

Men's Central Jail (MCJ) Unit Orders

- 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;
- 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



• **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

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

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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.
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")

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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).
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



• **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

• **3-05-083 On-Duty Wellness Program**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding participation in the On-Duty Wellness Program by Men's Central Jail (MCJ) personnel.

SCOPE OF ORDER:

This order shall apply to all personnel utilizing the MCJ gym.

ORDER:

MCJ has an exercise room located on the first floor of the facility. The room is available for use twenty-four (24) hours a day.

All personnel assigned to Custody Division may be afforded up to one (1) hour per day of on-duty wellness program participation in the MCJ "Bauchet St. Gym" or by run/walk outside of the facility. Participation in the on-duty wellness program may not always be accommodated due to the operational needs of the facility.

Personnel electing to run/walk outside of the facility during their wellness break shall make verbal notification to their floor sergeant and/or watch sergeant. The watch sergeant shall make a note of any personnel leaving the facility and upon their return. Personnel shall carry a handheld radio or personal cellular telephone while outside the facility.

The one hour allowed for the wellness program shall include time required to change clothes, travel, and/or prepare for approved training activities.

Floor sergeants shall develop a system allowing gym members an opportunity to participate in the gym wellness program, avoiding usage during the first and last hour of the shift.

The number of personnel permitted to participate in the wellness program simultaneously during a shift shall be determined at the discretion of the floor sergeant or watch sergeant.

It shall be the responsibility of gym members to maintain its cleanliness and to keep all gym equipment in good working order. Any damaged equipment shall be reported to the gym liaison deputy. **Misconduct in the Bauchet St. Gym may result in revocation of gym privileges.**

Refer to CDM 3-21/000.00

09/23/25, MCJ

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



PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding participation in 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 at MCJ.

ORDER:

DEPARTMENT ATHLETIC EVENTS

Full-time employees may participate in an officially sanctioned Department team or a unit team athletic events 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 Department approved athletic events. 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 by employees who are relieved of duty or on suspension at the time of such events, nor shall they authorize limited duty status employees to participate in any Department-organized team activity, sporting event, or Police Olympics event that violates the employee's duty restrictions. Verification of limited duty status and restrictions may be obtained from the 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.

Participation in athletic events shall be permitted as scheduling permits, at the discretion of the unit commander(s), with the concurrence of the division chief. 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 09/23/25

Revision Date 02/19/20

Revision Date 05/24/17



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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



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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

• **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

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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

• 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

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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.
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 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



- **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

All MCJ dorms are supplied with four (4) doses of Narcan nasal spray. One set is located in front of the dorms near the grievance boxes and is in view of the Closed-Circuit Television (CCTV). The second set is located in the back of the 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), the Custody Division Narcan Tracking System (CDNATS), and the floor sergeant or supervising line deputy shall be immediately notified. Attempts to identify whether the Narcan was used on an inmate shall be made.

When Narcan nasal spray is used an entry into CDNATS shall be made. The floor Sergeant shall sign the online form.

For additional procedures related to the use of Narcan, refer to the Custody Division Manual (CDM) sections 5-03/060.00, "Response to Inmate Medical Emergencies" and 5-03/060.15, "Nasal Spray Administration for Suspected Overdoses."

WATCH COMMANDER / REPLACEMENT OF NARCAN:

Narcan replacements shall be kept in the watch commander's office. Only the watch sergeant or watch commander shall distribute Narcan nasal spray when a replacement is needed. Narcan is ordered through the Access to Care Bureau (ACB) and is tracked through CDNATS.

Revision Date 01/07/26

08/24/21, MCJ

• 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.



• **3-13-010 Lockdowns - Full or Modified**



PURPOSE OF ORDER:

The purpose of this order is to establish procedures during a facility lockdown.

SCOPE OF ORDER:

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

ORDER:

Lockdowns may be initiated for any situation necessary to maintain safety and security.

All non-essential personnel (e.g., medical staff, mechanics, school staff, chaplain staff, etc.) shall report to the nearest control booth for further instruction upon the initiation of **any** facility lockdown. All sworn personnel shall promptly report to their duty station or respond to the incident location.

Once inmates have been secured, all floors shall conduct a roll call to account for **all** personnel assigned to that floor or work area. Any missing personnel shall be reported to Main Control immediately.

The watch commander, or ranking supervisor, holds ultimate responsibility to implement, continue, expand, or restrict a facility lockdown. However, when the security of any portion of the facility is in jeopardy, any custody personnel may initiate a lockdown. **Immediate** notification shall be made to Main Control personnel stating the reason and status of the situation. The watch sergeant shall immediately make any additional notifications (e.g., Court Services, Custody Division, etc.) regarding the facility lockdown.

MODIFIED LOCKDOWN

During a modified lockdown, inmate movement and/or facility access is limited. However, normal operations for areas unaffected may be continued. At the discretion of the watch commander, medical staff may be

required to dispense medication by walking all rows, similar to the dispersal of medication in high-power housing.

I. IMPLEMENTATION OF EMERGENCY PROCEDURES

A. The watch commander shall:

1. Assess conditions and determine if emergency procedures are necessary.
2. Notify the unit commander.

B. The Main Control supervising line deputy (SLD) shall:

1. Activate the emergency red light/tone warning system.
2. Issue a public address announcement; "Attention to the bells, lock-down Central Jail. All civilian personnel report to the nearest floor control booth. All Facility Services Bureau (FSB) employees report to the Logistics Office."
3. Initiate a broadcast directed at all floor control booths advising to lock the facility down. The broadcast should include the nature of the lockdown (e.g., smoke, fire, disturbance, administrative, drill, etc.). If an emergency response team (ERT) is requested, the booths should be advised to dispatch appropriate ERT members to the designated location.
4. If necessary, power down the air handlers utilizing the INTRAC system.

If air handlers must be shut down, immediately notify the Boiler Room personnel at [REDACTED TEXT].

5. Notify the Inmate Reception Center (IRC) Entry Control personnel and Correctional Services Transportation Bureau (CST) desk personnel.
 - IRC Entry Control: [REDACTED TEXT] (Main Control is [REDACTED TEXT]).
 - CST Desk: [REDACTED TEXT].
6. Establish direct communications with the affected jail location.
7. Record all notifications and pertinent information for the Watch Commander Log. Refer to the Emergency Plan Checklists.

II. OPERATION UNDER EMERGENCY LOCK-DOWN

A. Main Control:

1. The command post shall be established at Main Control and supervised by a line sergeant.
2. All communications shall be directed to Main Control.
3. A deputy shall be designated to maintain a log and monitor the command post radio communications.
4. Secure passenger elevators to the first floor:
 - a. Return all passenger elevators to the first floor.
 - b. Secure them in a locked open position.
5. Secure the freight elevators to the first floor.

6. Halt all foot traffic through the Main Control Sally Port, except as authorized by the incident commander.

B. Floor Control Booth Personnel

1. Monitor radio communications.
2. Secure the door to the escalator landing.
3. Relay pertinent information to floor rovers and SLDs.
4. Advise all civilian personnel to report to the floor Control Booth.
5. Advise FSB personnel to report to Logistics Office.
6. Notify Main Control personnel when the floor is locked down and secured.
7. Await further instructions from Main Control personnel.

C. Hospital Controls Booth Personnel

1. Monitor radio communications.
2. Instruct all visitors to exit the Hospital Visiting area.

3. Lock all doors and gates and secure all inmates in available rooms.
4. Hospital Control Booth officers [REDACTED TEXT] shall contact the supervising nurses and get a count of those inmates needing assistance in the event of an evacuation.
5. Instruct all hospital civilian personnel to report to the following locations:
 - [REDACTED TEXT] - Clinic
 - [REDACTED TEXT] Control Booths
 - [REDACTED TEXT] Control Booths
6. Await further instructions from Main Control personnel.

D. Kitchen Control

1. Monitor radio communications.
2. Secure all electronically controlled gates.
3. Have all knives and other tools returned to the Control Booth for inventory and storage.
4. Advise all civilian personnel to assemble in the Jail Steward's Office and remain there pending further instructions from Kitchen Control. Any FSB personnel should be instructed to report to the Logistics Office.

Men's Central Jail (MCJ) Unit Orders

5. Order all inmate workers to report to Kitchen Control and have floor officers conduct count.
6. Secure all inmates in the nearest secured area.
7. Notify Main Control when inmates and civilian personnel are secured.
8. Await further instructions from Main Control.

E. Roof Controls

1. Monitor radio communications.
2. Secure the inner gate to floor access area.
3. Direct all inmates to assemble in front of the Roof Control Booth for count.
4. Notify the floor control booth when the module is locked down and secured.
5. Await further instructions from Main Control.

F. Officer's Dining Room

1. All sworn personnel report to their work areas unless otherwise directed by the incident commander.

2. All other personnel remain in the Officer's Dining Room (ODR) until otherwise directed.

G. Attorney Room

1. Instruct all inmates to remain seated.
2. Direct all civilians to exit the Attorney Room.
3. Attorney Room Rear officer shall lock the gate to the Central Hallway and report to the Control Booth.
4. Await further instructions from Main Control personnel.

H. Visiting Room

1. Visiting Rear:
 - a. Order all inmates to remain seated, including the inmate workers.
 - b. Contact Main Control personnel and advise that Visiting Rear is secure, along with the number of inmates being detained.
 - c. Secure all the doors in Visiting Rear leading into the Central Hallway.
 - d. Await further instructions from Main Control.
2. Request additional deputy personnel for assistance in escorting inmates back to their housing locations.
3. Visiting Front:

- a. Monitor radio communications.
- b. Direct all visitors to exit the Visiting area and Lobby. Secure all doors to the Visiting area.

- c. Await further instructions from Main Control.

I. Main Lobby

- 1. Monitor radio communications.

- 2. Direct all visitors and guests to exit the Main Lobby area.

- 3. Secure all entrances to the building.

- 4. Await further instructions from Main Control.

J. Other Jail Locations

- 1. Secure all gates and doors in the area.

- 2. Lock all inmates in the nearest security area.

- 3. Instruct all civilian personnel to report to the nearest floor control booth.

- 4. Instruct FSB personnel to report to the Logistics Office.

5. Report to the floor control for further instructions.

LOCK-DOWN WORKSHEET

MAIN CONTROL SUPERVISING LINE DEPUTY

LOCATIONS PHONE # TIME CALLED / PERSON CONTACTED / NOTES

[REDACTED TEXT]



• **3-13-020 Evacuations**



PURPOSE OF ORDER:

The purpose of this order is to establish procedures for a partial or complete evacuation of this facility.

SCOPE OF ORDER:

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

ORDER:

The safety of personnel and inmates shall be the main factor in determining if a partial or complete evacuation of the facility is necessary.

In the event a complete evacuation is necessary, the Court Services Transportation (CST) compound may be used.

The watch commander holds ultimate responsibility for ordering any evacuation of the facility.

Upon activation of any command post and/or Emergency Operations Center (EOC), Custody Support Services Bureau (CSSB) shall be notified immediately.

Deputy personnel shall direct inmate movement to the designated evacuation location(s) under the supervision of a supervising line deputy (SLD) or sergeant.

I. PARTIAL EVACUATION:

A. The watch commander shall designate a suitable evacuation location.

B. Inmates being evacuated may be moved to the evacuation locations through the hallways or if necessary, through the appropriate fire towers.

C. Partial Evacuation Locations

1. [REDACTED TEXT] floor inmates may be evacuated to Mess Halls [REDACTED TEXT].
2. [REDACTED TEXT] floor inmates may be evacuated to Mess Halls [REDACTED TEXT].
3. [REDACTED TEXT] floor inmates may be evacuated to the [[R]9000[[/R]] Roof, or Mess Halls [REDACTED TEXT].
4. [REDACTED TEXT] floor inmates may be evacuated to the Hospital dayrooms, Visiting Room, or Attorney Room. Use of the stair chair shall be implemented for Americans with Disability Act (ADA) inmates.

NOTE: The locations listed above are recommended secure evacuation areas. Other secure facility locations may be utilized depending on the emergency. Consideration should be given to the restraint of high security inmates prior to the evacuation (e.g., handcuffs, CST chains, flex-cuffs, etc.).

II. TOTAL BUILDING EVACUATION

A. The Main Control SLD shall:

1. Notify the CST watch commander at [REDACTED TEXT] or CST Desk at [REDACTED TEXT] regarding inmates being evacuated to the CST compound, and request for any available armed CST deputies to provide outer perimeter security.

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2. Notify the Inmate Reception Center (IRC) watch commander at [REDACTED TEXT], and request any available IRC deputies to respond to the outer perimeter for deployment.

3. Notify the following units and request their response:

a. Los Angeles Police Department

(LAPD)

[REDACTED TEXT]

b. East Los Angeles (ELA) Station

[REDACTED TEXT]

c. California Highway Patrol (CHP)

[REDACTED TEXT]

d. Special Enforcement Bureau (SEB)

[REDACTED TEXT]

e. Aero Bureau

[REDACTED TEXT]

4. Advise the following units:

a. Sheriff's Communication Center

(SCC)

[REDACTED TEXT]

b. Sheriff's Information Bureau (SIB)

[REDACTED TEXT]

c. Arraignment Court/Control #1

[REDACTED TEXT]

d. Arraignment Court/Control #2

[REDACTED TEXT]

5. Request ambulances: (as needed):

a. LA Fire Department Rescue

[REDACTED TEXT]

6. Initiate light/tone warning system on the bell code system.

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- a. Announce via PA system; "Attention to the bells, all jail locations prepare for evacuation and await further instructions."

7. Stop all civilian traffic to MCJ via Bauchet Street.

NOTE: See attached checklist.

B. The watch commander shall:

1. Direct the orderly evacuation of the facility.
2. Notify the unit commander.

C. Evacuation routes:

1. BASEMENT KITCHEN:

a. All Kitchen locations: exit through Fire Tower 10 to the CST compound.

2. [REDACTED TEXT] OLD SIDE:

a. Attorney Room and Visiting Rear: exit via the Hospital "red door" to the CST compound.

b. [REDACTED TEXT]: exit via Fire Tower [REDACTED TEXT] to the CST compound and load onto CST buses to contain the higher security level inmates. This group should be evacuated last, unless emergent circumstances dictate otherwise.

NOTE: Consideration should be given to the restraint of high security inmates prior to evacuation.

3. [REDACTED TEXT] OLD SIDE:

- a. [REDACTED TEXT]: exit via Fire Tower [REDACTED TEXT] to the CST compound.
- b. All other [REDACTED TEXT] modules: descend the escalators and exit via the Hospital "red door" to the CST compound.
- c. All [REDACTED TEXT] inmates shall be handcuffed.

4. [REDACTED TEXT] OLD SIDE:

- a. [REDACTED TEXT]: exit via rear Fire Tower [REDACTED TEXT] to the CST compound. All [REDACTED TEXT] inmates shall be handcuffed.
- b. All other [REDACTED TEXT] Modules: exit via Fire Tower 9 to the CST compound.
- c. All [REDACTED TEXT] inmates shall be handcuffed.

5. [REDACTED TEXT] NEW SIDE:

- a. [REDACTED TEXT] through [REDACTED TEXT]: descend the escalators and exit via Old IRC Court Line entry area to the CST compound. Inmates shall be loaded onto CST buses, if available.

b. All inmates in [REDACTED TEXT] shall be handcuffed.

6. [REDACTED TEXT] NEW SIDE:

a. [REDACTED TEXT] through [REDACTED TEXT]: exit via Fire Tower [REDACTED TEXT] to the CST compound.

7. [REDACTED TEXT] NEW SIDE:

a. [REDACTED TEXT] through [REDACTED TEXT]: descend down the escalators to [REDACTED TEXT] and exit via Fire Tower [REDACTED TEXT].

8. HOSPITAL:

a. [REDACTED TEXT]: exit via the Hospital "red door" to the CST compound.

b. [REDACTED TEXT]: exit via Fire Tower [REDACTED TEXT] to the CST compound. High security inmates shall be loaded onto CST buses, if available.

Each inmate living area has a direct route through their respective module fire escape towers and out of the building. Most fire towers lead out to an unsecured area. They are to be used only under the most urgent circumstances. Several fire tower exits can be opened from the outside only. Deputies equipped with fire response keys shall be dispatched to open these doors to allow personnel to exit.

D. Utility Shut-Off

Refer to Unit Order 3-13-030, "*Utilities*" for procedures related to turning off utilities.

III. FIRE ESCAPES BY NUMBER

1. A) No roof access.
B) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
C) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
D) Exit across from employee entrance – outside security.
E) Exit in North Basement at elevators [REDACTED TEXT] and [REDACTED TEXT].

2. A) Roof access, New Side – outside security.
B) [REDACTED TEXT] hallway.
C) [REDACTED TEXT] hallway by Mess Hall [REDACTED TEXT].
D) [REDACTED TEXT] hallway by Mess Hall [REDACTED TEXT].
E) Exit south of Parole Hearing #Room – outside security.

3. A) No roof access.
B) Exit onto [REDACTED TEXT] Roof exercise yard.
C) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
D) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
E) Exit north of Old IRC Lobby – outside security.

4. A) No roof access.
B) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
C) [REDACTED TEXT] and [REDACTED TEXT] rear escape.

Men's Central Jail (MCJ) Unit Orders

- D) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
 - E) Exit at CST Gate – outside security.
- 5.
- A) Roof access, New Side – outside security.
 - B) [REDACTED TEXT] hallway, west end.
 - C) [REDACTED TEXT] hallway Chapel.
 - D) [REDACTED TEXT] hallway near EBI Classrooms.
 - E) Exit into the CST compound
- 6.
- A) [REDACTED TEXT] rear escape.
 - B) Exit into CST compound
- 7.
- A) No roof access.
 - B) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
 - C) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
 - D) Exit into the CST compound
- 8.
- A) No roof access.
 - B) Access from North Basement to the ground level.
 - C) Exit into the CST compound
- 9.
- A) Roof access, Old Side – outside security.
 - B) [REDACTED TEXT] hallway near [REDACTED TEXT] and [REDACTED TEXT].
 - C) [REDACTED TEXT] hallway near [REDACTED TEXT] and [REDACTED TEXT].

Men's Central Jail (MCJ) Unit Orders

- D) [REDACTED TEXT] hallway & Clinic.
 - E) Exit at Loading Dock
10. A) Access to the Basement near the Warehouse.
- B) Exit at the Loading Dock - MEDIUM SECURITY
11. A) Roof access, Hospital roof – outside security.
- B) [REDACTED TEXT] north escape.
 - C) [REDACTED TEXT] north escape.
 - D) Exit on the Loading Dock
12. A) No roof access.
- B) Access on [REDACTED TEXT] near elevators [REDACTED TEXT] and [REDACTED TEXT].
 - C) Access on [REDACTED TEXT] near elevators [REDACTED TEXT] and [REDACTED TEXT].
 - D) Access on [REDACTED TEXT] near elevators [REDACTED TEXT] and [REDACTED TEXT].
 - E) Exit in Basement corridor by elevators [REDACTED TEXT] and [REDACTED TEXT].
13. A) Roof access, Old Side – outside security.
- B) [REDACTED TEXT] hallway near [REDACTED TEXT] and [REDACTED TEXT].
 - C) [REDACTED TEXT] hallway near [REDACTED TEXT] and [REDACTED TEXT].
 - D) Exit north of the Legal Office – outside security.
14. A) Roof access, Old Side – outside security.
- B) [REDACTED TEXT] and [REDACTED TEXT] rear escape.

Men's Central Jail (MCJ) Unit Orders

- C) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
 - D) Exit by the Operations/Administrative entrance - outside security.
15. A) No roof access.
- B) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
 - C) [REDACTED TEXT] and [REDACTED TEXT] rear escape.
 - D) Exit at the Visiting Front Courtyard – outside security.
16. A) No roof access.
- B) [REDACTED TEXT] south escape.
 - C) [REDACTED TEXT] south escape.
 - D) Exit near the [REDACTED TEXT] Control into maintenance yard – outside security.
17. A) Access from [REDACTED TEXT] near Room [REDACTED TEXT].
- B) Exit near [REDACTED TEXT] control into maintenance yard – outside security.
18. A) Roof access, Hospital roof – outside security.
- B) [REDACTED TEXT] central escape.
 - C) [REDACTED TEXT] central escape.
 - D) Exit in the Arraignment Court parking lot – outside security.
19. A) No roof access.
- B) [REDACTED TEXT] rear escape.
 - C) [REDACTED TEXT] rear escape.

D) Exit in the Arraignment Court parking lot – outside security.

IV. SUMMARY OF BUILDING EXITS

Outside Security, Ground Level

- | | | |
|--------|------|--|
| Number | 1. | Employee entrance. |
| | 2. | South of the Parole Hearing room. |
| | 3. | North of the Old IRC Lobby. |
| | 4. | North of the CST Desk. |
| | 13. | North of the Legal Office. |
| | 14. | Operations/Administrative entrance. |
| | 15. | Visiting Front Courtyard |
| | 16. | [REDACTED TEXT] Control (maintenance yard) |
| | 16A. | [REDACTED TEXT] Control (maintenance yard) |
| | 17. | Arraignment Court parking lot |
| | 18. | Arraignment Court parking lot |

Outside Security, Ground Level into CST Compound - Medium Security

- | | | |
|--------|----|----------|
| Number | 5. | Compound |
| | 6. | Compound |
| | 7. | Compound |

Men's Central Jail (MCJ) Unit Orders

8. Compound
9. Compound via Loading Dock
10. Compound via Loading Dock
11. Compound via Loading Dock

Outside Security - Roof level

- | | | |
|--------|-----|----------|
| Number | 2. | New Side |
| | 5. | New Side |
| | 9. | Old Side |
| | 11. | Hospital |
| | 13. | Old Side |
| | 14. | Old Side |
| | 17. | Hospital |

V. SUMMARY OF EXITS BY AREA

Old Side: Old Basement (south) #10 and #12

New Basement (north) #1 and #8

[REDACTED TEXT]

EVACUATION PLAN

(EMERGENCY PROCEDURE CHECKLIST)

MAIN CONTROL SUPERVISING LINE DEPUTY

INSTRUCTIONS	NOTES	TIME
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1. Notify CST watch commander [REDACTED TEXT].

Request all available armed CST deputies to station themselves around the outside perimeter of the CST compound.

Men's Central Jail (MCJ) Unit Orders

2. Notify IRC watch commander [REDACTED TEXT].

Request all available IRC deputies respond to

Main Control to be issued shotguns.

3. Initiate light/tone warning system on the bell code system.

Announce via PA system: "Attention to the
bells, all jail locations prepare for evacuation
and await further instructions".

4. Advise G-5 to stop all civilian traffic to MCJ
via Bauchet Street.

5. Notify the following units and request all
available assistance:

LAPD	[REDACTED TEXT]
CHP	[REDACTED TEXT]
ELA Station	[REDACTED TEXT]
SEB	[REDACTED TEXT]
AERO BUREAU	[REDACTED TEXT]

6. Advise the following units:

SCC [REDACTED TEXT]

SIB [REDACTED TEXT]

Arraignment Court #1 [REDACTED TEXT]

Arraignment Court #2 [REDACTED TEXT]

7. Request ambulances: (as needed)

LA City Fire Department [REDACTED TEXT]

LA County Fire Department [REDACTED TEXT]

Revision Date 05/23/25

Revision Date 03/21/19

Revision Date 01/11/16

Revision Date 12/23/08



• **3-13-030 Utilities**



PURPOSE OF ORDER:

The purpose of this order is to establish procedures detailing the emergency operations for the facility's utilities under adverse conditions, (i.e., fire, flood, gas leak, earthquake, and/or utility failure).

SCOPE OF ORDER:

This order applies to personnel assigned to and/or working at Men's Central Jail (MCJ), and necessarily by structural design, the inclusion of the old Inmate Reception Center (IRC), Court Services Transportation (CST), and the Arraignment Courts building.

ORDER:

The primary concern of this order shall be the protection of life of inmates and staff of this facility through alternate modes of utility operations.

When operating under this order, care shall be taken to select the best alternate mode of utility operation that will provide for the sustained safety, health, and/or comfort of the facility occupants.

The MCJ watch commander holds the ultimate responsibility for any alternate mode of utility operation within the facility. However, an emergency may require immediate preliminary action by their designee(s).

I. **Utility Failure**

A. All utility failures shall be reported to the Main Control supervising line deputy (SLD), who shall:

1. Obtain the name and call back number(s) of the notifying person(s).
2. Attempt to determine the type, location, and extent of the failure.
3. Initiate emergency lock-down procedures according to CDM 4-014/030.00, "Lockdown", and, Unit Order 3-13-010, "Lockdowns".
4. Utilize Facility Services Bureau (FSB) whenever possible.
5. Contact the appropriate utility service agency(ies), if possible.

Emergency Phone Numbers:

Boiler Plant Engineers.....	[REDACTED TEXT]
Central Heating Plant.....	[REDACTED TEXT]
FSB Service Calls.....	[REDACTED TEXT]
FSB EOC Office.....	[REDACTED TEXT]
FSB District Manager 1.....	[REDACTED TEXT]
FSB District Manager 2.....	[REDACTED TEXT]
MCJ Incident Commander/Watch Commander.....	[REDACTED TEXT]
MCJ Plumber.....	[REDACTED TEXT]
MCJ Steamfitters.....	[REDACTED TEXT]
MCJ Electricians.....	[REDACTED TEXT]
D.W.P. Emergency Service - Water.....	[REDACTED TEXT]
D.W.P. Emergency Service - Power.....	[REDACTED TEXT]
Southern California Gas Company.....	[REDACTED TEXT]

L.A. City Fire Dept Station 4..... [REDACTED TEXT]

Paramedics..... [REDACTED TEXT]

6. In the event of a utility failure, it may be necessary to shut off utilities. Refer to Section II, "Utility Shut-Down Procedures" and Section III, "Alternate Utility Resources."

II. Utility Shut-Down Procedures

A. Natural Gas (leaks or break in service)

[REDACTED TEXT]

2. Once shut off, this valve can only be turned back on by FSB personnel [REDACTED TEXT].
3. If an underground pipe ruptures, notify the Fire Department and/or Southern California Gas Company as soon as possible. [REDACTED TEXT]
4. In the event of an extended shut-off in natural gas service, refer to Section III, "Alternate Utility Resources."

B. Electrical (fire, flood, structural damage, conserve emergency power, etc.)

1. The primary electric switches are located in [REDACTED TEXT]
2. Alternate electric switches isolated by floors

- a. [REDACTED TEXT]
- b. [REDACTED TEXT]
- c. [REDACTED TEXT]
- d. [REDACTED TEXT]
- e. [REDACTED TEXT]
- f. [REDACTED TEXT]
- g. [REDACTED TEXT]

- h. [REDACTED TEXT]
- i. [REDACTED TEXT]
- j. [REDACTED TEXT]
- k. [REDACTED TEXT]
- l. [REDACTED TEXT]
- m. [REDACTED TEXT]
- n. [REDACTED TEXT]
- o. [REDACTED TEXT]
- p. [REDACTED TEXT]

3. In the event of an interruption of electrical service, refer to Section III, "Alternate Utility Resources."

C. Water (break in service or contamination)

1. [REDACTED TEXT]

- a. This valve shuts off all water to the facility while maintaining water for the fire stand pipes and the emergency fire sprinkler system.

2. [REDACTED TEXT]

NOTE: There will be limited or no water for the fire stand pipes and the emergency fire sprinkler system if the secondary water shut-off procedure is carried out.

- a. Prior to shutting down either half or the entire hydro loop system, notify the Boiler Plant [REDACTED TEXT] to prevent serious damage to the water pumps.

- b. [REDACTED TEXT]

3. In the event of a loss of water service, refer to Section III, "Alternate Utility Resources."

D. Facility Ventilation System (Fire, Gas leak), refer to key blocks stored in [REDACTED TEXT]

NOTE: The facility ventilation system must be turned on in a sequential order and requires the direction of an FSB electrician [REDACTED TEXT].

E. Steam (Rupture in steam lines, boiler malfunction).

1. [REDACTED TEXT]

3. In the event of a loss of electrical and/or natural gas service, the utilization of steam will be used for cooking only, refer to Section III, "Alternate Utility Resources."

F. Sewage System (Ruptured lines)

1. A gravity fed system serves the Basement Kitchen and facility.
2. In the event of a rupture in the main sewage system, the primary and/or secondary water shut-off procedure may be implemented to prevent raw sewage from backing up into the facility.
3. Both Old IRC and CST basements are serviced by two (2) automatic electric sump pumps [REDACTED TEXT] These two (2) pumps are designed to only handle the normal needs and pump into the main sewage system. [REDACTED TEXT]
4. The elevator shafts have automatic pumps that pump the water out of the elevator shafts and into the sewage system. These electric pumps run off the emergency generators.
5. In the event of a disruption of the facility sewage system, refer to Section III, "Alternate Utility Resources."

G. Emergency Fire Sprinkler System Shut-off

1. In the event the sprinkler system activates, the Main Control SLD shall:

- a. Notify the LA City Fire Department and request they respond to the facility.
- b. If there is no fire in the area of the sprinkler system activation and the steamfitters are not available, dispatch two (2) deputies to shut off the valve of the system activated. The deputies should be equipped with air packs, flashlights, and turnout gear.
- c. Page the on-site FSB personnel, if they are on duty, via facility PA system, and advise them where the system has been activated.
- d. Once the activated system has been shut off, advise FSB personnel to replace the sprinkler valve.

NOTE: A sprinkler valve, once activated, will dispense between 25 and 50 gallons of water per minute. Flooding will occur quickly if the system is not shut off. All shut-off valves will require the combined strength of two persons to operate. Make sure to send two (2) deputies when dispatching personnel to shut-off valves.

2. [REDACTED TEXT]

-

III. Alternate Utility Resources

-

A. In the event of a planned or unplanned disruption of the following utility service(s), the below listed alternatives are available:

-

Men's Central Jail (MCJ) Unit Orders

-
- 1. Diesel Fuel in Lieu of Natural Gas - used for air conditioning, heat, steam, hot water, and cooking.
-

This facility is designed to function on diesel fuel #2 in lieu of natural gas. [REDACTED TEXT] The facility can maintain full operation for up to two (2) days.

[REDACTED TEXT] The sole purpose of this fuel tank is to supply fuel to the boiler room and emergency generators #1, 2, & 3.

[REDACTED TEXT]

These two tanks are separate and do not interlink with the two (2) diesel tanks [REDACTED TEXT], which fuel the CST buses. [REDACTED TEXT]

[REDACTED TEXT] The pumps can be employed to extract diesel fuel from tanks in case of power failure or breaks in fuel lines.

[REDACTED TEXT]

-
- 2. Electricity - There are four (4) emergency generators that service the facility by providing emergency electrical power in the event of an electrical blackout. The generators are set on automatic and will assume full load in ten seconds. The following systems are operational under emergency power:
-
-

- a. P.A. systems
- b. Electric gates
- c. Elevators
- d. Alarm systems

Men's Central Jail (MCJ) Unit Orders

- e. Domestic water
- f. Firefighting water
- g. Boiler Plant
- h. Computer system
- i. Limited lighting

-

-

Refer to the Electrical Service Chart to determine items specifically served by each generator.

-

a. [REDACTED TEXT]

-

1. It Consumes seven (7) gallons of diesel fuel #2 per minute.

-

2. [REDACTED TEXT]

-

3. Anticipated length of service under full load, with generator #2 and #3 using the same fuel supply, is 10 to 17 hours. However, this will be greatly diminished if the boilers are switched over to emergency fuel, which use the same source of fuel as the generators.

-

b. [REDACTED TEXT]

-

c. [REDACTED TEXT]

-

d. [REDACTED TEXT]

-

1. Consumes approximately sixty (60) gallons per hour under maximum load.

-

2. This generator has an exclusive fuel source, one 1,000-gallon subterranean tank of

diesel fuel #1[REDACTED TEXT]

-

3. Diesel fuel #1 is used because of its stability during long term storage.

-

4. Anticipated length of service under full load is 30 hours.

-

e. Length of service can be extended by:

-

1. Refueling of existing fuel tanks.

-

2. Conservation of existing fuel can be achieved by curtailing the amount of service, i.e., shutting down computers, turning off other areas of service, and/or turning off one or more generators.

-

3. Water - A minimum emergency standard, as prescribed by the Federal Emergency Management Agency (FEMA), is one gallon per day, per person. This provides for minimum needs (i.e., health, drinking, and cooking).

-

The following is designed to aid the watch commander in the location and conservation of available water stored in the facility in the event water service is discontinued or contaminated.

-

a. In the event of a loss of water service, implement primary water shut down procedures, refer to Section II, "Utility Turn-off."

-

b. The Main Control SLD shall announce the following via the PA system: "All module officers, turn off the hot and cold-water valves to your assigned modules".

-

1. It shall be the responsibility of the floor SLDs to check their respective floors and ensure this directive is completed, and to report their findings to Main Control.

-

2. The floor SLDs shall additionally instruct the floor Rovers to secure all water to pipe chases, restrooms, mess halls, etc.

-

3. Notify CST to turn off all their water sources.

-

c. The following is a list of the water resources available:

-

• [REDACTED TEXT]

-

d. The available stored water should sustain the facility for four (4) days.

-

e. Water pumps are on emergency power [REDACTED TEXT]. If there is no emergency power, the above sources may be tapped by hand (i.e., bucket brigade).

-

f. The above listed sources may be affected by loss of water due to:

-

- Fire fighting
 - Fire sprinkler system activation
 - Flooding (ruptured pipes)
 - Leaking toilets and plumbing
-

4. Communications - The loss of communications to this facility may have disabling and/or disastrous effects on the continued operations of the unit.

-

Use of the surviving telephone equipment must be closely monitored, and all emergency traffic must be as brief as possible. The following alternate modes of communication are available:

-

[REDACTED TEXT]

-

[REDACTED TEXT]

-

-

-

-

Revision Date 06/11/25

Revision Date 02/07/19

Revision Date 01/11/16

Revision Date 07/12/98

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Los Angeles County
Sheriff's Department

• 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.



• **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:

Men's Central Jail (MCJ) Unit Orders

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

• 5-02-008 Facility Job Rotation



PURPOSE OF ORDER:

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PURPOSE OF ORDER:

-

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

-

SCOPE OF ORDER:

-

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

-

ORDER:

-

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 [REDACTED TEXT]. 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.

-

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.

-

Implementation Plan

-

Line Personnel - [REDACTED TEXT] Rotation

-

All line personnel under the [REDACTED TEXT] rotation policy will experience a new job assignment once every [REDACTED TEXT] changes (scheduling cycles occur every other month). These positions include those in the [REDACTED TEXT] floors, [REDACTED TEXT]. Please see below for exceptions to the [REDACTED TEXT] rotation rule.

-

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: [REDACTED TEXT]

-

Hospital Rotation

-

Due to the medical needs of the inmates housed on the hospital floors of the jail [REDACTED TEXT] 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 [REDACTED TEXT]

-

[REDACTED TEXT] Rotation

-

Due to the reduced amount of inmate contact and alternative schedules, personnel assigned to visiting [REDACTED TEXT] and visiting [REDACTED TEXT] will rotate jobs once every [REDACTED TEXT]. The visiting supervising line deputy (SLD) will rotate their personnel from the non-secured to secured areas of these assignments at least once every [REDACTED TEXT].

-

Due to the safety and security requirements necessary in the following locations, personnel assigned to these areas will rotate jobs once every [REDACTED TEXT]: Module [REDACTED TEXT] recreation room, [REDACTED TEXT] related positions, training officer (T.O.) positions on the 5000 floor, and all DMH Security positions.

-
[REDACTED TEXT]

-
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.

-
Non-Rotating Position

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

-
[REDACTED TEXT]

-
Revised 09/17/25

Revised 06/24/25

Revised 12/17/24

Revised 02/12/24

Revised 09/25/23

Revised 07/21/22

Revised 09/21/21

Revised 02/05/20

Revised 11/12/19

Revised 08/15/19

Revised 08/12/19

Revised 06/04/19

Revised 02/26/19

Revised 02/01/18

Revised 03/13/18

Revised 12/14/17

** 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-
03-
030

Inmate Workers



PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the selection and handling of inmate workers.

SCOPE OF ORDER:

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

ORDER:

-

The following shall be the standards by which all inmate workers within MCJ are selected.

-

Inmate workers assigned to housing areas shall be selected and approved by the Prisoner Personnel Office (PPO) prior to being permitted to work. This screening shall consist of a review of the inmate's current security level and discipline history within the Incident Report Tracking System (IRTS) during the time of their current incarceration period.

-

The following shall be disqualifying factors for candidates being considered for inmate workers:

-

- Previous discipline for assaults against staff and/or inmates
 - Previous discipline for serious acts of insubordination
 - Security level of [REDACTED TEXT] or [REDACTED TEXT]
 - Special Handle [REDACTED TEXT]
 - Any inmate classified with a [REDACTED TEXT] status (i.g., [REDACTED TEXT])
 - Inmates with mental health conditions with a level of care above [REDACTED TEXT]
 - Inmates found incompetent to stand trial *
 - Enhanced Mental Health (EMH) inmates *
 - Bail \$1 million and above
-

* Inmates designated EMH or adjudicated as incompetent to stand trial require Correctional Health Services (CHS) evaluation to work.

-

Disqualifying California Penal Code charges for candidates being considered for inmate workers are the following:

-

- 69 (Resisting Police Officer)
- 148 (A)(1) (Resist, Obstruct Peace Officer)
- A187, 187 – 192 (Murder – Manslaughter)
- 203 – 206.1 – 220 (Mayhem – Torture)

Men's Central Jail (MCJ) Unit Orders

- 215 (Carjacking)
- 236 (False Imprisonment)
- 241 (Assault on peace officer, firefighter, paramedic)
- 243 (B) – (C) – 243.1 (Battery on officer)
- 243.4 (Sexual Battery)
- 245 (B) – (C) (ADW on police officer and/or fireman)
- 261 – 267 (Any rape charges)
- 288 – 292* (Any lewd / sexual acts w / child)
- 273 (A – G) & 273.4 (Crimes against children Inc death, GBI, mutilation)
- 311 (Obscene matter)
- 646.9 (Stalking)
- 647.6 (A) (Child molester)
- 4530 (Escape of state prisoner)
- 4573 (Bring drugs, etc. into a jail/prison)
- 261 - 368.7 (Crimes against the person involving sexual assault, and crimes against public decency and good morals)

-

* May be eligible to become an inmate worker under the [REDACTED TEXT] Floor Inmate Worker Pilot Program as specified in this order.

-

NOTE: All hallway and module inmate workers on [REDACTED TEXT], and [REDACTED TEXT] floor shall be assigned by the PPO.

-

Housing area personnel shall note the inmate(s) assigned as workers in the electronic Uniform Daily Activity Log (e-UDAL). This information shall be noted under each shift and shall include the inmate's name, booking number, and security level.

-

Inmate's handling food items, either in the kitchen or in the modules and dorms, shall view a training video regarding proper food handling. This video shall be shown to all newly hired Food Service inmates and once every two (2) weeks for existing food service inmates. The training shall be logged in the floor's e-UDAL by the floor's booth officer.

-

Variations from the above guidelines shall have watch commander approval.

-

Inmate Workers Outside of MCJ

-
All inmate workers leaving to work or coming back from work shall be escorted.

-
Escort personnel shall walk into the inmate workers assigned housing location and check the inmates in or out of work via the clipboard, which is located inside the staff cage.

-
All inmate workers shall be searched upon returning from work. The search shall be performed by floor personnel in the main hallway of the inmates' housing location. The escorting personnel shall remain on the floor while the search is in progress. Once the search is completed, the inmate workers shall be checked back into their housing location.

-
Outside inmate workers shall exchange their [REDACTED TEXT] working uniforms to the standard [REDACTED TEXT] uniforms upon the completion of the search, prior to entering their housing location.

[REDACTED TEXT] Floor Inmate Worker Pilot Program

-
To allow AB109 and sentenced [REDACTED TEXT] inmates to accrue conservation credits, the [REDACTED TEXT]-floor sergeant shall compile a list of inmates who are interested in working in the dorms or in the hallways on the [REDACTED TEXT]-floor.

The list shall be forwarded to the PPO to determine which inmates qualify to work and receive credits.

-
Each dorm shall be assigned two (2) inmate workers per shift, six (6) total, to assist with maintaining dorm cleanliness, dorm programs, EBI sign-ups, and educating new inmates on jail rules and available inmate programs.

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Revision Date 06/24/25

Revision Date 05/02/19

Revision Date 01/12/16

Revision Date 08/27/14

Revision Date 10/13/06

• 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.

-

SCOPE OF ORDER:

-

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

-

ORDER:

-

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

-

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.

-

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.

-

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.

-

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

-

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."

-

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.

-

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.

-

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

• 5-08-040 Identification and Processing of Behavioral Observation Inmates



PURPOSE OF ORDER:

-

The purpose of this order is to establish procedures for the identification, processing, security, and care of mental observation inmates that require mental health services at Men's Central Jail (MCJ).

-

SCOPE OF ORDER:

-

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

-

ORDER:

-

Deputy personnel who identify an inmate exhibiting unusual behavior which could result in injury to themselves and/or others or identify an inmate who has a potential need for mental health care, shall report this behavior as outlined in this unit order.

-

Inmates who are classified as mental observation inmates shall be escorted by a deputy or custody assistant to and from their housing location.

-

I. PROCESSING MENTAL OBSERVATION INMATES

-

A. Upon observation of unusual behavior by an inmate, custody personnel shall request backup and a

mental health professional to respond.

-

B. Handcuff the inmate, if needed. If the inmate displays recalcitrant behavior, follow the procedures delineated in Custody Division Manual (CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates," and call for a supervisor.

-

C. Deputy personnel shall interview the inmate to formulate an opinion on the inmate's mental health status.

-

D. With the floor sergeant's concurrence, the inmate shall be escorted to the clinic for further examination by medical staff.

-

E. Inmates with self-inflicted injuries or who are suicidal, shall immediately be escorted to the clinic for evaluation by medical staff and mental health staff. Custody personnel shall follow procedures delineated in CDM section 5-01/050.00, "Handling of Suicidal Inmates."

F. If the Jail Mental Evaluation Team (JMET) determines the inmate will be directly admitted to Twin Towers Correctional Facility (TTCF), the inmate shall be medically evaluated at MCJ and escorted to TTCF Tower I Transfer Center. If JMET is not available, the inmate shall be medically evaluated at MCJ and escorted to the Inmate Reception Center (IRC) clinic to be evaluated by mental health staff.

-

G. The inmate shall never be left unattended or placed in a cell or holding area without the presence of a deputy or a mental health clinician. The inmate shall be under constant supervision until reassignment of housing occurs.

II. PROCESSING OF SUICIDAL INMATES

-

A. In the event of an attempt suicide, suicide threat, self-injurious behavior, or other behavior which may indicate a decompensation of mental health status, personnel shall:

-

Men's Central Jail (MCJ) Unit Orders

- call for assistance and notify Main Control;
- request medical staff and paramedics, if necessary;
- lockdown the immediate area;
- obtain the Emergency Response Kit (ERK);
- in the case of hanging, use the cut down tool from the ERK to immediately cut down the inmate. The preservation of life and officer safety shall be primary considerations;
- render first aid and/or cardiopulmonary resuscitation (CPR), if necessary;
- Monitor the inmate's airway, breathing, and circulation.

-

- B. All inmates who attempt suicide, threaten suicide, engage in self-injurious behavior, or other behavior which may indicate a decompensation of mental health status, shall be evaluated by medical and mental health staff.

-

Personnel shall complete a Behavioral Observation and Mental Health Referral (BOMHR) (SH-J-407) report and have it approved by the line sergeant and the watch commander.

-

If an attempt to commit suicide is made by the inmate, a non-criminal report shall be authored on an Incident Report (SH-R-49) to document the attempt in addition to the above procedures.

-

When completing a SH-R-49, custody personnel shall not indicate a suicide attempt as feigned. USE 457 STAT CODE ONLY.

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Revision Date 03/25/26

Revision Date 06/14/21

Revision Date 04/14/15

Revision Date 02/12/14

Revision Date 07/29/13

Revision Date 12/01/05

• **5-08-045 Handling of Suicidal Inmates**



PURPOSE OF ORDER:

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The purpose of this order is to establish procedures for the identification and processing of inmates who have suicidal tendencies at Men's Central Jail (MCJ).

-

SCOPE OF ORDER:

-

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

-

ORDER:

-

All personnel who identify any inmate exhibiting unusual behavior which represents a risk of injury to themselves shall report this behavior as outlined in this unit order.

-

BEHAVIOR OBSERVATION PROCESSING STEPS

-
- A. Handcuff the inmate.
 - B. Personnel shall interview the inmate to formulate an opinion as to whether the inmate should be referred

to the medical or mental health personnel for an evaluation and observation.

- C. The floor sergeant shall be notified.
- D. With the concurrence of the floor sergeant, the inmate shall be escorted to the clinic for further examination by medical staff.
- E. Violent, suicidal, or injured mental observation inmates shall be immediately taken to the clinic for a medical evaluation.
- F. If the interviewing medical or mental health staff member recommends psychiatric referral, the inmate shall be escorted to Inmate Reception Center (IRC) for reassignment to High Observation Housing (HOH) at Twin Towers Correctional Facility (TTCF).

-

Suicide Intervention

-

MCJ personnel shall immediately interrupt, and if necessary, provide appropriate aid to an inmate who threatens or exhibits self-injurious behavior.

-

In the event of the discovery of an attempt or completed suicide personnel shall:

-

- Obtain the suicide intervention kit/AED.
 - Call for assistance and notify Main Control.
 - Notify Medical personnel and request paramedics if necessary.
 - Lockdown the immediate area.
 - In the case of hanging, use the "cut down tool" from the suicide intervention kit to immediately cut down the inmate. The preservation of life should be the primary consideration.
 - Monitor the inmate's airway, breathing, and circulation.
 - Render first aid and/or CPR if necessary.
-

Suicide

-

Upon recognizing any warning signs of potential suicidal tendencies, personnel shall notify their immediate supervisor and immediately arrange for appropriate medical and/or psychiatric attention.

-

Personnel shall complete a Behavioral Observation and Mental Health Referral (BOMHR) form (SH-J-407)

and have it approved by the line sergeant and the watch commander after review.

-

If an actual attempt to commit suicide is made by the inmate, a non-criminal report shall be authored on an Incident Report (SH-R-49) to document the attempt in addition to the above procedures.

-

When completing a SH-R-49, custody personnel shall not indicate a suicide attempt as feigned. USE 457 STAT CODE ONLY.

-

Notifications

-

When an inmate is transferred from MCJ to the Los Angeles General Medical Center (LAGMC) Jail Ward after an attempting suicide, the watch deputy shall notify the booking deputy from LAGMC via telephone of the inmate being transferred to their custody. The watch deputy shall document the name and employee number of the Jail Ward booking deputy who was contacted in the e-UDAL.

-

In cases when an inmate is escorted to LAGMC, but does not enter the jail ward (e.g., enters the hospital's main emergency room only), and is not transferred to the custody of LAGMC Jail Ward personnel, the MCJ escorting deputy shall transfer the inmate to IRC after being medically discharged.

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Revision Date 03/03/25

Revision Date 05/12/19

• 5-08-053 MCJ Inmate Processing Area (IPA)

PURPOSE OF ORDER:

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The purpose of this order is to establish procedures for searching and processing inmates prior to housing to

prevent and reduce contraband from entering Men's Central Jail (MCJ) housing areas.

-

SCOPE OF ORDER:

-

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

-

ORDER:

-

Personnel assigned to the Inmate Processing Area (IPA) shall search inmate property, clothing, and conduct a visual body cavity search upon receiving new inmates for intake, court returnees from old side Inmate Reception Center (IRC), outside inmate work crews, MCJ inmate kitchen workers, high observation housing/moderate observation housing (HOH/MOH) declasses from Twin Tower Correctional Facility (TTCF), person under investigation (PUI) transfers from TTCF, and MOH inmates from the IRC clinic, etc.

-

General population inmates shall be searched in the IPA. Special classification inmates such as [REDACTED TEXT] and [REDACTED TEXT] shall be searched at their appropriate housing areas due to security concerns.

-

New Intake Inmates

-

IPA deputies shall advise the control booths of each floor that they will be receiving new inmates for housing.

-

The IPA deputies shall escort the inmates from IRC across the bridge to MCJ. The IPA deputies shall advise the floors personnel of the arrival via their handheld radio. The floor rovers shall go to IPA as soon as possible to assist with the searching and escorting of the inmates.

-

Found Evidence

-

During the searching/processing of inmates, if narcotics, weapons, or any other item is found on an inmate requiring the booking of evidence and the authoring of a report, the handling responsibility shall fall upon the floor the inmate is assigned to be housed.

-

In the event contraband is found on inmates escorted from other facilities (TTCF, IRC, etc.), the responsibility falls on the personnel escorting the inmate(s). The IPA deputies shall accept the inmate for housing; however, the escorting deputy shall book the evidence and write the report at their facility. IPA personnel shall obtain the uniform reporting number (URN) and reference number of all incidents. Escorting personnel from other facilities shall not leave until IPA personnel confirm the escorted inmates have been searched and are clear of contraband.

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Personnel who find narcotics, weapons, etc., on such incidents shall be the "informant" on the criminal report and shall write a supplemental report if requested to do so.

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Suicidal Inmates

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During the searching and processing of inmates in IPA, if the inmate claims to be suicidal, they shall be immediately returned to the escorting personnel for the initiation of a Behavioral Observation Mental Health Referral (BOMHR) (SH-J-407) report in accordance with Custody Division Manual (CDM) section 5-01/050.00, "Handling of Suicidal Inmates."

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Visual Body Cavity Search Refusals

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If the inmate refuses a visual body cavity search, the inmate shall be handcuffed and removed from the IPA.

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If not present, a sergeant shall be requested to respond. The inmate should be taken to Cell [REDACTED TEXT] or any other isolated area and remain in constant supervision to prevent the inmate from disposing of any contraband they might have on their person.

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If the responding sergeant is unable to convince the inmate to submit to a visual body cavity search, the inmate shall be escorted to IRC booking front and be scanned on the #1 scanner (high power scanner). If the scan is

clear, the inmate shall be escorted back to MCJ for discipline housing. If the scan gives reason to believe the inmate has contraband in the inmates' body, "contraband watch" procedures shall be followed.

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11/10/22 MCJ

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• 5-12-000 Inmate Grievance Procedures



PURPOSE OF ORDER:

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The purpose of this order is to establish procedures for the collection and processing of inmate grievances 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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All inmates shall be permitted to initiate and submit a grievance, whether written or verbal, about any condition of their confinement, without fear of interference, alteration, or delay by any person. Refer to CDM section 8-01/005.00, "Filing of Requests, Grievances, and Appeals." All inmate grievances shall be collected by the respective floor sergeant at least once per shift and investigated within fifteen (15) calendar days from the date the grievance was received by the Sheriff's Department, absent exigent circumstances.

-

An adequate supply of inmate grievance and request forms shall be made available and inmates shall have unrestricted access to them.

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An MCJ supervisor at the rank of sergeant or higher shall be appointed as the Inmate Grievance Coordinator.

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Processing of Inmate Grievances/MCJ Grievance Team Duties

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The MCJ Grievance Team shall be responsible for the administrative processing of inmate grievances, requests, and appeals, in addition to the daily collection of inmate grievance and request forms from all floor sergeant offices in the facility.

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The MCJ Grievance Team shall scan and enter all grievances, requests, referred inmate grievances, and appeals (excluding those related to healthcare) into the Custody Inmate Grievance Application (CIGA), which will automatically assign reference numbers for tracking purposes. The MCJ Grievance Team shall ensure dispositions for all grievances are delivered to the concerned inmates within fifteen (15) calendar days from the date the grievance was received by the Sheriff's Department and ensure the inmate signatures are obtained.

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The MCJ Grievance Team shall be responsible for identifying duplicate grievances and documenting them appropriately in CIGA.

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The MCJ Grievance Team shall be responsible for coordinating all appeals received after-hours. The MCJ Grievance Team operates during normal business hours.

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Watch Commander

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The watch commander shall ensure the inmate grievance and requests forms are collected from the locked inmate grievance collection boxes at least once per shift, by a supervisor at the rank of sergeant or higher.

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The watch commander shall regularly review the electronic-Uniform Daily Activity Log (e-UDAL) to ensure the supervisors collecting Inmate Grievance Forms (SH-J-420) and Inmate Request Forms (SH-J-437) are signing the e-UDAL as required.

-

The on-duty watch commander on each shift shall be responsible for reviewing the electronic watch commander's queue located in CIGA to ensure the prompt handling of any emergent or priority grievances.

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The on-duty watch commander shall promptly review and assess all grievances against staff in a timely manner to ensure a proper response is initiated, whether it be immediate or routine.

-

The watch commander, or other facility lieutenant, shall ensure all grievances against staff are assigned to a supervisor at the permanent rank of sergeant or above who is not the employee against whom the grievance is directed. The assigning lieutenant shall ensure the grievance is entered into CIGA, a supervisory inquiry is completed, and the filing inmate is notified of the disposition, notice of extension, or interim status notification, within fifteen (15) calendar days from the date of submission.

-

During exigent circumstances, the on-duty watch commander, or a designee shall be responsible for completing a Third-Party (Referred) Inmate Grievance Form (SH-J-438) whether it's received in person, telephonically, or via correspondence. If the watch commander receives a grievance involving an inmate not housed at the contacted facility or unit, they shall complete the Third-Party (Referred) Inmate Grievance Form and electronically forward it to the watch commander of the appropriate facility without delay.

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Grievance Sergeant Responsibilities

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The grievance sergeant shall be responsible for reviewing and assigning the grievances and requests located in the "Sergeant Initial Review" queue located in CIGA. In addition, they shall be responsible for periodically, but no less than once per shift, reviewing all electronic queues to ensure prompt handling of any emergent or priority grievances, which, if found, should be immediately brought to the attention of the watch commander.

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Inmate Grievance Retrieval

The line sergeants shall retrieve the submitted inmate grievance forms from the locked inmate grievance boxes located in the inmate housing areas. Sergeants shall also scan the bar codes located on the inmate grievance boxes.

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Grievance forms shall be picked up and scanned on each shift. Upon retrieval of the grievance forms, the sergeant shall sign the e-UDAL and complete the Living Unit Collection Log, documenting by category the types of grievances collected or document if no grievances were collected. The grievance forms shall **immediately** be reviewed and time-stamped by the sergeant collecting the inmate grievance forms to determine if any require priority or emergent handling. Emergency grievances are those pertaining to serious or potentially life-threatening health issues. If a sergeant identifies a priority or emergent grievance, the sergeant shall sign their name and employee number on the form.

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Priority grievances include, but are not limited to:

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- emergency medical care;
 - mental health treatment issues;
 - allegations of use of force;
 - serious threats to an inmate's safety and/or well-being;
 - all Prison Rape Elimination Act (PREA) related grievances;
 - Americans with Disabilities Act (ADA)-related grievances;
 - grievances against staff;
 - grievances of retaliation.
-

EMERGENCY GRIEVANCES

When an emergency grievance is received, the sergeant shall promptly notify the watch commander of the emergency grievance. The watch commander shall confirm the emergency exists and, if so, shall ensure appropriate action has been taken to protect the inmate and to resolve the issues which gave rise to the emergency. The watch commander shall ensure the bottom portion of the Inmate Grievance Form is completed by a supervisor of the minimum rank of sergeant.

-

ALLEGATION OF FORCE

When a grievance is received wherein force is alleged, the following shall be adhered to:

-The inmate shall be immediately escorted to the Men's Central Jail Main Clinic for a medical evaluation. This shall be documented in a Use of Force Medical Form.

-The inmate shall be interviewed on video.

-The above also applies to an inmate verbally advising of an allegation of force. An allegation of force is considered an inmate complaint.

-Personnel shall follow procedures established in CDM section 8-03/040.00, "Grievances Against Staff."

Grievances determined to be priority shall be handled immediately and brought to the attention of the watch commander. The watch commander shall be responsible for ensuring priority grievances are investigated and handled in an expeditious manner in accordance with Department policy and in the best interest of the inmate. The watch commander shall ensure the bottom portion of the Inmate Grievance Form is completed by a supervisor of the minimum rank of sergeant.

-

NOTE: If an emergency medical condition exists, the inmate shall be escorted immediately to the MCJ Clinic. Refer to CDM section 8-03/010.00, "Emergency Grievances."

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The Title 15 sergeant and watch commander shall review the Living Unit Log Dashboard to ensure the scans of barcodes on the grievance boxes are being conducted in a timely manner.

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Grievances concerning conditions or personnel at another unit shall be handled by those units respectively. Refer to CDM section 8-01/020, "Responsibilities," for specific procedures.

In the event multiple unrelated grievances are listed on one grievance form, sergeants shall return the grievance form to the inmate and advise them to use a separate form for each unrelated grievance.

-

When handling grievances against staff, sergeants shall complete a thorough supervisory inquiry in an effort to reach a disposition. The investigation and recommended disposition shall be documented in a supervisory inquiry memorandum and submitted to the watch commander or facility lieutenant for review and approval.

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Supervising Line Deputies (SLD) Responsibilities

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The SLD shall handle inmate requests and general grievances that are assigned to them on CIGA. All notes/dispositions pertaining to general grievances and requests shall be noted in CIGA appropriately. The SLD shall deliver the inmate disposition and appeal form as appropriate and obtain the inmate's signature. The signed disposition form shall be placed in the locked inmate grievance box located in the watch sergeant's office and/or forwarded to the MCJ Grievance Team.

-

The floor sergeant or SLD shall check each housing location a minimum of once per shift to ensure the forms and medical envelopes are reasonably available. After performing this duty, it shall be noted in the appropriate area on the e-UDAL.

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Housing Officer's Responsibilities

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It shall be the housing officer's responsibility on each shift to ensure an adequate supply of inmate grievance and request forms, as well as medical envelopes are available and to replenish them as needed.

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Unit Commander Responsibilities

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The unit commander or a designee shall be responsible for reviewing all supervisory inquiry memoranda related to grievances against staff. The unit commander shall have the final approval of the disposition or, when appropriate, the re-categorization of a grievance against staff to a service complaint.

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Resolution of the Grievance

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Inmates shall be advised of their grievance disposition, notice of extension, or interim status notification, within fifteen (15) days of the submission of the grievance.

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Every attempt shall be made to investigate all inmate grievances within fifteen (15) days of receipt unless justifiable reasons exist to delay the final disposition. If the investigation of a grievance cannot be completed within the established time frames, a fifteen (15) day extension shall be entered into CIGA by a member of the Grievance Team.

-
Notification of Disposition and Right to Appeal

-
The inmate shall be provided with the Notification of Disposition form indicating the results of the investigation and the availability of the appeal process. If the inmate refuses to sign the notification, or is unable to, the assigned investigator and a second staff member shall indicate such with their signatures. The completed form shall be submitted to the watch commander for further processing.

-
All completed and logged grievances and any proposed written replies shall be submitted to the operation's lieutenant for final review and the unit commander's approval.

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Informal Requests

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An informal request is a request that can be quickly resolved by line staff members. Informal requests shall be handled by floor personnel and do not need to be entered into CIGA.

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Examples: haircuts, hygiene kits, account balance, release date, court date, holds, charges, telephone PIN, shoes, linen, uniforms, and vending machine access.

-
Sub-Unit Inmate Grievances

All grievances and requests related to recreational activities, equipment, vending, and commissary shall be handled by the MCJ Grievance Team; mail grievances shall be handled by the mail room personnel; inmate worker requests shall be handled by the MCJ Prisoner Personnel Office (PPO); educational requests shall be handled by the Education Based Incarceration (EBI) sub-unit at MCJ; and chaplain grievances and requests shall be handled by the sub-unit of the Office of Religious and Volunteer Services.

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Appeal Process

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When an inmate submits an appeal regarding the adjudication of a non-medical or a non-mental health grievance, the appeal shall be subject to the following levels of review:

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First Level Appeal Review

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- First level appeals shall be reviewed by the respective unit commander, or a designee with a minimum rank of lieutenant. The inmate shall be advised, in writing, whether the appeal was upheld (granted) or denied, within fifteen (15) calendar days of the Department's receipt of the appeal. First level appeal reviews shall be coordinated by the Unit Inmate Grievance Coordinator.

-

Second Level Appeal Review

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- If an inmate's first-level appeal is denied or if the inmate is not satisfied with the actions(s) taken to address the situation, they may submit another appeal. Second level appeals shall be reviewed by the respective area commander. The inmate shall be advised, in writing, whether the second appeal was upheld (granted) or denied, within fifteen (15) calendar days of the Department's receipt of the appeal. Second level appeal reviews shall be coordinated by the division Inmate Grievance Coordinator.

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Extensions of appeals that do not concern grievances against staff shall require the approval of the concerned area commander. Refer to CDM section 8-04/040.05, "Extensions."

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Inmate Notification Form Distribution

The MCJ Grievance Team shall be responsible for distributing disposition notifications for grievances against staff.

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The handling sergeant or a designee shall be responsible for distributing extension and interim notification forms to the inmate(s).

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The handling sergeant and SLD shall also be responsible for distributing general grievance and requests dispositions to the inmate(s).

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Jurisdiction

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Any question of grievance jurisdiction within the facility will be resolved by the unit commander. Any question of jurisdiction within the custody division will be resolved by the division chief.

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Grievances Against Staff

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A grievance against staff is defined as a grievance alleging staff behavior which would be a violation of law, regulation, policy, or procedure. Grievances with specific screening factors, including use of force allegations, or specific complaints of abuse, torture, or misconduct shall be automatically categorized as a grievance against staff and the following shall be adhered to:

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- The inmate shall be immediately escorted to the Men's Central Jail Main Clinic for a medical evaluation. This shall be documented in a Use of Force Medical form.
 - The inmate shall be interviewed on video.
 - The above also applies to an inmate verbally advising you of an allegation of force. An allegation of force is considered an inmate complaint.
 - Personnel shall follow procedures established in CDM section 8-03/040.00, "Grievance Against Staff."

-

The results of any grievance against staff investigation shall not be disclosed in any form, including in written responses to inmate grievances (per § 832.7 PC).

Men's Central Jail (MCJ) Unit Orders

The disclosure of any results of inquiries pertaining to staff conduct shall be limited to the following information:

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- acknowledgment of the complaint;
- statement that the grievance was received and thoroughly investigated;
- assurance that appropriate administrative action has been taken (if applicable).

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Results of inquiries into staff conduct shall only be documented in a supervisory inquiry memorandum.

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When an inquiry into the conduct of any personnel results in the initiation of a unit level or Internal Affairs Bureau (IAB) investigation, the supervisor conducting the inquiry shall complete the appropriate areas in CIGA indicating an interim status disposition of "Unit Level Investigation."

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Pursuant to CDM section 4-13/000.00, "Retention of Records," inmate grievances shall be retained for a period of five (5) years.

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CONFLICT RESOLUTION

The purpose of a conflict resolution meeting is to further the Department's ongoing effort to encourage respect-based interaction with inmates. Sergeants are encouraged to offer an aggrieved inmate a conflict resolution meeting with the employee(s) against whom he or she is complaining. If the employee and aggrieved inmate accepts, the sergeant shall conduct the meeting.

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Cases which could be considered appropriate for conflict resolution may include:

- situations in which there may exist a misunderstanding of policy or procedures;
- situations in which there may exist a misunderstanding of tactics or protocols;
- allegations involving discourtesy or rudeness by an employee;
- situations in which there are no independent witnesses;
- situations in which there are the same number of credible witnesses on each side of the issue. Cases which would not be appropriate for conflict resolution include:
- allegations wherein there is an indication of significant misconduct such as allegations of force used by personnel, retaliation, or criminal misconduct;
- allegations, which if founded, could potentially result in formal discipline.

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SUMMARY

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The summary **SHALL** include dates and times of when interviews were conducted.

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Restriction of Filing Privileges

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An inmate may be suspected of abusing the grievance system if the inmate submits repeated grievances or appeals over a period of time that are frivolous, malicious, contain information the grievant knows to be false, or include abusive, foul, or obscene language. A period of time will generally mean over a two (2) or three (3) month period, but can be determined on a case-by-case basis. Inmates found to be abusing the grievance process shall be given a written warning by a member of the Grievance Team or an electronic warning via computer tablet. If the abuse continues after issuance of the warning, the Inmate Grievance Coordinator shall meet with the inmate no later than thirty (30) days after the inmate's receipt of the written warning to provide instruction in the proper use of the grievance and appeals process. This meeting shall be documented in CIGA.

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If the inmate continues to file excessive grievances or appeals after the verbal warning, the unit commander, with the concurrence of the division chief, may restrict the inmate's grievance and appeals filing privileges to one non-emergency grievance every thirty (30) calendar days for up to twelve (12) months.

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SAFETY CHECK SERGEANT

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The safety check sergeant shall ensure the Living Unit Log Dashboard is in compliance within their respective shift. If a location falls within RED or YELLOW, the Safety Check Sergeant will notify (email and phone) the sergeant assigned to that location immediately. _____

Timeline: The following shall be completed within fifteen (15) calendar days of assignment. Grievances considered emergent or an allegation of force shall be investigated immediately. _____

-Conduct interviews (complainant, witnesses, and Department personnel involved).

-Upload fixed video surveillance and recorded inmate interviews into the shared folder.

-Document personnel interviews within the memorandum.

-In the event the complainant cannot be interviewed, video surveillance cannot reviewed, or personnel interview information cannot be completed within the aforementioned 15 day period, the reason for the delay shall be explained within the completed grievance memorandum.

-In the event someone other than the supervisor assigned to handle the staff complaint conducts inmate/personnel interviews, the reason for such shall be noted in the memorandum.

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-Grievances shall be completed and submitted to the Discovery Unit no later than sixty (60) days from the receipt of the initial grievance. If unforeseen circumstances prevents the submission of a grievance within the time frame, a thirty (30) day extension can be requested. However, a memorandum shall be submitted to MCJ Operations explaining the reason for the delay.

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RETURNED FOR CORRECTIONS/ADDIONATIONAL INFORMATION

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If a grievance is returned for corrections/additional information, the grievance shall be completed and returned to the Grievance Team within fifteen (15) calendar days of receiving it.

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Refer to the Inmate Grievance Policy Handbook or CDM Volume 8 for additional information.

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Revision Date 08/22/25

Revision Date 05/04/21

Revision Date 12/23/19

Revision Date 09/25/19

Revision Date 06/15/05

• 5-15-000 Visiting



PURPOSE OF ORDER:

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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).

SCOPE OF ORDER:

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

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.

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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.

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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

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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 may be enforced:

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- 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.
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- Parents and verifiable legal guardians shall closely supervise any minors in their custody.
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- Visitors shall not litter or deface County property.
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- Appropriate attire must be worn, including a dress or blouse/shirt with skirt/pants/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.
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- 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.

Men's Central Jail (MCJ) Unit Orders

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- 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 (e.g., 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.
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If a visitor violates any of the preceding procedures, or creates a safety or security hazard, their visiting privilege may 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 a determination to revoke visiting privileges.

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. MCJ Legal Office personnel shall review the request and grant approval to visit if it is determined the ex-convict has satisfactorily completed their parole and presents

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 Visitors

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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.

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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:

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

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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.

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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 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:

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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 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

Men's Central Jail (MCJ) Unit Orders

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 deputies of the cancellation, thus informing the visiting party of the cancellation.

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.

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>.

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All visitors, including minors, must register with 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).

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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.

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 Department of Motor Vehicles (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 Citizenship and Immigration Services or picture identification issued by the Mexican consulate.

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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.

Men's Central Jail (MCJ) Unit Orders

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 shall enter the additional visitor's required information into the visitation appointment program.

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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.

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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.

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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.).

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

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If the visitor is part of the **news media** or any form of media, **prior** authorization for the visit **must** be received from the Sheriff's Information Bureau (SIB) - Media Unit. Upon approval from SIB, the MCJ unit commander, watch commander, and Visiting sergeant shall be notified. All pertinent information shall be entered and a "note" shall be added detailing what news media outlet 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.

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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.

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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.

-

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.

-

Weekend legal/professional visits are accommodated as a courtesy for legal professionals. Documents shall

Men's Central Jail (MCJ) Unit Orders

not be passed to or signed by inmates during their visits in the public visiting area. All signed documentation must be completed Monday through Friday in the attorney visiting area, NO EXCEPTIONS.

-

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.

-

All legal professional visitors must have a valid bar card or legal identification.

Visiting Rear

-

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

-

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.

-

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.

-

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.

-
- o Terminated visits due to rule violations shall be documented in the IRTS system.
-
- o 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.
-
- o 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.
-
- o Any information obtained should be forwarded to the person(s) visiting the inmate.
-
- o 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.

Lockdown Protocols

The lobby shall be closed during a lockdown.

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.

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

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

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

-
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 on the visiting doors and on the rails outside of the Visiting lobby.

-
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 Protocols

-
The lobby shall remain open during a modified lockdown.

-
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 predesignated time, visitors shall have their visit canceled and rescheduled by a Visiting front deputy.

-
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.

-

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.

-

Security Checks

-

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:

-

- 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

-

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."

-

Visiting Rear

-

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 30 (thirty) 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."

-

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

-

The 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.

-

Men's Central Jail (MCJ) Unit Orders

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 12/03/25

Revision Date 09/23/25

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.

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SCOPE OF ORDER:

-

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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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.
- 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

• 5-15-030 Chaplaincy and Clergy Visits in the Visiting Area and Attorney Room



PURPOSE OF ORDER:

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The purpose of this order is to establish procedures for the use of the Inmate Video Visitation System (IVVS) and Attorney Room for members of the Chaplaincy and Clergy.

SCOPE OF ORDER:

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

ORDER:

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- I. Members of clergy from churches throughout the outside community may obtain passes for the attorney room by contacting the Office of Religious and Volunteer Services (RVS) at [REDACTED TEXT]
-

Men's Central Jail (MCJ) Unit Orders

- II. Outside clergy shall be issued an attorney room pass only after submitting proof of ordination, documents verifying standing as the pastor of an area church, and a valid picture identification. A warrant and record check shall be performed by the RVS office deputy prior to the issuance of a pass.
 -
- III. The following limitations apply specifically to outside clergy visits:
 -
 - A. Clergy must have ministerial credentials and a valid picture identification.
 -
 - B. Clergy must be the minister of the inmate or the inmate's family.
 -
 - C. Clergy requesting a visit with members of their own family shall be allowed a visit at the regular visiting area only. The watch commander may approve an attorney room visit under exceptional circumstances.
 -
 - D. Clergy may visit an inmate once per week for a period not to exceed 50 minutes. **This will not count as a regular visit.**
 -
 - E. Clergy visits shall be permitted for the sole purpose of conducting spiritual counseling only, services shall not be performed.
 -
 - F. Physical contact is not permitted.
 -
 - G. Clergy may not be accompanied by any other person during the attorney room visit. Clergy may be accompanied at a visit in the visiting screen.
 -
 - H. Clergy shall not give anything to the inmate. Appropriate religious materials shall be presented to the RVS office deputy, who will forward the material to the inmate.
 -
- IV. Full-time facility chaplains shall be allowed visits in the attorney room, subject to the following limitations:
 -

Men's Central Jail (MCJ) Unit Orders

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- A. Only those inmates not allowed access to the facility chaplain's offices will be seen in the attorney room.
-
- B. Chaplains may visit an inmate once per week, for a period not to exceed 50 minutes.
-
- C. Chaplains shall not give anything to an inmate in the attorney room. Appropriate religious materials must be presented to the RVS office deputy for inspection and distribution to the inmate.
-
- D. Restrictive housing inmates shall be requested one at a time.
-
- E. After 1900 hours each day, a chaplain shall be limited to one restrictive housing inmate.
-
- F. At the watch commander's direction, inmates deemed to be an exceptional security risk may be excluded from chaplain visits in the attorney room. Visits may take place in the regular visiting area.
-
- G. Chaplains are banned from private booths. Exceptions shall be approved by the unit commander.
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Revision Date 12/24/24

Revision Date 05/08/19

Revision Date 02/12/09

• 5-15-045 Hospital Visiting Procedures



PURPOSE OF ORDER:

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The purpose of this order is to establish a uniform process whereby attorneys and other legal visitors may pass documents to inmates via the [REDACTED TEXT] control booth deputy when the attorney room is closed or the inmate is unable to visit in the attorney room.

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SCOPE OF ORDER:

-

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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When an attorney initially enters the [REDACTED TEXT] floor visiting area, the control booth deputy shall inquire if they intend to pass documents. If they indicate they will be passing documents, the booth deputy shall remain in the booth to facilitate the transfer or arrange to be in the booth at the appropriate time.

-

When requested to pass documents, the deputy shall receive the documents through the pass-through window, place them on the wooden platform (in view of the visitor) face down, and quickly leaf through the documents checking for contraband. Personnel shall not read any legal documents being passed to the inmate.

-

The documents shall then be placed in an envelope, sealed with tape, and immediately taken to the inmate.

-

If the deputy's duties preclude them from immediately taking the documents to the inmate, the visitor should be advised to hold the documents. Once received by personnel, the documents shall immediately be taken to the inmate.

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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.

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SCOPE OF ORDER:

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

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ORDER:

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

-

Men's Central Jail (MCJ) Unit Orders

<u>ITEM</u>	<u>FREQUENCY</u>
-	
<u>One (1) uniform</u>	<u>once weekly</u>
<u>One (1) T-shirt</u>	<u>twice weekly</u>
<u>One (1) undergarments</u>	<u>twice weekly</u>
<u>One (1) pair socks</u>	<u>twice weekly</u>
<u>One (1) towel</u>	<u>once weekly</u>
<u>One (1) sheet or mattress cover</u>	<u>once weekly</u>
<u>One (1) blanket</u>	<u>once monthly</u>
<u>One (1) thermal top/bottoms</u>	<u>once weekly</u>
-	

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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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.

-

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.

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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

-

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:

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

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SCOPE OF ORDER:

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

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ORDER:

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Overview

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

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Inmate Housing Assignment

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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].

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.
-

Men's Central Jail (MCJ) Unit Orders

- 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

• 5-17-034 3301 Procedures



PURPOSE OF ORDER:

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The purpose of this order is to establish procedures regarding the operation of Module [REDACTED TEXT]

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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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Module [REDACTED TEXT] provides maximum security, disciplinary housing for high power inmates [REDACTED TEXT] that violate jail rules and regulations. As a result of such violations, their privileges are restricted for a designated period of time in accordance with MCJ Unit Order 5-22-000 "Inmate Discipline" and Custody Division Manual (CDM) section 5-09/030.00, "Disciplinary Guidelines."

-

To maintain a consistent and secure environment within Module [REDACTED TEXT], personnel shall adhere to the following procedures:

-

- A visual check of all inmates and cells shall be made by the module officer, or module rover at least once every 25 minutes pursuant to CDM 4-11/030.00 "Inmate Safety Checks" and Title 15, Section 1027.5, "Safety Checks." Additionally, all inmates in High Observation Housing (HOH) or Forensic In-Patient (FIP) shall be checked once every 15-minute period. This visual check for HOH and FIP inmates shall be made by the assigned module officer or rover at the beginning of each shift and each 15 minutes thereafter. These checks shall be documented utilizing the Title 15 scanner and bar codes at the front and back of the row.
- All security and visual checks shall be made while standing in front of each cell door.
- Personnel shall look at the inmate for signs of life (e.g., moving, breathing, talking, etc.) and obvious signs of distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, discomfort, etc.). Personnel shall illuminate the interior of the cell during "lights-out" time to look for items such as make-

Men's Central Jail (MCJ) Unit Orders

shift ligatures, torn clothing or bedding, or any other object that an inmate could use to harm themselves or staff members.

-

- It is recommended that face shields be worn by all personnel present on the row when an occupied cell gate is opened.

-

- Floor supervisors shall immediately be made aware of any potential conflicts within the module.

-

- Floor supervisors shall immediately be made aware of any suicidal ideations, threats, or attempts made by inmates within the module.

-

Personnel shall maintain cleanliness and sanitary conditions within the module.

-

Personnel shall promptly escort inmates to areas within the facility as requested.

-

- All inmates escorted from or to the module shall be documented in the electronic - Uniform Daily Activity Log (e-UDAL).

-

All inmates shall be served three (3) meals during each 24-hour period, as provided by the jail culinary staff.

-

- All inmates in [REDACTED TEXT] shall be provided meals in their cells.

-

- All meals are to be passed through the tray slot.

-

- An entry shall be made in the e-UDAL and procedures delineated in CDM section 5-15/000.00, "Inmates Refusal to Eat and/or Drink" shall be followed each time an inmate does not eat.

-

Men's Central Jail (MCJ) Unit Orders

- When a new inmate is added or removed from the module, the kitchen staff needs to be notified immediately to accommodate any modified meals.

-

- An accurate and precise inmate module count shall be completed at the conclusion of each shift.

Handcuffing Procedures

-

The handcuffing procedures below apply to inmates housed in Module [REDACTED TEXT], and Module [REDACTED TEXT]. High security, non-discipline inmates shall be handcuffed according to procedures delineated in CDM section 7-03/010.00, "Waist Chain Procedures."

-

- Prior to being handcuffed, the inmate shall be instructed to remove all articles of clothing, other than county-issued underwear and shower shoes, while secured in their cell.

-

- Handcuffing of high security, discipline inmates shall not be accomplished through any tray slots.

-

- A team of deputies shall be armed with a minimum of a personal canister of oleoresin capsicum (OC) spray and a TASER.

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- A sergeant overseeing the movement shall be present if the inmate requires a sergeant escort.

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- The cell door shall be opened approximately 18 inches with the inmate facing away from the deputies.

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- The deputies shall take control of the inmate and waist chain the inmate.

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Revision Date 06/12/25

Revision Date 03/21/19

Revision Date 01/23/18

Revision Date 01/12/16

Revision Date 04/14/15

Revision Date 04/08/09

• 5-21-001 Allowable Inmate Personal Property



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PURPOSE OF ORDER:

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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

Men's Central Jail (MCJ) Unit Orders

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 ("Cyber Sonic Floss" or equivalent, pre-strung plastic arch)

Denture cleaner

Denture grip

Dentures

Men's Central Jail (MCJ) Unit Orders

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

Phone cards

Men's Central Jail (MCJ) Unit Orders

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

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

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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.

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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

-

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

-

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:

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- 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;

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- 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;

-

Men's Central Jail (MCJ) Unit Orders

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

Contraband Disposal

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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.

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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

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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.

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Excess items

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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

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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).

-

Razor Exchange

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Each inmate who is allowed to possess razors due to their classification, shall be limited to no more than one

Men's Central Jail (MCJ) Unit Orders

(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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• 5-23-041 Inmate Exercise and Indoor Inmate Recreation



PURPOSE OF ORDER:

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The purpose of this order is to establish procedures for inmates' access to outdoor exercise and indoor recreation.

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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).

-

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)

-

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.

-

D. To maintain the safety and security of the [REDACTED TEXT]-exercise yard, the following escorting procedures shall be followed:

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- 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.
-

II. Inspection

-

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.

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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.

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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.

-

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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Men's Central Jail (MCJ) Unit Orders

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.
-

V. High Security Inmates

Refer to MCJ unit order 5-23-043, "High Security Exercise Area."

Indoor Recreation

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."

-

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**

-

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**

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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



Los Angeles County
Sheriff's Department

• 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

-
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.

-
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.

-
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.

-

Employing Special Weapons

-

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.

-

Supervisors

-

The [REDACTED TEXT] SLD will be staged in the [REDACTED TEXT] dayroom before and after dayroom lines.

-

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.

-

Staffing

Sufficient deputies and one [REDACTED TEXT] SLD or SGT.

-

The recreation deputy shall oversee the recreation program.

-

- **[REDACTED TEXT]** _____
-

Operating Procedures

-

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.

-

[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.

-

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.

-

Supervisors

-
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:

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The purpose of this order is to establish procedures regarding inmate library services and access to library books.

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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).

-

ORDER:

-

Library books and periodicals shall be stored and maintained in the [REDACTED TEXT] School storage room.

-

The Inmate Library Custody Assistant (CA) shall provide library services to inmates. The Inmate Library CA 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 on a rotating schedule maintained by the Inmate Library CA.

-

The Inmate Library CA shall allocate library books and periodicals to inmates requesting reading material.

-

The inmate's information shall be entered into the Inmate Library Check-out Log to check out a library book. The Inmate Library CA shall make an entry in the electronic Uniform Daily Activity Log (e-UDAL) documenting that inmate library services were offered to the respective housing location.

-

The inmate may keep the book(s) until the next inmate library services are offered. Additional books may be checked out at the Inmate Library CA's discretion.

Library books marked "EBI" shall be confiscated during searches (e.g., release, transfer to another facility, in custody release, court, etc.) and returned to the Inmate Library on the [REDACTED TEXT] Floor.

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").

Revision Date 03/03/26

03/06/23, MCJ



• 5-23-061 Law Library and Operating

Procedures for Pro Per Inmates



PURPOSE OF ORDER: _____

The purpose of this order is to establish procedures for the Law Library and the handling of inmates who have been granted propria persona (pro per) status by the court.

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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).

ORDER:

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The Law Library shall provide inmates with access to legal resource materials. Use of the Law Library is restricted to inmates who have been granted pro per status and related privileges by the court or granted limited access by the Legal Unit. Inmates requesting use of the Law Library shall submit an "Inmate Request Form to gain access to use the Law Library. Inmates classified as general population or high security may receive access in accordance with this order. Access is granted on a request-by-request basis.

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Access

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General population inmates who have been granted pro per status shall access the Law Library in [REDACTED TEXT], [REDACTED TEXT]. High security inmates shall utilize the Law Library located in [REDACTED TEXT].

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The Law Library shall operate seven (7) days per week and personnel shall provide pro per inmates no more than two (2) hours per day in the Law Library. The Law Library time limit shall be strictly enforced. Any modifications to the scheduled time limit shall be approved by the Legal Unit sergeant or floor sergeant. A rotating schedule has been established by the Legal Unit designating inmates to a particular group and time slot based upon safety, security, and efficiency of the Law Library. High security inmates shall be assigned a group designated by the Jail Liaison Unit.

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This schedule shall be posted in each floor control booth and housing areas which house pro per inmates. Schedules for pro per inmates can be requested from the Legal Unit.

It shall be the responsibility of the floor supervisors assigned to any floor that houses pro per inmates to ensure they are escorted by floor personnel to and from the Law Library in accordance with this schedule.

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It shall be the responsibility of the pro per inmate to know their scheduled Law Library time.

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Tracking of Law Library Time

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To ensure the Law Library usage is properly documented, the electronic-Uniform Daily Activity Log (e-UDAL) shall be used to document and track each inmate's Law Library usage.

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Escorting personnel shall count all the inmates who enter the Law Library and enter that information into the e-UDAL.

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If an inmate refuses to use the Law Library, the following shall be documented:

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- **Module personnel shall note in the e-UDAL all inmates who refused their Law Library time.**
 - **The reason the inmate refused (e.g., sick, not needed, etc.).**
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The records tracking Law Library usage shall be maintained for a period of five (5) years.

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Law Library Module Procedures/Rules

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Personnel assigned to the Law Library module shall adhere to the following procedures:

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Ensure the Law Library is cleaned as time permits. Cleaning of the law libraries shall only be performed by the assigned inmate workers.

- **Court orders or special requests presented by an inmate shall be verified by the Legal Unit.**

- **Food or drinks are not permitted in the Law Library.**

- **Title-15 safety checks shall be conducted every thirty (30) minutes or as required by Custody Division Manual section 4-11/030.00, "Inmate Safety Checks" and logged into the e-UDAL.**

- **Provide for the care and well-being of all inmates within their area of responsibility.**

- **The floor supervisors, Legal staff, and the Jail Liaison Unit shall immediately be made aware of potential or pending conflicts or problems within the Law Library groups.**

- **Take reasonable steps, including temporary suspension of Law Library access, to preserve jail security.**

- **Floor supervisors shall immediately be made aware of any suicidal ideations, threats, or security issues by inmates within the Law Library.**

Inmates who fail to comply with the following shall be removed from the Law Library. Inmates who are removed from the Law Library because of inappropriate behavior shall be escorted back to their housing location and documentation shall be made stating the violations that were committed by the inmate. Continued violations may result in disciplinary action or possible loss of pro per status or pro per privileges.

- **Use of the Law Library is restricted to legal research and/or telephone calls directly relating to**

the inmate's case. It is not to be used for exercise, recreation, or any other non-legal purpose.

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Legal Forms Used in the Law Library

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The following is a list of legal forms that shall be kept in adequate supply for distribution in the Law Library. Inmates may not file more than one (1) form at a time. Forms not

provided may be obtained and given to the inmate by their investigator. Law Library module officers may answer general questions concerning Department forms but shall not provide any assistance in filling out or answering procedural questions for any writ, subpoena, or other legal forms.

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1. **Witness Request Forms (Sheriff's Form PPO 39)**

2. **Telephone Account Form (Sheriff's Telephone Form)**

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3. **Own Recognizance (OR) Form (Sheriff's OR Form)**

4. **Subpoena -Application Subpoena Duces Tecum Criminal, and Superior Court. (Legal Form RC 005)**

5. **Petition for Writ (Legal Form MC-275)**

Pro Per Privileges

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Pro per inmates are granted some privileges not generally afforded to other inmates. These privileges are set forth by the Superior Court in Court Rule 8.42. Questions concerning pro per inmates, or their privileges, shall be referred to the Legal Unit.

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Suspension of Pro Per Privileges

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An inmate's pro per privileges may not be restricted, suspended, or terminated as a concomitant of jail discipline or administrative segregation without due process and a Wilson hearing. This hearing shall be conducted by the Legal Unit.

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Suspension of Privileges in Emergency Situations

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In an emergency situation, immediate suspension of pro per privileges may be granted based on the decision of the Legal Unit sergeant and/or watch commander. Immediate notice (as soon as practical under the circumstances) shall be provided to the court specifically stating the privileges restricted and the emergency justifying the action.

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Suspension of Privileges for Medical or Psychiatric Necessity

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Privileges may be temporarily suspended based upon the determination of the inmate's treating physician or psychiatrist if the inmate's pro per status will endanger the health and welfare of the pro per inmate. Suspensions shall only last as long as medically necessary. Notification and the reason for the suspension shall be provided to the courts immediately.

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Suspension of Privileges Due to Natural Disaster

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The unit commander may temporarily suspend any provision outlined in Court Rule 8.42 during a natural disaster or other emergency situation.

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Expiration of Pro Per Privileges

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An inmate's pro per privileges shall be terminated upon sentencing. Additional requests for pro per status after sentencing shall be made to the trial court sentencing the inmate. If the inmate has

more than one case, the Legal staff shall determine the housing placement of the inmate and notify the concerned housing location.

Inmate Complaints or Grievances Regarding Pro Per Privileges

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All complaints or grievances concerning pro per privileges shall be forwarded to the Legal Unit for disposition. All complaints concerning general jail procedures and activities shall be handled in accordance with standard inmate complaint procedures.

Legal Material

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Pro per inmates shall be allowed to retain personal legal books and papers within their respective cells. Although there is no limit to the amount of legal material that can be retained, the required observance of fire regulations and/or other hazards may justify limits on an inmate's legal property. Excess legal material, when taken from the inmate, shall be placed in the inmate's bulk storage, or released to the person designated by the pro per inmate. Legal staff should be notified for approval prior to removing excess material from a pro per inmate's cell.

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Pro per inmates are not allowed to have in their possession CDs, DVDs, video audio tapes, or any electronic device. All legal material that is contained in this format shall be viewed in the attorney room utilizing a laptop computer provided by the pro per inmate's investigator. The investigator shall be present during the viewing of the CD, DVD, video, and/or audio tapes. If material provided on the CD, DVD, video, and/or audio tape runs in excess of forty (40) minutes, the investigator must make prior arrangements with the Attorney Room requesting the amount of time needed to view all material on the CD, DVD, video, and/or audio tape.

Cell and Property Searches

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Searches of a pro per inmate's cell or property shall be conducted in the presence of a sergeant and video recorded. Pro per inmates, absent emergent circumstances, shall

be present and allowed to observe any search of their property or cell. The pro per inmate should stand at a reasonable and safe distance outside of the cell during the search and may be handcuffed. Officers may search all areas of the cell including the inmate's legal material but must limit the search of legal material to an inspection for physical contraband. Legal material shall not

be read by the searching deputy.

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Caution shall be exercised to ensure legal materials are neither damaged nor destroyed. -

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At the conclusion of the search, the sergeant shall ask the inmate if any legal material has been lost or damaged. The inmate's reply and the identity of those present shall be noted on the video. The sergeant shall forward the video to the Legal Unit for proper storage and documentation.

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Searches conducted of a pro per inmate's cell or property prior to moving the inmate to another cell location shall require the direct supervision of a sergeant and the movement shall be video recorded absent emergent circumstances. If an emergent movement is conducted, the inmate shall be asked if any legal materials have been lost or destroyed as outlined above and immediate notification shall be made to the sergeant.

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Any search of a pro per inmate's cell outside of their presence shall have a sergeant present and be recorded. A memo shall be completed, directed to the Legal Unit, detailing the search and stating what contraband, if any, was discovered.

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Court Orders

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Court orders are not accepted from inmates. All court orders must be received directly from the court to the Legal Unit. Court orders that conflict with jail procedures or security may be confirmed with the court by the Legal staff.

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Housing Assignments

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General population pro per inmates shall be housed in [REDACTED TEXT]. Restrictive housing pro per inmates shall be housed in [REDACTED TEXT]. Protective custody inmates will remain in their current housing locations as determined by their classification. Pro per inmates housed in the Hospital will remain there until they are medically cleared. Due to the presence of sensitive legal materials, no other inmates are allowed to visit or socialize with pro per inmates inside of their cells.

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Telephone Calls

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All telephone calls will be made at the inmate's expense, unless the inmate is deemed indigent, in which case the court may supply them with funds. Only outgoing phone calls directly related to the inmate's case are permitted in the Law Library. The telephones in the Law Library are available during library time only and can be used for collect calls or phone account calls. Pro per inmates are entitled to normal (non-legal) telephone access outside the Law Library.

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Investigators

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Interviews with state-licensed investigators may be conducted in the Attorney Room, Visiting area, or Hospital area during normal hours of operation. Interviews shall not be restricted in duration. Interviews conducted in the Attorney Room shall not be conducted in a private booth. Exceptions to any of the above may be made upon receipt of a court order specifically stating what is allowed.

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Legal Runners

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Pro per inmates may utilize the services of a legal runner under the guidelines of the Los Angeles Superior Court rules 8.42 (4), Legal Runner and Legal Visits, which states the legal runner must be a current member of the Los Angeles Superior Court's Private Investigator Panel designated as eligible to assist pro per criminal defendants. -

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Witnesses

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There is no limit to the number of witnesses a pro per inmate may have. Only witnesses approved by the court and verified by the Legal staff may have a legal visit. Approved witness lists shall be sent to Visiting personnel by the Legal Unit. Witnesses verified by Legal staff may be interviewed

by the pro per inmate during normal visiting hours. The interview shall be limited to one (1) per day and shall not exceed thirty (30) minutes. The time allotted for witness interviews shall not be extended and cannot be combined with time periods allotted for regular visits. A prospective material witness may not perform a dual function as a legal runner for the same inmate.

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Supplies and Canteen

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Only legal papers belonging to the inmate and any items approved by the Legal staff may be passed through the Attorney Room. No stationary items available for purchase from the canteen may be passed through the Attorney Room. All purchases from the canteen shall be made at the inmate's expense. Pro per inmates shall receive the same access to canteen as all other inmates, in accordance with policy.

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Pro per inmates shall not be permitted to possess any metal fasteners, ink pens,

markers of any type, or any other item which may present a security hazard. Items such as paper, carbon paper, pencils, and erasers may be utilized by pro per inmates. They may be provided with large envelopes as an alternative. The possession and receipt of any books by pro per inmates shall be sent directly from the publisher/bookstore and shall be subject to regular security inspections.

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Indigent Supplies

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Upon receipt of a court order specifying that the pro per inmate is indigent, the inmate may request an indigent kit from the Legal staff. Indigent supplies consist of one (1) letter pad; ten (10) sheets of carbon paper; three (3) golf pencils; one (1) eraser; one (41) 5-pack of numbered paper sheets of carbon paper; and four (4) stamped envelopes. Indigent supplies shall be provided weekly.

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Indigent funds may be deposited into the inmate's account after receipt of a court order and verification from the Legal Unit. This fund may be used for witness phone calls, additional supplies, phone calls or other needs directly relating to the inmate's case. All receipts must be retained by the inmate.

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Legal Mail

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Refer to Unit Order 5-10-000, "Inmate Correspondence, Including Legal Mail."

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Personal Typewriters

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Pro per inmates may receive and use personal typewriters and typewriter supplies. Persons dropping off a typewriter for a pro per inmate shall fill out the Typewriter Accounting form, available from the Main Lobby deputy. The typewriter and form shall be collected by Legal staff and a security inspection of the typewriter shall be made prior to it being issued to the inmate. Inmates' personal typewriters shall be secured in the plumbing access area of the Law Library. The typewriter shall be provided to the inmate upon entering the Law Library during their specified Law Library time. The typewriter shall be secured once the inmate has exited the Law Library. At no time shall a typewriter be allowed inside an inmate's cell.

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Pro Per Discipline

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Pro per inmates are subject to the same disciplinary action, including administrative segregation and loss of normal privileges, as all other inmates. While in the disciplinary module, the inmate shall retain all pro per privileges as set forth in the Court Rules 8.42 (i.e., Law Library time, access to telephones in the Law Library witness visits, and retention of all legal material).

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Custody personnel shall ensure pro per inmates are searched upon exiting the Law Library or upon return from another area of the facility to prevent the introduction of contraband into the disciplinary module. The search shall include both the inmate's person and any accompanying papers or folders. The same care shall be exercised in searching the legal material as previously outlined under the "Cell and Property Searches" section of this unit order. Absent an emergent situation, the pro per inmate shall be present if their cell is searched while they are housed in discipline housing. Custody personnel in discipline housing units shall clearly mark a pro per inmate's cell to notify all staff that a pro per inmate is housed in that cell.

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Revision Date 01/07/26

Revision Date 04/09/19

Revision Date 01/25/16

Revision Date 05/19/09

Revision Date 11/19/08

Revision Date 09/25/07

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Los Angeles County
Sheriff's Department

• 5-50-040 Floor Control Booths



PURPOSE OF ORDER:

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The purpose of this order is to establish procedures governing the operation of the floor control booths at Men's Central Jail (MCJ).

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SCOPE OF ORDER:

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

ORDER:

Under the direct supervision of the floor sergeant and/or supervising line deputy (SLD), the floor control booth officer shall:

- **Ensure all pertinent information has been passed to the next shift returning for duty. This information shall include damaged/missing equipment, "miss-out" counts, and any incidents that occurred during the shift.**
- **Conduct an inventory of Title 15 safety check scanners, radios, keys, MK-9 canisters, and TASERS distributed throughout the floor using the electronic- Uniform Daily Activity Log (e-UDAL). This inventory shall be conducted within the first hour of any shift. Notification to main control shall be made advising when inventory of all Title 15 safety check scanners, keys, MK-9 canisters, and Tasers are accounted for. The inventory tracking sheet shall be submitted to main control.**
- **Complete and submit the bad operation (B/O) count sheet to Facility Accountability Services (FAS).**
- **Receive and enter all maintenance requests for the floor into the e-UDAL - Maintenance Service Request.**

Note: Maintenance Service Requests submitted between 2030 hours - 0500 hours shall be forwarded to main control via a "MCJ Emergency Work Order."

- **Log pertinent information and activities occurring on the floor (e.g., searches, tours, inmate movement, inmate services, receipt of inventory, and inmate meals) in the e-UDAL/UDAL.**
- **Maintain visual of the corridor(s) (i.e., escalators, elevators, gates).**

- Keep the entrance/exit door to the floor closed.
- Maintain verbal contact with floor personnel and supervisors via the telephone, radio, and/or the Public Address (PA) system.
- Verify the inmate's wristband with their generated pass when inmates are entering and exiting the module.
- Receive and distribute inmate transfer lines. Inmates appearing on either transfer line shall be updated promptly in the Automated Justice Information System (AJIS).
- Be aware of the location of floor personnel at all times.
- Act as liaison between floor and main control personnel.
- Notify floor rovers of any inmates for pick up at the [REDACTED TEXT] floor, attorney room, visiting, etc.

[REDACTED TEXT] Control Booth Responsibilities

In addition to the standard floor control booth responsibilities, the [REDACTED TEXT] floor control booth officer shall:

- Monitor the hospital visiting area.
- Monitor the entry and exits through the [REDACTED TEXT] "duster door".

Maintain a log for all Los Angeles General Medical Center (LAGMA) radio car and ambulance runs

including:

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- **Inmate's name and booking number.**
- **Reason for the transfer to LAGMA.**
- **Name of doctor requesting the transfer.**
- **Type of transport (radio car or ambulance).**
- **Name of escorting deputy.**
- **Enter into the Custody Automated Reporting and Tracking System (CARTS) under "radio car run".**
- **Prepare an escape packet for outside hospitals and submit the packet to the watch sergeant.**
- **Ensure fire department personnel are escorted to the floor requesting the response.**

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Inmate Injury/Illness

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When an inmate becomes injured or ill (man down) custody personnel shall immediately notify the MCJ clinic for a nurse to respond to the location of the injured or ill inmate and complete an Inmate Injury/Illness Report (SH-J-212).

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The floor booth officer shall maintain a log for all inmate "man down" calls. This log shall include:

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- **Inmate's name and booking number.**
- **Location of the "man down".**
- **Reason for the call.**
- **Time of occurrence.**

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Control Booth Security

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Inmates shall not be allowed in a control booth unless there are at least three officers/deputies present for the entire duration the inmate is in the booth. A ratio of three (3) officers/deputies to one (1) inmate any time there is an inmate in the [REDACTED TEXT] Hospital Control Booth or Main Control.

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BOOTH DOORS SHALL REMAIN SECURE AT ALL TIMES.

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Revision Date 06/24/25

Revision Date 01/08/24

Revision Date 08/22/17

Revision Date 02/06/17

Revision Date 01/25/16

Revision Date 01/16/13

Revision Date 07/08/10

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