section, 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

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**Deputy Personnel Uniform**

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All visiting personnel shall have all their response gear (firearm, Sam/Sally Browne belt, helmet, gas mask, vest, and baton) immediately available.

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Visiting Front

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Uniform for the front lobby area will be class "A" with full Sam/Sally Browne belt and vest. Class B uniform may be worn during inclement weather per the unit commander.

-  
Visiting Rear

-  
Deputies assigned inside security may wear class "B" uniforms.

-  
**Arrests and Detentions Made at Visiting Front**

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When reasonable suspicion and/or safety concerns exist, deputies may handcuff members of the public to ensure the overall safety for all concerned parties. In the event a visitor or other member of the public is handcuffed by visiting front deputies to secure a detention, the visiting sergeant, or designee at the minimum rank of sergeant, shall be notified immediately.

-  
The visiting sergeant, or designee, shall respond to the location without delay and ascertain the circumstances of the detention. The involved personnel shall clearly and expeditiously articulate the reason for the handcuffing.

-  
All arrests and/or detentions shall be logged and processed in accordance with Unit Order 5-60-010, "Arrests and Detentions at Men's Central Jail."

-  
Personnel conducting checks for wants and warrants shall follow procedures delineated in the Manual of Policy and Procedures (MPP) sections 4-26/010.00, "Warrants" and 5-02/150.00, "Warrants and Subpoenas" through 5-02/150.65, "Warrants, Probate Code 1442."

-  
With approval of the visiting sergeant, detained visitors may be taken to a room away from other visitors during the booking process and the watch commander shall be notified.

-

Misdemeanor suspects may be transported by one or more deputies and all felony suspects shall be transported by two deputies in a marked Sheriff's vehicle. Female suspects shall be transported to CRDF, and male suspects shall be transported to IRC. If juveniles are detained, all efforts shall be made to cite and release subjects to their parents or legal guardians.

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**Revision Date 06/05/23**

**Revision Date 11/14/18**

**Revision Date 10/11/16**

**Revision Date 01/12/16**

**Revision Date 11/06/15**

**Revision Date 04/14/15**

**Revision Date 07/21/14**

**Revision Date 08/13/13**

**Revision Date 08/11/10**

**Revision Date 12/02/09**

**Revision Date 04/10/09**

**Revision Date 11/19/08**

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**• 5-15-010 Inmate visits by Community Workers**





**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures for inmate visits made by community workers, social workers, material witnesses, legal runners, "Friends Outside" volunteers, and "Impact" members.

**SCOPE OF ORDER:**

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This order applies to all personnel assigned to and/or working at Men's Central Jail (MCJ).

**ORDER:**

-

Inmate visits made by community workers, social workers, and material witnesses shall be conducted in the visiting area. "Friends Outside" visits shall be conducted on "A" row.

-

Visiting personnel shall adhere to all verified court orders; court orders shall be verified by the Legal Unit or watch commander.

-

The inmate or the visitor may request the visit be conducted in an area other than the visiting area due to a unique or emergent circumstance. This request shall be forwarded to the legal staff or in their absence, the watch commander.

-

Material witnesses may visit in the attorney room with a verified court order and when accompanied by an attorney. Legal runners may not enter the secured portion of the facility at any time.

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**I. Time and Length of Visits**

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- Visits shall be conducted during normal visiting hours.
  - Visiting applications will be accepted from 0700 to 1500 hours during normal visiting days.
  - These visits will be assigned to "A" row in the visiting area, seats one (1) through sixteen (16). There shall be no time limit on these visits, with the exception of legal runners who will be limited to thirty minutes.
  - Members of organizations such as "Friends Outside" are allowed only one visit per individual inmate per day.
- 

**II. Visiting Pass Procedures**

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- A sign will clearly indicate which line the above-enumerated visitors shall respond to with their passes.
  - These visits shall be expedited.
  - Visitors shall submit the completed pass(es) at the window and have valid picture identification. Passes containing the inmate's complete name, booking number, and module location will expedite the visit.
-

- When one of the above persons requests multiple visits:

-

- The visiting front deputy shall accept all passes, time stamp them, and send them to the module via computer; however, the visitor may visit only one inmate at a time. Passes shall be sent to the housing units in a manner that does not create a security hazard.

-

- All high-power material witness visits shall be conducted in the inmate visiting area.

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- An attorney must be present during all material witness visits other than with Pro-Per inmates. Pro-Per inmates shall conduct their own material witness visits. These visits shall occur in the visiting area.

-

### **III. Passing of Documents**

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A. Passing legal materials, signing documents, exchanging necessary papers, or obtaining signatures may be accomplished after visits in the attorney room only.

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**Revision Date 10/21/24**

**Revision Date 05/07/19**

**Revision Date 04/10/09**

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## **• 5-15-040 Attorney Room Procedures**



**PURPOSE OF ORDER:**

-  
The purpose of this order is to establish procedures regarding the operation of the attorney room.

**SCOPE OF ORDER:**

-  
This order shall apply to all personnel assigned to and/or working at Men's Central Jail (MCJ).

**ORDER:**

**Processing and Screening Visitors**

-  
The attorney room control officer shall ensure the following procedures are followed:

- Visitors shall fill out a visiting slip (SH-J-9) to conduct a legal visit with an inmate. Attorneys shall use the large half-sheet visiting slips, all other visitors shall use the small (3-inch square) visiting slips. Visiting slips and other passes shall be legible.
- Visitors shall provide a valid, current driver's license, and/or other current picture identification such as a passport or government I.D.

## Men's Central Jail (MCJ) Unit Orders

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- A Los Angeles County Public Defender's identification card shall be acceptable identification for access.

-

**Note: Family members shall not be allowed to visit in the attorney room. If the family member is an attorney, they shall be directed to the hospital and offered the use of either the [REDACTED TEXT] or [REDACTED TEXT] visiting area.**

-

- Weapons, ammunition, cameras, cell phones, food, beverages, and tobacco products are not allowed inside the attorney room. Gun and storage lockers are provided in the waiting area. Any other items which present a security risk may be excluded on a case-by-case basis (e.g., umbrellas, purses, backpacks, books, newspapers, magazines, and recording devices).

- Attorney room visitors shall submit to a contraband inspection of everything they intend to take into the attorney room. This includes purses, briefcases, case files, etc. Visitors should be encouraged to use the storage lockers and take as little as possible into the attorney room.

- Papers and documents passed through the attorney room shall be photocopied. Copies of the documents will be given to the inmate and the originals will be returned to the visitor.

- Papers and documents may be rifled, bent, and/or felt. Deputies shall not read any papers or documents and should avoid giving the appearance of reading such materials. Documents shall be redacted to exclude victim and witness confidential information (i.e., address, phone numbers, etc.). Metal and plastic bindings shall not be passed through the attorney room.

- If contraband is suspected within the papers and/or documents being passed, they shall be confiscated for further investigation. The papers and documents may be tested for narcotics and an incident report (SH-R-49) will be written by the attorney room deputies.

- The above outlined inspection procedure shall apply to all attorney room visitors, including attorneys, police officers, and any person accompanying attorneys or bondsmen (material witnesses, bail sponsors, etc.).

## Men's Central Jail (MCJ) Unit Orders

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- All visitors shall pass through the metal detector.
- 
- If the inmate is housed in the hospital area, and the medical staff determines the inmate's condition prevents them from visiting in the attorney room, the watch commander may authorize the interview be conducted in the hospital visiting area.
- 
- The following visitors may be allowed up to three (3) passes at a time, at the discretion of the attorney room booth officer:
  - 
  - 1. attorneys, foreign embassy personnel, psychiatrists, psychologists, parole or probation officers, law enforcement, and process servers.
  - 
  - The following visitors may only be allowed to submit one pass at a time:
    - 
    - 1. bondsmen, chaplains, priests, clergy, private investigators. In addition, visitors must complete interviews with the first inmate prior to requesting another inmate.
    - 
    - Visitors shall be allowed to request a visit with inmates in restrictive housing, protective custody inmates, discipline (including discipline pro-pers), or other escorted inmates, one (1) at a time, unless approved by the watch commander. These inmates shall have priority over inmates who do not require escort.
    - 
    - High security inmates such as gang members, restrictive housing, protective custody inmates, and discipline (including discipline pro-per inmates) shall have both hands handcuffed in a visiting booth with the handcuffs attached to the tabletops and the waist chain attached to the floor.
    - 
    - Termination of an interview requires the approval of the legal sergeant or operations lieutenant, or in their absence, the watch commander. If a violation of the regulations occur, contact the appropriate

supervisor as soon as possible.

- Visitors shall remain seated. Visitors wishing to confer with their client may do so only when seated.

- Court orders brought in by visitors shall be handled in the following manner:

1. The legal staff shall be contacted for approval to comply with the order. In their absence, the watch sergeant or the watch commander shall be contacted.

A. When notified by telephone that a court order has been issued requiring immediate action, personnel shall advise the caller to contact the legal staff. In the absence of the legal staff, contact the watch sergeant or the watch commander. Court orders shall be complied with based on the safety and security rules of the facility.

Visiting slips shall be collected and sent to the legal office for storage. Envelopes for the current month shall be kept in the attorney room control booth.

### **Attorney Room Hours and Allowable Transactions**

The following transactions shall be allowed Monday through Thursday, 9:00 a.m. to 5:45 p.m.:

- legal documents/power of attorney.
- restraining orders.
- property release slips.
- vehicle releases.
- state or county payroll checks issued prior to date of incarceration.
- income tax checks.

The following transactions shall **NOT** be accepted:

-

- personal, private industry payroll, business checks, cashier's checks, or unemployment checks;
- money draws.
- pawn slips.
- any marriage documents (unless approved by the legal office).
- real estate documents, grant deeds, deed of trusts, or any escrow documents.

-

### **Attorney Room Rear Duties**

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The attorney room rear officer is responsible for processing inmates who are to be interviewed in the attorney room. The deputy is responsible for maintaining order and

assuring compliance with attorney room regulations.

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### **Processing Inmates**

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- The module shall be called if the inmate has not arrived within thirty (30) minutes of the time displayed on the Automated Jail Information System (AJIS) print out. After forty-five (45) minutes, the floor supervisor shall be notified.
- When the inmate arrives, their pass shall be time stamped and their identity verified by visually inspecting their wristband. If no identification can be made, the visit shall be canceled and the inmate shall be returned to their module.

-

### **General Attorney Room Regulations for All Deputies, Inmates, and Visitors**

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- Personnel shall maintain constant observation of the attorney room and enforce the attorney room regulations.

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- If for any reason the visitor leaves their seated position at a table or booth, they must take all their



## Men's Central Jail (MCJ) Unit Orders

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materials with them.

- 
- All visitors (e.g., attorneys, psychiatrists, psychologists, parole or probation officers, law enforcement, process servers, bondsmen, clergy, chaplains, priests, etc.) who wish to interview inmates shall be processed through the attorney room control. Family members and regular visits are not allowed in the attorney room.
- 
- Termination of an interview requires the approval of the legal sergeant or the watch commander.
- 
- If a violation of the attorney room regulations occurs and personnel feel the visit should be terminated, the appropriate supervisor shall be contacted immediately.
- 
- Money and property release forms may be processed in the attorney room.
- 
- Physical contact of any kind is not permitted (including handshaking).
- 
- Clothing, books, newspapers, personal property, or other non-legal material shall not be passed to inmates.
- 
- The only items to be given to an inmate in the attorney room are copies of legal papers. No envelopes, boxes, folders, or other devices to hold papers shall be passed. Any fasteners that present a security risk shall not be passed to the inmates (i.e., paper clips, staples, plastic, or metal bindings).
- 
- Food and beverages are not permitted in the attorney room.
- 
- Loud or abusive language shall not be permitted.
-

## Men's Central Jail (MCJ) Unit Orders

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- Booths or visiting areas shall not be reserved.

-

- One inmate shall be interviewed at a time unless they are co-defendants (excluding restrictive housing and keep away inmates) in the same case.

-

- The interviewer and inmate shall always sit directly opposite each other.

-

- Persons other than interviewers shall not be allowed to pass materials to inmates.

-

- Smoking is not allowed.

-

- Inmates shall not be allowed to receive the following: paper clips, metal fasteners, rubber bands, and plastic transcript covers. Materials for pro-per inmates shall be carefully searched for contraband.

-

- Legal runners may not enter the attorney room for any reason.

-

- Only the following items may be given to inmates by visitors after inspection by the attorney room personnel:

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- A. Copies of business cards (one per inmate). Bail bondsmen shall not pass business cards.
- B. Copies of legal documents pertaining to the inmate's case.
- C. Exceptions to the above require approval of the legal sergeant or the watch commander.

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- There is no time limit on attorney interviews during normal operating hours.

-

- Attorneys may bring in two (2) material witnesses. Bondsmen may bring in one (1) bail sponsor. Inmate family members are not allowed in the attorney room. No other person shall enter the attorney room with

an interviewer, unless authorized by the legal sergeant or the watch commander.

-

### **Procedures for a Booth Visit**

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- Attorneys and police officers may use the booths.
- Restrictive housing inmates shall be interviewed in booths #3 through #7 with both their hands secured to the handcuffs on the table and their waist chain secured to the chain bolted desk.
- District Attorney (D.A.) investigators, Public Defender investigators, and licensed private investigators may use a booth when recording interviews, listening to an audio recording, or when accompanied by an attorney.
- Inmates housed in [REDACTED TEXT] or [REDACTED TEXT] module shall be strip searched in the [REDACTED TEXT] sally port after the booth visit is terminated.
- No one other than the interviewer and inmate shall be allowed to use the booths. Material witnesses, bail sponsors, etc., shall visit in the open area unless their use of a booth is expressly authorized by the legal staff, operations lieutenant, or in their absence, the watch commander.
- Booths are available on a first-come basis.

-

Interviews may be tape recorded in a booth pursuant to a court order or with prior approval of the unit commander or watch commander. The interviewer shall provide the tapes and the recording device. Both items shall be inspected for contraband prior to entry into the attorney room. The following persons may tape record conversations in the attorney room.

- Attorneys.
- Police officers.
- D.A. and defense investigators.

## Men's Central Jail (MCJ) Unit Orders

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- Court appointed and state licensed private investigators.
- Any other person operating in an official capacity with the approval of the unit commander, or in their absence, the watch commander.

- A copy of the attorney room regulations shall be posted outside the visitor's entrance and given to any visitor who requests one.

### **Approved Visitors to Attorney Room**

#### **Attorneys**

- Shall possess a valid California bar card.
- Verify identity with their driver's license or a secondary (picture) identification.
- Use form SH-J-9.
- An attorney with a court order from the judge on the case may bring in two other persons who are necessary for preparation of the case.
- Out-of-state attorneys may enter with a "pro hac vice" order signed by the judge in the case or may enter with an in-state attorney.
- If attorneys forget or lose their bar card, personnel shall verify their membership via the Internet.

#### **Material Witnesses**

## Men's Central Jail (MCJ) Unit Orders

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- Family members shall conduct interviews in alternate locations, such as the hospital or regular visiting area.
- 
- Shall possess a valid court order.
- 
- Shall possess a valid picture identification.
- 
- Shall use form SH-J-319.
- 
- Shall not sit directly across from the inmate.
- 
- Shall not pass any material to the inmates.
- 
- Shall be accompanied by the inmate's attorney of record at all times.
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- 
- 

### **Mitigation and Defense Experts**

- 
- Must possess a valid court order.
- 
- For approval to use a booth for privacy, a court order shall be signed by a presiding judge or assisting presiding judge. All orders shall be checked for validity prior to the booth being used.
- 
- Orders issued from the Public Defender's office requesting the use of a booth for privacy shall be

granted.

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**Court Appointed Experts**

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- Must possess a valid court order.
- Shall not be allowed to use booths.

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**Bondsmen**

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- Identification card issued by the Department of Insurance along with an additional form of identification.
- Use form SH-J-20.
- May bring in one (1) visitor to sponsor bail. Shall make a statement on the reverse of the pass as to the necessity of the visit. If the visitor is a relative, they must make accommodations other than in the attorney room.
- Shall not pass money or business cards to inmates.

-

**Law Clerks**

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- Law clerks shall be in the company of a deputy public defender or paralegal and shall present a valid Public Defender's Department identification.
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- No private attorney law clerks or private paralegals shall be allowed in the attorney room.

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**Foreign Embassy Personnel**

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- Notify the watch commander.
  - Make a photocopy of their I.D. (front and back) with each pass submitted and forward the copy of the I.D. and pass to the watch commander.
  - Use form SH-J-86.
  - Must possess a valid picture identification.
- 

**U.S. Health, Education, and Welfare Personnel**

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- Must possess a valid U.S. government identification card.
  - Use form SH-J-86.
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**Medical Staff, Physicians, Psychiatrists, and Psychologists**

-

- Must possess a court order which specifies use of the attorney room.
  - Refer to the legal staff or the watch commander if a court order is not provided.
-

**Ministers, Priests, Chaplains**

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- o Shall possess a pass issued by the MCJ chaplain's office with the stamp and initials from the jail chaplain director or the resident Catholic representative.
- 
- o Must possess a valid picture identification.
- 
- o May pass copies of business cards - nothing else.
- 
- o Refer to Unit Order No. 5-15-030, "Chaplaincy and Clergy Visits in the Attorney Room."
- 

**News Media**

- 
- o Members of the news media must possess valid accredited press credentials. The interview shall be approved by Sheriff's Information Bureau and the respective Custody Division Chief in advance.
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- o In all cases notify the watch commander prior to the interview for approval.
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- o The inmate must agree to the interview prior to news media personnel entering the attorney room.
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- o Advise the inmate they may have their attorney present during the interview.
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## Men's Central Jail (MCJ) Unit Orders

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- o Use form SH-CR-550.
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- o Recording devices, still cameras, and television cameras shall **not** be allowed into the attorney room or any other area inside security unless approved by the respective Custody Division Chief or, in their absence, the facility commander.
- 
- 
- o News media entry into secured areas of the facility for the purpose of recording or photographing (which includes still cameras and television cameras) for any reason other than an interview with an inmate shall require the approval of the Sheriff. All news media inquiries shall be directed to the Sheriff's Information Bureau at (213) 229-1850.
- 
- 
- o General or random filming of inmates shall not be permitted.
- 
- 
- o News media interviews with inmates who have not been arraigned shall only be permitted with a court order.
- 
- 
- o Once the prisoner has been arraigned or sentenced, prior approval of the arresting agency is not necessary before the request is submitted to the prisoner (other than federal).
- 
- 
- o A contract between Los Angeles County and the Federal Bureau of Prisons prohibits interviews with federal prisoners and prohibits the taking of photographs, with the exception of identification photographs, for official use. Information, interview, and photos of federal prisoners must have prior approval by the U.S. Marshal.

**Note: News media interviews shall only take place inside the secured area of the facility. The attorney room shall be used for all news media interviews and a booth may be used for recording, or photographs (including cameras and television). Deputy personnel shall be present during the interview. Deputy personnel shall not engage in an interview with the media without approval of the watch commander or Sheriff's Information Bureau.**

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**Attorney Room Yellow Access List Representatives**

- 
- Use form SH-J-86.
- 
- May pass copies of business cards - nothing else.
- 

**Notary Public**

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- Notary publics are not allowed in the attorney room unless they are accompanied by the attorney of record.
- 
- No real-estate documents or transactions are allowed.
- 
- Must have identification for the inmate or have two witnesses verifying the inmate's identity. Personnel shall **not** positively identify any inmate for a notary.
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**NOTE: A booking number is not a valid form of identification**

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- Must possess a valid picture identification and notary stamp.
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- Use form SH-J-86.

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**O.R. Investigators, Los Angeles Superior Court**

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- Shall have current identification card.

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- Use form SH-J-86.

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**Parole and Probation Officers**

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- Shall possess a valid state or county identification.

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- Shall not use booths.

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- Shall not pass money.

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- Shall use form SH-J-86.

-

- May make narcotics check of an inmate at the attorney room rear station.

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- Shall not perform strip searches of inmates.

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**Law Enforcement Officers**

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- Shall possess valid identification.
- 
- Shall secure all weapons and extra ammunition in a gun locker prior to entering.
- 
- May use booths.
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**State Licensed and Court Appointed Private Investigators**

- Must present a court order, appointment order, minute order, or letter from the attorney of record.
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- Restricted to open area without a court order authorizing a booth.
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- May use a booth when listening to a tape recording or when accompanied by an attorney.
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**Interpreters**

- Interpreters with a **valid county ID** specifying their status as an interpreter, shall be granted access.
- 
- **Non-County employees** must present a court order containing their full name, ID # number, and a statement specifically stating they are being utilized as an interpreter. All interpreters presenting a court order may be subject to a background check. The visit shall be denied if the interpreter is on probation, parole, has warrants, or any pending failures to appear.
-

- Family members cannot be used as interpreters.

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### **Process Servers**

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- The only process servers allowed in the attorney room are deputy sheriffs.

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- All weapons and extra ammunition shall be secured in a gun locker prior to entering.

-

- Use form SH-J-86.

-

- Process servers other than deputy sheriffs shall possess a valid picture identification. They shall be instructed to wait outside the attorney room until the inmate arrives. The process server shall hand the papers to the control booth deputy who shall make copies of the papers and hand the copies to the inmate.

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### **Attorneys - (Public Defenders, District Attorneys, U.S. Attorneys)**

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- The same rules as other attorneys apply.

-

- They shall possess a U.S., state, or county badge and identification card (A Los Angeles County Public Defender's identification card shall be acceptable identification for access.).

-

### **Investigators - (D.A., Public Defenders, U.S. Attorney Investigators)**

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- Same rules as law enforcement officers.

-

**Department of Public Social Services (DPSS) Workers**

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- Shall possess a valid DPSS identification card.
- 
- Restricted to open area (no booths).
- 

All others shall use the visiting area unless the legal staff, operations lieutenant, or watch commander approve the use of an attorney room. This includes, but is not limited to pro-per witnesses, legal runners, law students, and suicide prevention workers.

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Exceptions to this unit order not in conflict with the Custody Division Manual (CDM) or the Manual of Policy and Procedure (MPP) may be made by the legal sergeant or watch commander. Exceptions shall not be continued without a written directive from the unit commander.

-

**Violations of Attorney Room Policy**

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- At the discretion of the unit commander, persons in violation of the rules may be prohibited from using the attorney room for up to thirty (30) days. Subsequent violations of the rules by the same party may cause the violator to be prohibited from using the attorney room for an excess of thirty (30) days and/or permanent suspension of their visiting privilege. Suspensions may be appealed in writing to the unit commander.
- 

**Admittance of Law Students into the Attorney Room**

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Law students shall not be allowed to accompany attorneys into the attorney room unless the attorney room front personnel have on file previous notice that the student has been officially

designated as a certified law student. The title of law clerk or legal aide does not entitle anyone to accompany an attorney into the attorney room.

If the certified law student wishes to interview an inmate, but the specified supervising attorney does not accompany the student, the student shall be directed to the visiting area where they may interview the inmate. This visit will not count as a regular visit for the inmate and shall follow the same general rules as court-appointed investigator visits. Exchanges of papers necessary for court preparation shall be copied and passed through the property window. Original papers will be returned to the passer. Legal materials will be rifled through, not read.

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**Definition:** Per the State Bar Examiners and for the purpose of this order, "certified law students" are law students who have completed two full years of law school and applied for and received a letter of certification from the State Bar Examiners in Sacramento. This letter entitles them to act as attorneys, including the conducting of interviews with defendants and witnesses, and the defense presentation of a trial. These activities must take place under the supervision of a bona fide member of the California Bar Association who is designated in the letter of certification.

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**Revision Date 06/13/23**

**Revision Date 11/18/19**

**Revision Date 05/09/19**

**Revision Date 01/13/16**

**Revision Date 03/20/15**

**Revision Date 08/22/14**

**Revision Date 12/27/06**

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**• 5-16-030 Issuance and Collection of Bedding and Towels**



**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures regarding the issuance and collection of clothing, bedding, and towels.

**SCOPE OF ORDER:**

-  
This order applies to all personnel assigned to, and/or working in any capacity at Men's Central Jail (MCJ).

**ORDER:**

-  
Laundry personnel shall issue all inmates the following items, pursuant to Title 15, Article 13, Section 1271 of the Minimum Jail Standards.

**ITEM** **FREQUENCY**

-  
One (1) uniform once weekly

One (1) T-shirt twice weekly

One (1) undergarments twice weekly

One (1) pair socks twice weekly



## Men's Central Jail (MCJ) Unit Orders

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One (1) towel once weekly

One (1) sheet or mattress cover once weekly

One (1) blanket once monthly

One (1) thermal top/bottoms once weekly

-

**Note: If a top sheet is also issued once a week, a blanket may be issued once every month (Per Title 15, Article 14, Section 1271).**

-

The above items shall be exchanged at the indicated intervals, according to a module distribution schedule which shall be established by the logistics unit.

-

Laundry personnel (bedding and clothing officers) shall accomplish the required exchanges. The logistics supervising line deputy shall be responsible for maintaining records of all bedding and clothing exchanges accomplished on each shift.

-

All issued and exchanged clothing shall be clean and free of holes or tears, reasonably fitted, durable, easily laundered, and repaired. Undergarments shall be clean, free of holes or tears, and substantially free of stains. Individuals shall be able to select the garment type more compatible with their gender identity and gender expression.

-

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.).

-

### **Thermal Tops / Bottoms**

-

One (1) thermal top and one (1) thermal bottom shall be issued to each inmate.

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## Men's Central Jail (MCJ) Unit Orders

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The thermal tops and bottoms shall be exchanged during regularly scheduled clothing exchange on a one-for-one basis and documented in the electronic-Uniform Daily Activity Log (e-UDAL) each week.

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Thermal undergarments shall be exchanged during normal weekly clothing exchange. Thermal undergarments may be exchanged bi-weekly so long as two sets of thermal clothing are provided with each laundry exchange.

### **Special Exchanges**

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Inmate workers shall have access to clothing exchange three (3) times a week:

Monday, Wednesday, and Friday.

-

Food service inmate workers shall have access to clothing exchange five (5) days per week or more frequently if needed.

-

If more frequent clothing exchanges are needed for inmate workers, they shall be scheduled so inmates on all work shifts will be able to participate.

### **Hospital Area**

-

Bedding and clothing shall be delivered in adequate quantities to the jail hospital areas in order to accommodate the exchange schedule. Hospital deputies shall supervise

distribution of all clothing and bedding as needed and in accordance with this policy.

### **Newly Assigned Inmate Workers**

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The following clothing exchange procedures for newly assigned inmate workers shall be adhered to:

- Newly assigned inmate workers shall be escorted to the new inmate worker housing location by personnel.
- One (1) deputy assigned to the laundry crew shall supply the inmate workers' housing location with a set of green inmate worker clothing. The clothing shall be stocked in the floor clothing room.
- Escorting personnel shall provide security during the clothing exchange process. The inmates will exchange their blue clothing for green clothes.
- The exchanged blue clothing shall be sent to the laundry room for cleaning and redistribution.

Any problems encountered with these procedures should be brought to the attention of the logistics unit supervising line deputy.

### **Inmate Transfers from Inmate Reception Center (IRC) Custody Line to MCJ**

Inmates coming from the IRC Custody Line holding cells to MCJ for housing shall be issued the following: one (1) blanket and one (1) sheet, or two (2) blankets and one (1) towel.

Each inmate shall carry their own bedding to their module/dormitory.

Upon the inmates' arrival to the module or dormitory, the module officer shall ensure each inmate has bedding, a mattress, and a towel.

### **Inmate Transfers within MCJ**

While housed in a MCJ module or dormitory, the inmate shall retain their bedding and towel.

Inmates transferred to another module or dormitory within MCJ should take their issued bedding and towel with them. After an inmate is transferred, the mattress shall be taken out of the cell/dormitory and stored until it is issued to another inmate. The inmate shall be issued a mattress at their new housing location.

-

**Inmates Released or Transferred to another Facility**

-

Inmates released or transferred to another facility shall report to the module officer with their issued bedding, mattress, and towel. The module officer shall ensure the inmate has their complete set of issued linen.

The floor rovers shall collect each inmate's issued bedding and towel before the inmates are escorted to the IRC Custody Line. The bed linens and towels will be placed inside of the laundry carts.

-

The mattresses will be cleaned and stored until reissued.

-

A floor rover shall send all laundry carts with dirty linen to the basement on the freight elevator at least once per shift.

-

**Transfers from Hospital Housing to General Population**

-

Inmates returning from a hospital to MCJ shall be issued a new set of clothing, bedding, and a towel for sanitary purposes.

-

**Note: This unit order outlines Title 15 requirements. More frequent clothing and bedding exchanges may be required under Custody Division Manual (CDM) section 5-11/070.00, "Guidelines for Limiting the Possibility of Infection by Methicillin Resistant Staphylococcus Aureus (MRSA)" and medical recommendations.**

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**Revision Date 12/27/23**

**Revision Date 08/26/20**

**Revision Date 06/05/18**

**Revision Date 08/22/14**

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**• 5-17-031 1700 1750 Procedures**



**PURPOSE OF ORDER:**

-

The purpose of this unit order is to establish procedures regarding the daily operation of Modules [REDACTED TEXT].

**SCOPE OF ORDER:**

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This order applies to all personnel assigned to Men's Central Jail (MCJ).

**ORDER:**

**Overview**

-

Modules [REDACTED TEXT] house designated high-risk inmates. These inmates are isolated in single

person cells.

-

### **Inmate Housing Assignment**

-

Only Population Management Bureau (PMB) and Custody Investigative Services (CIS) - Jail Liaison Unit have the authority to house an inmate in Modules [REDACTED TEXT]. Watch commanders who identify potential candidates for these modules shall segregate the concerned inmate and forward the information to the Jail Liaison Unit as soon as possible. In emergency situations, the MCJ watch commander may authorize a housing change for any inmate permanently assigned to Module [REDACTED TEXT].

-

The inmate shall be placed onto the row designated by the Jail Liaison Unit. Inmates shall not be moved from a high-security module unless the Jail Liaison Unit approves or directs the move.

-

All questions regarding the classification of inmates shall be directed to Jail Liaison personnel. This includes requests for reclassification by inmates currently housed in [REDACTED TEXT].

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### **Authorized Personnel**

-

Only personnel assigned to the Jail Liaison Unit, Jail Mental Health Evaluation Team (JMET), [REDACTED TEXT] roof recreation, and Module [REDACTED TEXT] shall have contact with inmates on the rows of Modules [REDACTED TEXT]. Medical personnel shall be escorted on the row by personnel from Modules [REDACTED TEXT]. Chaplains shall have access to Modules 1700/1750 and shall not interfere with module activities. Jail Liaison personnel and/or the MCJ watch commander shall approve all other contact with [REDACTED TEXT] inmates.

-

### **Searches of Inmate Cells**

-

- Inmate cells shall be randomly searched periodically and in compliance with Custody Division Manual (CDM) section 5-08/010.00, "Searches."

- Pro-per inmates shall be allowed to witness the search of their legal correspondence.
- Pro-per searches shall be video recorded.
- Inmates shall be handcuffed during searches.
- All searches shall be logged in the module search log and in the electronic Uniform Daily Activity Log (e-UDAL).
- When conducting a search of any row, module, or more than one single-man cell, a sergeant shall be present to supervise the search.

### **Showers/Telephones/Razors**

- Inmates shall be afforded the opportunity to shower at least every other day. Any deviations from this policy can be made by the shift sergeant and logged in the e-UDAL.
- Inmates shall be handcuffed in their cells and escorted to and from the shower by Module [REDACTED TEXT] personnel. Once secured in the shower, the inmate's handcuffs shall be removed.
- The inmate shall be allowed a minimum of fifteen (15) minutes to shower.
- All showers and shower refusals shall be documented in the e-UDAL. Inmates who are scheduled to shower on the specified day but are not present due to court, a pass, etc., shall be provided with the opportunity to shower upon their return to their cell. Documentation of the shower shall be made in the e-UDAL.

- 
- Telephones shall be available to the inmates during their shower time.

- 
- Disposable razors shall be provided to inmates twice a week. Inmates shall be given sufficient time to use the razor before they are retrieved. Razors shall be inspected for damage and discarded if damaged.

### **G-Row Security**

- 
- Cameras on [REDACTED TEXT] shall be aimed directly into the cells and monitored from the Module [REDACTED TEXT] control booth.

- 
- All incoming/outgoing mail shall be screened by the Jail Liaison Unit. Once approved, inmates shall receive their mail via the secure tray slot on their cell gates.

- 
- Tray slots shall be shut and secured at all times.

- 
- Discipline time shall be served on [REDACTED TEXT].

### **Books, Newspapers & Periodicals**

-

Inmates shall not receive books, newspapers, periodicals, or any other publications from visitors.

-

Inmates housed in Module [REDACTED TEXT] may receive books (no hardcover) if sent directly from the publisher.



Religious material may be provided to inmates by a chaplain with the approval of the watch commander or unit commander. Materials containing staples or thick laminated paper shall not be allowed.

-

Inmates are allowed to order newspapers (via subscription) from vendors if they are shipped from the vendor and not from a personal residence. If the newspaper is altered in any way which deviates from its original condition it shall be considered contraband and confiscated and the inmate(s) may be placed on discipline.

-

Inmates may watch standard tv programming which includes access to current news media outlets. Inmates will have access to watch news media outlets from 7 AM to 9 AM. In the event an inmate(s) is disciplined, the tv programming may be terminated. No other inmates will be affected by a single inmate's action.

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Revision Date 05/01/23

Revision Date 01/03/22

Revision Date 10/12/16

Revision Date 01/11/16

Revision Date 06/16/14

Revision Date 04/02/09

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• 5-17-033 K-10 Procedures



PURPOSE OF ORDER:

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## Men's Central Jail (MCJ) Unit Orders

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The purpose of this order is to set forth procedures regarding housing and/or escorting [REDACTED TEXT] inmates throughout Men's Central Jail (MCJ) by deputy personnel.

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### **SCOPE OF ORDER:**

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This order applies to all employees assigned to MCJ.

-

### **ORDER:**

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#### **Inmate Assignment**

-

Only the Jail Liaison unit and sergeants have the authority to house [REDACTED TEXT] inmates. Watch commanders who identify potential candidates for these modules shall segregate the concerned inmate and forward the information to the Jail Liaison unit as soon as possible.

-

Inmates classified as [REDACTED TEXT] shall be assigned a [REDACTED TEXT], and a special handling card shall be entered electronically. The cards shall have the approval of the MCJ and IRC watch commanders. The inmate shall be placed into housing designated by the Jail Liaison unit for incoming [REDACTED TEXT]. The Jail Liaison unit shall review the special handling cards daily and conduct interviews to determine the correct housing for each inmate.

-

**Inmates shall not be moved from a high-security module unless the Jail Liaison unit approves or directs the move. [REDACTED TEXT] inmates shall not be transferred to discipline housing without the approval of Jail Liaison unit. In the event an emergency exists, the movement shall be approved by the watch commander who will make immediate notification to the Jail Liaison unit.**

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#### **Module Security:**

-

## Men's Central Jail (MCJ) Unit Orders

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- At no time will more than one inmate be allowed onto the same row corridor.
- 
- During times of mass movement (roof, visits, etc.), one inmate shall be handcuffed in their cell and escorted from the row before the next cell gate is opened. **The inmate shall walk on the far side of the red line closest to the wall. The escorting deputy shall have a firm grip on the inmate while escorting. The inmate shall be immediately escorted to the appropriate location, separate from other [REDACTED TEXT] inmates, one deputy per inmate.**
- 
- At no time shall deputy personnel permit [REDACTED TEXT] inmates to approach the cell of another inmate on the row to accept any item(s) or engage in conversation.
- 
- The supervising line deputy shall ensure safety checks of all [REDACTED TEXT] inmates and cells are conducted every 30 minutes.
- 
- All module gates and doors shall remain in a locked position at all times, with the exception of authorized use.
- 
- Both the front sally port gates and the outside hallway hard doors shall remain closed unless in use.
- 
- A minimum of one officer shall remain in the module security control booth at all times.
- 
- Module control booth doors shall remain closed and locked at all times except while entering and exiting (doors shall not be held open while conversation with the module officer takes place).
- 
- At no time shall an officer allow an inmate to come in contact with any keys used or designed for use within this facility.
- 
- Officers assigned keys and key blocks within this facility shall maintain responsibility for their

safekeeping until relinquishing them to a relieving deputy.

- 
- Inmates shall not be allowed to participate in security functions within the module, nor shall inmates be given the responsibility of checking on the safety or security of other inmates.
- 

**[REDACTED TEXT] Handling and Escorting**

- 
- [REDACTED TEXT] movement and escorting shall be conducted by a deputy.
- 

- The inmate shall not be escorted with other inmates.
- 

- [REDACTED TEXT] shall be considered dangerous.
- 

- K-10s shall be housed in single man cells.
- 

- K-10s shall be strip searched and handcuffed prior to opening their cell gate.
- 

- Handcuffs/waist chains shall be used when escorting.
- 

- Inmates designated as a "sergeant escort" **shall not** be moved from their cell without a sergeant present unless exigent circumstances exist. Personnel **shall not** enter or open these cells without a sergeant present absent a life-threatening emergency or medical rescue. Entry into the cell of a "sergeant escort" requires an immediate notification to the concerned floor sergeant (refer MCJ Unit Order 5-17-039, "Sergeant Escorts").
-

**[REDACTED TEXT] Reclassification**

-

During [REDACTED TEXT] reclassification, a sergeant and a minimum of two deputies shall be present for the removal and escorting of reclassified inmates to their new housing locations. All reclassified [REDACTED TEXT] inmates shall be escorted to their appropriate location, separate from other inmates. A member of the Jail Liaison unit or Operation Safe Jails (OSJ) personnel shall be available for concerns during reclasses.

-

The sergeant and a minimum of two deputies shall escort the reclassified inmate to their new housing. The inmate shall remain handcuffed until they arrive at their new housing location. The escorting team shall ensure the inmate receives their appropriate new clothing and wristband that corresponds to their new classification.

-

**Searches:**

- 
- When [REDACTED TEXT] inmate is to permanently leave the module, the cell shall be searched for contraband and structural integrity.
  - All property brought into the module shall be thoroughly searched.

-

**Visiting:**

- 
- [REDACTED TEXT] inmates who receive visits shall be escorted by a deputy who shall strip search and handcuff each inmate prior to removing the inmate from their cell. The inmate shall be immediately escorted to the visiting area separate from other [REDACTED TEXT] inmates, one deputy per inmate.
  - Inmates returning from visiting shall be strip searched. Handcuffs shall be removed after the inmate is in their cell with the cell gate closed.

-

**Exercise / [REDACTED TEXT] Roof:**

- 
- Inmates shall be given the opportunity to go to the roof for their entitled exercise time.
- 

- Each inmate shall be strip searched and handcuffed inside of their cell before going to the roof. Once the inmate is handcuffed, the inmate shall be immediately escorted to the High Power Roof area separate from other K-10 inmates, one deputy per inmate.

- 
- Each inmate shall be strip searched and handcuffed inside of the roof cage prior to returning to their cell.

-

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

-

**Inmate Property:**

- 
- [REDACTED TEXT] inmates shall be allowed to purchase store items.

- 
- [REDACTED TEXT] inmates shall be allowed to possess the same personal property in their cells as other inmates, except razors. All personal property shall be limited to the amount of property that will fit inside a one inmate property bag.

-

**Showers:**

- 
- Escort personnel shall handcuff, maintain, and escort the inmate to the shower, in boxer shorts with a towel.
-

**NOTE: A minimum of TWO deputies shall be present when [REDACTED TEXT] inmates are escorted to and from the shower - no exceptions.**

- The inmate shall be allowed 15 minutes to shower, handcuffed per policy, and escorted back to their cell.

**Medical Emergencies:**

- Should the inmate be transported to Los Angeles County + USC Medical Center (LCMC), a minimum of 2 deputies shall accompany the inmate and maintain security until the inmate is secured in the LCMC Jail Ward. [REDACTED TEXT] inmates who are in an open ward area shall have a minimum of 2 deputies to maintain security until the inmate is secured by LCMC deputy personnel in the LCMC Jail ward.

**Revision Date 02/06/23**

**Revision Date 01/12/16**

**Revision Date 08/24/15**

**Revision Date 08/14/13**

**Revision Date 02/11/13**

**Revision Date 11/05/09**

**Revision Date 07/28/09**

**Revision Date 04/01/09**

**Revision Date 12/12/08**

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-  
**• 5-21-001 Allowable Inmate Personal Property**



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-  
**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for inmate property and items defined as contraband.

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**SCOPE OF ORDER:**

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This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

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**ORDER:**

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All inmate personal and County property (excluding sheets and blankets) must fit inside the standard inmate property bag, which is issued at the inmate's first housing location. Excess items shall be considered



contraband and shall be confiscated and disposed of without compensation. The inmate shall be given the choice of which property they wish to dispose of without compensation, in accordance with procedures delineated in CDM section [5-07/020.00](#), "Contraband Disposal." Excess property shall not be forwarded to the Inmate Reception Center (IRC) to be placed in the inmate's personal property.

-

Exceptions to this restriction may be made for inmates who have been prescribed extra items of county-issued clothing and/or blankets as a reasonable accommodation for their disability (refer to CDM [5-12/005.10](#), "Handling of Inmates with Mobility and/or Sensory Impairments"), and for pro-per inmates who may be issued an additional inmate property bag(s) to store their legal paperwork.

-

Excessive amounts of reading material, as specified by the CDM, section [5-06/050.00](#), "Individual Inmate Storage of Personal Property," or inappropriate publications which are already in the possession of an inmate, are considered contraband, and shall be confiscated (refer to CDM section [5-07/010.00](#), "Contraband Defined"). Inmates may elect to destroy the publications, mail the items through the USPS at their own expense, or arrange for release of the items to a designated person (refer to CDM section [5-07/020.00](#), "Contraband Disposal").

-

The items listed below are acceptable for possession by male inmates housed at MCJ. The quantity is not specified, however all inmate property (excluding a sheet and blanket) must fit into one inmate property bag:

-

Beverage/food items

Books (personal, religious, and library)

Clear zip-lock bag

Comb (non-metal, non-rat tail)

Contact lenses with plastic case

Cough drops

Dental floss ("Cybersonic Floss" or equivalent, pre-strung plastic arch)

Denture cleaner

Denture grip

Dentures

Deodorant (non-aerosol)

Document file folder 15"x10"

Envelopes (clasp type)

Envelopes (legal or regular)

Eraser

Eyeglasses

Facial tissues

Greetings cards (5" x 7" max)

Hair conditioner

Hair gel

Hearing aid (extra batteries kept by medical staff only)

Legal folder

Legal material including correspondence

Lotion

Magazines

Mail (personal letters, post cards, telegrams)

Medical alert bracelet

Medication

Mentholatum

Mouthwash (alcohol free)

Notebook paper

Pencils (wooden without metal eraser tip)

Petroleum jelly

## Men's Central Jail (MCJ) Unit Orders

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Phone cards

Photos (3" x 5" min – 4" x 6" max)

Playing cards

Razor (disposable only, quantity 1)

Religious articles\*\*

Reusable razor (purchased through commissary, quantity 1)\*

Shampoo

Shaving brush

Shaving cream

Shorts (may be purchased from commissary, maximum 2 pairs are allowed per inmate)

Soap dish

Department approved pocket AM/FM Radio (quantity one)

- Please note, the county issued pocket AM/FM Radios are limited to inmates housed in modules [[R]]1700/1750[[/R]]. Inmates who are rehoused to another module other than the locations indicated above will have their radio confiscated before moving to their new housing location.

Stamps (U.S. postage)

Styrofoam cup

Sunglasses (medically prescribed or as needed while performing work assignments)

Toothbrush

Toothpaste

Vending cards (only those assigned to the inmate, up to three)

Wave caps

Wedding band (plain, no stones)

Wipes (disinfectant)

Writing tablet

## Men's Central Jail (MCJ) Unit Orders

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-  
The items listed below are acceptable for possession by [K-6G](#) inmates housed at MCJ.

-  
Eyeliners (misc. colors)

Lipstick (misc. colors)

Emery board (4.25 inches)

Foam hair rollers

Ponytail holder

Condoms (must be left in housing location)

Lubrication (must be left in housing location)

-  
\*Inmates who purchase reusable razors through commissary shall have the protective cover on the razor at all times. Any razors that are found without the protective cover shall be considered contraband and disposed of in accordance with CDM section [5-07/020.00](#), "Contraband Disposal."

-  
\*\*Refer to CDM section [5-13/100.05](#), "Handling of Religious Headwear and Articles," for additional information relating to the issuance and permitted use of religious articles.

-  
**All** commissary items purchased **must** be accounted for with a receipt with the inmate's name printed on it. Items not accounted for by a receipt shall be considered contraband and will be confiscated. Inmates who fail to maintain a receipt for all commissary items in their possession may be subject to disciplinary action.

### Linen and Clothing Items

-  
The items listed below are acceptable for possession by male inmates with the allowable quantities indicated:

Men's Central Jail (MCJ) Unit Orders

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-

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Blanket (see exception statement below).....	1
Sheet or Mattress Cover .....	1
Towel.....	1
Wash Cloth.....	1
Thermal top/bottom .....	1 set
L.A. County issued jail uniform.....	1 set
L.A. County issued jail shoes.....	1 pair
Shower shoes.....	1 pair
Socks .....	2 pairs
Undershirt .....	3
Underpants .....	3

-

Transgender inmates shall be allowed five (5) bras and panties upon request when available.

-

Excess clothing and linen items (any clothing or linen, other than those issued to inmate workers for work assignment purposes) are considered contraband. Exceptions to the above types of underclothing shall be made, pursuant to a doctor's medical order or a court order that has been processed by the MCJ Legal Unit. All underclothing shall be white or green in color **only**.

-

**Legal Material**

-

Pro-per inmates shall be permitted to possess legal material that can be carried within three (3) legal folders or containers, not to exceed 11 inches by 15 inches by 6 inches. If the pro-per inmate is in possession of any items not listed above, the MCJ Legal Unit shall be contacted for clarification and the items will be confiscated or permitted to be retained by the inmate.

-  
Exceptions to this restriction may apply when the Pro-per inmate is traveling to or from the law library, a legal visit, or to court.

-

Pro-per inmates are **NOT** allowed to have in their possession any **CDs, DVDs, video tapes, and/or pictures of gang activity, their victims, or themselves.** All legal material contained in this format shall only be viewed in the attorney room on a laptop computer provided by the pro-per inmate's legal runner or investigator. The legal runner or investigator **must** be present during viewing of the CD, DVD, or video tape. If material provided on the CD, DVD, or video tape **exceeds 40 minutes**, the legal runner or investigator shall make **prior** arrangements with the attorney room, requesting the amount of time needed to view all material on the CD, DVD, or video tape.

-

### **Contraband Defined**

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Contraband includes, but is not limited to:

-

- any goods brought illegally into the jail;
  - allowable inmate property in excess of authorized limits, which cannot fit into the inmate's issued property bag;
  - any item legally possessed which has been altered from its original form, contents, or purpose;
  - any material which is pornography, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts, depicts violent acts, violence or cruelty to animals, depicts or describes how to create weapons or defeat jail security, depicts or describes how to commit crimes, or any matter concerning illegal gambling or an unlawful lottery;
  - any item illegally in the possession of an inmate or in violation of posted facility rules;
-

- 
- possession of illegal drugs, guns, weapons, knives, shanks, and tattoo equipment;

- 
- any item that is worn, carried, or displayed that denotes gang affiliation (e.g. blue or red handkerchief, etc.);

- 
- any gambling paraphernalia such as dice, chips, markers, or marked decks of cards;

- 
- property not listed in the Custody Division Manual (CDM) section 5-06/0103.05, "Allowable Inmate Property;"

- 
- All County issued edible perishable items, which will be disposed of.
- 
- 

### **Contraband Disposal**

-

A contraband waste container shall be utilized for the disposal of contraband items, such as glass containers, bottles, cans, plastics, metals, and rubber. Custodial personnel shall directly supervise inmates who handle the facility's waste containers used by MCJ personnel.

-

The floor sergeant shall be responsible for inspecting the contraband container on a weekly basis. The container shall be emptied at the end of each month. If the container is full prior to the end of the month, the container shall be emptied at that time. There shall also be a log sheet posted inside of the contraband container that shall be signed and dated each time the container is checked or emptied.

-

Broken/disposable hypodermic needles and syringes shall be kept in a secure area designated by medical staff. Final disposal of medical contraband items shall be supervised by sworn personnel and disposed of at the nearest disposal site approved by Correctional Health Services (CHS).

-  
Any recovered weapons and narcotics shall be taken to the Watch Commander's Office and placed into evidence, pending possible disciplinary action and/or criminal proceedings. All submitted evidence shall follow the procedures as outlined in the Department's Manual of Policy and Procedures (MPP).

-  
**Disposal of Perishable Contraband**

-  
As outlined in the CDM section 5-08/010.00, "Searches," in order to ensure clean and sanitary housing for all inmates, perishable foods served with inmate meals and not consumed within a four (4) hour period, will be considered contraband and **shall** be removed from cells and housing areas.

-  
**Excess items**

-  
All items in excess of those permitted by CDM policy and outlined in this unit order shall be confiscated. Excess inmate personal property that is unable to fit into the single county issued inmate property bag will be confiscated and discarded.

-  
**Possession of Money**

-  
No inmate shall be allowed to possess money. Inmates shall be permitted to establish an account and deposit funds for use while in custody.

-  
No money shall be given to inmates during visits. Visitors shall be afforded the opportunity to deposit funds for the inmate visited. Visitors may deposit cash, U.S. Postal Money Orders, or Cashier's Checks issued within California, in any amount not exceeding \$200.00.

-  
Inmates shall not be permitted to transfer money from the account of one inmate to another, nor shall an inmate lend, borrow, or hold money of another inmate. All monies found shall be considered contraband, confiscated, and deposited into the inmate's account or retained as evidence, with an appropriate Incident Report (SH-R-



49).

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### **Razor Exchange**

-

Each inmate who is allowed to possess razors due to their classification, shall be limited to no more than one (1) razor in their possession at any time. All policies which further limit or exclude possession of razors due to their classification (high jail security risk, mental health, or any other classification which would preclude the inmate from possessing a razor) shall take precedent.

-

Pursuant to CDM section 5-06/010.15, "Proper Handling of Razors," all razors submitted for exchange **must** have the plastic protective cover over the blades and the metal blades must be intact upon inspection by custody personnel. These razors shall be disposed of as contraband, and shall **not** be reissued to inmates for any reason.

-

Any razor which has been modified, broken, or otherwise altered shall be confiscated as contraband, and shall result in disciplinary action if found in the possession of an inmate.

-

### **Books and Magazines**

-

Inmates may receive books (no hardcover books are allowed) and/or magazines if sent **directly** from a recognized publisher or distributor. All reading materials possessed by inmates must be in accordance with the regulations set forth in CDM section 5-06/030.00, "Inmate Reading Material."

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**Revision Date 03/27/24**

Revision Date 06/14/21

Revision Date 08/31/20

Revision Date 08/08/17

Revision Date 02/16/16

Revision Date 01/12/16

Revision Date 02/03/14

Revision Date 04/26/11

Revision Date 09/25/07

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• 5-22-000 Inmate Discipline



PURPOSE OF ORDER:

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The purpose of this order is to provide procedures for the discipline of inmates at Men's Central Jail.

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SCOPE OF ORDER:

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This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

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**ORDER:**

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Discipline shall be administered under the procedures contained herein.

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The California Code of Regulations, Title 15, authorizes the administration of discipline for inmates who violate jail rules and regulations, and requires certain procedural safeguards be followed to ensure fair and impartial treatment for all inmates.

-

**NOTE: \_\_\_\_\_ Inmates shall receive no more than thirty (30) days of discipline for jail violations or combination of violations. Charges shall not be stacked at the onset of discipline and shall be served concurrently.**

-

**I. Forms of Discipline**

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Actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction. Acceptable forms of discipline shall consist of the following:

-

A. Adult

-

1. Loss of privileges.

2. Extra work detail.

3. Short term lock-down for less than twenty-four (24) hours.

4. Removal from work details.

5. Forfeiture of "good time" and/or "worktime" credits earned pursuant to Penal Code Section 4019, "Deductions from Confinement Period;"

6. Disciplinary segregation.

-

## **II. Limitations on Disciplinary Actions**

-

The State Constitution and Penal Code prohibit all cruel or unusual punishment.

-

### **A. Adult**

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1. Food and personal hygiene kits shall not be withheld as disciplinary measures.

2. Correspondence privileges shall not be withheld unless the inmate has violated correspondence regulations. Correspondence may be suspended for a maximum of seventy-two (72) hours without the review and approval of the Unit Commander.

3. Inmates who engage in the destruction of bedding or clothing may have their privileges of newly issued bedding and clothing revoked at the discretion of the watch commander or legal sergeant during each 24-hour period.

4. Access to courts and legal counsel shall not be suspended.

5. Medication, including self-medication assigned to the inmate, shall never be withheld for disciplinary purposes.

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### **Discipline Hearings**

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Inmates **do not** have the right to:

-

- Confront/cross examine witnesses.

- Be represented by an attorney.

-

1. The hearing sergeant shall document the evidence used to support the cause for discipline in the report. Refer to the table of Discipline Assessments Pursuant to Custody

-

Division Manual (CDM), Section 5-09/070.00, "Inmate Discipline Schedule"

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**III. Property Allowed in Discipline**

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- A. Inmates placed into discipline are entitled to have the following items in their possession:
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- Bedroll                              - Comb                              - Clothing

- Bible                              - Shoes or slippers                              - Personal letters                              - Soap                              -  
Legal material                              - Towel

- Writing tablet                              - Washcloth                              - Pencils

- Toilet paper                              - Envelopes                              - Toothbrush

- Stamps                              - Toothpaste                              - Reading Material

- Shaving soaps                              - Razor (except high power).

-

-

- B. Storage of Inmate Property While on Discipline Status:
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With the watch commander's approval, inmates can be strip searched prior to being escorted to their disciplinary housing. Contraband found during the search shall be removed, disposed of, and a disciplinary report shall be written.

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Excess property beyond CDM, section 5-06/010.05, "Allowable Inmate Property – Male Inmates" shall be properly documented and/or itemized. The inmate should be encouraged to have their excess property released or sent via mail per CDM, section 5-07/020.00, "Contraband Disposal." In the event an inmate refuses to release or mail excess property, personnel shall consult with the shift watch commander who shall make the determination regarding what property the inmate will be allowed to keep.

-

Rovers assigned to the floor where inmates are serving their discipline time shall search the inmate, separate, and store their property as described above.

-

If the inmate is not on the same floor (e.g., court, hospital, discipline) prior to the removal of property from their cell, the search shall be video recorded.

-

When the inmate is not present to immediately accept and inspect their property, a search report, itemized property report, and electronic-Uniform Daily Activity Log (e-UDAL) entry shall be included.

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Personnel who search and take possession of the inmate's property shall ensure proper storage of the inmate's property.

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#### **IV. Discipline for Pro Per Inmates**

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A. Pro per inmates are subject to discipline for violations of jail rules and regulations in the same manner as all other inmates. Their cases shall be heard by the regular disciplinary review process.

-

B. Pro Per privileges (e.g., law library, legal runner, and witness visits) shall not be restricted or terminated unless there is an additional administrative hearing and a petition to the court(s) granting the restriction of pro per privileges. Actions to restrict loss of pro per privileges shall be initiated by the Legal sergeant and shall only be sought in exceptional cases where there is danger to the security of the facility or to other inmates or deputies. Telephone access for pro per inmates on discipline shall be permitted during their law library time.

-

C. Immediate notification shall be made to the Legal staff when a pro per inmate violates rules pertaining to the safety and security of personnel, inmates, the facility, or found in possession of law library material.

-

**V. Inmate Appeal of Disciplinary Review Board Action**

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A. Inmates have the right to an administrative appeal process and equal protection at the conclusion of their hearing.

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B. The inmate must notify the hearing sergeant / hearing officer within twenty-four (24) hours. The request to appeal shall be done in writing and forwarded to the unit commander or designated subordinate (lieutenant or Legal sergeant).

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**Revision Date 06/05/23**

**Revision Date 06/24/15**

**Revision Date 02/18/15**

**Revision Date 11/26/14**

**Revision Date 09/10/14**

**Revision Date 02/25/14**

**Revision Date 01/28/09**

**Revision Date 09/14/07**

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• **5-22-010 Emergency Suspension of Minimum Jail Standards or Requirements**



**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures for Men's Central Jail (MCJ) regarding the temporary lock down of cell(s), row(s), and module(s).

**SCOPE OF ORDER:**

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

**ORDER:**

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In accordance with Custody Division Manual (CDM) section 3-14/060.00, "Emergency Suspension of Minimum Jail Standards or Requirements," the watch commander may temporarily suspend for up to three (3) days, any standard, requirement, or procedure imposed by the California Code of Regulations, Title 15, Minimum Standards for Adult Local Detention Facilities, in the event of any emergency which threatens the safety of a Custody Division facility, any of its inmates, staff, or the public.



## Men's Central Jail (MCJ) Unit Orders

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Custody personnel are prohibited from issuing mass discipline to inmates; however, should it become necessary to confine inmates to their bunks or within their cells because of an emergency, a temporary suspension of privileges shall be permitted.

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This suspension of inmate privileges shall occur in their current housing area in an attempt to reduce the possibility of any potential coordinated plans of disruption within any common area of the facility (i.e., mess hall, roof, etc).

-

Behavior which may qualify for a temporary suspension of privileges includes, but is not limited to, group disobedience of jail rules or other confrontational activity which could threaten the safety of staff or other inmates.

-

Individual jail rule violators shall be the subject of standard disciplinary procedures.

—

Temporary suspension of privileges may include, but are not limited to, access to television, telephones, and/or commissary. Removal from work detail without loss of work-time credit may also be imposed. All privileges lost shall be at the floor supervisor's discretion.

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All movement, with the exception of emergency and medical reasons, shall be stopped.

### **Sergeant Responsibilities**

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The floor sergeant shall conduct a thorough investigation into the incident to justify the temporary suspension of privileges for all inmates involved and determine whether the specific housing area is currently under a previously issued lock down order and when that order will expire. The sergeant shall obtain approval from the watch commander prior to implementing a temporary suspension of privileges.

### **Watch Commander Responsibilities**

The temporary suspension of privileges shall be documented and logged by the watch commander, or their designee at the minimum rank of sergeant, in the CARTS module titled "Custody Lockdown Notification Form," in addition to the Watch Commander's Log and the Custody Division operational log. An immediate notification shall be made to the Division Chief via written memorandum. Suspensions lasting more than three (3) days require notification to the Board of Corrections. Suspensions may not continue longer than fifteen (15) days without the approval of the chairperson of the board of Corrections.



**• 5-23-041 Inmate Exercise and Indoor**

**Inmate Recreation**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for inmates' access to outdoor exercise and indoor recreation.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

**ORDER:**

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Per the California Code of Regulations Title 15, Section 1065(a), inmates shall be given an opportunity for a minimum of ten (10) hours of out of cell time distributed over a seven (7) day period. The out of cell time shall consist of at least three (3) hours of exercise, and seven (7) hours of recreation time.

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**Exercise Time**

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Both the [REDACTED TEXT] and [REDACTED TEXT] exercise yards shall be utilized seven (7) days a week. The daily exercise period shall be between 0600 hours and 2200 hours. Each inmate shall be given the opportunity to exercise **three (3) hours** a week.

-

**I. General Exercise Procedures for All Inmates**

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A. The roof deputies shall monitor the movement, activities, and security of all inmates when they are in the exercise yard. Inmates shall be escorted to the exercise yard in groups based on their housing locations by a minimum of two (2)

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deputies.

-

B. When inmates are present in the exercise yard, the security posts shall be manned.

-

- a. There shall be a minimum of [REDACTED TEXT] along the rear, northern wall of the [REDACTED TEXT]-exercise yard while inmates are in the exercise yard. In the event there are restrictive housing inmates utilizing the [REDACTED TEXT]-exercise yard, the security deputy shall conduct a Title 15 security check at least every thirty (30) minutes.
- b. There shall be a minimum of [REDACTED TEXT] inside the [REDACTED TEXT] Booth at all times. A minimum of [REDACTED TEXT] shall be assigned to the roof above the exercise yard (outside security) maintaining constant visual contact with the inmates in the exercise yard. **If any**

**of these positions are not staffed, the exercise yard shall be closed until the positions are filled.**

- c. There shall always be a minimum of [REDACTED TEXT] assigned to the outside perimeter of the [REDACTED TEXT]-exercise yard and a minimum of [REDACTED TEXT] assigned inside the booth when inmates are in the exercise yard.

-

- C. [REDACTED TEXT]-Roof deputies must remain at their posts after the first line of inmates are escorted to the exercise yard. Floor rovers and a floor movement deputy shall assist in the movement and searching of roof lines.

-

- a. When the roof deputies arrive on the designated floor, they shall notify floor personnel of which module will be going to the exercise yard and request for assistance from the floor rovers and movement deputies.

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- D. To maintain the safety and security of the [REDACTED TEXT]-exercise yard, the following escorting procedures shall be followed:

-

- a. At the beginning of their shift, the [REDACTED TEXT]-Roof personnel shall notify [REDACTED TEXT] and [REDACTED TEXT]-floor supervisors of the times and housing locations that will be escorted to the exercise yard.
- b. The [REDACTED TEXT] and [REDACTED TEXT] floor supervisors shall designate personnel with special weapons to assist with searching and escorting the inmates to the [REDACTED TEXT]-exercise yard.
- c. [REDACTED TEXT] and [REDACTED TEXT]-personnel shall assist Roof personnel with searching inmates and providing security while on their respective floors.
- d. Once the inmates are searched and ready to be escorted to the exercise yard, floor personnel shall maintain security on their respective floors. The [REDACTED TEXT]-Roof personnel shall supply the exercise yard with special weapons and use their handheld radios to notify the respective floor personnel when they are ready for the inmates to be escorted to the exercise yard.
- e. If the inmates are from the [REDACTED TEXT]-floor, the inmates shall be instructed to walk up the escalator. The [REDACTED TEXT]-floor personnel shall wait on the [REDACTED TEXT]-floor escalator landing to receive the inmates.
- f. The [REDACTED TEXT]-floor personnel shall instruct the inmates to walk up the stairs where the roof personnel will direct them to the exercise yard. The [REDACTED TEXT]-floor personnel shall escort the inmates until they are secured in the exercise yard.
- g. Once the inmates are secured in the exercise yard, the [REDACTED TEXT]-floor personnel will

return to their respective floors securing the stairway gate as they exit. Inmates who receive time sensitive passes (e.g., Attorney Room, Visting, etc.) shall be returned to their modules.

- h. Upon completion of the scheduled exercise times, the roof personnel shall coordinate the returning inmate's movement with the designated floor personnel. The floor personnel shall maintain security on the appropriate escalator landings while the inmates are escorted from the [REDACTED TEXT]-exercise yard and into their respective module. Any discrepancies in the inmate count shall be reconciled or brought to the attention of the watch commander.

-

- E. The module number, row(s) or dorm, and the number of inmates who were escorted to the exercise yard shall be logged in the exercise yard's Electronic Uniform Daily Activity Log (e-UDAL), refer to section "V. Documentation".

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- F. At **no time** shall any exercise yard deputies assume other jail duties not authorized by the watch commander.

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## II. Inspection

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Prior to inmates using the exercise yards, the roof deputies shall inspect all athletic equipment, the wire mesh screen surrounding the [REDACTED TEXT] and [REDACTED TEXT] yards, and the general condition of the exercise yard. A complete perimeter check of the [REDACTED TEXT] and [REDACTED TEXT] roof areas shall be conducted and include the checking of all air vents, doors, and the outer edges of the perimeter walls of the exercise yards. Any security violations observed shall be reported immediately to the Logistics sergeant and the watch commander. The roof shall remain **closed** until properly repaired.

-

This inspection shall be made prior to and at the completion of each exercise yard period. The names of the deputies making the inspections **shall** be logged into the e-UDAL.

-

**At no time** shall this inspection be made while inmates are on the roof.

-

## III. Roof Cancellation

The exercise yard line shall be canceled if **less than three (3) inmates** choose to partake. In the event of a cancellation, another module shall be offered roof time, preferably one that had been canceled earlier in the week. Inmates affected by cancellations shall be offered roof time later that week.

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When a roof line is canceled, this information shall be logged in the e-UDAL.

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#### IV. **Documentation**

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To ensure proper documentation for tracking roof time, the following procedures shall be in effect:

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- An input into the **Activity Tracking** log shall be made by roof personnel when the roof is utilized. The Activity Tracking log is located in the "Authorized Users Only" link which can be accessed through the e-UDAL.
- All required information **shall** be inputted in the various fields and submitted by clicking the "submit" button.

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#### V. **High Security Inmates**

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Refer to MCJ unit order 5-23-043, "High Security Exercise Area."

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#### **Indoor Recreation**

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Each Old-Side ([REDACTED TEXT] and [REDACTED TEXT] floor) module shall have one (1) dayroom utilized as a recreation room (i.e., Module [REDACTED TEXT] = one (1) dayroom used for inmate recreation for both modules). Each New Side module shall utilize the row dayrooms as a recreation room for the inmates housed on each row. Each recreational dayroom shall be equipped with a television, access to a vending

machine, pull-up/dip bar, telephones, and adequate seating for up to **twenty-six (26) inmates.**

-

At no time shall there be more than twenty-six inmates using the recreation dayroom at one time. This number has been established based on housing configurations as of the date of this order.

-

Due to staffing shortages, budget restraints, and Title 15 requirements, personnel will not be assigned to the recreation rooms. It shall be the responsibility of the module officers to allow inmates in and out of the recreation room.

-

The module officer shall offer an opportunity for inmates to spend a reasonable amount of time in the recreation room each week, compliant with Title 15 Section 1065(a), "Exercise and Recreation."

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The recreation dayrooms shall only be utilized on AM shift and PM shifts. The door shall be closed and locked when not in use. The recreation dayrooms shall **not** be utilized as an inmate worker room.

-

### **I. Documentation**

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In an effort to ensure proper documentation for tracking indoor recreation time, the following procedures shall be in effect:

-

- An input into the e-UDAL shall be made by module personnel whenever a recreation room is utilized.
- All prompted information **shall** be inputted in the e-UDAL and submitted by clicking the "submit" button.

-

### **II. Scheduling**

-

In an effort to ensure all rows have adequate and equal access to the recreation room, module personnel shall maintain a rotating schedule inside of the officer's work area. Module personnel shall check the e-UDAL to

see which rows have been given access to the recreation room during the prior shifts.

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-  
**Revision Date 02/12/24**

**Revision Date 07/10/23**

**Revision Date 04/15/19**

**Revision Date 01/06/14**

**Revision Date 06/04/10**

**Revision Date 11/12/09**

**Revision Date 02/11/09**

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Los Angeles County  
**Sheriff's Department**

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**• 5-23-045 K-10 Integrated Outdoor Recreation**



**PURPOSE OF ORDER:**

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The purpose of this order is to establish procedures at Men's Central Jail (MCJ) that allow [REDACTED TEXT] inmates additional time outside of their cells in a multi-inmate environment. [REDACTED TEXT] outdoor recreation time shall occur in the [REDACTED TEXT] recreation yard [REDACTED TEXT].

**SCOPE OF ORDER:**



## Men's Central Jail (MCJ) Unit Orders

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This order shall apply to all personnel assigned to, and/or working in any capacity at Men's Central Jail (MCJ).

### **ORDER:**

All security rules and procedures shall be strictly followed to ensure the safety of staff and inmates when working with [REDACTED TEXT].

### **STAFFING**

#### **[REDACTED TEXT]**

[REDACTED TEXT] deputies, [REDACTED TEXT] supervising line deputy (SLD), and [REDACTED TEXT] custody assistant (CA) shall be assigned to the [REDACTED TEXT].

The existing assigned [REDACTED TEXT] deputies shall oversee the exercise program.

- Post #1 - [REDACTED TEXT] CA shall remain by the [REDACTED TEXT]. This CA shall be responsible for ensuring the Electronic Uniform Daily Activity Log (e-UDAL) remains current for each outdoor recreation period and is completed at the end of each shift.
- Post #2 – [REDACTED TEXT] deputies ([REDACTED TEXT] deputies) shall visually monitor the [REDACTED TEXT].
- Post #3 – [REDACTED TEXT] deputies, consisting of [REDACTED TEXT] deputies and two [REDACTED TEXT] deputies, shall visually monitor the [REDACTED TEXT] from the [REDACTED TEXT]. The [REDACTED TEXT] deputies shall be responsible for the use of special weapons and any reports which may be generated.

#### **[REDACTED TEXT]**

[REDACTED TEXT] deputies shall be assigned to the [REDACTED TEXT]

- The [REDACTED TEXT] deputies ([REDACTED TEXT] deputies) shall visually monitor the [REDACTED TEXT] from the [REDACTED TEXT], located near the [REDACTED TEXT]

### **HOURS OF OPERATION**

#### **[REDACTED TEXT]**

Hours of operation shall be one (1), three (3) hour block on [REDACTED TEXT]

#### **[REDACTED TEXT]**

Hours of operation shall consist of two (2), three (3) hour blocks Monday through Friday from 0630 to 1330 hours.

### **OPERATING PROCEDURES**

**[REDACTED TEXT]**

The [REDACTED TEXT] deputies shall inspect the recreation area and remove all trash prior to inmates arriving, as well as following the inmates' departure from the recreation area. Special attention shall be given to any weapons or notes (kites) which may be left in the recreation area.

Special weapons shall be obtained from the [REDACTED TEXT] and deployed to the [REDACTED TEXT].

The [REDACTED TEXT] deputies shall strip search and handcuff the inmates pre-selected by jail liaison personnel (inmates will **not** be allowed to bring any property to the recreation area).

Once the inmates are handcuffed, they shall be lined up in a single file line and escorted to the [REDACTED TEXT]. The [REDACTED TEXT] shall be secured to prevent inmates from walking up the escalator or from leaving the [REDACTED TEXT] to the [REDACTED TEXT].

An additional deputy shall obtain a pepper ball gun from the [REDACTED TEXT], make one final inspection of the recreation area, and report to their assigned post at the [REDACTED TEXT].

The [REDACTED TEXT] deputies, [REDACTED TEXT], and [REDACTED TEXT] custody assistant shall post at the [REDACTED TEXT] with a metal detecting wand and video camera operated by the custody assistant. At least [REDACTED TEXT] deputy shall be equipped with a TASER and the [REDACTED TEXT] deputy shall be equipped with a 40mm baton launcher. The inmates shall be sent up the stairs to the [REDACTED TEXT] one at a time. While in the [REDACTED TEXT], the inmates shall be scanned with the metal detector and un-handcuffed. Once scanned, the inmates will enter the [REDACTED TEXT] area, walk to the end of the yard, line up on the back wall, and the gate shall be secured by custody personnel.

The inmates shall be escorted to the recreation area in a manner that will keep them racially balanced.

[REDACTED TEXT] deputy, and the SLD shall provide security for the remaining inmates waiting to be searched.

When all inmates are in the recreation area, personnel shall remain at their posts.

To return the inmates from the [REDACTED TEXT] to their [REDACTED TEXT] housing, the inmates shall line up on the back wall. Custody personnel shall call the inmates [REDACTED TEXT] area one at a time. They shall be handcuffed one at a time and sent back down to the [REDACTED TEXT]. Once all the inmates are at the landing, they shall be escorted back as a group to the [REDACTED TEXT] module.

**[REDACTED TEXT]**

The [REDACTED TEXT] deputies shall inspect the recreation area and remove all trash prior to inmates arriving, as well as following the inmates' departure from the recreation area. Special attention shall be given to any weapons or notes (kites) which may be left in the recreation area.

Special weapons shall be obtained from the [REDACTED TEXT] and deployed to the [REDACTED TEXT] located near the [REDACTED TEXT].

The [REDACTED TEXT] deputies shall strip search and handcuff the inmates pre-selected by jail liaison personnel (inmates will **not** be allowed to bring any property to the recreation area).

A maximum of eight (8) [REDACTED TEXT] inmates shall be allowed on the [REDACTED TEXT] at one time.

Once the inmates are handcuffed, they shall be lined up in a single file line and escorted to the [REDACTED TEXT].

[REDACTED TEXT] deputies, the floor SLD, and up to two (2) [REDACTED TEXT] inmates will enter the [REDACTED TEXT] and go up to the [REDACTED TEXT]

The [REDACTED TEXT] deputies shall stand at the entrance of the recreation area with a metal detecting wand. At least [REDACTED TEXT] deputy shall be equipped with a TASER. The inmates shall be scanned with the metal detector and un-handcuffed one at a time. Once scanned, they will enter the recreation area, walk to the end the yard, line up on the back wall, and the gate shall be secured by custody personnel.

The inmates shall be escorted to the recreation area in a manner that will keep them racially balanced.

[REDACTED TEXT] shall provide security for the remaining inmates waiting to be searched.

When all inmates are in the recreation area, personnel shall remain at their posts.

To return the inmates from the recreation area to their [REDACTED TEXT] housing, the inmates shall line up on the back wall. Custody personnel shall call the inmates to the [REDACTED TEXT] area one at a time. They shall be handcuffed one at a time and sent to the [REDACTED TEXT], where they shall be escorted two (2) at a time to the appropriate floor. Once all the inmates are on their appropriate floor, they will be escorted as a group to the [REDACTED TEXT] module.

### **EMPLOYING SPECIAL WEAPONS**

Special weapons shall be deployed to the [REDACTED TEXT] prior to inmates arriving. In the event of a fight or disturbance in the recreation area, deputy personnel shall follow proper force protocol. They shall give verbal commands to the inmates, broadcast radio traffic, and employ chemical agents or special weapons as soon as possible in order to stop the disturbance.

### **CONTROLLED RESPONSES**

In the event of a disturbance in the recreation area, only [REDACTED TEXT] deputies shall make an immediate response. The [REDACTED TEXT] emergency response team shall respond to the [REDACTED TEXT] in full response gear with special weapons, and remain staged in case additional personnel are

needed.

**SUPERVISORS**

The floor SLD shall be present while escorting the inmates from the [REDACTED TEXT] to the [REDACTED TEXT], and when they are escorted from the [REDACTED TEXT] area to the [REDACTED TEXT].

The [REDACTED TEXT] sergeant shall be responsible for the inmates from the time they arrive on the [REDACTED TEXT] and until they return to their module.



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• **5-23-046 Restrictive Housing Integrated Indoor Recreation Area**



**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to allow Restrictive Housing inmates additional time

outside of their cells in a multi-inmate, indoor recreation area at Men's Central Jail (MCJ).

**SCOPE OF ORDER:**

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

**ORDER:**

**The below section applies to the [REDACTED TEXT] dayroom.**

All security rules and procedures must be strictly followed to ensure the safety of staff and inmates when working with Restrictive Housing inmates.

**[REDACTED TEXT]** \_\_\_\_\_

-

**Operating Procedures**

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**The recreation deputy shall inspect the recreation area and remove all trash prior to inmates arriving, as well as following the inmates' departure from the recreation area. Special attention shall be given to any weapons or notes (kites) which may be left in the recreation area.**

-

**[REDACTED TEXT]**

-

**The recreation deputy shall respond to the housing location of the inmates assigned to attend indoor recreation. Assigned inmates are indicated on a pre-approved list provided by the Jail Liaison. INMATES CAN NOT BE ADDED TO A GROUP WITHOUT PRIOR APPROVAL BY JAIL LIAISON.**

-

[REDACTED TEXT] from the inmates' housing location shall assist the recreation deputy in conducting a strip search of these inmates.

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Inmates shall not be allowed to bring any property to the recreation area. The inmates shall be handcuffed to the rear and grouped together. They will be escorted to the indoor recreation area by the recreation deputy, [REDACTED TEXT] from the housing location (one shall be equipped with a TASER), and the floor SLD or SGT. Upon arriving at the indoor recreation area, an available deputy shall provide security utilizing the pre-staged pepperball gun from the dayroom booth while the recreation deputy utilizes the metal detector to search the inmates. Once cleared by the recreation deputy, the escort deputies shall unhandcuff the inmates individually and direct them to take a seat on the opposite side of the dayroom. Once all inmates are unhandcuffed and seated, the door shall be secured.

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The recreation deputy shall respond to the 1801 Control Booth. The recreation deputy shall maintain a constant visual of all inmates within the recreation area. The [REDACTED TEXT] deputy and housing location escort deputies may then resume normal operations.

-

Under normal circumstances, when indoor recreation time is completed without incident, the recreation deputy shall notify the concerned housing area and indicate the inmates are ready for pick-up. The housing area shall send [REDACTED TEXT] per inmate to the indoor recreation area. When removing the inmates from the recreation area to their housing, the inmates shall sit down in the chairs and be called one by one to the entrance of the recreation area. They shall be handcuffed one at a time, searched, and escorted back as a group to their module by the housing area deputies, the recreation deputy, and the floor SLD or SGT.

-

In the event of a disturbance, a minimum of [REDACTED TEXT] assigned to Module [REDACTED TEXT] shall assist in quelling the disturbance to restore order. If the disturbance is unable to be stopped, the activation of an Emergency Response Team (ERT) should be considered.

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Employing Special Weapons

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Due to the high-risk nature of this program, special weapons will be pre-deployed to different areas surrounding the recreation area prior to inmates arriving. During circumstances when an inmate poses an imminent threat of inflicting serious injury to any person, qualified personnel may use designated special weapons without direct supervision. In all other instances, authorization from a SGT or SLD acting in the capacity of an ERT leader must be obtained prior to the use of special weapons. Deputies shall give verbal commands to the inmates, broadcast radio traffic, and follow proper force protocol in order to stop the disturbance. They shall take control of the situation while showing reverence for human life.

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**Supervisors**

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The [REDACTED TEXT] SLD will be staged in the [REDACTED TEXT] dayroom before and after dayroom lines.

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The below section applies to the 3100-recreation room.

-

All security rules and procedures must be strictly followed to ensure the safety of staff and inmates when working with [REDACTED TEXT] inmates.

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**Staffing**

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Sufficient deputies and one [REDACTED TEXT] SLD or SGT.

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The recreation deputy shall oversee the recreation program.

- 
- [REDACTED TEXT]

-

**Operating Procedures**

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The recreation deputy shall inspect the recreation area and remove all trash prior to the inmates' arrival and following the inmates' departure from the recreation area. The recreation deputy shall pay special attention to any weapons or notes (kites) that may be left in the recreation area.

-

[REDACTED TEXT]

-

The recreation deputy shall respond to the housing location of the inmates assigned to attend indoor recreation. Assigned inmates are indicated on a pre-approved list provided by Jail Liaison. INMATES CAN NOT BE ADDED TO A GROUP WITHOUT PRIOR APPROVAL BY JAIL LIAISON.

-

[REDACTED TEXT] from the inmates' housing location shall assist the recreation deputy in conducting a strip search of these inmates.

-

Inmates shall not be allowed to bring any property to the recreation area.

-

The inmates shall be handcuffed and grouped together. Inmates will be escorted to the indoor recreation area by the recreation deputy, [REDACTED TEXT] deputies from the housing location (one must be equipped with a TASER), and the floor SLD or SGT.

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[REDACTED TEXT]

-

Under normal circumstances when indoor recreation time is completed without incident, the recreation deputy shall notify the concerned housing area and indicate the inmates are ready for pick-up. The housing area shall send [REDACTED TEXT] to the indoor recreation area. When removing the inmates from the recreation area to their Restrictive Housing module, the inmates shall be seated and called one by one to the entrance of the recreation area. They will be handcuffed one at a time, searched, and escorted to their module by the housing area deputies, recreation deputy, and the floor SLD or SGT.

-



**In the event of a disturbance, a minimum of [REDACTED TEXT] assigned to Module 31/33 shall assist in quelling the disturbance to restore order. If the disturbance is unable to be stopped, the activation of an Emergency Response Team should be considered.**

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### **Employing Special Weapons**

-

**Due to the high-risk nature of this program, special weapons shall be pre-deployed to different areas surrounding the recreation area prior to inmates arriving. During circumstances when an inmate poses an imminent threat of inflicting serious injury to any person, qualified personnel may use designated special weapons without direct supervision. In all other instances, authorization from a SGT or a SLD acting in the capacity of an ERT leader must be obtained prior to the use of special weapons. Deputies shall give verbal commands to the inmates, broadcast radio traffic, and follow proper force protocol in order to stop the disturbance. They shall take control of the situation, while showing reverence for human life.**

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### **Supervisors**

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**The floor SLD shall be present while escorting the inmates from the module to the recreation area and remain in the vicinity of the recreation area until the inmates return to the module.**

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**Revision Date 10/21/24**

**Revision Date 09/01/21**

**Revision Date 10/11/18**

**Revision Date 08/04/16**

**Revision Date 04/21/16**



• **5-23-060 Inmate Library Services**



**PURPOSE OF ORDER:**

**The purpose of this order is to establish procedures regarding inmate library services and access to library books.**

**SCOPE OF ORDER:**

**This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ).**

**ORDER:**

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Library books and periodicals shall be stored and maintained in room [REDACTED TEXT] located on the [REDACTED TEXT] floor.

-  
The inmate library custody assistant shall provide library service to inmates Monday through Friday from 0600 hours to 1400 hours. The custody assistant shall walk the floors with a mobile cart containing a variety of books available for check out. Each floor shall have an opportunity to utilize the library services at minimum once every two (2) weeks.

-  
The inmate library custody assistant shall allocate library books and periodicals to inmates requesting reading material utilizing the DIMMS Scanner.

-  
The inmate's wristband shall be scanned to check out a library book. The inmate library custody assistant shall make an entry in the electronic Uniform Daily Activity Log (e-UDAL) documenting the inmate's name and booking number, along with the book that was checked out.

-  
The inmate may keep the book for two (2) weeks. After two (2) weeks, the inmate shall have the opportunity to return the library book or re-check out the book for another two (2) weeks.

-  
Library books stamped "LA County Sheriff's Department" shall be confiscated during searches (e.g., release, transfer to another facility, in custody release, court, etc.) and returned to the Inmate Library in room #[REDACTED TEXT].

-  
Inmates who willfully damage or destroy library materials or fails to return library materials on time, shall be subject to disciplinary action and banned from utilizing the inmate library services indefinitely (refer to unit order 5-22-000, "Inmate Discipline").

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03/06/23, MCJ

Men's Central Jail (MCJ) Unit Orders

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