

## Twin Towers Correctional Facility Unit Orders

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### • Chapter 1

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#### • • 1-10-010 Unit Manual

##### **PURPOSE OF ORDER:**

To establish the Twin Towers Correctional Facility's Unit Manual.

##### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

##### **ORDER:**

The official manual of the Twin Towers Correctional Facility (TTCF) is hereby established and is entitled "Twin Towers Correctional Facility Unit Manual of Policy and Procedures." The short title shall be "TTCF Unit Manual." It is a consolidation of unit orders and written procedures governing the operation of Twin Towers Correctional Facility and LAC+USC Medical Center Jail Ward.

The TTCF Unit Manual shall be prepared, updated and distributed by Operations under the direction of the Operations Lieutenant.

Statements in this manual found to be in conflict with the Department or Custody Division Manuals shall be deemed invalid. However, any section or statement(s) in this manual found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

All personnel assigned to Twin Tower Correctional Facility shall familiarize themselves with the contents of the Departmental, Custody Division and the Twin Towers Correctional Facility Unit Manual of Policy and Procedures, as well as any regulations, orders, directives or memorandums affecting this unit.

##### **Purpose of the Unit Manual**

- To standardize policies, rules and procedures within the unit,
- To provide a ready reference of rules, policies, and procedures governing unit operations for all persons, both within and outside the unit,
- To comply with the Department Manual of Policy and Procedures, Custody Division Manual, California Code of Regulations Title 15 Minimum Jail Standards,
- To provide a written reference of Unit policies and procedures for Department personnel.

##### **Revised Unit Orders**

When a unit order is revised, a copy of the old unit order shall be filed in the Unit Order Archive file. TTCF Operations shall maintain an archived paper copy of all unit orders and retain them indefinitely.

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## • • 1-10-020 Manual Organization and Numbering

### **PURPOSE OF ORDER:**

To organize, number and catalog all Unit Orders within the TTCF Unit Manual.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

### **ORDER:**

The TTCF Unit Manual shall be subdivided into Chapters, Sections, and Subsections.

“Chapters” shall be designated by one (1) digit followed by a dash (-). “Sections” shall be designated by two (2) digits followed by a dash (-). Numbers of one digit shall be preceded by one zero. “Subsections” shall be designated by two (2) digits. Numbers less than 10 will be preceded by zero. The following is an example of the format:

Chapter   Section   Subsection

1.    03-    050

This number, 1-03-050, represents Chapter 1, Section 3, Subsection 5.

Each Unit Order shall be assigned to the appropriate Chapter and Section, and assigned a Subsection number in multiples of five in sequence. This allows other sections to be added as necessary. Prior to adding any section, the order’s subject/title shall be added to the Manual index as well as to the Alphabetical index.

Each page of each order shall be numbered on the bottom of the page centered, “\_ of \_”. Page one of all orders shall have the date on the upper left of the heading and the Unit Order number on the upper right of the heading. Subsequent pages shall have the date on the upper left hand corner of the page and the Unit Order number on the upper right corner of the page.

The Unit Manuals Coordinator shall make all revisions to the Unit Manual. All additions and revisions shall be underlined and the revision date noted in the upper left hand corner of each page.

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## • • 1-10-030 Facility Policy and Procedure Review

### **PURPOSE OF ORDER:**

To facilitate updates, amendments and changes without compromising uniformity and integrity of the Unit

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Manual.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

**ORDER:**

The Operations Deputy shall be responsible for conducting an annual review of the Unit Manual. This review shall ensure that all unit orders are relevant and are consistent with the Department Manual of Policy and Procedure and the Custody Division Manual. The review shall adhere to the following schedule:

January through February: Chapters 1 and 2

March through June: Chapter 3

July through October: Chapters 4 and 5

The Operations Deputy shall ensure all revised unit orders are approved and signed by the Unit Commander. Once approved at the unit level, the order shall be sent to the Custody Support Services (CSS) Unit for review and executive approval prior to publication. Upon receiving approval, the Unit Manuals Coordinator shall ensure the order is properly numbered, labeled, dated and indexed prior to being included in the manual. The Unit Manuals Coordinator shall properly archive the original version of the unit order. The Unit Manuals Coordinator shall also ensure the changes are properly disseminated to all personnel through unit briefings. Refer to Unit Order #1-10-031, Procedures for Distributing Unit Orders, Policies, and Procedures.

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**• • 1-10-031 Procedures for Distributing Unit Orders**

**PURPOSE OF ORDER:**

To establish the process by which personnel are to be made aware of, receive instruction in, and be held accountable for information contained in Unit, Division, and Departmentally distributed material.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

**ORDER:**

Material which is deemed suitable and necessary for universal dispersal to all departmental personnel working within Twin Towers Correctional Facility shall be prepared by the Professional Standards Unit and distributed to all shift Watch Commanders for briefing. The material may include, but is not limited to newly created or revised Unit Orders, Training briefings, Unit level Directives, and Division Orders. Each shift Watch Commander shall review the material and assign appropriate supervisor to the instructional process.

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Subsequently, each employee shall be instructed at a formal briefing, in small group settings and, if necessary, through one-on-one contact with a supervisor.

Employees who discover subject matter which they believe is suitable from a training standpoint for distribution to the entire unit may submit a memo with a brief description of and any available documentation to their Watch Commander or directly to the Professional Standards Lieutenant. No Watch Commander is to distribute any new Directives, Briefing, Procedure or Unit Orders without approval from the Professional Standards Unit.

The Professional Standards Lieutenant shall review the information and see that the concept, if approved by the Unit Commander, is assigned to the appropriate personnel for research and briefing development. Once completed, the material shall be disseminated to the Watch Commander for shift level distribution and subsequent briefing.

Each shift Watch Commander shall be responsible for personally reviewing the material. They shall discuss the briefing with the Sergeants and/or supervisors under his command in order to ensure that each understands the intent of the order and the spirit in which the Unit Commander would have the material delivered.

Each member of the shift shall in turn be **personally briefed** by a supervisor. One-on-one contact by a supervisor may be necessary in order to achieve 100% compliance. Supervisors shall ensure that the material is briefed and clearly understood by all those in attendance. The material may be demonstrated or designed for distribution as a handout. The optimum technique for instruction shall be determined by the Training Unit working in conjunction with Professional Standards personnel. The desired methods of instruction shall be indicated on the briefing packet.

Whichever method of instruction is adopted, it must be remembered that the goal of each session is **universal understanding**.

To meet this goal, supervisors shall ask questions, reiterate, and clarify confusing issues to reinforce training points. Consistent with the role of trainer and mentor, supervisors shall solicit comments from the group and encourage the open and free exchange of ideas and questions.

At the completion of the session, each member receiving the briefing shall sign his/her name to one of the rosters included within the briefing packet. The roster shall serve to document the session and accredit subject training hours to the individual. A record of each training session shall be recorded in the TRAPPERR system by the Training Unit.

Over the period of a week, shift Watch Commanders and their reliefs shall work together to ensure that as many of their personnel as possible are briefed by checking the rosters against the in-service sheets. At weeks end, the signed rosters and accompanying training material shall be collected by the shift Watch Commander and returned to the TTCF Professional Standards mailbox located in Tower I in the Administrative elevator landing.

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### • • 1-10-040 Maintenance of Departmental and Unit Manuals

**PURPOSE OF ORDER:**

To provide direction to Twin Towers Correctional Facility (TTCF) personnel for the maintenance and accounting of Departmental Manuals, TTCF Unit Manuals and Manual Revisions.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

**ORDER:**

The Unit Commander shall designate a person to be the Unit Manuals Coordinator. The Unit Manuals Coordinator shall be responsible for the distribution and maintenance of the TTCF Unit Manuals, Departmental manuals, manual revisions and updates for the TTCF.

The Unit Manuals Coordinator shall receive all incoming manual revisions and updates. He is responsible for the distribution and updating of all assigned manuals including updating the computerized manual each time an update diskette is received.

The Unit Manuals Coordinator shall provide accounting and periodic audits as per section 1-01/090.15 of the Department Manual of Policy and Procedures.

The Unit Manuals Coordinator shall maintain a record of the number of manuals assigned, and where each manual is located within the unit, per section 1-01/090.20 of the Department Manual of Policy and Procedures.

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• • **1-10-041 Distribution of Manuals**

**PURPOSE OF ORDER:**

To establish the number and location of TTCF Unit Manuals and Departmental Manuals assigned to the Twin Towers Correctional Facility.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

**ORDER:**

No unit copy of any manual shall be the personal property of an individual member of the unit. No copies are to be reproduced without the permission of the Unit Commander or designate.

No assigned copy of any manual shall be taken from one unit to another by a transferring employee. Assigned manuals shall not be removed from their designated locations.

The responsibility of the manuals shall be under the direction of the Operations Sergeant. When an update is received or an order is approved by the Unit Commander, the Operations Sergeant shall:

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1. Note if additional distribution is required,
2. Forward a copy to the Unit Manuals Coordinator (the coordinator shall assure that the distribution is made and each manual assigned to TTCF is updated with the new/revised order),
3. Prepare a briefing to notify personnel of the new/revised manual update.

The Department Manuals of Policy and Procedures (MPP) are assigned by number and shall be kept in the following locations:

- Unit Commander's Office
- Operations Office
- Operations Sergeant's Office
- Watch Commander's Office - Tower I
- Watch Sergeant's Office - Tower I
- MSB/Clinic Sergeant's Office - Tower II
- Training Office - Tower II

Library copies of the MPP shall be located in the following offices:

- Operations Office (Unit Library) (2)
- Watch Commander's Office - Tower I (1)

Custody Division Manuals of Policy and Procedures shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

Library copies of the CDM shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

TTCF Unit Manuals of Policy and Procedures shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

Library copies of the TTCF Unit Manual shall be located in the following locations:

- Same location as the Department Manual of Policy and Procedures.

The Unit Manuals Coordinator shall forward a copy of the Unit Manual revisions to the Custody Support Services Unit, Custody Division Headquarters, as they occur.

Library copies of the Department Manual of Policy and Procedures contain the same volumes as the "formal" copies and are primarily assigned to units to be made available to unit employees who wish to borrow a copy for study purposes, etc.

The Unit Manuals Coordinator shall maintain a check out/check in system to record and control the location of all Library copies borrowed by Unit Personnel. Refer to Unit Order 1-10-050 (Unit Library) for additional

manuals in the Unit Library.

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• • **1-10-050 Unit Library**

**PURPOSE OF ORDER:**

To establish policy and procedures for the maintenance and loaning of Department Manuals.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

**ORDER:**

All manuals in the Unit Library can be “checked out” through the Unit Manuals Coordinator. The Unit Library shall include, but not be limited to, the following manuals:

- Sheriff's Bulletins
- Basic Duties & Responsibilities
- Unit Commander's Letter
- Bonus Selection Manual
- Custody Division
- Manual of Policy and Procedures
- Captain Staff Meeting Notes
- Department Manual of Policy and Procedures
- Public Information Manual
- Department Emergency Operations Procedures Manual
- Detentions & Corrections
- Unit Level Administrative Investigations Manual
- Legal Sourcebook
- Title 15 & 24
- Law Enforcement Work Actions
- Personnel Administrative Handbook
- Personnel Issues
- TTCF Unit Manual
- Timekeeping Manual
- Sworn MOU's
- Civilian MOU's
- Unit Briefings
- Unit EOP
- Penal Code/Vehicle Code

- Correspondence Format
- TTCF Guidelines for Discipline
- Classification Specs. Manual
- Command Inspection Manual

The Unit Manuals Coordinator shall be responsible for the maintenance of all library manuals. A sign-out roster is located with the Unit Manuals Coordinator. He shall

supervise the checking in and out of all manuals. All personnel shall indicate on this form their name, employee number, the manual they are borrowing, the date, and the estimated date of return.

The Unit Library shall be located in the Operations Office on the Eighth Floor of Tower I.

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## • Chapter 2

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### • • 2-02-300 Responsibilities/Functions of Civilian Personnel and Support Services

#### **PURPOSE OF ORDER:**

To establish the responsibilities of civilian staff. This order shall also provide a list of support services available at the Twin Towers Correctional Facility.

#### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

#### **ORDER:**

The primary responsibilities of civilian personnel are to perform their specific job tasks and to immediately advise sworn security personnel on matters concerning safety, security or disciplinary infractions. Security regulations applicable to sworn personnel also apply to civilian personnel.

Civilian employees shall perform all assigned job tasks within the scope of their employment and are responsible to the Personnel Sergeant, Department Director, or designee (e.g., Custody Division, Medical Services, Food Services, Education Department, Inmate Services).

Support services personnel are made up of professionals employed by the Sheriff's Department to provide services and care for inmates in the custody of the Department. Their positions are required to provide the support services necessary to the operation of the TTCF. These positions include clerical, technical, supervisory and managerial assignments. Services that are provided include, but are not limited to: medical and mental health care, religious, commissary, culinary, and counseling.

Support services personnel have a professional responsibility to view all inmates as patients or customers and at the same time be cognizant of, and responsive to, the



security needs of the facility. All personnel (sworn and non-sworn) must work together to maintain quality care and services along with prudent security practices.

Significant points of conflict between custody and support services personnel shall be communicated to the Watch Commander and/or the Lieutenant in charge of that support service. It shall be the responsibility of the respective Lieutenant to coordinate the security function with the support staff.

Custody staff and support services personnel shall conduct themselves professionally in a spirit of mutual cooperation. The goal of all TTCF personnel shall be the smooth and effective operation of this facility.

**Support services shall be provided by the following:**

Medical/Mental Health Services

Shall provide trained medical/mental health staff members to administer emergency and basic health care, as needed, within the facility. The Medical Liaison Lieutenant and the LCMC Lieutenant shall act as liaisons with Medical/Mental Health Services staff.

Food Services

Shall provide trained culinary staff members to prepare and serve meals within the facility. The Facility Lieutenant shall act as a liaison with the Food Services staff and contract workers.

Sheriff's Facility Maintenance

Shall provide trained maintenance and mechanical personnel to maintain and service the facility. The Facility Lieutenant shall act as a liaison with the Sheriff's Facility Maintenance staff.

**The following services shall be coordinated by Custody Division's Inmate Services Unit:**

Educational Services

Inmate Services Unit shall coordinate educational programs for the inmates with the

Hacienda La Puente School District. Health/Science classes shall be offered in conjunction with regular academic achievement classes.

Religious Services

Services provided by Chaplains are: inmate counseling for spiritual, personal or family related problems, religious reading material, worship services, bible studies, death notifications, and family counseling. Chaplains shall not provide legal, bail bond, medical, psychiatric, marriages, money draw, personal care items, or inmate classification services.

Volunteer Organizations

Organized volunteer groups from the community shall, with the approval of the Division Chief, be permitted to visit inmates within the facility. The purpose of such visits shall include, but not be limited to, drug/alcohol rehabilitation, religious and educational programs for inmates.

Jail Stores/Commissary

Jail Stores provides necessary access to personal hygiene items along with writing, reading and other material for the inmates.

The Facility Lieutenant shall act as a liaison with the Inmate Services Unit.

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• • **2-03-300 Volunteer Organizations**

**PURPOSE OF ORDER:**

To establish areas of responsibility for volunteer civilian personnel rendering educational and rehabilitation programs within the Twin Towers Correctional Facility (TTCF).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to TTCF.

**ORDER:**

Organized volunteer groups from the community shall, with the approval of the, Office of Religious and Volunteer Services (RVS) be permitted to visit the TTCF. The purpose of such visits shall include, but not be limited to rehabilitation and educational programs for inmates.

Alcoholics/Narcotics Anonymous

Alcoholics/Narcotics Anonymous meetings are conducted by members of the Central Hospital and Institutional Committee, under the supervision of a panel leader. The panel leader shall be appointed by the Committee, and must be acceptable to the facility that is being served. No member shall be admitted to the facility unless they have been approved RVS.

No committee member of A.A./N.A. on parole or probation shall be allowed to attend an A.A./N.A. meeting in any correctional facility without advance clearance by the Facility Commander or Division Chief.

Printed instructions compiled and edited to meet the specific requirements of each separate institution shall be furnished by the Central Hospital and Institutional Committee to all authorized panel leaders.

Alcoholics/Narcotics Anonymous case histories, life stories, and/or A.A./N.A. general information are the main topics of any A.A./N.A. meeting conducted within all institutions.

Inmates requesting "sponsorship upon release" or other A.A./N.A. personal contact should be referred to the telephone numbers of the Los Angeles A.A./N.A. Central Office, which has a "Sponsorship Upon Release" list

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and contact procedure available.

A.A./N.A. personnel may provide individual counseling or group meetings through closed circuit television under the supervision of the TTCF Inmate Programs staff.

### Friends Outside

Friends outside is an organization which acts as a liaison between the facility and the families of inmates housed at TTCF. When the group is contacted by a disabled or infirm family member of an inmate, they work to set visiting appointments for the family member. Additionally, they provide transportation and escort for the family member to, from, and within the facility. Members of Friends Outside shall be allowed to escort family to the visiting area and shall be allowed to remain for the duration of the visit. These individuals do not count as one of the two visitors allowed to see the inmate.

Appropriate security checks shall be made, prior to admittance, of all individuals participating in such volunteer programs.

### Access to Inmates

Volunteers providing these services shall be granted access to the inmates absent emergent or justifiable circumstances, which shall be approved by the floor sergeant. When any circumstances arise that prevent volunteers from seeing inmates, the following shall be adhered to:

1. Advise the floor sergeant of the circumstances in an effort to re-direct the volunteer.
2. Make a notation as to why the meeting/service could not be conducted and who was notified in the e-UDAL.
3. When accommodations cannot be made, the floor sergeant shall notify the watch commander. The watch commander shall make a notation in the watch commander's log to indicate the reason why the meeting/service had to be canceled.

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## • Chapter 3

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### • • 3-02-300 Contact with Insubordinate Inmates

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish policy regarding the handling of insubordinate/recalcitrant inmates who are confined within the Twin Towers Correctional Facility (TTCF). Past practice has revealed that movement of an insubordinate inmate(s) without a sergeant present increases the possibility of assaults on staff in addition to false allegations of unnecessary use of force to be made against personnel. This policy has been established for the safety of all personnel.

#### **SCOPE OF ORDER:**

## Twin Towers Correctional Facility Unit Orders

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This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### **ORDER:**

An insubordinate/recalcitrant inmate shall be defined as any inmate who might display the following characteristics:

- Is continually verbally defiant
- Uncooperative to any verbal commands given by TTCF personnel
- Displays hostile or aggressive behavior toward TTCF personnel or other inmates
- Passively resists the efforts of TTCF personnel by ignoring commands or not acknowledging their presence.

The primary concern when dealing with an insubordinate inmate is the safety of the staff and inmates. Inmates who display insubordinate behavior pose the greatest danger to staff and other inmates.

Deputies and Custody Assistants encountering such inmates shall be guided by the following:

- When it becomes necessary to contact, move, or separate an insubordinate inmate from any setting (i.e., cell, dayroom, staging area, indoor/outdoor recreation area, etc.), to prevent the escalation of a situation, personnel shall request a sergeant to respond and monitor the contact prior to entering the setting or moving the inmate.
- Personnel should not make an attempt to enter a cell, dayroom, etc., to contact or remove an uncooperative, aggressive, hostile or armed inmate from a secure holding area/cell without the direction of a sergeant, unless an immediate threat is present. A sergeant shall develop a planned tactical approach to the situation that will greatly reduce the possibility of physical confrontation or injuries. Tactical Equipment, such as OC Spray, may be utilized if an inmate displays resistive behavior. All Department members shall strictly adhere to the Manual of Policy and Procedures, Section 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates, and the Use of Force policy.
- In the instance of an immediate threat of physical harm and/or the need for immediate intervention, custody personnel shall not be restricted from taking appropriate action, including the use of force, in any situation where an unsecured inmate threatens their safety. Should the need arise to use force, all personnel shall immediately contact a sergeant at the conclusion of the incident and follow procedures delineated in the Manual of Policy and Procedures, Section 3-01/110.20 through 3-01/110.25 and 5-09/430.00, Use of Force Reporting.
- When the inmate is, or appears to be, a K-12, personnel shall request a sergeant and a mental health professional to respond and attempt a verbal intervention to minimize the need for the use of force, unless circumstances prevent such notification.

Sergeants encountering such inmates shall be guided by the following:

- Once the inmate has been confronted and/or handcuffed, they shall be kept in normal traffic areas and not be taken to secluded areas, such as recreation yards, for the purpose of "counseling."
- Inmates who are uncooperative and combative, or have a history of making false allegations, shall be escorted by two Department members, one member being a sergeant. The movement or encounter

shall be videotaped in order to safeguard personnel against potential future litigations.

- Personnel involved in an incident/altercation with an insubordinate inmate shall not be part of the escorting team. Refer to CDM 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates.
- It is the responsibility of the responding sergeant to notify the Watch Commander and advise of any pertinent information.
- The sergeant is responsible for ensuring that current Departmental policies on force and the reporting of force, are to be adhered to when contacting recalcitrant inmates.

Refer to the following for further information:

- MPP 3-01/025.00, Use of Force,
  - MPP 5-09/430.00, Reporting Use of Force,
  - CDM 3-04/000.00, Treatment of Inmates,
  - CDM 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates,
  - TTCF Unit Order #3-16-040, Emergency Response Team(s) Activation and Response.
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## • • 3-05-020 Employee Absences

### **PURPOSE OF ORDER:**

To establish policy for employee absences at Twin Towers Correctional Facility.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### **ORDER:**

When a routine absence, such as time off for vacation, medical reasons, etc., can be anticipated in advance of the absence date(s), the employee shall prepare an Absence Request Prior Approval form (SH-R-96), in duplicate, and submit it to the Scheduling Office for approval. Refer to MPP 3-02/030.05, Routine Absences.

Except when sickness or injury to himself or his immediate family keeps him from reporting for duty, an employee shall be absent only with proper leave or permission.

An employee unable to report for duty shall immediately report the fact and reasons to the Watch Commander or his designee. No employee shall feign sickness or injury to deceive a representative of the Department regarding his condition. Refer to MPP 3-01/050.50, Absence.

Employees shall notify their unit of assignment regarding their inability to return to duty as far in advance as possible, but at least two hours prior to the scheduled reporting time. If an emergency prohibits such notification within the prescribed time frame, employees shall make such notifications as soon as possible thereafter. Refer to CDM 3-01/040.00, Employee Absences.

The Watch Commander, or his designee, shall complete the Absence Request Telephonic Notification Form (SH-R-96). Employees shall provide the following information:

- Reason for absence
- Type of accumulated time to be credited
- Expected length of illness/absence
- Telephone number where the employee can be reached

NOTE: The phone number provided shall be the employee's residence.

When absent due to illness or injury, employees shall remain at their place of residence unless otherwise directed by a physician. Employees shall not turn their telephone ringer off or have an answering machine pick up for them.

NOTE: Employees needing to leave their residence for medical treatment shall call the Watch Commander or his designee to advise the length of time estimated to be away from their residence. The employee shall notify the Watch Commander or his designee upon return to their residence.

Each supervisor shall determine the authenticity of sickness or injury reported by or on behalf of subordinates. He shall take steps to make a determination concerning the justification for the absence. Refer to MPP 3-01/020.75, Reports of Sickness.

In compliance with Department mandates, supervisors may call an employee to verify illnesses or other causes of absence, or may visit the employee's home to make such verification.

The County Code provides that any employee who is absent due to sickness, injury, quarantine, or non-emergency medical or dental care, may be required to furnish a doctor's certificate, or other proof satisfactory to the Unit Commander that his absence was due to such cause. Refer to MPP 3-02/030.05, Routine Absences.

#### Employee's Personal Information Update

All personnel are required to notify the Unit Commander within five (5) days of any changes of personal data such as name change, address, telephone number, marital status, the name of the person to be notified in case of an emergency, etc. Any personal data change shall be made on an Employee's Personal Information form (SH-AD-91).

NOTE: Post office boxes and answering services do not meet these requirements.

Military Leave - Refer to MPP section 3 02/030.10.

Maternity Leave - Refer to MPP section 3 02/030.20.

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## • • 3-05-030 Subpoena Procedures

**PURPOSE OF ORDER:**

To establish the procedures for subpoena service, subpoena log and the position of [REDACTED TEXT]. Personnel receiving subpoenas will be notified by the [[/R]] via memo or by telephone to sign the Subpoena Book indicating that the employee did, in fact, receive their subpoena(s).

The Day shift and PM shift Watch Deputies shall be the coordinators between the courts and personnel holding on-call status to the court. The respective Watch Deputies must be available between the hours of 0800 and 1630 hours Monday through Friday, excluding holidays.

[[/R]]

A record of all subpoenas received shall be maintained by the [REDACTED TEXT] The following required information shall be documented in the Subpoena Book:

- Employee's name
- Date and time subpoena received
- Court of appearance

- Date and time of appearance
- Court case number
- File number
- Defendant's name

Each court day, the CLO will contact the District Attorney's Office at the courts having "on-call" subpoenas and verify the on-call status of the witnesses. Any changes in status shall be reported to the concerned employee immediately. By 1130 hours of the court day, the CLO will again contact the District Attorney's Office and ascertain the status of the cases involving on-call witnesses for afternoon on-call status.

**Employee's Responsibilities**

If a subpoena is served directly on an employee, he shall notify the CLO and provide the required information for the Subpoena Book.

A request to be placed "on-call" for a "must appear" subpoena should be made by the subpoenaed officer to the District Attorney's Office at the court indicated on the subpoena. If "on-call" status is granted during off-duty hours, the employee shall advise the CLO of the new status. Deputies on-call shall be available to receive telephone calls from the appearance hour specified on the subpoena until relieved of on-call status at the end of that court day or unless otherwise informed by the CLO or District Attorney's Office.

The employee shall be responsible for turning in an overtime slip (SH-R-251), in duplicate, to the Watch Deputy when the employee returns to work. The overtime slip shall indicate the type of subpoena (on-call or must appear), the court, the defendant's name, and the case number. The overtime codes are indicated on the back of the overtime slip. The Watch Deputy will ensure that all required information is on the overtime slip prior to forwarding it to the Watch Commander for final approval. Once the overtime slip is approved by the Watch Commander, the copy will be given to the employee.

**Subpoena Compensation**

All sworn personnel are eligible for a minimum of two hours overtime for each subpoena resulting in a court appearance during off-duty hours. This includes travel time and/or time for retrieving evidence for court. If an employee is required to stay in court for more than two hours, an additional one hour for retrieving evidence and an additional one hour travel time can be included on the overtime slip. Employees will not be paid for lunch breaks if required to return to court after lunch.

All employees are required to have their subpoena either time-stamped or signed by the District Attorney indicating the time of arrival and the time excused from court. Employees will not be paid prior to the "must appear time" indicated on the subpoena. In other words, if an employee arrives early, he will not be compensated for that time. If an employee arrives late for court, he will be compensated from the time of arrival to the time excused from court.

A minimum of two hours half-time compensation will be granted on the date of the on call subpoena. If a deputy has not been contacted by 1200 hours by the District Attorney's office or the CLO, he shall contact the CLO between 1200 and 1300 hours and ascertain his case status. If the court case is still pending, he will remain on-call until notified to report to court or until the end of the court day.

#### Jury Duty Summonses

When an employee receives a summons for Jury Duty, he shall notify the Operations Office during normal business hours as soon as possible. Upon his return to work, he shall supply a copy of the actual summons, not the questionnaire. The summoned employee is responsible for filling out and returning the questionnaire to the appropriate court (refer to MPP 3 02/070.05).

#### Summonses (Criminal and Civil)

Personnel receiving summonses (criminal and civil) shall follow the procedures outlined in the MPP sections 5-07/260.00 through 5-07/270.20.

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### • • 3-05-040 Overtime / Draft Policy

#### **PURPOSE OF ORDER:**

To establish guidelines and procedures for maintaining a full complement of on-duty staff for all shifts.

#### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

#### **ORDER:**



### Overtime Policy

The following guidelines concerning overtime will be adhered to by all employees assigned to the Twin Towers Correctional Facility:

- With the exception of emergencies, all overtime must be authorized in advance by the Unit Commander or watch commander. Only that overtime which, in the Unit Commander's judgement, is necessary to provide required services toward the accomplishment of Department objectives shall be approved.
- No employee shall work more than ninety-six (96) hours per month, excluding on-call court time.
- Employees will work no more than 12 consecutive days without a regular scheduled day off (RDO), except as ordered by the Division Chief.
- Unless authorized by the Division Chief, personnel shall not work back-to-back doubles as stated in the Manual of Policies and Procedures (MPP), Section 3-02/010.15, Work Schedules.
- Personnel are authorized to work back-to-back doubles when necessary to appear in court.
- Additionally, without approval from the Unit Commander, personnel shall not work more than nineteen (19) hours consecutively, and shall not work more than twenty-four (24) hours within any forty-eight (48) hour period.
- Personnel wishing to work overtime at units other than the TTCF must have a letter of approval from the Unit Commander. A copy of the overtime slip from other facilities shall be submitted to the employee's immediate supervisor on the employee's next regular work day. All overtime hours worked, regardless of where the overtime was worked, shall be considered when hiring for voluntary overtime at TTCF.
- Personnel shall not use any form of variance time (E, S, V, or F) in order to work an overtime shift.

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- TTCF personnel shall work overtime only on regular day's off (RDO), and prior to or following an assigned shift.
- Overtime shifts shall be limited to eight (8) hours, unless authorized by a supervisor. There must be a minimum of eight (8) hours off between the last hour worked at the end of the day, including overtime, and the start of the next regular shift.
- An RDO can be adjusted only with prior approval from the Watch Commander or his designee (five days notice must be given), with one exception. Those on a 9/80 schedule cannot change their RDO's.
- For those employees on an A+ schedule, a holiday occurring during vacation period shall not be considered a working day. County employees shall not work overtime on such a day.
- It shall be the responsibility of each supervisor to ensure compliance of these general guidelines by the personnel under their supervision.
- The Scheduling Sergeant shall be responsible for establishing and maintaining fair and impartial overtime procedures and guidelines that fall within the Departmental policy and the Memorandum of Understanding.

Any employee who signs up for overtime is committed to working that shift. If an employee cannot work the assigned overtime shift, the employee must contact the Scheduling Office as soon as possible. The position shall then be filled from the availability list. Personnel may not transfer overtime to another member until the availability list has been exhausted.

All overtime must be approved, and all overtime slips must be initialed by the Watch Commander prior to the employee beginning his shift. The Watch Sergeant shall sign all overtime slips at the end of the overtime period and the overtime slip must be submitted prior to the employee leaving the facility.

**NOTE:** A deputy can only work a custody assistant position on overtime when the custody assistant overtime and stand-by overtime rosters have been exhausted. Custody Assistants shall not work positions designated to be performed by sworn personnel.

All employees are expected to monitor themselves to ensure compliance. Employees not in compliance with the overtime policy may be subject to discipline and may be restricted from overtime the following month.

### Scheduled Overtime

Personnel desiring scheduled overtime shall sign up for available shifts using the Scheduling Management System (SMS).

When overtime becomes available in advance, the Scheduling Office will refer to the SMS sign-up list and hire overtime based on the following criteria:

- **Position:** A position shall be filled by personnel of the same classification (deputy for deputy, CA for CA). If a position cannot be filled in this manner, the Scheduling Office shall have the discretion to hire from the appropriate classification of personnel.
- **Overtime hours worked:** The individual on the list who has worked the least overtime hours for the cycle will be contacted first. If two or more people have worked the least number of overtime hours, then the individual who worked the least number of overtime hours the previous scheduled cycle will be hired. If still tied, the individual with the most Department seniority shall be hired.

In the event that overtime becomes available without advanced notice, the on-duty Watch Commander will attempt to fill that position with available on-duty personnel from the availability list, or with volunteers from a nearby facility. If this is not possible, the position will be filled at his or her discretion by drafting.

The Scheduling Office will maintain an overtime list on a continuous basis. This list shall be kept in the SMS.

Any employee who cancels a pre-approved overtime shift three (3) times within any cycle, may not be considered for overtime at TTCF the following cycle.

Personnel Draft

Unscheduled overtime that cannot be filled on a voluntary basis, or by deputies or custody assistants at neighboring facilities, shall be filled by either pre-assigned or last-minute "drafting" of personnel. All "drafts" must be approved by the Captain, Scheduling Lieutenant, or Watch Commander.

On-duty personnel shall be first considered for the last-minute draft. If the needs of the facility cannot be met with available on-duty personnel, off-duty TTCF personnel may be called in to work. Drafting of personnel on their regular days off (RDOs) shall be limited to circumstances where a critical operational staffing need exists and all other efforts to voluntarily fill the vacancies have been adequately exhausted. To make drafting more equitable, the following guidelines shall be considered to assist supervisors in selecting the employee(s) to be drafted:

- The individual on the list who has worked the least overtime hours (voluntary or involuntary) for the current and previous calendar month combined will be contacted first. If two or more people have worked the same number of hours, then the individual who worked the least number of overtime hours during the previous thirty (30) calendar days will be hired. If a tie still exists, the employee having been drafted the fewest times in the current calendar month shall be drafted (pre-assigned involuntary overtime shifts count as being "drafted" for the purpose of last-minute drafting). If still tied, the individual with the least Department seniority shall be drafted.
- An employee who is scheduled to work a double the following day on a trade will not be considered for the draft.
- An employee who is assigned to work a scheduled overtime double the following day may be drafted if the assigning supervisor replaces the employee's overtime for the next day. Back-to-back doubles may only be worked by an employee if exigent circumstances exist necessitating extra staffing, and then only with the approval of the Division Chief. The Watch Commander may consider a "kick-off" double as acceptable to draft. The supervisor shall personally contact or submit a memo to the Scheduling Sergeant advising of the changes.

**Note:** When determining overtime hours worked, only overtime hours worked filling vacancies at the employee's home unit of assignment shall be considered. Outside overtime, court overtime, hold-over overtime, special contract/special event overtime, etc. shall be excluded, unless those additional overtime hours would cause the employee to exceed the monthly maximum of 96 hours for the calendar month.

Any exceptions to the above policies shall be made by the Unit Commander. All overtime which, in the Unit Commander's judgment, is necessary to provide required services in the accomplishments of TTCF will be assigned.

• • **3-05-045 Outside Overtime in Patrol**

**PURPOSE OF ORDER:**

To establish policies and procedures for the “Outside Overtime in Patrol” program.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

**ORDER:**

Personnel participating in the Outside Overtime in Patrol program shall strictly adhere to the guidelines indicated below:

- Sworn personnel must have completed two years as a Deputy Sheriff within the Los Angeles County Sheriff’s Department.
- Submit an “Authorization for Outside Overtime” memorandum request form to the Unit Commander. The request form must be signed by the Unit Commander of the initiating facility and the Unit Commander of the receiving patrol station.
- Sworn personnel must have read the patrol preparation material in accordance with Custody Operations guidelines.
- The participant shall be responsible for notifying the scheduling office at each station/unit which they seek overtime.
- The participant shall only work overtime at a station/unit on their regular days off (RDO).
- Sworn personnel shall wear a Class “A” or Class “B” uniform as prescribed by the host station/unit, in addition to a complete Sam or Sally Browne belt. The participant shall be required to have his/her Department issued helmet and protective vest available while participating in overtime at a station/unit.
- Unit Commanders shall be authorized to prohibit sworn personnel from working requested patrol stations.

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• • **3-05-055 Punctuality Policy**

**PURPOSE OF ORDER:**

To establish policy and expectation for punctuality at the Twin Towers Correctional Facility (TTCF).

**SCOPE OF ORDER:**

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

### **ORDER:**

On-duty Custody Personnel shall not leave their assigned positions unless properly relieved and no earlier than fifteen (15) minutes prior to the end of shift, or at the direction of the Watch Commander or his/her designee. Custody personnel shall not leave the facility while on duty without the permission of the Watch Commander or his/her designee.

#### Proper Relief Defined:

On-duty personnel shall only be relieved by the incoming personnel assigned to the same position on the In-Service for the oncoming shift. For positions that do not have relief for the oncoming shift, i.e. Early Mornings Shift, which has reduced staff, on-duty personnel shall only leave their assignment once an adequate number of personnel assigned to the oncoming shift have arrived to the module, and no earlier than fifteen (15) minutes prior to the end of their shift.

On-duty personnel shall physically pass on to incoming personnel any issued key blocks, tools, weapons, or other sensitive items. On-duty personnel shall verbally notify incoming personnel of the count, pending movement, notable incidents, or any other pertinent information necessary in order to maintain safety and security in the facility.

Incoming personnel shall be at their assigned work stations no later than precisely at the beginning of their shift.

It shall be the Sergeant(s) or Senior Line Deputy(s) responsibility to determine if the tardiness of an employee warrants documentation and/or counseling. Information from other supervisors may be helpful in making a determination of adjudication.

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

Personnel whose tardiness is excessive may result in disciplinary actions.

#### Recommended Documentation and Disciplinary Actions

1. Verbal warning (Senior Line Deputy or Sergeant)
2. Verbal and written warning (Floor Sergeant and Performance Log Entry PLE)
3. Written and meeting with the Watch Commander (PLE & Counseling)
4. Disciplinary Action

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### • • 3-05-140 Employee Fund

#### **PURPOSE OF ORDER:**

To establish the procedures for the Twin Towers Correctional Facility (TTCF) Employee Fund.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the TTCF.

**ORDER:**

The objective of this non-profit fund is to provide a ready source of revenue to assist employees with personal needs and to provide benefits not available from other sources. All employees assigned to TTCF shall be considered members of the fund. Participation in the TTCF Employee Fund shall be voluntary and without cost.

Revenue for the fund shall be generated from vending machine returns, fund-raising projects, the unit recycling program, and donations. Surplus money from any employee fund should be used to benefit members of the fund. Funds may also be used for any worthwhile purpose approved by the unit commanders.

Items that shall not be purchased with employee fund money includes:

- Station or unit supply items; any items which should be properly funded from the unit's Services and Supplies Account,
- Maintenance of Department equipment,
- The fund shall not be utilized to provide loans/salary advances to employees.

The Unit Commander shall have ultimate responsibility of the unit employee funds.

Monies received in check form shall be immediately restrictively endorsed. If weekly receipts exceed \$50.00, monies shall be deposited at least once per week. Cash from coin receptors shall be collected and totaled monthly. Cash from periodic donations or collections shall be totaled at the time of receipt.

Totals shall be recorded in a permanent record at the time of collection and the record entry signed by the person making the collection (Assistant Fund Administrator or designee). Cash-on-hand shall be kept in a locked cash box. The cash box, the fund check book and all blank checks shall be kept in a locked safe or drawer by the Fund Administrator

Checks shall be written for all withdrawals made from the account. All withdrawals shall require the signatures of two members of the Employee Fund Committee, but shall not be pre-signed by any of the signatories.

Expenditures not in excess of \$50 may be authorized by the fund administrator. Expenditures in excess of \$50 shall require Unit Commander approval.

The Board of Directors shall post, in a conspicuous location, a quarterly statement of the fund's receipts and disbursements and a profit/loss statement for each fund administered coin receptors.

The Unit Commander is responsible for:

- Reviewing and initialing fund records a minimum of once per quarter,
- Appointing a unit fund administrator and assistant fund administrator,

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- Initial receipt of fund bank statements,
- Establishing any additional regulations needed for further control.

Fund administrators are responsible for:

- Retaining one key to the cash box,
- Keeping the back-up disc of the electronic accounting system,
- Co-signing checks written against the fund account,
- Examining the record of receipts and expenditures at least once per week; initialing the record to show that it has been examined,
- Reviewing bank statement reconciliations monthly; initialing next to the balance to indicate the bank balance is in agreement with the ledger balance,
- Verifying the amount of cash on hand monthly, if any,
- Appoint an individual to assist the assistant fund administrator in the collection and totaling of monies from fund administered coin receptors,
- Chairing meetings when a committee is used to administer the affairs of the fund,
- Any other duties consistent with the sound administration of the fund.

Operations Sergeant shall act as the Fund Administrator and the Operations Deputy shall act as the Assistant Fund Administrator and Bookkeeper.

The Operations Sergeant shall audit the fund each week, and the Unit Commander shall review the fund monthly.

All monies collected will be deposited into a bank account entitled "Twin Towers"

The assistant fund administrator is responsible for:

- Making collections,
- Recording receipts and disbursements in the permanent record; initialing the record next to each entry,
- Providing sequentially numbered hard copies of current records for review by the fund administrator when a computerized record keeping system is in use.
- Retaining the initialed and approved hard copies as part of the permanent record after they have been reviewed by the fund administrator,
- Creating and maintaining current back-up disc for the fund administrator,
- Co-signing any checks written against the fund account,
- Purchasing any supplies for activities or record keeping,
- Reconciling the monthly bank statements,
- Retaining one key to the cash box,
- Any other duties consistent with the purpose of the fund as delegated.

Alternates for any of the listed regular positions shall assume the responsibilities of the position.



• • **3-06-050 Handling Biological (Bio) Hazardous Waste**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures regarding the safe transportation, handling, and/or storage of bio-hazardous waste.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

**ORDER:**

Personnel assigned to cleaning and handling bio-hazardous waste shall wear the appropriate personal protective equipment (PPE) at all times. Bio-hazardous waste bags shall be used to store any gloves, medical gowns, cleaning materials, etc. that have been contaminated by bodily fluids. The bio-hazardous waste bag(s) shall be kept inside the designated waste bin(s) located inside the Indoor Recreation Areas of each module. At no point should the bio-hazardous waste bag(s) be removed from the designated bin(s) and placed on the floor and/or ground.

At the beginning of each shift, assigned personnel shall empty the bio-hazardous bin(s) by removing the bio-hazardous waste bag out of the 55-gallon waste bins and placing the waste bags inside the red bio-hazardous waste cart. Once all the waste bins are empty, the assigned personnel shall transport the waste cart to the [REDACTED TEXT] where the bio-hazardous waste bags shall be transferred to a storage container pending proper disposal by the outside vendor.

The bio-hazardous waste cart shall be properly decontaminated at the designated wash station located at the bottom of the ramp at the [REDACTED TEXT] dock before returning to the respective module.

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• • **3-07-010 Module Doors and Sliders**

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for all module doors and sliders located within the Twin Towers Correctional Facility (TTCF).

**SCOPE OF ORDER:**

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

**ORDER:**

Module personnel are responsible for the following:

- Module personnel shall ensure that all module doors and sliders are closed and locked when not in use;

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- Module personnel shall only open doors and sliders when facility personnel are present;
  - Booth officers shall electronically open doors and/or sliders for inmates **only when** custody personnel are present and maintaining physical control of the doors;
  - Module personnel shall maintain physical control of doors when opening dayroom, recreational areas, and staging area doors in all modules, and cell doors in High Observation Housing (HOH) modules;
  - Module personnel shall close all door trayslots when not in use;
  - Module personnel shall ensure that at no time are doors or sliders propped open using other objects, (e.g., towels, chairs, books, etc);
  - Module personnel shall ensure the locking mechanisms on all doors and sliders are in proper working order and unobstructed by foreign objects, (e.g., tape, vending cards, paper, etc);
  - Module personnel shall submit a service request for any inoperable locks, doors, or sliders via the e-UDAL;
  - Module personnel shall note in the e-UDAL any doors or sliders that are pending repairs, and notify the floor sergeant;
  - Module personnel shall conduct a thorough check of all doors, secured stairwells, sliders, indoor recreation doors, clinic doors, etc., at the beginning of each shift and log it in the e-UDAL.
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### • • 3-09-300 Inmate Housing Searches

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish policies and procedures for searching inmate housing areas at Twin Towers Correctional Facility (TTCF).

#### **SCOPE OF ORDER:**

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

#### **ORDER:**

All inmate housing areas and the property within the housing areas are subject to random searches at any time. Each supervising line deputy assigned to line operations shall be responsible for supervising housing area searches on a regular, but staggered basis for the purposes of controlling contraband, ensuring there is nothing present that may be a threat to personnel, inmates, or the security of the facility, and for deterring inmates from possessing contraband, manufacturing weapons and/or any other form of contraband. All searches shall be conducted in a manner consistent with the procedures set forth in this unit order.

**NOTE:** Supervising line deputies assigned to work in the capacity of a deputy sheriff generalist are exempt from this responsibility.

#### Accountability

Random module, pod or medical ward searches in all areas, with the exception of locations housing sexually violent predators (SVP), shall be done only with the approval of a sergeant. A supervising line deputy or a sergeant shall be present while the search is being conducted. Refer to the SVP Housing Search section of this unit order for the policies regarding the search of that area.

The supervisor shall ensure the electronic Custody Facility Search Report, SH-J-434 is generated and submitted to the watch commander via the Custody Automated Reporting and Tracking System (CARTS). The deputy or custody assistant designated to complete the search report shall be responsible for generating a reference number. The report shall include the name of the person authorizing the search, the date and time of the search, the housing area searched, the names and employee numbers of all personnel involved in the search, the actual cell each person searched and any contraband that was found.

The module personnel shall be responsible for logging all searches in the electronic Uniform Daily Activity Log (e-UDAL). The entry shall include the time the search was conducted and the name of the supervisor present during the search. Additionally, the shift watch commander shall ensure each supervising line deputy assigned to his/her shift has conducted searches of all housing areas at least once per quarter.

At the conclusion of the search, a sergeant or supervising line deputy shall be available to accept comments and complaints from the inmates. Any claims of personal property damaged, destroyed, or missing shall be brought to the immediate attention of the supervisor. The goal is to attempt to resolve all damaged, destroyed, or missing property complaints at that time. Supervisors shall view this aspect of the search as an important risk management issue. If the complaint cannot be resolved at that time, the supervisor shall provide the inmate(s) with an Inmate Complaint or Property Claim Form. The supervisor shall also prepare a written memo stating all steps taken to resolve the matter, which will be attached to the completed Inmate Complaint or Property Claim Form.

Routine searches of housing areas do not require videotaping. However, if a search is going to be conducted under special circumstances, such as a search for weapons or narcotics as a result of information concerning the possibility that such contraband exists, a video camera shall be used. If a videotaping of the search is conducted, the videotape shall be forwarded to the Administration office and retained for a period of one year, or booked into evidence, if applicable.

### Module, Pod or Medical Ward Searches

All personnel shall be familiar with the items considered to be "Allowable Inmate

Property" and with the items which constitute "Contraband," both of which are defined in Unit Order #5-21-310.

Inmates housed in modules, pods or medical wards during the time those areas are being searched may be subject to searches of their person. Refer to Unit Order #3-09-310, Inmate Searches.

Personnel conducting searches shall take all reasonable measures to ensure the inmates' property is handled with care.

- If inmates are removed from their housing area and their property was left behind, the property will be searched and all contraband items removed. The property shall be left on top of the inmates' bunk
- If inmates are removed from their housing area and they take their personal and county issued property

(excluding mattress), the property should be searched in their presence. When all contraband items are removed, the remainder of the property will be returned to the inmate

- All bunks shall be searched whether the inmate is present or not
- All personal property listed in Custody Division Manual, sections 5-06/010.05 and 5-06/010.10 (including commissary) and county issued property (with the exception of their sheet and blanket), that does not fit properly inside the inmate property bag, will be considered contraband and will be confiscated and disposed of without compensation (this is due to health reasons)
- In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a four hour period will be considered contraband and SHALL be destroyed
- Pictures, drawings, etc., determined to be lewd or inappropriate shall be properly disposed of in the designated contraband disposal container.

### Individual Cell Searches

Deputies and/or housing officers are encouraged to conduct frequent random individual cell searches on a regular basis. A supervisor's approval is required for individual cell searches. Keeping officer safety in mind, more than one deputy or Custody Assistant shall be present during individual cell searches.

### Common Area Searches

All personnel are encouraged to conduct routine searches of common areas. Common areas include, but are not limited to:

- Dayrooms,
- Indoor and Outdoor Recreation Areas,
- Staging Areas,
- Connecting Corridors,
- Storage Rooms,
- Common Bathrooms,
- Clinics,
- Hallways,
- Visiting Areas/Attorney Rooms.

### SVP Housing Search

Any search of an entire SVP pod shall require prior notification and approval of the TTCF Watch Commander and the TTCF Legal Unit. E-mail notification to the unit commander shall be made to explain the circumstances necessitating the search and describing the results. When feasible, the watch commander is encouraged to monitor any search of an SVP pod.

Searches of an individual SVP's cell or assigned living area and property may be authorized by a sergeant. No e-mail notification is required. The necessity to videotape any SVP search shall be at the sole discretion of the authority authorizing the search.

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## • • **3-09-310 Inmate Searches**

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedure for searching inmates at Twin Towers Correctional Facility (TTCF).

**SCOPE OF ORDER:**

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

**ORDER:**

In order to ensure the security of the facility, maintain the safety of inmates and employees, control the introduction of contraband into the jail or recover missing or stolen property, searches of the person of inmates housed at TTCF may be conducted.

**SEARCHES DEFINED:**

Pat Down/Cursory Search

The physical search of an inmate's person accomplished by "patting" the inmate over their clothing.

Strip Search

A strip search requires a person to remove or re-arrange some or all of their clothing so as to permit a visual inspection of the underclothing, breasts, buttocks or genitalia.

Visual Body Cavity Search

A visual body cavity search is the visual inspection of a person's body cavities (e.g., skin folds, rectal and vaginal cavities).

Physical Body Cavity Search

A physical body cavity search is the intrusion into a person's body cavity for the purpose of discovering any object concealed within the cavity.

**INMATE SEARCH POLICY:**

As a general rule, all inmates and their property are subject to search at any time. Inmates shall be searched as a result of facility transfer, module to module move, and/or temporary movement from work assignments and common holding areas (e.g., transfer center, clinic, etc.).

When accepting an inmate from other modules and common areas, the receiving module shall search the incoming and/or returning inmate(s) to avoid the introduction of contraband into the housing locations. The following policy establishes what type of search may be conducted on particular inmates:

Pat Down/Cursory Search

A pat down/cursory search may be conducted at any time, on any inmate, by any custodial personnel. Absent exigent circumstances, all pat down/cursory searches of female inmates shall be performed by female custody personnel.

A pat down/cursory search shall be conducted on all new bookings before accepting them from any arresting agency.

If TTCF personnel have prior knowledge an inmate is transgender, or intersex, and a pat down search is required, the search shall be conducted by floor personnel of the same gender as the one with which the inmate identifies.

#### Strip Searches and Visual Body Cavity Searches of Pre-Arraigned Inmates

The following shall apply to pre-arraigned inmates:

- They will be subject to only a pat down/cursory search and metal detection device over the outer clothing. All searches shall be conducted in compliance with strip and body cavity search procedures as listed below.

Pre-arraigned inmates charged with a misdemeanor shall not be subject to a strip or visual body cavity search unless:

- The inmate is arrested for an offense involving drugs, weapons, or violence and;
- There is reasonable, articulable suspicion the inmate is concealing a weapon, drug, or contraband, and the search will reveal such.

If, based on either of the above conditions, a pre-arraigned misdemeanor inmate is subjected to a strip search and/or visual body cavity search, the watch commander shall complete and sign a "Strip Search Authorization Record" form (SH-R-399), prior to conducting the search. This record will be forwarded to the unit commander for review.

Pre-arraigned inmates shall be segregated from arraigned inmates upon entering TTCF to prevent improper searches (e.g., pre-arraigned inmates shall not be intermingled with court returnees, or on other occasions when inmates may be subjected to a strip search).

#### Strip Searches and Visual Body Cavity Searches of Arraigned Inmates

Once an inmate has been arraigned, he may be subject to a strip or visual body cavity search for jail security or the safety of custodial personnel and other inmates. As a matter of policy, a strip or visual body cavity search may be conducted on any of the following:

- Inmates transferring to TTCF from any other facility, (e.g., NCCF, MCJ, state prison, etc.);
- Inmates returning from court\*;
- Inmates returning from work assignments;
- Inmates returning from "contact" visits;
- Inmates transferring into administrative segregation or discipline;
- Inmates being admitted into the Forensic Inpatient Program (FIP).

\*Exception: Personnel shall not conduct strip and/or visual body cavity searches of any inmate scheduled to be released within a twenty-four (24) hour period unless there is reasonable, articulable suspicion the inmate is concealing a weapon, drugs, or contraband, and the search will reveal such.

### Physical Body Cavity Searches

Absent an imminent health emergency, physical body cavity searches shall not be conducted unless there is a search warrant or court order, specifically authorizing the search. Unless an imminent health emergency exists, physical body cavity searches shall be conducted only by medical personnel who are not involved in the primary care of the inmate.

If the secreted object affects the inmate's condition, medical personnel will arrange for the inmate to be sent to a medical facility for treatment. Physical body cavity searches shall only be conducted in a clinical setting. All deputies present during the search shall be of the same gender as the inmate. No person shall be present during a physical body cavity search, unless such person is necessary for conducting the search, or their official duties, relative to the search, require them to be present at the time of the search (e.g., collection of evidence).

### Transgender and Intersex Inmate Searches

A transgender or intersex person shall have their identity respected and be treated with dignity. Under no circumstances shall TTCF personnel search any person for the purpose of determining genital status or presence/absence of breasts, or for the purpose of demeaning transgender or intersex individuals.

If the inmate's genital status is unknown, it may be determined during conversations with the inmate, by reviewing medical records, or, by referring the inmate to the Gender Identity Review Board. Under no circumstances should this information be shared with other Department personnel unless directly pertinent to ensure an inmate's safety.

Under no circumstances shall transgender or intersex individuals be subject to more invasive search procedures than non-transgender or cisgender individuals. Absent exigent circumstances, a pat-down/cursory search on a transgender or intersex inmate shall be conducted by a staff member of the same gender as that with which the inmate identifies.

More invasive searches, including strip searches, visual body cavity searches, and physical body searches shall be, in all circumstances, conducted by officers of the gender requested by the transgender or intersex person.

No personnel may be present who are not directly relevant to the search, and the search shall be conducted in private. If any deviation occurs regarding the policy for transgender and intersex searches, to include emergencies, an immediate supervisor shall be notified of the deviation and it shall be documented in the electronic Uniform Daily Activity Log (e-UDAL).

If contraband is identified in a body cavity of an inmate during a strip search or visual body cavity search, personnel shall immediately notify a supervisor (sergeant or higher), and adhere to the procedures established in Custody Operations Directive 16-001, "Contraband Watch Procedures."

### Custody Safety Screening Program (B-SCAN) Searches

TTCF staff members are encouraged to utilize the B-SCAN system located at the Inmate Reception Center (IRC) on a routine basis or when custody personnel suspect an inmate may be concealing any contraband. All custody personnel shall adhere to Custody Division Manual, section 5-08/020.00, "Custody Safety Screening Program (B-SCAN)," if a pre-arraigned inmate refuses to be screened.

#### Suicidal and/or Self-Harm Inmates

TTCF personnel conducting any of the searches described above as a risk precaution, shall make an attempt to identify inmates who may be at risk of suicide or self-harm. If custody personnel believe they have identified a potentially suicidal inmate, they shall immediately refer the inmate to Correctional Health Services (CHS) personnel for an evaluation. While conducting any of the searches described above on an inmate who has already been identified as a suicide risk, personnel shall ensure that those inmates do not possess items they can use to harm themselves or others. Refer to Custody Division Manual section 5-01/050.00, "Handling of Suicidal Inmates."

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### • • **3-16-040 Emergency Response Team(s) Activation and Response**

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the activation and deployment of the Emergency Response Team(s) (ERT) in response to a disturbance affecting the Twin Towers Correctional Facility (TTCF).

#### **SCOPE OF ORDER:**

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

#### **ORDER:**

##### Primary Objectives

Primary objectives in the event of a disturbance or riot are:

- Ensure the safety of deputy and non-sworn personnel,
- Regain control and maintain order,
- Protect the non-involved inmate population,



- Identification and prosecution of involved inmates (especially leaders).

Timely activation of ERT(s) and staging them in the affected sector is paramount. Compliance may then be obtained through negotiation, if reasonable safety for Department members and inmates can be established. During all spontaneous disturbances or any planned disturbance where escalation is evident through acts of violence and vandalism, a tactical deployment shall be initiated immediately.

In the event of a response outside of the TTCF building, only sworn personnel shall be deployed as part of the ERT. All personnel deploying outside of TTCF shall be equipped with the appropriate field responses gear, as indicated by the supervisor or incident commander.

### Course of Action

Upon observing a disturbance or altercation, custody personnel shall report the incident and location to Facility Control immediately. Depending on the severity of the disturbance, the Facility Control supervising line may activate an ERT and direct them to a staging area, pending deployment. The Facility Control bonus deputy shall determine a safe and expeditious response route for activated ERT members to follow based upon areas affected by the disturbance, location of inmates, and fire or power shortage probability. An ERT response via elevator is preferred, but emergency stairwells may be used when needed. The stairwell number must be designated when the ERT activates so floor staff can stand by and unlock the stairwell doors as needed for responding ERT members.

The Facility Control supervising line shall immediately notify the watch commander of the ERT activation.

Facility Control shall activate an ERT by:

- Sounding an alert tone via base radio,
- Broadcasting information regarding what has occurred, location of occurrence, number of inmates involved, and which ERT(s) are needed
  - Example of broadcast: [Alert Tone] “415 inmates only, [REDACTED TEXT], 15 inmates involved, no weapons at this time. Tower 1 ERT respond via elevator. All Tower I modules lock down.”

- Designate the response as either elevator or stairs with designated stairway number,
- Designate a staging area,
- Lockdown the tower that the ERT is responding from. Refer to TTCF Unit Order #3-13-050, "Lockdowns."

The selected ERT members should listen for specific instructions as to which equipment should be donned. If ERT equipment is requested, personnel shall respond to their designated officer stations and don their ERT equipment. ERT equipment consists of the following items:

- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]

When an announcement is heard over the public address (PA) system for sworn line personnel to respond to Facility Control in full field response gear, each deputy is required to be equipped with the following:

- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- [REDACTED TEXT]
- Flashlight.

If fire gear is requested, personnel shall respond to their designated officer stations and don their fire gear which consists of:

- [REDACTED TEXT]
- [REDACTED TEXT]

These items are provided and **shall** be worn at all times, unless directed otherwise by a team leader or above. Once fully equipped, the ERT members shall assemble in the designated staging area with their team leader (minimum rank of sergeant).

An ERT ordinance cart is kept in each [REDACTED TEXT]. Facility Control shall ensure an ERT ordinance cart is taken to the staging area to link with the ERT.

NOTE: The armory keys shall **not** be taken to the affected area. They shall immediately be returned to their respective control booth upon completion of their use. Refer to TTCF Unit Order #3-07-030, Armory/Safety Equipment.

The team leader shall assess the situation, decide on an appropriate tactical plan and confer with the watch commander on deployment of the team.

Authorization to obtain special weapons from the ERT cart shall be at the discretion of the watch commander.

#### Identification of Personnel

- In an effort to protect TTCF staff against doxing (the gathering of an individual's personally identifying information and disclosing or posting it publicly, usually for malicious purposes), Department personnel have been authorized to use unique identifying information in lieu of the Department member's name tag. This alternative method of identification, substituting badge numbers instead of name tags, is only to be used during emergencies or unusual occurrences, including but not limited to, civil unrest, protests, major disasters, and large-scale criminal activity (i.e. "flash mob").
- The TTCF Training Units shall be responsible for ensuring white adhesive numbers are used for the purposes of displaying the employees' badge numbers on the front and back of their Department-issued duty helmets in a clearly visible manner. All personnel who respond outside the facility shall be responsible for affixing numbers to their helmets prior to deployments. The numbers shall be one-inch tall and bright white in color.

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- Only disposable, black, adhesive rectangular strips shall be used for the purpose of covering name tags on outerwear (uniforms, outer vests, jackets) visible during field responses. If Class A uniform is worn, nameplates should be removed.
- Name tags shall not be covered, or nameplates removed, while working inside the facility or while interacting with the public during routine duties.

### Outside the Facility Responses

The incident commander will be rotated among the Basin facilities and assigned based upon shift:

- [REDACTED TEXT] shift ([REDACTED TEXT]) – [REDACTED TEXT]
- [REDACTED TEXT] shift ([REDACTED TEXT]) – [REDACTED TEXT]
- **[REDACTED TEXT] shift ([REDACTED TEXT]) – [REDACTED TEXT]**

In the event the assigned facility watch commander is unable to respond due to an emergency within their respective facility, the facility from the proceeding shift will provide their on-duty watch commander to assume the role until properly relieved.

The TTCF will be required to provide one ERT to any emergency or unusual occurrences (civil unrest, protests, major disasters, and large scale criminal activity) threatening the security of the Basin facilities. Absent exigent circumstances, the incident commander shall have discretion to request additional ERTs.

The Incident Commander or designee is responsible for contacting the South Court Services Transportation (CST) watch commander ([REDACTED TEXT]) and requesting the deployment of a CST bus onto [REDACTED TEXT], if needed.

Coordination shall be made for the use of the yellow crowd control coil barriers by responding ERTs. [REDACTED TEXT]. The location is secured by a combination lock and accessible through a combination code provided by the watch sergeant.

[REDACTED TEXT]

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• • **3-05-050 Scheduling Trades Vacation**

**PURPOSE OF ORDER:**

To establish scheduling procedures for line personnel assigned to the Twin Towers Correctional Facility.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

**ORDER:**

Cycle Change

A shift cycle begins approximately every calendar month. Scheduling assignments for the succeeding cycle are posted at least five days prior to the start of the new cycle. Line personnel will be assigned to a shift and static or rotating RDO's (regular days off).

Shift Change

Personnel desiring a shift change must submit a memo to the Scheduling Sergeant indicating their choice. Those memos will be maintained and considered on a "seniority" basis. The employee desiring a shift change must have completed probationary training and may not be on "Improvement Needed" status. Generally, shift changes become effective at the beginning of a new cycle.

Specific Assignments

Personnel desiring a specific assignment will submit a memo to the scheduling staff. When an opening occurs, the supervisor responsible for the area will review the memos and select the employee best suited for the position.

### Trades

Any employee desiring time off in the form of a trade must submit a Trade Request form to the Scheduling Sergeant for approval at least five (5) days prior to the trade. As mitigating circumstances arise, waiver of the five day notification will be considered on an individual basis. Four trades per person will be allowed per month.

If for some reason the trade cannot be completed, the employee with the day off will be called in to work the shift. If that employee is unavailable to work, available time, i.e. V, F, E, or S/P will be taken from that employee in order to cover the time off. Anyone found abusing the trade policy will be denied further trades. Limited duty personnel must pay particular attention to their trades so that all shift positions are properly covered.

Personnel must trade within their respective classification (deputies with deputies, custody assistants with custody assistants, etc.). Any exception to this policy must be approved by the Watch Commander.

Swapping of RDO's must be completed within the same calendar month. Both employees must sign a Trade Request form. The Timekeeper shall be notified immediately via the Trade Request form.

No paid overtime shall be involved in a completed trade; it is merely an exchange of RDO's. Employees will work no more than ten (10) consecutive days without a regularly scheduled day off (RDO).

Any employee who signs up for a trade is committed to working that trade. Any changes or cancellations must be approved by the Watch Commander. Trades shall comply with all Department scheduling and overtime policies.

### Vacations

TTCF personnel who have the most Department seniority will be given first choice of scheduled vacation time. This seniority includes prior civilian service time within the Department.

All other TTCF employees will be given their choice in descending order by length of service with this Department. Should a situation arise where two or more employees have the same seniority in service date, then the employee with the most seniority with the TTCF shall have first choice.

Employees transferring to the TTCF after the vacation schedule has been completed will waive seniority rights until the next annual vacation schedule is prepared.

All employees must fill out an "Absence Request" (SH-R-96) in duplicate prior to the scheduled vacation. All Absence Request forms shall be approved prior to the scheduled time off by the Watch Commander or designate.

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## • • 3-05-060 Employee Paycheck Distribution

### **PURPOSE OF ORDER:**

To establish policy for the Twin Towers Correctional Facility regarding the distribution of employee paychecks.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

### **ORDER:**

Employee paychecks for personnel assigned to the Twin Towers Correctional Facility shall be retrieved from Central Payroll by the Operations Sergeant or his designee.

The Operations Sergeant or his designee shall then separate the paychecks into two categories:

- Line Personnel
- Administrative Personnel

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From these two categories the paychecks shall then be separated into three categories and alphabetized:

- Warrants
- Direct Deposit Receipts
- Wage Garnishment Warrants

All Warrants, Direct Deposit Receipts, and Wage Garnishment Warrants for administrative personnel shall be retained for distribution by the Operations Sergeant. Personnel receiving a Warrant or a Wage Garnishment Warrant must sign the Direct Deposit Checklist upon receipt of their warrant. The Direct Deposit Checklist shall be retained by the Operations Sergeant.

All Warrants, Direct Deposit Receipts and Wage Garnishment Warrants for line personnel shall be forwarded to the Watch Sergeant by the Operations Sergeant or his designee. The Watch Sergeant shall place all Direct Deposit Receipts alphabetically in the "Employee Paycheck" box stored in the Watch Sergeants office. Line personnel may retrieve their Direct Deposit Receipts from the "Employee Paycheck" box. All Warrants and Wage Garnishment Warrants for line personnel shall be retained by the Watch Sergeant. Line personnel receiving a Warrant or Wage Garnishment Warrant must sign the Watch Sergeant's copy of the Direct Deposit Checklist upon receipt of their paycheck or Wage Garnishment Warrant. The Direct Deposit Checklist shall be forwarded to the Operations Sergeant upon distribution of all warrants. The Operations Sergeant shall retain the Direct Deposit Checklist for sixty days or until any discrepancy involving the issuance of a Warrant or Wage Garnishment Warrant has been resolved.

Wage Garnishment Warrants are confidential in nature and shall be distributed in a confidential manner by the Operations Sergeant and the Watch Sergeant. Wage Garnishment Warrants shall be distributed directly to the employee to whom they are addressed. At no time shall the Wage Garnishment Warrants be made public or left in the "Employee Paycheck" box for retrieval.

Warrants, Direct Deposit Receipts, or Wage Garnishment Warrants for personnel not assigned to the TTCF shall be forwarded to the Payroll Operations Unit by the Operations Sergeant or his designee. Personnel that have not received their Warrant or Direct Deposit Receipt must notify the Operations Sergeant of the problem as soon as practical. The Operations Sergeant shall then notify the Payroll Operations Unit of the situation.

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### • • 3-05-070 Unit Training Policy

#### **PURPOSE OF ORDER:**



To establish policy regarding the ongoing in-service training of Twin Towers Correctional Facility personnel.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

**ORDER:**

The TTCF Training Unit is responsible for scheduling and coordinating the in-service training programs for all personnel assigned to TTCF. They will also provide information regarding outside law enforcement educational programs. The programs shall be based on mandates from State Law, Board of Corrections Standards for Training in Corrections (STC), the Commission on Peace Officer Standards and Training (POST), Minimum Jail Standards (Title 15), and Departmental training requirements. The Training Unit shall monitor the training requirements and maintain records of attendance, subject matter, and successful completion for each employee attending training programs.

The TTCF Training Unit shall ensure that all newly assigned custody personnel complete mandatory Unit Orientation Training prior to being assigned to a line position at TTCF. Unit Orientation Training shall include the following topics: Regular and Emergency Unit procedures, Computer and Electronic Mail Use, Use of Force Policy, Interpersonal Communications Skills, Mental Health and H.I.V. Awareness Training, and other topics as ordered by the Unit Commander.

The Training Unit shall identify qualified personnel as training officers and ensure that new employees are receiving all mandated training. Personnel transferring to TTCF from other units within the Department shall undergo a modified training program to ensure that they are familiar with the policies and procedures of the TTCF. Each training officer shall be appropriately supervised in the performance of their training mission. Through continuous contact with each training officer, the Training Unit will ensure that each newly assigned employee is progressing in the training program and has complied with all Department, Division and Unit training mandates. Training officers shall complete bi-weekly evaluations regarding their newly assigned employees.

The Training Unit shall develop and maintain an electronic manual of recurrent briefings [REDACTED TEXT] and ensure they are briefed every ninety (90) days. These recurrent briefings shall be viewed as mandatory training and shall be conducted in a manner designed to strengthen participant comprehension and performance in the concerned areas.

The subject of these briefings shall include, but not be limited to:

- Handling of hazardous materials
- Suicide Prevention
- Use and reporting of force
- Use of firearms (except Custody Assistants)
- Range qualification (except Custody Assistants)
- Fraternization with inmates
- Over detentions
- Security
- Off duty conduct/incidents
- AIDS briefing
- Interpersonal communications skills

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• • **3-05-080 Standards and Training for Corrections (STC) Training**

**PURPOSE OF ORDER:**

To establish procedures for implementing California State Board of Corrections training. The purpose is to raise the competency level of corrections officers throughout the State.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

**ORDER:**

Twenty-four hours of STC training is required annually. The TTCF Training Unit shall coordinate all STC training with Custody Division Headquarters Training. The Training Sergeant, assisted by the training staff, shall maintain a close liaison with the Custody Division Training Staff to ensure timely scheduling of unit personnel for required training.

Additional training opportunities may be made available to personnel on their own time. However, if additional

training is to be attended on County time, the Captain's approval is required.

STC training records of personnel shall be maintained by the TTCF Training Unit to facilitate the appropriate training for each employee. Custody Headquarters Training maintains training records indefinitely. Print outs of individual training records may be obtained upon request.

The Training Unit shall promptly notify the scheduling office when an employee is scheduled for STC training so that relief can be assigned. The Training Sergeant shall ensure the employee is promptly notified via electronic mail. Refer to TTCF Unit Order #3-17-330, Computer Use Regulations.

NOTE: Failure to attend STC training may result in disciplinary action.

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## • • 3-05-090 Unit Performance Log

### PURPOSE OF ORDER:

To establish guidelines and procedures for recording minor positive and/or negative events as they relate to employee job performance utilizing the Unit Performance Log.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Unit Performance Log shall be used to document a supervisor's observation and the supervisor/employee discussions about an employee's performance (goals, strengths/weaknesses, career guidance, etc.) The log shall indicate the employee's name, employee number, the employee's assigned position and name of supervisor documenting an observation or incident. These logs shall be maintained in the Watch Commander's office in Tower I to be filed alphabetically in a 3-ring binder titled "Unit Performance Log".

Supervisors shall record positive and/or negative incidents as they occur during the course of each evaluation period. Supervisors will have access to this information to include in the employee's performance evaluation.

All entries made on a Unit Performance Log should meet at least one of the following criteria:

1. Have positive or negative impact of meeting job responsibilities, quality and/or quantity of work.

Twin Towers Correctional Facility Unit Orders

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2. Involve a work performance situation that would normally require immediate discussion with an employee.

Supervisors are responsible for discussing each incident with the employee as they occur. Each Unit Performance Log entry shall be reviewed and signed by the supervisor and the shift Watch Commander prior to having the employee sign it. The Watch Commander shall ensure that commendable actions or censurable conduct are documented in accordance with the Unit and Department guidelines.

The Unit Performance Log shall comprise a record of incidents/events, examples of specific performance, discussions about career developments, or counseling sessions. None of the entries constitute formal commendations or discipline, nor are they a substitute for formal commendations or discipline when appropriate. Entries in the Unit Performance Log may, however, be utilized in the formal process of commending or disciplining an employee.

The employee shall be made aware of the entry and asked to sign the entry in the presence of a supervisor. The employee's signature acknowledges awareness of the entry. If the employee refuses to sign the entry, the supervisor shall have another supervisor witness the refusal. Both supervisors shall sign the documentation. If an employee disputes an entry, the employee may make a notation such as "I disagree with this entry." He shall be given the opportunity to write a rebuttal within thirty (30) business days. The employee's rebuttal will be attached to that Unit Performance Log. If the issue cannot be resolved, the matter shall be sent to the Unit Commander. The employee also has the right to file an official grievance within ten days of the entry per Department's grievance procedures (refer MPP 3-01/010.65).

Unit Performance Logs shall not be filed in the employee's personnel folder. The Unit Performance Log shall be attached to the employee's Performance Evaluation. The Operations Office shall maintain the Performance Log(s) until the evaluation process is complete. The log shall then be destroyed.

The supervisor giving the evaluation shall place a new Unit Performance Log in the book for each employee receiving an evaluation.

Upon request, an employee shall receive a copy of his own Unit Performance Log.

See attached Unit Performance Log. (Located in the TTCF computer under "Sharefile", "TTCF Performance Folder.")

TWIN TOWERS CORRECTIONAL FACILITY  
UNIT PERFORMANCE LOG

Entries in this log comprise a record of incidents/events, examples of specific performance, discussions about career developments, or counseling sessions. None of the entries constitute formal commendations or discipline, nor are they a substitute for formal commendations or discipline when appropriate.

EMPLOYEE

EMPLOYEE #

EVALUATION PERIOD FROM:

TO:

PRINT CLEARLY. ATTACH TO PERFORMANCE EVALUATION AND RETURN TO OPERATIONS OFFICE  
AT THE END OF EVALUATION PERIOD

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DATE

INCIDENT

SUPV. & W/C

NAMES (PRINT)

EMP'S

SIGNATURE

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Refer to Unit Order 3-05-090

• • **3-05-100 Employee Dress Code and Equipment**

PURPOSE OF ORDER:

To establish guidelines relevant to appropriate dress and uniform equipment standards.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Employees of TTCF shall conform to Departmental uniform, equipment, grooming and dress standards described in the Manual of Policy and Procedures.

Equipment

All deputy and custody assistant personnel working a line position other than Facility Control, Visiting, or exterior posts shall wear the following equipment:

- An authorized aerosol agent (OC, Clear Out, etc.) with carrying case,
- Handcuff case and handcuffs,
- Radio and radio holder,
- Lanyard and assigned keys.

All sworn and security officer personnel assigned to Visiting or an exterior post shall wear a complete Sam or Sally Browne gun belt, with firearm and magazines. All sworn personnel assigned to Facility Control and Tower II Control shall wear a Sam or Sally Browne gun belt complete with firearm and magazines or a holstered, fully loaded firearm. The holster shall be of the type outlined in Manual of Policy and Procedures section 3-03/280.00.

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• • **3-05-110 Portable Radio Equipment Care, Control, Inventory and Use**

PURPOSE OF ORDER:

To establish procedures for the use, control, inventory, repair and maintenance of portable radio equipment assigned to Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:



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All personnel working a line assignment shall be equipped with a portable radio in operating condition. The radio shall be kept on during the employee's working hours with the volume set at an acceptable level.

### Radio Issuance

All custody personnel permanently assigned to Twin Towers Correctional Facility shall be issued a radio, complete with speaker-microphone and battery. Each person assigned a radio shall complete a "Portable Radio Deployment to Field Personnel Form," acknowledging receipt of the radio. The form shall be kept on file at the facility and a copy sent to Communications and Fleet Management. Upon leaving the unit, the radio shall be returned to the facility through the facility administration office.

Personnel not permanently issued a radio, but who are working a line assignment, shall receive a radio from the control booth of the tower in which they are assigned. These radios shall be returned to the tower control booth at the end of the shift.

The Tower I on-call DMH Clinician shall receive their radio from Facility Control.

### Radio Care and Accountability

Personnel are responsible for the care, maintenance and serviceable condition of the radio, speaker-microphone, and battery assigned to him/her. Reasonable and prudent precaution shall be taken to prevent loss, damage or theft in accordance with MPP 3-01/040.15, Care of County Property and Equipment. A lost, stolen, or damaged radio shall be reported and documented in accordance with MPP 3-07/010.40, Lost/Stolen/Damaged Radio Equipment and Accessories.

Loss, preventable theft, or willful or negligent abuse, damage, misuse or destruction of County property, may subject the employee entrusted with the equipment to appropriate Department discipline per MPP 3-01/040.15, Care of County Property and Equipment. The employee may also be responsible for all or part of the replacement cost of the equipment per MPP 3-03/060.00, Replacing Department Property.

### Radio Inspection

Personnel shall inspect their assigned radio at the beginning of their shift. The radio, battery and speaker-microphone shall be inspected for:

- Proper operation,
- Missing pieces,
- Visible damage
- Antenna

If the inspection indicates the radio, antenna, battery, and/or speaker-microphone are not functioning properly or are damaged, the user shall present the radio or equipment to the on-duty watch sergeant and show him/her the discovered condition of the radio or equipment. The watch sergeant shall direct the last known user or assigned radio owner to complete an Incident Report (SH-R-49). Radios that are merely

## Twin Towers Correctional Facility Unit Orders

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malfunctioning and not damaged do not require a SH-R-49. This inspection procedure also applies for re-charged batteries which are removed from battery chargers.

Personnel whose assigned radio becomes damaged or broken, and who require a new radio on a long term, but temporary basis while their radio is repaired, shall be issued a loaner radio by the watch commander from the watch commander's safe. Under no conditions will a new radio be issued from Facility Control, Tower Two Control, or CTC Control, for long term use.

### Radio and Battery Inventory

The Facility Control designee shall account for each non-permanently assigned radio and battery, once each shift, using established procedures. The inventory shall be conducted at the beginning of the shift. The results of the inventory shall be documented and retained for one week. The on-duty Facility Control bonus deputy shall be responsible for ensuring the accomplishment of this task. Each tower shall account for their respective radios and batteries. The Facility Control bonus deputy shall be notified of the results of each inventory. If all radios and/or batteries are not accounted for the watch commander shall be notified.

### Carrying Portable Radio Equipment

Personnel shall carry their portable radios in a basket style holder. Radios shall not be routinely carried in a pocket. All radios issued for use shall be equipped with an attached remote speaker-microphone. The speaker-microphone shall not be removed or disconnected from the radio in accordance with MPP 3-07/010.25, Control and Inventory of Radio Equipment.

### Monitoring Radio Traffic

All personnel assigned to fixed posts, including floor prowlers, shall carry their radio and monitor the designated dispatch frequency at all times during their assigned shift hours. Personnel on break periods shall monitor their radio and respond when appropriate. Personnel shall acknowledge any radio transmission directed to them.

### Radio Broadcasts

All communications equipment and its use must conform to Department and FCC regulations including:

- Only broadcast messages that are essential to official business activities,
- Use official Department radio codes as much as possible,
- Make broadcasts as short and precise as possible,
- Do not broadcast indiscreet or profane remarks, personal messages, or routine conversations,
- Messages shall not be broadcast in a sarcastic, facetious or unprofessional tone of voice. Broadcasts shall be accomplished in a normal tone of voice devoid of emotion, regardless of the situation.

### Radio Storage

While not on duty, each person issued a radio shall store the radio in his/her assigned locker. Except as

## Twin Towers Correctional Facility Unit Orders

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required by duties at Twin Towers Correctional Facility, radios are not to leave the facility without prior permission from the Unit Commander.

### Battery Storage and Charging

Battery chargers and spare batteries are located in the below listed areas of the facility:

#### Tower 1

Location  
Number Chargers  
Number  
Batteries

#### Facility Control

2  
12

#### Tower 1 Transfer Center

2  
8

#### Module 131

1  
4

#### Module 132

1  
4

#### Module 141

1  
4

#### Module 142

1  
4

#### Module 151

1  
4

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Module 152

1  
4

Module 161

1  
4

Module 162

1  
4

Module 171

2  
8

Module 172

2  
8

Tower 2 / CTC

Location  
Number Chargers  
Number  
Batteries

Tower Two Control

2  
12

Tower Two Transfer Center

2  
8

Module 241

1  
4

## Twin Towers Correctional Facility Unit Orders

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Module 242

1  
4

Module 251

1  
4

Module 252

1  
4

Module 261

1  
4

Module 271

1  
4

Module 272

1  
4

CTC Control

3  
12

Module 342

1  
4

Other Locations

Location  
Number Chargers  
Number  
Batteries

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TTCF Admin

1  
4

EOC (Classroom C)

6  
24

T1 Visiting

2  
8

T2 Visiting

2  
8

Logistics

4  
16

Training Office

1  
4

Staff shall change their batteries and charge them at the location closest to their assigned work location if possible.

Except as required by duties at Twin Towers Correctional Facility, batteries are not to be removed from the facility.

Repairs

Radios shall be taken to the Systems Maintenance Section at the Sheriff's Communication Center (SCC) for repair. A damaged radio will not be accepted for repair without an accompanying SH-R 49 and a memorandum, SH-AD-32, from the Custody Division Chief noting the damage to the radio.

NOTE: The Logistics Department shall be responsible for ensuring that the radios needing repair are taken to SMS at SCC.

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• • **3-05-140 Employee Fund**

PURPOSE OF ORDER:

To establish the procedures for the Twin Towers Correctional Facility (TTCF) Employee Fund.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the TTCF.

ORDER:

The objective of this non-profit fund is to provide a ready source of revenue to assist employees with personal needs and to provide benefits not available from other sources. All employees assigned to TTCF shall be considered members of the fund. Participation in the TTCF Employee Fund shall be voluntary and without cost.

Revenue for the fund shall be generated from vending machine returns, fund-raising projects, the unit recycling program, and donations. Surplus money from any employee fund should be used to benefit members of the fund. Funds may also be used for any worthwhile purpose approved by the unit commanders.

Items that shall not be purchased with employee fund money includes:

- Station or unit supply items; any items which should be properly funded from the unit's Services and Supplies Account,
- Maintenance of Department equipment,
- The fund shall not be utilized to provide loans/salary advances to employees.

The Unit Commander shall have ultimate responsibility of the unit employee funds.

Monies received in check form shall be immediately restrictively endorsed. If weekly receipts exceed \$50.00, monies shall be deposited at least once per week. Cash from coin receptors shall be collected and totaled monthly. Cash from periodic donations or collections shall be totaled at the time of receipt.

Totals shall be recorded in a permanent record at the time of collection and the record entry signed by the person making the collection (Assistant Fund Administrator or designee). Cash-on-hand shall be kept in a locked cash box. The cash box, the fund check book and all blank checks shall be kept in a locked safe or drawer by the Fund Administrator

Checks shall be written for all withdrawals made from the account. All withdrawals shall require the signatures of two members of the Employee Fund Committee, but shall not be pre-signed by any of the signatories.

Expenditures not in excess of \$50 may be authorized by the fund administrator. Expenditures in excess of \$50 shall require Unit Commander approval.

The Board of Directors shall post, in a conspicuous location, a quarterly statement of the fund's receipts and disbursements and a profit/loss statement for each fund administered coin receptors.

## Twin Towers Correctional Facility Unit Orders

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The Unit Commander is responsible for:

- Reviewing and initialing fund records a minimum of once per quarter,
- Appointing a unit fund administrator and assistant fund administrator,
- Initial receipt of fund bank statements,
- Establishing any additional regulations needed for further control.

Fund administrators are responsible for:

- Retaining one key to the cash box,
- Keeping the back-up disc of the electronic accounting system,
- Co-signing checks written against the fund account,
- Examining the record of receipts and expenditures at least once per week; initialing the record to show that it has been examined,
- Reviewing bank statement reconciliations monthly; initialing next to the balance to indicate the bank balance is in agreement with the ledger balance,
- Verifying the amount of cash on hand monthly, if any,
- Appoint an individual to assist the assistant fund administrator in the collection and totaling of monies from fund administered coin receptors,
- Chairing meetings when a committee is used to administer the affairs of the fund,
- Any other duties consistent with the sound administration of the fund.

Operations Sergeant shall act as the Fund Administrator and the Operations Deputy shall act as the Assistant Fund Administrator and Bookkeeper.

The Operations Sergeant shall audit the fund each week, and the Unit Commander shall review the fund monthly.

All monies collected will be deposited into a bank account entitled "Twin Towers"

The assistant fund administrator is responsible for:

- Making collections,
- Recording receipts and disbursements in the permanent record; initialing the record next to each entry,
- Providing sequentially numbered hard copies of current records for review by the fund administrator when a computerized record keeping system is in use.
- Retaining the initialed and approved hard copies as part of the permanent record after they have been reviewed by the fund administrator,
- Creating and maintaining current back-up disc for the fund administrator,
- Co-signing any checks written against the fund account,
- Purchasing any supplies for activities or record keeping,
- Reconciling the monthly bank statements,
- Retaining one key to the cash box,
- Any other duties consistent with the purpose of the fund as delegated.

Alternates for any of the listed regular positions shall assume the responsibilities of the position.

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### • • **3-05-160 Sleeping Quarters**



## Twin Towers Correctional Facility Unit Orders

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### PURPOSE OF ORDER:

To establish guidelines for the use of the staff bunk rooms.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Twin Towers Correctional Facility bunk rooms, one each for male and female employees, are located in [REDACTED TEXT] Personnel, due to working hours, travel time to their residence, or inclement weather, may use a TTCF bunk room when off duty. For emergency purposes, personnel shall notify the Facility Control Watch Deputy prior to utilizing the bunk room.

Employees using the bunk room shall adhere to the following:

- Minimum dress code - Gym shorts and T-shirt
- No smoking
- No firearms
- No radios without headphones
- No loud talking
- No food or drinks
- Appropriate gender personnel in each bunk room

No employee shall sleep on duty without the permission of the Unit Commander or his designee.

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## • • 3-05-170 Staff Meals

### PURPOSE OF ORDER:

To establish the policy for staff meals on all shifts.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Officer's Dining Room (ODR), is designed to provide meals to personnel assigned to Custody Division. Any employee whose primary assignment is not Custody Division but is a County employee or a contracted employee, and who is conducting business in a custody facility, may utilize the ODR. There is no charge for the meal but each employee is entitled to only one meal per shift.

Personnel shall limit the amount of food ordered to the amount they are able to consume in one meal.

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Personnel shall not remove food from the ODR without written permission from the Unit Commander. Refer to CDM section 3-16/000.00, Officers Dining Room.

The Dining Room will be open for meals between specific times during each shift. The times shall be established by the Unit Commander and shall not be deviated from unless exigent circumstances exist.

Except when unusual circumstances prevent this, all on-duty personnel shall be provided a forty (40) minute meal break (this includes travel time to and from their work assignment) during their assigned shift. No employee shall leave his post without proper relief. Any exception must have prior approval of the Watch Commander.

Employees may bring food from home. However, any staff member that brings in canned food, bottled drinks, or any other food container made of a material that is contraband, is personally responsible for its disposal in a contraband container. Refer to TTCF unit order #3-09-010, Contraband, Contaminated and Infectious Medical Waste Disposal.

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## • • 3-05-190 Parking

### PURPOSE OF ORDER:

To establish procedures for parking private vehicles while working at or visiting the Twin Towers Correctional Facility.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

### ORDER:

#### Employees

Employees shall park their personal vehicles in the ten-story employee parking structure located north of the facility at the end of Bauchet Street. Designated parking between the Central Plant and the Facility shall be for Department executives and disabled employees only. Personnel shall not park in any manner that is unlawful or presents a hazard. This includes, but is not limited to, makeshift parking in red zones, parking in spaces specifically designated for another, or parking standard-size vehicles in over-sized parking spaces.

On every shift, deputy personnel assigned to G-9 unit shall regularly monitor the ten-story employee parking structure and any vehicle found parked in an unlawful manner will be issued a Custody Division Notice of Parking violation. Any employee receiving such a notice is subject to counseling and/or disciplinary action. Refer to MPP section 3-01/030.10, Obedience to Laws, Regulations, and Orders.

First citations shall result in informal counseling with the unit commander or designee.

Second citations shall result in a unit performance logbook entry. Third citations shall require a written reprimand. Subsequent citations shall result in discipline to be determined at the discretion of the unit commander. Each issued citation shall remain active for one year, after which it will no longer be considered for disciplinary action.

## Visitors

Public visitors for inmates shall park their cars in the public parking structure located near the corner of Vignes and Bauchet Streets. No public visitors shall be allowed to park in the employee parking structure.

Official visitors may park their vehicles on the second level above the public parking structure (employee parking for the Central Arraignment Court).

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### • • 3-05-230 Use of Inmate Linens

#### PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures regarding the use of county property, specifically inmate linens.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

No one shall use county property for personal purposes. Inmate linens shall not be removed from department facilities and shall be strictly utilized for inmate use only. Specifically, county towels shall not be used by personnel taking showers after utilizing the gym facilities. Employees using those facilities must supply their own towels. Towels shall not be used to clean grills, polish vehicles, brass, badges, or shoes.

In addition, blankets shall not be used to clean up spills, leaks, etc. Personnel shall not direct inmates to utilize blankets and/or towels for such clean-up purposes. Wet-dry vacuums (Shop-vacs) are available as a clean-up tool. A wet-dry vacuum is located on the [REDACTED TEXT] of [REDACTED TEXT] and the [REDACTED TEXT] of [REDACTED TEXT]. The Logistics Unit also has rags which may be used for general housekeeping chores. These rags are dyed red and are located in the Laundry room in [REDACTED TEXT]. Rags must be ordered in advance when planning large cleaning or repair projects that involve possible spills.

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### • • 3-05-320 Personnel Records

#### PURPOSE OF ORDER:

To establish the policy and procedures for maintaining the Twin Towers Correctional Facility personnel records and files.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

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## Twin Towers Correctional Facility Unit Orders

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### ORDER:

The operations lieutenant has the responsibility for all personnel records. They shall be secured in the Operations office on the [REDACTED TEXT]Floor. Included in the personnel folders are such records as:

- Bonus Selection Standards (for bonus deputies)
- Commendations
- Disciplinary actions
- Education records
- Employee Report on Outside Employment Activities (SH-AD-651)
- Founded complaints
- Performance Evaluations
- Personal Information (SH-AD-91)
- Photograph of employee
- Promotions
- Status Changes
- Training Records
- Transfers

The personnel files are restricted, and only the Unit Commander, operations lieutenant, watch commander, or operations sergeant may authorize access to an employee's personnel records. In compliance with a subpoena duces tecum the Legal Unit may have access to employees's personnel records for official use.

Removal of documents from personnel files is prohibited without the consent of the Unit Commander. Files may not be removed from the operations office for review. Files shall not be taken inside security without the permission of the Unit Commander.

There shall be a sign-out log for all personnel files removed. Person(s) removing files must indicate on the log the name of the folder(s) they are removing, their name, the date, time and the reason for removal (e.g., review, evaluation, investigation, etc.). See attached Personnel File Sign-Out Log.

Any employee may review their own personnel file in the presence of their supervisor or Operations staff.

The Operations staff shall maintain all Unit personnel files in the proper format and order per Departmental and Divisional directives. An annual review of all personnel files shall be made to ensure that the files are in the proper format and all pertinent records are current, e.g., Personal Information form, Outside Employment form(s), and current photograph.

The operations lieutenant will be responsible for generating Unit personnel files on newly hired Department employees. Photographs of employees will be coordinated with the watch sergeant.

Upon receiving personnel files on employees transferred from other units, the operations sergeant shall ensure that an updated Personal Information form and a photograph of the employee are in the file.

Upon an employee transferring to a another unit, the operations sergeant shall address all outgoing personnel files to the new Unit Commander, not the employee. All termination files shall be submitted to Personnel Services in a timely manner.

Twin Towers Correctional Facility Unit Orders

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TWIN TOWERS CORRECTIONAL FACILITY  
PERSONNEL FILE

SIGN-OUT LOG

1. COMPLETE LOG PRIOR TO REMOVING ANY PERSONNEL FILE.
2. REMOVAL OF DOCUMENTS FROM PERSONNEL FILES IS PROHIBITED WITHOUT THE CONSENT OF THE UNIT COMMANDER.
3. FILES MAY NOT BE REMOVED FROM THE OPERATIONS OFFICE FOR REVIEW.
4. FILES SHALL NOT BE TAKEN INSIDE SECURITY WITHOUT THE PERMISSION OF THE UNIT COMMANDER.

PERSONNEL FILE  
NAME  
PERSON  
REMOVING FILE  
DATE/  
TIME OUT  
DATE/  
TIME IN  
  
REASON

# Twin Towers Correctional Facility Unit Orders

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# Twin Towers Correctional Facility Unit Orders

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• • **3-05-330 Employee Evaluations**

PURPOSE OF ORDER:



## Twin Towers Correctional Facility Unit Orders

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To establish guideline and procedures for completing performance evaluations.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### ORDER:

The Operations/Personnel Lieutenant or designate shall have the responsibility to ensure that all employee performance evaluations are completed in a fair, accurate and timely manner.

The Evaluation Coordinator will have the responsibility of monitoring the status of assigned evaluations in the unit's Employee Performance Evaluation Tracking System (EPETS). All evaluations shall be assigned to the appropriate raters thirty (30) days prior to the due date. Where possible, the assignments shall be based on where and for whom the employee worked the majority of time during the rating period. Raters shall advise the Evaluation Coordinator of any updates and/or changes to their assigned personnel.

The rater shall be responsible for ensuring the performance evaluation is completed within the given time frame and any Unit Performance Log sheet(s), a driver's history printout from DMV, a Personnel Performance Index (PPI) report, and if necessary, a Personal Information form (SH-AD-91) are attached. The rater shall sign the evaluation and submit it to the shift Watch Commander. The shift Watch Commander shall review all performance evaluations for accuracy, and sign the evaluations as the "reviewer" prior to forwarding them to the Jail Administration Office.

NOTE: In the event that a rater assigns an "outstanding" rating, the shift Watch Commander shall review the evaluation, but will not sign it. The Unit Commander shall sign as the "reviewer" for all evaluations receiving an "outstanding" rating.

Once the evaluation has been forwarded to the Jail Administration Office, the Evaluation Coordinator shall update the EPETS.

The Evaluation Coordinator will review all evaluations and ensure that the appropriate signatures are present prior to forwarding to the Unit Commander. Once all necessary signatures are obtained, the Evaluation Coordinator shall return the evaluations to the raters who will review each evaluation with the respective employee. Once an employee signs an evaluation, a copy of the evaluation shall be given to the employee and the original evaluation report shall be returned to the Evaluation Coordinator for final processing. These procedures shall be adhered to for all evaluations (i.e., probationary, annual, transfer, and termination).

### Transfer/Termination Evaluations

The Unit Commander shall be responsible for the expeditious completion of a final performance evaluation, including his written recommendation regarding re-employment of the terminating employee. Time permitting, the employee shall review and sign the final performance evaluation prior to termination. Otherwise, the final evaluation shall be submitted to Personnel Administration within twenty days of the employee's termination date.

When an employee transfers within the Department, a performance evaluation shall be completed covering

the period from the date of his last evaluation through the date of transfer. Any evaluations forthcoming from TTCF shall be addressed to the new Unit Commander, not the employee. All incoming evaluations from other units shall be forwarded to the Evaluation Coordinator.

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• • **3-05-340 Daily In Service Report**

PURPOSE OF ORDER:

To establish attendance accountability and a standard reporting procedure utilizing a Daily In-Service Report.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

ORDER:

Recording the attendance of all line personnel assigned to the TTCF shall be accomplished by the use of a Daily In Service Report. The administrative staff (sworn and civilian) shall be accountable on a daily basis by initialing a Daily Time Sheet located in the Operations Office.

The Daily In Service Reports are generated by Scheduling Unit personnel. The report is divided by areas of assignment. Each assignment will be followed by an employee's name indicating where that employee is assigned for that day.

It is the responsibility of the shift Watch Deputy to retrieve a copy of the shift In-Service report from Scheduling and ensure that a copy of the Daily In Service Report is ready for the employees at least thirty minutes prior to the start of each shift. The Daily In Service Report shall be located in Facility Control. The Watch Deputy shall also make the necessary copies of the Daily In Service Report for each supervisor on that shift.

The Watch Deputy and/or designate, shall be responsible for verifying that all personnel are present in their assigned positions. Any miss-outs or changes/variances to the Daily In Service Report shall be reported to the Watch Sergeant and the supervisor of the assignment.

The Watch Sergeant will review the original Daily In Service Report, initial each page and stamp the front page with "Time Copy." The original Daily In-Service Report shall be given to the Unit Timekeeper, a copy returned to the Scheduling Office, a copy placed on an arch board in the Watch Commander's Office, and a copy forwarded to the Operations Office.

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• • **3-05-350 Outside Employment**

PURPOSE OF ORDER:

To establish procedures for outside employment participation.

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SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

ORDER:

All full-time employees are required to complete annually, by March 1, an Employee Report on Outside Employment Activities (SH-AD-651) whether engaged in outside employment or not. Employees who are active members of the military reserves are required to report this as outside employment on the SH-AD-651 form and shall complete section 2 of SH-AD 651.

Any employee desiring to engage in outside employment including teaching non-criminal law classes shall request approval on a Request for Approval of Outside Employment (SH-AD-136) to the Unit Commander.

Requests to teach any law enforcement class (other than those classes regularly conducted through Training Bureau) must be submitted on a Request for Approval of Outside Teaching Employment (SH-AD-137).

Personnel shall be guided by the Manual of Policy and Procedures 3-02/020.20 for guidelines for proper completion and submission of materials for outside employment requests.

Employment requests shall be submitted to the Unit Commander via the TTCF Operations Office. The Operations Sergeant shall be responsible for ensuring that outside employment and working hours do not conflict with Department policy.

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• • **3-05-370 Injury and Illness Prevention Program (IIPP)**

PURPOSE OF ORDER:

State legislation has required that each business location establish a safety program that is administered by a safety committee. The purpose of this order is to establish the Twin Towers Correctional Facility Injury and Illness Prevention Safety Committee, and to outline its duties and responsibilities.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

The Twin Towers Correctional Facility Injury and Illness Prevention Safety Committee has been established and will be comprised of a representative from each rank and classification of personnel. The committee coordinator will be the Operations Sergeant, with representatives from all the different entities of the unit. In addition, one sworn representative of deputy rank from each shift will be selected. The term of the assignment will be one year renewable. The committee will meet no less than once a month.

The primary responsibility of the Safety Committee is to develop and implement an Injury and Illness

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## Twin Towers Correctional Facility Unit Orders

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Prevention Program. The objective of this program is to protect and conserve the manpower, equipment and resources under the Department's control. Cooperation in this effort and compliance with Health and Safety rules are expected of all employees as a condition of employment.

Safety rules and regulations shall be developed, protective equipment adopted and used, and work instructions given that will assure each employee is aware of appropriate safety practices in performing work assignments. These rules, regulations and work instructions will be kept in a manual entitled "IIPP" and made readily available to unit supervisors, employees, Inspectional Services and CAL/OSHA when warranted.

An effective Illness and Injury Prevention Program contains the following elements:

- Management commitment
- Safety communications system with employees
- Systems for assuring employees compliance with safe work practices
- Scheduled inspection and evaluation system
- Accident investigation
- Procedures for correcting unsafe or unhealthy conditions
- Record keeping and documentation

### Management Commitment

As the Sheriff's Department is committed to providing a safe working environment for all employees, it is the policy of this Department that employees will be aware of, and support, any mechanism that heightens awareness of safety. This will reduce illness and injury.

### Safety Communication System with Employees

Communication between the Safety Committee and the unit employees will be accomplished by the use of a suggestions box and the e-mail system. Through the e-mail system, the employees can give input and suggestions regarding the safety of the facility or they can do so by obtaining a form from the Operations Office.

The committee will also use informational memorandums, posted on bulletin boards, to inform employees of current information and unit wide dispositions of identified safety hazards.

### Employee Compliance with Safe Work Practices

Compliance with established safety rules and procedures will be monitored through the dissemination of written directives, review of employee performance, personal inspection by supervisory and management personnel, and documentation in employee performance evaluation.

### Hazard Assessment and Control

Unit hazard inspection will be conducted quarterly in advance of the scheduled Safety Committee meeting. The results, and any identified safety hazards, will be discussed at the monthly Safety Committee meeting.

### Accident Investigation

At the Safety Committee's monthly meeting, the committee will review all industrial injury incident reports filed during the previous month. The review will be limited to identifying and correcting any existing or potential safety hazards by using a trend analysis technique. Appropriate recommendations will be made to the Unit Commander.

#### Procedures for Correcting Unsafe and Unhealthy Conditions

Recommendations for correcting conditions that are identified as unhealthy or unsafe will be made by the Safety Committee to the Unit Commander.

#### Record Keeping and Documentation

The committee will maintain a complete record of all meetings and agenda items discussed. The information will be maintained by the committee and will be available for review upon request from the unit's Operation office. Annual stats will be posted on employee bulletin boards. Records will be kept for a minimum of three (3) years.

#### Employees Responsibilities

All employees are reminded of their responsibility to follow established safety rules and guidelines. In addition, all employees are encouraged to identify any potential safety hazard and bring it to the attention of the committee for evaluation and correction.

#### Supervisory Management Responsibilities

All supervisors and management personnel will enforce and evaluate the safety rules and guidelines. In addition, they will be responsible for following through with all the suggestions provided by the members of the Safety Committee, upon approval of the Unit Commander.

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### • • 3-06-010 Smoking Guidelines

#### PURPOSE OF ORDER:

To establish procedures and guidelines for smoking at the Twin Towers Correctional Facility.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

County Ordinance 92-0018 prohibits smoking in all County facilities and vehicles. Twin Towers Correctional Facility is a "No Smoking" facility. The use of tobacco, in any form, is prohibited. This policy applies to all employees (civilian or sworn), visitors, inmates, and any other person entering this facility.

The only authorized smoking area for TTCF employees or official visitors is the patio area located between [REDACTED TEXT] and the [REDACTED TEXT]. Smoking time is restricted to authorized breaks.

Additional breaks will not be authorized or taken for the purpose of using tobacco products. Additionally, employees shall discard all used tobacco products, including smokeless tobacco, in a manner that will prevent inmate retrieval. Personnel are also reminded that no one shall smoke in view of inmates.

To enhance this no smoking policy, tobacco products of any type, including smokeless tobacco, shall not be allowed in the security areas of this facility.

This policy affects ALL personnel, sworn and civilian, who enter this facility. Tobacco products are to be secured in lockers outside of security or in personal vehicles.

Personnel are reminded that anyone entering the security areas of this facility or any County jail facility, are subject to a search for contraband. This includes lunch containers, briefcases, or any other object carried with the individual.

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## • • 3-06-020 Module and Dormitory Cleaning

### PURPOSE OF ORDER:

The purpose of this unit order is to establish guidelines and procedures regarding the cleaning and inspections of cells, modules and dormitories.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### ORDER:

TTCF shall maintain a daily schedule for maintaining the cleanliness of all cells, modules, dormitories, offices and common areas. The logistics unit shall be responsible for and oversee the implementation of a schedule, to be kept by the janitorial staff supervisor, for the common areas in the facility. Housing areas shall be cleaned by Prisoner Personnel Office (PPO) approved inmate workers who are housed at the designated inmate worker dorms. The Correctional Health Services (CHS) janitorial staff will be responsible for maintaining the cleanliness of medical areas in Tower I, Tower II, and the Correctional Treatment Center (CTC).

The following are directives for facility maintenance:

- Floors shall be swept and mopped daily
- Bars and rails shall be washed frequently
- Walls shall be washed twice a month (with special attention to removing graffiti)
- Unless protected by trashcan liners, garbage and trash receptacles shall be emptied and sanitized frequently
- Windows shall be washed weekly, and screens (where applicable) shall be kept clean at all times

## Twin Towers Correctional Facility Unit Orders

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- Toilets, urinals, sinks, showers shall be cleaned daily
- Trash shall be removed from all housing, shower, and medical areas daily
- Clinic areas and Transfer Center holding cells shall be cleaned and sanitized daily
- It shall be the responsibility of each inmate to keep his/her cell clean. Each inmate shall be given access to cleaning supplies as needed. The module personnel shall document on the electronic Uniform Daily Activity Log (e-UDAL) when cleaning supplies are issued to inmates.

High Observation Housing (HOH) inmates shall have their cells cleaned every other day by the HOH Cleaning Crew

- Cleaning Crew Custody Assistants (C/A) shall utilize the e-UDAL to document all cleaned and not cleaned cells with a brief explanation.
- Small Management Yards (SMY) shall be cleaned bi-weekly
- Refrigerators shall be monitored on a daily basis for spoiled food, and disinfected on a weekly basis

Senior Deputies shall complete a weekly cell check, and document the inspection in the module e-UDAL. Senior Deputies shall review the C/A daily cleaning activities from the e-UDAL report system.

Module personnel shall conduct a visual inspection of the entire module at the beginning of each shift to ensure cleanliness, and document the cleanliness in the e-UDAL (CDM4-11/020.00). Any areas that are not clean shall be cleaned on that shift and documented in the e-UDAL.

### Unsanitary Conditions and Uncooperative Inmates

In instances where inmates may become uncooperative with custody personnel's efforts to properly clean a cell, module personnel shall make every effort to gain an inmate's cooperation in cleaning their cell. If a cell is unable to be properly cleaned due to an inmate's refusal to cooperate, the assigned AM Shift G1 or G2 Deputy (or any other deputies assigned to the module, regardless of shift) shall visually inspect the cell for any unsanitary conditions that may pose a health risk to the inmate housed in the cell. If observed, the following unsanitary conditions shall immediately be reported to Correctional Health Services (CHS), the Department of Mental Health (DMH), and the assigned floor sergeant:

- One (1) or more days with an inmate's cell not being cleaned
- Feces/urine/blood on walls or floors of the inmate's cell
- Excess perishable sack lunch items or milk/juice cartons should not be retained past 3 days. In the event an inmate's refusal to eat and/or drink is observed to deviate from normal eating or drinking patterns, the procedures outlined in Custody Division Manual (CDM) section 5-15/000.00 "Inmate's Refusal to Eat and/or Drink" shall be adhered to.
- Clogged/overflowing toilets with feces/sinks
- Water or any other fluids accumulating on the cell floor

Notification(s) to CHS and DMH shall be documented in the module e-UDAL.

Medical and/or mental health personnel may conclude the unsanitary cell conditions pose a significant health risk to an inmate housed within a cell and may request an extraction order to extract an inmate from a cell in order to properly clean it. If such a conclusion is reached, all use of force, inmate extraction, and recalcitrant inmate policies and procedures shall be strictly adhered to. (Refer to CDM sections 7-01/050.00 "Inmate Extractions," 7-01/050.05 "Inmate Extraction Procedures," and 7-02/020.00 "Handling Insubordinate, Recalcitrant, Hostile or Aggressive Inmates" for additional information)

All Title 15 C/A's and deputies shall continuously inspect all cells for the aforementioned conditions as part of their required inmate safety checks and make proper notifications as necessary.

#### Cleaning Supplies

Cleaning products may become hazardous if mixed together. It is the responsibility of module personnel to ensure that cleaning supplies are not mixed together. Safety Data Sheets (SDS) for each cleaning product are available in the Logistics Office. All cleaning by inmate workers shall be done under the supervision of deputy personnel, custody assistants and/or janitorial staff.

Module cleaning supply closets shall remain secured unless custody or janitorial staff are physically present. Inmate workers shall not remove items from the cleaning supply closets unless directly supervised by custody or janitorial personnel.

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### • • 3-06-300 Unit Recycling Program

#### PURPOSE OF ORDER:

To establish procedures for the administration of the Unit Recycling Program.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

The Twin Towers Correctional Facility (TTCF) participates in a recycling program per California State Law, which requires all cities in California to divert 50 percent of their waste from landfills by the year 2000. Unit management supports the program and considers recycling a high priority. The watch commander shall be the program coordinator, and the logistics staff shall be responsible for the operation of the program. The job classifications directly affected by the implementation of the recycling program are as follows:

- Logistics Deputy (AM)
- Logistics Custody Assistant (AM)
- Kitchen Custody Assistant (All shifts)
- Module Prowler Deputy (All shifts)
- Dock Custody Assistant (AM, PM)
- Trash and Freight Custody Assistant (AM, PM)
- Module Custody Assistant (All Shifts)
- Custodian Supervisor (AM, PM)
- Custodian (AM, PM)
- Perimeter Security Officer (All shifts)

It is the responsibility of all TTCF personnel to participate in the Unit Recycling Program. All proceeds

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generated from the recycling program shall go into the Unit Fund. Along with helping conserve landfill space, the program will also help save natural resources.

#### Placement of Recycle Bins

Floor collection bins shall be placed throughout the facility, especially in areas of high paper usage (i.e., next to computer printers, photocopy machines and in inmate housing areas for the collection of newspapers).

Outside recycle containers are located adjacent to Tower I and Tower II Loading Docks. Each receptacle is labeled for a specific recyclable material.

#### Items to Be Recycled

The items to be collected and recycled by TTCF are as follows:

- Aluminum Cans
- Cardboard
- Glass
- Newspaper
- Pallets
- Paper (white, computer, colored)
- Plastic
- Tin Cans

#### Collection of Recycled Materials

Line supervisors shall ensure recycled items will be gathered from the floor collection bin, separated and placed into the designated outside recycle container.

All recyclable items in TTCF collection bins are the property of Los Angeles County. Removal of items from collection bins constitutes theft and shall result in a criminal investigation.

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### • • 3-06-320 Locker Room Cleaning and Maintenance Protocol

#### PURPOSE OF ORDER:

To set forth the policy of this unit regarding the cleaning and maintenance protocol for the employee locker rooms.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

Custodial and Maintenance staff shall adhere to the following procedures when cleaning and/or performing

maintenance in the employee locker rooms for employees of the opposite sex:

- Prior to entering any locker room, Custodians and Maintenance personnel shall notify the Facility Control Senior Deputy.
- The Facility Control Senior Deputy shall announce via intercom for the occupants in the affected locker room to vacate so the cleaning or maintenance can be completed.
- The Facility Control Senior Deputy shall assign a gender specific department member to enter the locker room and advise each individual inside to vacate so the cleaning and/or maintenance crew may enter.
- In the event that person(s) utilizing the locker room cannot immediately vacate, the designated staff member will advise the Custodial or Maintenance personnel of the delay. A return time shall then be established when the locker room is available for entry. If a return time is required, the designated staff member will again be summoned to clear the locker room prior to the Custodial or Maintenance staff entering.
- During cleaning and/or maintenance, staff shall post signs at each entrance sight advising that cleaning/maintenance crews are inside.
- Custodial and Maintenance staff shall not leave inmate workers unattended while cleaning or performing maintenance in the employee locker rooms.

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### • • 3-07-010 Module Doors and Sliders

#### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for all module doors and sliders located within the Twin Towers Correctional Facility (TTCF).

#### SCOPE OF ORDER:

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

#### ORDER:

Module personnel are responsible for the following:

- Module personnel shall ensure that all module doors and sliders are closed and locked when not in use;
- Module personnel shall only open doors and sliders when facility personnel are present;
- Booth officers shall electronically open doors and/or sliders for inmates only when custody personnel are present and maintaining physical control of the doors;
- Module personnel shall maintain physical control of doors when opening dayroom, recreational areas, and staging area doors in all modules, and cell doors in High Observation Housing (HOH) modules;

- Module personnel shall close all door trayslots when not in use;
  - Module personnel shall ensure that at no time are doors or sliders propped open using other objects, (e.g., towels, chairs, books, etc);
  - Module personnel shall ensure the locking mechanisms on all doors and sliders are in proper working order and unobstructed by foreign objects, (e.g., tape, vending cards, paper, etc);
  - Module personnel shall submit a service request for any inoperable locks, doors, or sliders via the e-UDAL;
  - Module personnel shall note in the e-UDAL any doors or sliders that are pending repairs, and notify the floor sergeant;
  - Module personnel shall conduct a thorough check of all doors, secured stairwells, sliders, indoor recreation doors, clinic doors, etc., at the beginning of each shift and log it in the e-UDAL.
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• • **3-08-045 Property/Gun Lockers**

PURPOSE OF ORDER:

To establish procedures for the issuance of property/gun locker keys.

SCOPE OF ORDER:

All personnel and visitors requesting the use of the Twin Towers Correctional Facility property/gun lockers.

ORDER:

EXCHANGE AND ISSUANCE OF PROPERTY/GUN LOCKER KEYS

Property/Gun locker keys shall not be issued without an exchange of an acceptable form of valid identification.

Acceptable Forms of Identification:

- if*— Driver's License or State Identification Card
- if*— County/Department Identification Card
- if*— Police Agency Identification Card
- if*— Department of Defense Identification Card
- if*— California Department of Consumer Affairs Card (Bondsmen)
- if*— Passport

Note: If the person requesting a property/gun locker key is unable to provide an acceptable form of identification, the watch commander will determine if the individual is to be provided a property/gun locker key for the duration of their visit at TTCF.

Tower One Facility Control and the Correctional Treatment Center (CTC) gate control personnel shall ensure

that all property/gun locker keys are exchanged for the person's personal identification at the conclusion of their visit at TTCF.

In order to ensure the safety and security of all persons in custody facilities, this partial list indicates personal property which is prohibited inside security areas as indicated in CDM 3-01/090.00:

- if— Weapons, including but not limited to, firearms and knives, are expressly prohibited in security areas of all facilities.
- if— Cell phones and Cameras.
- if— Tobacco products, matches and cigarette lighters.

Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g. wallets, purses, checkbooks, etc.) into secure areas to prevent the loss or compromise of information.

Personnel shall not duplicate a property/gun locker key, nor tamper with any property/ gun locker. Property/Gun locker keys are not to be kept for personal use. Property/Gun locker keys shall not be taken off TTCF property.

[REDACTED TEXT]

#### PROPERTY/GUN LOCKER KEY ACCOUNTABILITY:

At the beginning of each shift, the watch deputy/CTC gate control officer shall inventory the property/gun locker key cabinet. The watch deputy shall account for each "property/gun locker key" listed on the gun locker key control log. The watch deputy/CTC gate control officer shall account for all keys issued and returned during the shift. Any exceptions to these procedures shall require approval of the shift watch commander.

Should the watch deputy/CTC gate control officer discover a property/gun locker key missing without a corresponding identification exchange, he/she shall determine the cause and immediately notify the watch commander.

#### REPLACING KEYS:

If a key becomes inoperable or lost, the watch deputy/CTC gate control officer will submit a repair/replacement order with TTCF Logistics.

The watch deputy/CTC gate control officer shall, without delay notify the watch commander of any lost property/gun locker key.

#### GUN LOCKER MASTER KEY:

[REDACTED TEXT] If a key becomes inoperable or lost, the watch commander will determine if the master key will be utilized and the watch deputy will submit a repair/ replacement order with TTCF Logistics after items are removed from the property/gun locker.

• • **3-08-060 Kitchen Keys and Radio Inventory and Control**

PURPOSE OF ORDER:

The purpose of this order is to establish policy and procedures for the issuance of keys and radios by the Kitchen Control Booth Officer.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

The accounting of all keys and radios shall be conducted at the beginning of each shift. It shall be the responsibility of the Kitchen Control Booth Officer on each shift to issue and account for all kitchen key blocks and kitchen radios. The Kitchen Control Booth Officer shall account for all kitchen keys and radios by utilizing the attached Kitchen Keys and Radios Daily Log Sheet. This Log Sheet shall be signed and dated. Facility Control shall be notified, within one hour of the start of each shift, when all keys and radios have been accounted for. The time Facility Control was notified shall also be noted on the Log Sheet. Keys and radios shall only be issued to authorized personnel and no one shall be allowed to leave the facility with keys in their possession.

NOTE: Absolutely no one shall be allowed to help themselves to keys.

The Kitchen "Keys and Radio Log Sheet" shall be completed daily by each shift. It shall be kept in the Kitchen Control Booth for 30 days. A monthly inventory of all Kitchen keys and radios shall be completed by the EM Bonus I Deputy on the first day of each month.

Kitchen Key Blocks

All unassigned Kitchen key blocks shall be kept locked inside the metal key cabinet, which has been mounted against the east wall, inside the Kitchen Control Booth.

The Kitchen key blocks have been clearly stamped and are designated as follows:

- Key #10-20 (Sgt's. block)
- Key #10-21 (Sr's. block)
- Key #10-82, 10-83, 10-84, 10-85 and 10-86 (Dep. and C/A blocks).

All Kitchen personnel issued a Kitchen key block shall be personally responsible for key security and shall adhere to TTCF Unit Order #3-08-040, Key Security.

Lost Keys

When it is determined that a Kitchen key block is missing, the Kitchen shall be immediately locked down and

## Twin Towers Correctional Facility Unit Orders

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a search initiated. TTCF Unit Order #3-08-042, Loss of Keys shall be strictly adhered to.

NOTE: Inmates shall never be entrusted, by any Department personnel, with jail keys. This shall include soft keys; e.g., refrigerators, food "reefers", locked tool boxes, or other seemingly non-security related locks or doors.

### Radio Security

All Kitchen personnel shall be responsible for the radio issued to them. They shall thoroughly inspect the radio at the beginning of the shift for any possible damage and ensure its operation.

In the event the radio is damaged, the procedures set forth in TTCF Unit Order #3-05-110, Portable Radio Equipment Care, Control, Inventory and Use, shall be adhered to.

### KITCHEN KEYS AND RADIOS DAILY LOG SHEET

DATE:                      SHIFT: EM DAY PM

#### KEYS:

1020 (SGT)  
1021 (B/I)  
1082  
1083  
1084  
1085  
1086

#### RADIOS:

0087  
0328  
1037  
1875  
2043  
2812

Control Booth Officer:

(Name/Employee #)

Date:

Time:

Once keys and radios have been cleared and Facility Control has been notified, personnel accounting for the keys and radios shall sign and date this form, along with the time they were called in.

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• • **3-08-070 Sheriff's Security Officer Firearm Security and Transportation**

PURPOSE OF ORDER:

The following policy and procedures have been established to ensure firearm transportation safety and proper storage and securing of Department issued firearms by Sheriff's Security Officers.

SCOPE OF ORDER:

This order shall apply to all Sheriff's Security Officers assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Firearms issued to Security Officers shall be secured only in designated gun lockers or safes within a county facility whenever the officer is not on duty.

Security Officers may keep their firearm in any "designated locker" which is included to mean any locked metal or storage locker assigned to the security officer at their unit of assignment for the purpose of storing personal and County issued equipment, such as uniforms, gun belt, etc.

A Security Officer may take their firearm from their duty assignment for additional practice for qualifying or as needed due to a change in assignment. This statement authorizes the Security Officer to transport his firearm to an overtime assignment, while following all other policies and procedures of this Unit Order.

Procedures

· A "Security Officer Off-Duty Firearm Agreement" shall be completed for each occasion a Security Officer wishes to remove his weapon from their assigned unit other than during normal duty periods.

NOTE: The requirement for completing a "Security Officer Off-Duty Firearm Agreement" does not apply when the Security Officer is on-duty and goes to the range to qualify for shooting bonus pay.

- The "Security Officer Off-Duty Firearm Agreement" shall be completed in duplicate. The original, with all appropriate information and signatures, shall be placed in the Security Officer's file and the duplicate shall be given to the Security Officer.
- The Security Officer shall maintain a copy of the "Security Officer Off-Duty Firearm Agreement" in his personal possession during the period the weapon is removed from the Security Officer's duty assignment.
- The weapon shall be transported (unloaded) in a fully enclosed locked box (e.g., tool box with padlock) and if in a vehicle, in a locked trunk or compartment not accessible by any occupant.
- While off-duty and away from his work assignment, the Security Officer's weapon shall not be loaded at any

time, except during practice at a Sheriff's range or at a licensed range.

- When off-duty, the Security Officer's weapon must be in a locked and secured container at all times.

NOTE: Penal Code Section 12035, et al, Criminal Storage of a Firearm, makes it a felony if you fail to properly secure a weapon and a child obtains access to it.

- The "Security Officer Off-Duty Firearm Agreement" is valid from the "Date Removed" until the next scheduled work day.

#### Off-Duty Weapon Practice

- A revision of the Sheriff's Department Manual, Section 3-01/050.65, "Shooting Requirements," mandates that Sheriff's Security Officers qualify each trimester with their Department issued weapon at a Sheriff's Range.
- Security Officers requiring additional time to practice for qualification or shooting bonus pay shall complete a new agreement.
- The Security Officer must present proof of practice (e.g., stamped Sheriff's shooting card or receipt) to a supervisor on the next scheduled workday, and secure his duty weapon at the Security Officer's place of assignment.
- If unable to complete the shooting practice, a written explanation must be submitted to the supervisor upon return to work.

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## • • 3-09-300 Inmate Housing Searches

### PURPOSE OF ORDER:

The purpose of this order is to establish policies and procedures for searching inmate housing areas at Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

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

### ORDER:

All inmate housing areas and the property within the housing areas are subject to random searches at any time. Each supervising line deputy assigned to line operations shall be responsible for supervising housing area searches on a regular, but staggered basis for the purposes of controlling contraband, ensuring there is nothing present that may be a threat to personnel, inmates, or the security of the facility, and for deterring inmates from possessing contraband, manufacturing weapons and/or any other form of contraband. All searches shall be conducted in a manner consistent with the procedures set forth in this unit order.

NOTE: Supervising line deputies assigned to work in the capacity of a deputy sheriff generalist are exempt from this responsibility.



## Accountability

Random module, pod or medical ward searches in all areas, with the exception of locations housing sexually violent predators (SVP), shall be done only with the approval of a sergeant. A supervising line deputy or a sergeant shall be present while the search is being conducted. Refer to the SVP Housing Search section of this unit order for the policies regarding the search of that area.

The supervisor shall ensure the electronic Custody Facility Search Report, SH-J-434 is generated and submitted to the watch commander via the Custody Automated Reporting and Tracking System (CARTS).

The deputy or custody assistant designated to complete the search report shall be responsible for generating a reference number. The report shall include the name of the person authorizing the search, the date and time of the search, the housing area searched, the names and employee numbers of all personnel involved in the search, the actual cell each person searched and any contraband that was found.

The module personnel shall be responsible for logging all searches in the electronic Uniform Daily Activity Log (e-UDAL). The entry shall include the time the search was conducted and the name of the supervisor present during the search. Additionally, the shift watch commander shall ensure each supervising line deputy assigned to his/her shift has conducted searches of all housing areas at least once per quarter.

At the conclusion of the search, a sergeant or supervising line deputy shall be available to accept comments and complaints from the inmates. Any claims of personal property damaged, destroyed, or missing shall be brought to the immediate attention of the supervisor. The goal is to attempt to resolve all damaged, destroyed, or missing property complaints at that time. Supervisors shall view this aspect of the search as an important risk management issue. If the complaint cannot be resolved at that time, the supervisor shall provide the inmate(s) with an Inmate Complaint or Property Claim Form. The supervisor shall also prepare a written memo stating all steps taken to resolve the matter, which will be attached to the completed Inmate Complaint or Property Claim Form.

Routine searches of housing areas do not require videotaping. However, if a search is going to be conducted under special circumstances, such as a search for weapons or narcotics as a result of information concerning the possibility that such contraband exists, a video camera shall be used. If a videotaping of the search is conducted, the videotape shall be forwarded to the Administration office and retained for a period of one year, or booked into evidence, if applicable.

## Module, Pod or Medical Ward Searches

All personnel shall be familiar with the items considered to be "Allowable Inmate Property" and with the items which constitute "Contraband," both of which are defined in Unit Order #5-21-310.

Inmates housed in modules, pods or medical wards during the time those areas are being searched may be subject to searches of their person. Refer to Unit Order #3-09-310, Inmate Searches.

Personnel conducting searches shall take all reasonable measures to ensure the inmates' property is handled with care.

- If inmates are removed from their housing area and their property was left behind, the property will be searched and all contraband items removed. The property shall be left on top of the inmates' bunk
- If inmates are removed from their housing area and they take their personal and county issued property

(excluding mattress), the property should be searched in their presence. When all contraband items are removed, the remainder of the property will be returned to the inmate

- All bunks shall be searched whether the inmate is present or not
- All personal property listed in Custody Division Manual, sections 5-06/010.05 and 5-06/010.10 (including commissary) and county issued property (with the exception of their sheet and blanket), that does not fit properly inside the inmate property bag, will be considered contraband and will be confiscated and disposed of without compensation (this is due to health reasons)
- In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a four hour period will be considered contraband and SHALL be destroyed
- Pictures, drawings, etc., determined to be lewd or inappropriate shall be properly disposed of in the designated contraband disposal container.

### Individual Cell Searches

Deputies and/or housing officers are encouraged to conduct frequent random individual cell searches on a regular basis. A supervisor's approval is required for individual cell searches. Keeping officer safety in mind, more than one deputy or Custody Assistant shall be present during individual cell searches.

### Common Area Searches

All personnel are encouraged to conduct routine searches of common areas. Common areas include, but are not limited to:

- Dayrooms,
- Indoor and Outdoor Recreation Areas,
- Staging Areas,
- Connecting Corridors,
- Storage Rooms,
- Common Bathrooms,
- Clinics,
- Hallways,
- Visiting Areas/Attorney Rooms.

### SVP Housing Search

Any search of an entire SVP pod shall require prior notification and approval of the TTCF Watch Commander and the TTCF Legal Unit. E-mail notification to the unit commander shall be made to explain the circumstances necessitating the search and describing the results. When feasible, the watch commander is encouraged to monitor any search of an SVP pod.

Searches of an individual SVP's cell or assigned living area and property may be authorized by a sergeant. No e-mail notification is required. The necessity to videotape any SVP search shall be at the sole discretion of the authority authorizing the search.

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## • • 3-09-30 Personnel and Inmates of Opposite Sex in Out-of-View Areas

PURPOSE OF ORDER:

While the law prescribes rules for opposite sex searches and entry into housing areas, it does not cover the entry by personnel and inmates of the opposite sex into a common, "out-of-view" areas together. Past experience has shown that the possibility for both inappropriate conduct and false allegations of misconduct arise when personnel and inmates of opposite sex are out of view of others, even though the occurrence is both strictly professional in nature and necessary. To that end, it is the intent of this policy to be pro-active in the restriction of this activity.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Section 4021 of the California Penal Code states in part that, "It shall be unlawful for custodial personnel to... enter the room or cell occupied by any prisoner of the opposite sex, except in the company of any employee of the same sex as the prisoner."

This law clearly states that opposite sex searches are prohibited. Twin Towers, because of its large contingent of employees, should have no problems complying with this law. However, this policy is designed to avoid the related problems that have occurred when inmates accuse employees of the opposite sex of misconduct.

Therefore, the following policy shall be adhered to:

- Any employee entering an opposite sex housing area shall be accompanied by an employee of the same sex or under the direct observation of an employee of the same sex as the inmates in that housing area,
- This policy also applies to all areas out of view, e.g., kitchen storerooms, closets, etc. An employee shall not be in an out-of-view area with an inmate of the opposite sex unless under the direct observation of or accompanied by an employee of the same sex as the inmate.

Supervisors shall, on a daily basis, have the appropriate custodial personnel assigned to each housing area to ensure this policy is adhered to. If movement of personnel to facilitate this is required, it shall be done.

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• • **3-10-030 Wristband Maintenance**

PURPOSE OF ORDER:

History has shown that numerous escapes and attempted escapes have occurred as a result of inmates switching wristbands. A necessary part of our daily duties involves ensuring each inmate is accounted for and able to be properly identified by the information on their wristband. So this can occur, it is the duty of each person to ensure that each inmate is wearing a wristband. The information on it must be legible and accurately reflect the inmate's classification status. This order, in combination with the Custody Division

Manual, sets the standards for wristband maintenance.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

**ORDER:**

**Wristband Information**

Inmates shall wear a wristband around their left wrist. Refer to CDM section 5-01/030.00, Identification and Classification Symbols for Special Handling Inmates, for specific colors and coding, which indicates their classification. The following inmate data shall be typed onto the face of the wristband:

- Full name: Last name, first name, middle initial,
- Complete booking number,
- Special handling information, if applicable, e.g., M, S, E, H, D, K-10, etc.

**Damaged, Tampered With, Illegible, or Missing Wristbands**

Positive identification, by fingerprints, shall be established prior to re-banding an inmate under the following circumstances:

- Tampered with, altered and/or illegible wristband,
- Loose, removed or missing wristband.

Once personnel become aware of an inmate in need of a wristband, the inmate shall be separated from the general population. After obtaining approval from IRC Booking Front, the inmate shall be escorted to IRC's Booking Front to establish positive identification. Upon conclusion of a positive identification, a completed wristband shall be secured around the inmate's left wrist. A shredder located in IRC Classification Rear shall be used for the proper disposal of inmate photo identification wristbands.

During EM wristband count, if an inmate has a wristband in the above listed condition, a list shall be compiled and the number of inmates in need of wristbands shall be forwarded to the appropriate Transfer Center at the time the inmate count is sent. Transfer Center personnel will be responsible for coordinating the movement of inmates to IRC Booking Front for new wristbands. Personnel shall call IRC Booking Front prior to escorting inmates.

**Disposal of Wristbands**

All wristbands discarded at TTCF shall be cut up several times, including across the inmate's name, and placed in a trash container. The IRC shredder may be utilized if there is a security concern regarding the disposal of a wristband at TTCF.

**Wristband Switch**

Any time an escape involves a wristband switch, regardless of the circumstance surrounding the escape, the Major Crimes Bureau, Metro Detail, Escapes Unit shall be notified and their instructions shall be followed.

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• • **3-12-015 Out of Security Log**

PURPOSE OF ORDER:

To establish procedures when temporarily leaving security while on-duty at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all custody personnel assigned to and/or working in any capacity at the Twin Towers Correctional Facility.

ORDER:

All personnel shall sign the Out of Security Log when temporarily leaving from or returning to the secured area of the facility (unless required as part of assigned duties). This log is to account for the availability and welfare of all on-duty personnel in the event of an emergency, such as an earthquake or other incident requiring the immediate deployment of personnel.

When an employee leaves his/her post during his/her shift to leave the secure area of the facility (i.e. gym, locker-room, computer room, or outside the building, etc.), he/she shall appropriately fill out the Out of Security Log located in the Tower I, Tower II, or CTC control booths. Employees temporarily leaving the facility for any reason, shall notify their immediate supervisor and obtain authorization prior to leaving the facility. Upon returning to the secured area, the employee shall indicate the time of return.

The assigned personnel in Facility Control, Tower II Control, and CTC Control will be responsible for maintaining the posted log. A new log shall be posted each calendar day. The lower floor sergeant on early morning shift in Tower I and Tower II/CTC shall be responsible for collecting the log each day and forwarding them to the early morning Watch Commander for review. The Watch Sergeant shall ensure the previous day's log is filed and a new log is prepared. The log shall be filed, stored in the Watch Sergeant's office, and retained for one year.

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• • **3-14-030 Air Pack Training**

PURPOSE OF ORDER:

To maintain air pack proficiency through recurrent training.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional

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Facility.

ORDER:

The TTCF is supplied with Self-Contained Breathing Apparatus (SCBA), commonly known as "air packs." The Training office shall be responsible for ensuring that all personnel receive SCBA refresher testing on a trimester basis.

This test will consist of putting on an air pack in working condition in no more than 45 seconds. The test shall be observed by a Training Unit Deputy, Bonus Deputy or higher rank. The supervisor observing the test shall complete and forward a memo to the TTCF Training Unit.

The TTCF Training Unit shall maintain a permanent file tracking the completion of the tests and informing the Watch Commander of any deficiencies.

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### • • **3-16-040 Emergency Response Team(s) Activation and Response**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the activation and deployment of the Emergency Response Team(s) (ERT) in response to a disturbance affecting the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Primary Objectives

Primary objectives in the event of a disturbance or riot are:

- Ensure the safety of deputy and non-sworn personnel,
- Regain control and maintain order,
- Protect the non-involved inmate population,
- Identification and prosecution of involved inmates (especially leaders).

Timely activation of ERT(s) and staging them in the affected sector is paramount. Compliance may then be obtained through negotiation, if reasonable safety for Department members and inmates can be established. During all spontaneous disturbances or any planned disturbance where escalation is evident through acts of violence and vandalism, a tactical deployment shall be initiated immediately.

In the event of a response outside of the TTCF building, only sworn personnel shall be deployed as part of the ERT. All personnel deploying outside of TTCF shall be equipped with the appropriate field responses gear, as indicated by the supervisor or incident commander.

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### Course of Action

Upon observing a disturbance or altercation, custody personnel shall report the incident and location to Facility Control immediately. Depending on the severity of the disturbance, the Facility Control supervising line may activate an ERT and direct them to a staging area, pending deployment. The Facility Control bonus deputy shall determine a safe and expeditious response route for activated ERT members to follow based upon areas affected by the disturbance, location of inmates, and fire or power shortage probability. An ERT response via elevator is preferred, but emergency stairwells may be used when needed. The stairwell number must be designated when the ERT activates so floor staff can stand by and unlock the stairwell doors as needed for responding ERT members.

The Facility Control supervising line shall immediately notify the watch commander of the ERT activation.

Facility Control shall activate an ERT by:

- Sounding an alert tone via base radio,
  - Broadcasting information regarding what has occurred, location of occurrence, number of inmates involved, and which ERT(s) are needed
- o Example of broadcast: [Alert Tone] “415 inmates only, Module 132-B, 15 inmates involved, no weapons at this time. Tower 1 ERT respond via elevator. All Tower I modules lock down.”
- Designate the response as either elevator or stairs with designated stairway number,
  - Designate a staging area,
  - Lockdown the tower that the ERT is responding from. Refer to TTCF Unit Order #3-13-050, “Lockdowns.”

The selected ERT members should listen for specific instructions as to which equipment should be donned. If ERT equipment is requested, personnel shall respond to their designated officer stations and don their ERT equipment. ERT equipment consists of the following items:

- Helmet,
- Vest,
- Elbow pads,
- Knee pads,
- Riot baton,
- Gas mask.

When an announcement is heard over the public address (PA) system for sworn line personnel to respond to Facility Control in full field response gear, each deputy is required to be equipped with the following:

- Service firearm and holster,
- Complete sam/sally browne,
- Helmet with face shield,
- Sidehandle baton,
- Protective vest,
- Gas mask,
- Flashlight.

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If fire gear is requested, personnel shall respond to their designated officer stations and don their fire gear which consists of:

- Full turn-out gear,
- Air pack.

These items are provided and shall be worn at all times, unless directed otherwise by a team leader or above. Once fully equipped, the ERT members shall assemble in the designated staging area with their team leader (minimum rank of sergeant).

An ERT ordinance cart is kept in each tower armory. Facility Control shall ensure an ERT ordinance cart is taken to the staging area to link with the ERT.

NOTE: The armory keys shall not be taken to the affected area. They shall immediately be returned to their respective control booth upon completion of their use. Refer to TTCF Unit Order #3-07-030, Armory/Safety Equipment.

The team leader shall assess the situation, decide on an appropriate tactical plan and confer with the watch commander on deployment of the team.

Authorization to obtain special weapons from the ERT cart shall be at the discretion of the watch commander.

### Identification of Personnel

- In an effort to protect TTCF staff against doxing (the gathering of an individual's personally identifying information and disclosing or posting it publicly, usually for malicious purposes), Department personnel have been authorized to use unique identifying information in lieu of the Department member's name tag. This alternative method of identification, substituting badge numbers instead of name tags, is only to be used during emergencies or unusual occurrences, including but not limited to, civil unrest, protests, major disasters, and large-scale criminal activity (i.e. "flash mob").
- The TTCF Training Units shall be responsible for ensuring white adhesive numbers are used for the purposes of displaying the employees' badge numbers on the front and back of their Department-issued duty helmets in a clearly visible manner. All personnel who respond outside the facility shall be responsible for affixing numbers to their helmets prior to deployments. The numbers shall be one-inch tall and bright white in color.
- Only disposable, black, adhesive rectangular strips shall be used for the purpose of covering name tags on outerwear (uniforms, outer vests, jackets) visible during field responses. If Class A uniform is worn, nameplates should be removed.
- Name tags shall not be covered, or nameplates removed, while working inside the facility or while interacting with the public during routine duties.

### Outside the Facility Responses

The incident commander will be rotated among the Basin facilities and assigned based upon shift:



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- AM shift (0600 - 1400 hours) – IRC
- PM shift (1400 - 2200 hours) – MCJ
- EM shift (2200 – 0600 hours) – TTCF

In the event the assigned facility watch commander is unable to respond due to an emergency within their respective facility, the facility from the proceeding shift will provide their on-duty watch commander to assume the role until properly relieved.

The TTCF will be required to provide one ERT to any emergency or unusual occurrences (civil unrest, protests, major disasters, and large scale criminal activity) threatening the security of the Basin facilities. Absent exigent circumstances, the incident commander shall have discretion to request additional ERTs.

The Incident Commander or designee is responsible for contacting the South Court Services Transportation (CST) watch commander ([213] 893-4563) and requesting the deployment of a CST bus onto Bauchet Street, if needed.

Coordination shall be made for the use of the yellow crowd control coil barriers by responding ERTs. The coils shall not be placed prior to the arrival of the ERT on scene. Once deployed, the coil barriers should not be left unattended. The coils are stored in the secured cage, located in the two-story Internal Services Department (ISD) parking structure on Bauchet Street, in the lower level. The location is secured by a combination lock and accessible through a combination code provided by the watch sergeant.

In the event access to Bauchet Street is restricted to all vehicular traffic, an alternative point of entry/exit has been established for all Department employees. Employees can enter/exit through the Metro Division 13 access road off Bauchet Street, or the locked unmanned gate located at the Keller Street/Ramirez Street intersection. If the incident commander determines access to the gate is needed, the TTCF George unit will be requested to respond to unlock the gate (gate code provided by the watch sergeant). Once the gate is open, deputies shall remain there to provide security and prevent unauthorized access into the Metropolitan Transportation Authority (MTA) lot.

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### • • **3-17-300 Computer-Based Information Systems Manager**

#### PURPOSE OF ORDER:

To establish direction to Twin Towers Correctional Facility personnel for the assignment and duties of a Facility Computer-Based Information Systems Manager and Coordinator.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

#### ORDER:

The TTCF Operations Lieutenant shall be the manager of the facility's Computer-Based Information Systems. He shall designate a staff member to act as the Facility's Computer-Based Information Systems Coordinator. This individual shall be responsible for maintaining a liaison with the Data Systems Bureau and with

Communications and Fleet Management Bureau in regards to the Justice Data Interface Controller System (JDIC). He shall also have the responsibility to maintain a liaison with the Data Systems Bureau for all matters concerning the TTCF's Next and NT Networks.

The Information System Coordinator's duties shall also include the following:

Ensure compliance with Department and Division policies and procedures concerning computer based information systems. In particular, the Information Systems Coordinator shall ensure that personnel do not utilize TTCF hardware and software for personal use. This includes, but is not limited to, the introduction and use of games into the TTCF system, the creation of web pages, and the sending of personal, non-business related messages via Department e-mail.

Coordinate requests for acquisition of hardware, software, and/or program changes for the facility.  
Establish unit procedures for facility use of computer based information systems.  
Updating manuals and/or booklets.

Any correspondence from or to the Data Systems Bureau, Communications and Fleet Management Bureau or Data Systems Bureau concerning the JDIC or JDS shall be routed to the Facility's Computer-Based Information Systems coordinator. He shall coordinate all requests with Custody Division's MIS Unit and provide distribution and updating of all materials, i.e., unit JDIC and JDS manuals.

The computer-based information systems manuals are confidential. At no time shall inmates or the public be allowed access to these manuals or contents therein.

Should a computer malfunction, the user shall e-mail the "Help Desk at TTCF (DSB)." The user shall not attempt to repair the computer. If a DSB consultant is not immediately available, the user shall turn the unit off and submit a memo describing the problem and what he was doing at the time of the malfunction. Should complications arise with the JDIC system, the user shall telephone (213) 262-2064 for assistance, or e-mail the JDIC Help Desk.

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## • • 3-17-310 Computer Applications and Management

### PURPOSE OF ORDER:

To identify the computer applications at the Twin Towers Correctional Facility (TTCF) and establish computer management procedures.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

### ORDER:

Personal computers (P.C.'s) are utilized for record keeping and inventory tracking in various areas throughout the facility. The TTCF personal computer network shall be accessible 24 hours a day, seven days a week.

Network programs (e.g., word processing, spread sheets and databases) can be accessed at any time by multiple users. Individuals designated as “users” shall be assigned a security code and password by MIS personnel. Individuals assigned a password may access the system on any shift and from any terminal. The network system is to be used for work related projects only.

The following computer applications are utilized by State and/or County agencies: JDIC (Justice Data Interface Controller), JDS (Justice Data System), and CWTAPPS (County Wide Timekeeping and Payroll Personnel System). These applications are available on the network system only to those individuals who have a legitimate need.

JDIC - Utilized state-wide to obtain the following information: DMV inquiry, personal history, various law enforcement inquiries, court inquiries, and county criminal justice locations.

JDS -Utilized throughout the division to obtain and maintain statistical information (i.e., housing locations, release date information, DOB, CI#) on all persons booked into or released from the L.A. County Jail System.

CWTAPPS - Utilized for record keeping of working hours, overtime worked and various personal history information for assigned personnel.

The personal computer network shall be overseen by Data Systems Bureau (DSB) personnel.

DSB shall:

- Act as network supervisors, having total access to all network resources.
- Ensure that all computers and computer software are operating properly and make repairs as necessary.
- Maintain access to the computer network for all TTCF personnel.

The TTCF Training Unit shall:

- Provide training in the use of the computer system.
- Maintain records of user training needs and satisfactory completion dates, as necessary.
- Maintain operations guides and/or manuals and have them available to users.

The TTCF Logistics Unit shall:

- Maintain an inventory of all computers.
- Process repair requests

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## • • 3-17-330 Computer Use Regulations

PURPOSE OF ORDER:

To establish procedures for personal computer and computer network use at the Twin Towers Correctional Facility.

SCOPE OF ORDER:

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This order shall apply to all personnel assigned to and/or working in any capacity at the Twin Towers Correctional Facility.

### ORDER:

Access to TTCF computer network and e-mail systems shall be limited to personnel who have a legitimate need. Once assigned a User ID, personnel shall create and utilize their own network password.

System limitations shall be created by Data Systems Bureau (DSB) which shall limit each user to only those programs and files necessary to perform his job assignment.

The network and programs that comprise the network system are to be used for work related projects and not for personal business.

### Hardware and Software

In order to prevent damage to the network system through the introduction of computer viruses, users shall not install, create or modify any programs, files, or hardware on TTCF computers which are not necessary to perform their job assignment. Users shall not delete any programs or files from any TTCF computer other than those which have been created or used by them in the performance of their duties at TTCF and are no longer used in any way by department personnel. Except for the above, only DSB personnel or those approved shall install, delete or modify programs, files, or hardware on TTCF computers. This includes, but is not limited to the following:

- screen savers and sound files not supplied with programs installed by DSB

- games and personal files used for school, home, or other non-work related activity

- modems

As used above, "modify" refers to changes made to the source code of the program or application, changing or deleting DLL files used by the program, or changing other programming that is needed for the program or application to function as designed by the programmer who created it. Nothing in this order is intended to prohibit an employee from configuring software approved and installed by DSB which is designed to be configured by the user. Examples of these types of configurations include, but are not limited to, desktop shortcuts, installed screen savers, display settings or printer drivers installed through the "Add new printer" icon in the "Control Panel".

### Electronic Mail

E-mail shall be used for Los Angeles County Sheriff's Department business only, and shall not be utilized for the sending of personal messages. Additionally, any transmission via E-mail shall conform to Department policy regarding discrimination and sexual harassment, and shall not contain obscene, derogatory, or offensive language.

Periodically, Mandatory Recurrent Briefings and other Departmental briefing information will be distributed via

the TTCF computer network Electronic Mail (E-mail) system. Personnel shall open their E-mail each shift to ensure they are kept up to date. When any individual opens and/or deletes E-mail, that individual is then responsible for the contents of the message. If any of the content of the E-mailed information is not clear or understood, it is the responsibility of the individual receiving the information, to get clarification from the originator of the message or an immediate supervisor.

All personnel who wish to send briefing information, policy and procedure changes, or any mail addressed to a user group such as TTCF Deputies, TTCF Senior Deputies, TTCF Sergeants, etc., via the E-mail system must have prior approval from the Watch Commander, Unit Commander, or supervisor with the rank of Lieutenant or above. E-mail sent to a specific assignment such as TTCF Training, TTCF Computer Support, does not need a Watch Commander's approval. E-mail regarding trades or shift swaps may also be sent without the approval of the Watch Commander.

All Phantom E-mail is inappropriate and prohibited. Phantom E-mail is defined as any E-mail sent without the knowledge or permission of the individual whose user name was used to send the E-mail. This act commonly occurs when an individual leaves his/her computer unattended while still logged on.

All hardware and software for the TTCF computer network and E-mail systems are both supplied and maintained by the Los Angeles County Sheriff's Department. Therefore, all information and files created using the TTCF computer network and E-mail systems are deemed the property of the Department and subject to review and examination.

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## • • **3-50-050 Equipment Manuals/Warranty Records**

### PURPOSE OF ORDER:

To establish procedures for the handling and storage of equipment manuals.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

### ORDER:

All original equipment manuals shall be stored in the Logistics Office. Copies shall be placed in required work areas.

Original manuals shall not be removed from the Logistics Office without the permission of the Logistics Deputy.

The Logistics Deputy or his designee shall maintain the equipment manuals and a log book to track manuals removed from the Logistics Office.

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## • • **3-50-070 Communication Systems and Repair**

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### PURPOSE OF ORDER:

To identify communications equipment and repair vendors.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to operate and/or those persons responsible for maintenance of communications systems.

### ORDER:

All electronic control and communication equipment in this facility shall be maintained by Sheriff's Facilities Maintenance. The following are the control and communication devices in this facility:

#### C.C.T.V. - Closed Circuit Television

Cameras are located throughout the facility and its perimeter. Monitors are located in Facility Control, Tower Two Control, and various Officer Stations.

#### C.C.T.V. Broadcast System

The broadcast system is located in Module 131, multi-purpose room E306. This system is used primarily to broadcast religious services throughout the facility.

#### UHF Radio

This system consists of base stations in Facility Control, Tower II Control, and the Custody Division E.O.C. located on the eight floor of Tower I. These base stations communicate with hand-held radios inside the facility and its perimeter.

Radio signals are radiated within TTCF via numerous antennas and repeaters positioned throughout the interior of the facility. If the hand-held radios become inoperative, they shall be taken to Logistics who shall transport them to the Sheriff's Communication Center for repair.

#### Emergency Intercom

There are 109 emergency intercoms located throughout the facility monitored by the respective Tower Control. Voice and, where applicable, video are received at the respective Tower Control upon intercom activation.

The Emergency Intercom is similar to the Prowl Phone system in other L.A.S.D. custody facilities. Large red "mushroom" buttons, for intercom activation, are located in all Officer Stations, discipline modules, elevator lobbies and movement hallways.

#### Intercoms - General

There are two types of "general" intercoms in the facility:

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1. Door Movement Intercoms: Connected to the control panels for all remotely operated doors in the facility.
2. Cell Intercoms: Located in every cell in the facility, connected to the respective Officer Station.

### Custody Intercom - Stenophone

Located in every Officer Station and Main Control Station in the facility, this is a stand-alone telephone/intercom system for internal communication only. Stenophones shall remain in the open mode in order for all call broadcasts on the system.

### Telephones

Located throughout the facility, there are coinless telephones for inmates and coin operated telephones for visitors in the visitor lobbies. Each Officer Station has a County owned and maintained telephone.

### M.A.T.V. - Master Antenna Television

The Master Antenna Television system is controlled from Facility Control. It distributes both television (via cable) and video tape programs throughout the facility.

### P.A. System - Public Address

This is a facility wide audio paging system. There are three different types of paging capabilities in this system:

Module paging - Local control from each respective Officer Station.

Building paging - Control from Facility Control, Tower II Control and CTC Control.

Facility paging - Facility wide paging from Facility Control.

### Radio Belt Pagers

This is a numeric paging system using belt pagers. These are used by ERT members, repair personnel, and command staff while inside the facility.

### Visiting Telephones

Located in every module visiting station, each booth has a phone on both sides of the glass partition. These phones are controlled by each respective Officer Station.

### Clinic Duress Alarm

This system is similar to the Emergency Intercom system, but is only located in the Clinic areas of TTCF. This system utilizes a foot pedal or mushroom button for activation. This system alarms to Tower II Control only.

• • **3-50-090 Inventory Control**

PURPOSE OF ORDER:

To establish a policy of inventory procedures for all stock items needed for the operation of all sub-units at the TTCF.

SCOPE OF ORDER:

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

ORDER:

The TTCF warehouse shall maintain a continuous record of all supplies ordered, received and distributed by entering the information on computer using the Warehouse Inventory Computer Record. The computer program is a permanent record of all transactions of supplies from vendor to end user. The warehouse program consists of approximately 550 stock items, which are continually updated, that reflect the actual quantity of each item in the warehouse.

The annual physical inventory shall be conducted by the warehouse staff. Its primary purpose is to give an accounting of the stock on hand to Fiscal Services. It also ensures correct quantities and locations of material in storage. To achieve a reliable count, there shall be two separate and independent counts. In order to be sure the counts are truly independent, teams consisting of one or more warehouse personnel shall be assigned to conduct two independent counts. The two counts shall be compared by the Warehouse Worker II (WWII) and any discrepancies shall then be re-counted by both teams together to ensure the accuracy of the counts.

The WWII shall check the final count against the warehouse program, Master Inventory Listing. If the count is inaccurate, the following steps shall be followed:

if— Verify whether an outstanding allocation or receipt of the item may have been filed without recording the transaction,

if— Ensure a similar item has not been issued by mistake,

if— If this does not justify the differences, the inventory shall be re-counted by the WWII.

If the stock on hand is more/less than the quantities posted in the Warehouse Computer Program, the program shall be adjusted to reflect the actual quantity on hand. Additionally, all discrepancies shall be forwarded to Inventory Control at Central Supply, and the Operations Lieutenant shall be notified.

Upon written notification of the Unit Commander, and with the approval of Fiscal Services, slow moving, overstocked, or obsolete inventory items identified by the WWII may be sent to Purchasing and Stores Salvage, transferred to other units within the Department that may have use for such items, or returned to the appropriate vender for credit and deleted from the Warehouse Inventory Program. If these options are not feasible, the WWII shall compile a list of the items in question, including the catalog or code number, and submit the list and a memorandum to the Logistics Deputy, requesting written permission to delete the items from the inventory and discard them.



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The Logistics Deputy shall forward the list and memorandum to the Unit Commander for approval. The Unit Commander shall forward the list to the Assistant Director of Fiscal Services. Fiscal Services will then review approve and encode the request before sending the Warehouse Worker II written authorization to remove the items from the warehouse inventory and discard them. The written authorization shall be retained in the warehouse files for five (5) years.

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• • **3-50-100 Supply Requisitions**

PURPOSE OF ORDER:

To establish uniform procedures for ordering supplies from the TTCF warehouse.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

ORDER:

Internal Departmental Supply Requisitions

A standard Departmental Supply Requisition (DSR) form #76R13 shall be prepared with a carbon copy.

The DSR must contain the following information or it will not be filled: unit, date, quantity requested, item description, requestor, requestor's telephone extension, appropriate approvals and date approved. All DSR requests are to be completed by a Custody Staff member then forwarded to the TTCF warehouse.

Warehouse personnel shall fill orders noting any change in the "Quantity Issued" column, then sign and date in the area marked "Issued By." Final approval of all DSR requests shall be given by the Logistics Sergeant.

Upon receipt of the supplies, quantities shall be verified and the requisition signed and dated by the requestor, or his designee, in the area marked "Received By." A copy shall be left with the supplies and the original shall be returned to the TTCF warehouse where it shall be kept on file.

Ordering and Receiving Dates

A schedule of order and delivery dates has been established to prevent overloading the TTCF warehouse and to reduce any unnecessary delays.

Orders, pickups, and deliveries shall be limited to the dates and hours listed below. The schedule excludes weekends and holidays.

Supply orders received by the logistics staff by noon on the day indicated below will usually be delivered the following day between 0800 hours and 1500 hours.

DAY	MODULE	DELIVERY DAY
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Monday [REDACTED TEXT] Tuesday  
[REDACTED TEXT]  
[REDACTED TEXT]  
[REDACTED TEXT]

Tuesday [REDACTED TEXT] Wednesday  
[REDACTED TEXT]  
[REDACTED TEXT]  
[REDACTED TEXT]

Wednesday [REDACTED TEXT] Thursday  
[REDACTED TEXT]  
[REDACTED TEXT]  
[REDACTED TEXT]  
[REDACTED TEXT]

Thursday [REDACTED TEXT] Friday  
[REDACTED TEXT]

### Emergency Requisitions

Sufficient supplies shall be maintained by all units to preclude the need to draw supplies after warehouse hours. However, if a need for emergency supplies arises, the following procedures shall be strictly adhered to:

- A requisition (DSR) shall be filled out in duplicate and signed by the appropriate Sergeant or Lieutenant.
- The Watch Commander shall review and sign the requisition in the appropriate area. The Watch Commander shall be responsible for opening and securing the warehouse. Under no circumstances shall unescorted personnel be allowed in the warehouse.
- After picking up the supplies requested, accurate amounts and quantities shall be written in the column marked "Quantity Issued." The completed requisition shall be placed in the "Emergency Requisition" box located in the warehouse.
- An entry shall be made in the Watch Commander's Log as to the time the warehouse was entered, person needing supplies, and name of the Watch Commander approving entry.

[REDACTED TEXT]

Paper, notebook, pen, and other office supplies shall be locked in the supply cabinets in the eighth floor administrative offices. Personnel wishing to remove supplies shall contact the Operations Sergeant, the Captain's secretary, or the services assistant in the administrative offices for access. All supplies taken from these cabinets must be documented on the Supply Log located adjacent to the supply cabinets in order to ensure the appropriate amount of replacement supplies are ordered

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### • • 3-50-120 Mandatory Duty Rotation for Custody Personnel

PURPOSE OF ORDER:

The purpose of this order is to establish duty rotation positions for custody personnel assigned to the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

The unit commander shall ensure a mandatory rotation is completed for personnel assigned to non-coveted, non-specialized positions every six (6) months. The unit commander, with the concurrence of the division chief, may use discretion for non-coveted specialized positions that require additional training and experience, which in the absence thereof, may compromise the safety or effectiveness of custody personnel and/or inmates under their supervision.

ROTATION SCHEDULE:

All non-coveted, non-specialized positions in TTCF shall rotate every six (6) months. The non-coveted specialized positions listed below are exempt from the mandatory six (6) month rotation of personnel:

One (1) Year Rotation

- Module 121/211 Discipline Module Deputies and Custody Assistants: Requires knowledge of the Discipline Review Board (DRB) process, discipline packet requirements, and discipline housing policies. Personnel specifically selected for management of hostile inmates;
- Restrictive Housing (RH) and HOH Intake Module Deputies: Requires deputies specifically selected for management of extremely hostile inmates;
- Cleaning Crew: Requires specialized training, knowledge and skills;
- Mental Health Escort: Specializes in movement of HOH inmates, and expediting access to health care passes. Requires specialized training, knowledge and skills;
- Transfer Center (TC) Deputies: Coordinates inmate movement throughout the facility and from the Inmate Reception Center (IRC);
- Tower I and Tower II Docks: Requires specialized knowledge about delivery schedules and final delivery locations;
- 130 Title 15 #1: Requires specialized training, knowledge and skills in managing HOH inmates with risk precautions;
- Module 132/142 Deputies (F/1, F/2, F/3, F/4, Safety Check, and Title 15): Requires specialized training, knowledge and skills in managing HOH inmates with risk precautions;
- Module 142 Safety Check A/1 Position: Requires specialized skills ensuring the safety of RH inmates;
- Module 172 Title 15 CA: Requires specialized training, knowledge, and skills in administering Title 15 requirements to HOH inmates located in HOH Intake modules;
- Module 251 F/4 (Discipline Liaison): Requires specialized training, knowledge, and skills in the Disciplinary Review Board process.

Eighteen (18) Month Rotation

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- CTC Deputies and Custody Assistants: Requires specialized training, knowledge and skills;

### Thirty-Six (36) Month Rotation

- Module 172/241 Deputies and Custody Assistants assigned to Intake Modules in High Observation Housing (HOH): Requires specialized training, knowledge and skills;
- Module 232 and 272 Deputies: Requires specialized training, knowledge and skills related to Americans with Disabilities Act (ADA) laws and regulations;
- Small Management Yard (SMY) Positions: HOH; requires specialized training, knowledge and skills;
- Court Refusal Deputies: Requires specialized training, knowledge, and skills related to the courts system;
- Mental Health Sweep: HOH, MOH; requires specialized training, knowledge and skills;
- Visiting: Specialized position with specific hours, requires specialized training, knowledge, and skills to minimize citizen complaints;
- Kitchen: Requires specialized training, knowledge and skills;
- Inmate Answering Service (IAS): Requires specialized training, knowledge and skills.

### Non-Rotating Positions

- Legal Office: Administrative;
- Logistics Office: Administrative;
- Inmate Programs: Administrative;
- Grievance Team: Administrative;
- Training Unit: Administrative;
- Operations Office: Administrative;
- Scheduling Office: Administrative;
- Facility Control: Specialized position with no inmate contact;
- CTC Control: Specialized position with no inmate contact;
- Tower II Control: Specialized position with no inmate contact;
- Medical Liaison: Specialized position with no inmate contact;
- F-8: Specialized position with tenured, experienced deputies needed for transport;
- TC Custody Assistant: Specialized position; coordinates inmate movement throughout the facility and from IRC;
- Disciplinary Custody Assistant: Requires knowledge of the DRB process, discipline packet requirements, and discipline housing policies. Personnel specifically selected for management of hostile inmates;
- Forensic Inpatient (FIP) Step-Down Deputies: Specially funded mental health program based on a cohesive relationship between FIP Step-Down Deputies and assigned clinicians to foster a rehabilitative environment for FIP Step-Down patients;
- Department of Mental Health (DMH) Liaison Deputy: Manages and coordinates housing availability with custody personnel assigned to HOH and MOH modules. Provides vital information to DMH clinicians to facilitate the movement of HOH and MOH inmates.
- G/1 and G/2 Positions: HOH, MOH, and Correctional Treatment Center (CTC); requires specialized training, knowledge, and skills for management and escorting of extremely hostile inmates;
- Training Officers (T.O.): Requires deputies and custody assistants specifically selected for management of newly assigned deputies and custody assistants. T.O. is a specialized position which requires tenured deputies and custody assistants who have vast experience in all aspects of the facility

The TTCF scheduling staff shall ensure all rotation compliance records are maintained for two (2) years to show adherence to this policy. The unit commander shall audit this unit order semi-annually.

## • Chapter 4

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### • • 4-01-010 Reporting Routing Procedures

#### **PURPOSE OF ORDER:**

The purpose of this order is to ensure all required reports at Twin Towers Correctional Facility (TTCF) are completed in an expeditious manner and distributed accordingly.

#### **SCOPE OF ORDER:**

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

#### **ORDER:**

A reference number shall be obtained for all reports at TTCF. A Uniform Report Number (URN) shall be obtained for all occurrences involving a crime, suspected crime or injury. When an incident occurs, such as a Battery, 242 P.C., all reports associated to that incident shall be issued the same URN and reference number. The handling deputy/officer shall be responsible for obtaining the appropriate report numbers from Facility Control.

All personnel with any type of report assigned to them shall not leave TTCF until the report is read, approved, signed by a sergeant, and submitted to the watch sergeant. Only if the report is approved for deferral by the watch sergeant, may personnel leave TTCF for the day, prior to final submission.

All Incident Reports (SH-R-49) shall be submitted to the designated investigating unit within five (5) days of the initial reporting date.

In cases which may potentially result in inmate discipline being issued, wherein the report is deferred, the inmate shall not be moved to the Pre-Discipline Module. The inmate shall remain in his original module unless circumstances dictate that he be moved (i.e., involved in a fight, conflict with another inmate, etc.). The inmate shall then be moved only with the approval of the floor sergeant.

#### Incident Reports (SH-R-49)

Any time there is evidence that a crime, suspected crime, or other incident warranting the completion of an Incident Report (SH-R-49) has occurred (e.g. attempt suicide, lost property, etc.) in the facility, a corresponding Incident Report (SH-R-49) shall be generated.

Once completed, the report shall be given to the floor or watch sergeant for approval. The floor or watch sergeant shall assign the proper designated investigative unit(s) (e.g., Jail Investigations Unit, Narcotics, etc.), and sign the report. The sergeant shall then forward the report to the watch commander for review. Once reviewed by the watch commander, the report shall then be delivered to the TTCF Operations office for processing.

### Inmate Discipline Report

An inmate discipline report documents inmate violations of jail rules for the purpose of administrative discipline. An inmate discipline report is completed via the Inmate Report Tracking System (IRTS).

When the incident requires the completion of an Incident Report (SH-R-49), discipline shall not be imposed unless an IRTS entry is submitted and is reviewed by the disciplinary sergeant during a Disciplinary Review Board (DRB) hearing.

An IRTS entry is prepared by the deputy or custody assistant directly involved in the incident of the alleged violation of jail rules. Under most circumstances, this report shall be completed, approved, and submitted prior to the end of the author's shift. The person preparing the discipline report shall also print a Notice of Disciplinary Violation (SH-J 380) which is delivered it to the inmate.

Discipline charges pending against an inmate shall be acted on no sooner than 24 hours after the report has been submitted to the disciplinary sergeant and the inmate has been informed of the charges in writing. The 24 hour period begins after the report has been submitted and the inmate has received a notice that they are subject to discipline for their conduct.

Once a DRB hearing has been conducted, the report shall be reviewed by the watch sergeant for accuracy. The report will then be reviewed by the watch commander.

### Inmate Injury/Illness Reports (SH-J-212)

Whenever an inmate is injured, an Inmate Injury/Illness Report (SH-J-212) shall be written. The inmate shall be escorted to the clinic and the medical staff's evaluation shall also be added to the report. Once the report has been completed, it shall be given to the floor sergeant for approval. The completed report shall be forwarded to the watch sergeant and watch commander for final review and approval. The completed reports shall be maintained by the TTCF Operations office.

If an ill inmate needs to be transported to Los Angeles County + USC Medical Center (LCMC), or another hospital for treatment, TTCF personnel shall complete an Inmate Injury/Illness Report (SH-J-212). If the ill inmate does not require treatment at a hospital, personnel from the inmate's assigned housing location shall make a note in the electronic Uniform Daily Activity Log (e-UDAL) that the inmate was escorted to the respective tower clinic for evaluation and treatment.

The report shall be approved and submitted prior to leaving TTCF. All reports shall be submitted as a complete package (e.g., Incident Report [SH-R-49], Inmate Incident Report, Inmate Injury/Illness Report [SH-J212] and Special Handling Card) to the watch sergeant.

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## **• • 4-01-020 Tracking and Timely Submission of Administrative Reports and Projects**

### **PURPOSE OF ORDER:**

A unit as large as Twin Towers Correctional Facility (TTCF) has numerous administrative related projects and

reports that are generated and submitted to the Operations Office. These include, but are not limited to, Watch Commander Service Comment Report (WCSCR) packages, Force Investigations, Civil Claim Responses, Administrative Traffic Collision/Incident Investigations, Unit Level Administrative Investigations, Inmate Complaints, Referred Inmate Complaints, Performance Evaluations, and other miscellaneous assignments as determined by the Unit Commander.

This Unit Order outlines TTCF's policies and procedures for the tracking and timely submission of the aforementioned projects to the Operations Office. This is to ensure strict compliance with Department mandates and improve the overall administrative efficiency of the Unit.

**SCOPE OF ORDER:**

Although the contents of this Unit Order primarily focus on what would be the duties of personnel at the rank of Lieutenant and Sergeant, they are applicable to all sworn and civilian employees who are tasked with any type of administrative related reports or projects.

**ORDER:**

**Watch Commander's Duties**

The on-duty Watch Commander shall ensure that all significant events brought to their attention are logged in the Shift Summary (Watch Commander Log). All personnel shall be diligent in their efforts to advise the on-duty Watch Commander of noteworthy incidents. They include, but are not limited to, the following:

- Use of Force Incidents, including allegations of such;
- Deputy-Involved Shootings;
- Vehicle Collisions/Incidents involving Department employees in a county or permittee vehicle;
- Public Complaints and Commendations (WCSCR);
- Significant incidents or crimes involving inmates;
- Employee injuries;
- Significant Inmate Complaints;
- Referred Inmate Complaints;
- Significant events that affect the normal operation of the facility;
- Noteworthy tours of the facility;
- Tours by Department executives (e.g., the Duty Commander visiting);
- Off-duty incidents by TTCF employees;
- Other notable events that the Unit Commander should have knowledge of;
- Inspections of the facility by outside agencies or groups.

NOTE: This does not preclude the Watch Commander from determining to not reference a particular incident in the Shift Summary if it is sensitive in nature and requires confidentiality. However, the Watch Commander shall then report the event to the Unit Commander via confidential memorandum or e-mail as soon as possible.

When logging information in the Shift Summary, it is imperative the Watch Commander provide adequate

details of the incident. This includes, but is not limited to, the following:

- The names and identification numbers of the employees, inmates, or other parties involved;
- The location of the incident;
- In force incidents, the type of force used and its classification (significant, less significant, or allegation);
- Notifications (e.g., Internal Affairs Bureau, Duty Commander, etc.) that were made as a result of the incident;
- With complaints (Referred Inmate and WCSCR), the allegation and Unit Reference or WCSCR number;
- All applicable Uniform Report Numbers (URN) and Unit Reference Numbers;
- A brief narrative of the incident or allegation.

If a logged incident requires an investigation and/or a subsequent report, the Watch Commander shall list the name of the handling supervisor if it is known at the time.

### **Operations Office Duties**

The Special Projects Lieutenant, or designated staff member, shall review all Watch Commander Shift Summaries for significant incidents. They will identify those that require some type of report or written response and confirm if one has been submitted to the Operations Office. If the report/project has not been turned in, the Operations Office shall generate a Task Detail Memorandum (TDM). An example accompanies this Unit Order.

The appropriate supervisor shall be identified (if they aren't already noted in the Watch Commander Shift Summary) and delegated the particular assignment. The Operations Office staff member completing the TDM will issue a due date based on the type of task and the protocols referenced in the Time Guidelines for the Submission of Projects section. The TDM will be given to the employee assigned the project.

Frequently, an administrative project, such as a Civil Claim, will arrive at the Operations Office from an external source and, therefore, is not brought to the attention of a Watch Commander. The Operations Office will assign these projects directly to the appropriate employee and submit a TDM outlining the details. In these cases, the Watch Commander is not required to log the task in their Shift Summary.

### **Duties of Personnel Assigned Projects**

Upon receipt of a TDM, the concerned employee shall follow the instructions for completing the assignment and submit their work by the due date listed. If there is going to be a delay in completing the project within the identified time frame, it will be incumbent upon the assigned employee to submit a brief memorandum or e-mail, prior to the due date, to the Special Projects Lieutenant. This memorandum or e-mail will be considered a request to extend the deadline and it shall detail the reason for the delay and provide an estimated completion date. The Unit Commander shall have the final authority on approving any time extensions for the submission of work.

When personnel submit assignments to the Operations Office for review, they shall ensure the TDM, if one was generated, is attached to the top of the staff work package for quick identification.

### **Duties of Specialized TTCF Units**



Specialized units, such as Scheduling, Training, Special Projects, etc. have their own sergeants and lieutenants and, consequently, do not generally report their activities to the Watch Commander. However, when a significant incident as outlined in the Watch Commander's Duties section occurs and it involves personnel from a TTCF specialized unit, the concerned employee(s) or their supervisor shall immediately report it to the on-duty Watch Commander. The Watch Commander will then log the event in their Shift Summary.

### **Time Guidelines for the Submission of Projects**

The following are the time guidelines for submitting the different types of administrative projects to the Operations Office. Unless otherwise noted, these deadlines apply to completing the entire assignment, including the submission of all necessary forms and memoranda. Many of the requirements are dictated by the Manual of Policy and Procedures (MPP) or Custody Division Manual (CDM), in which case the applicable MPP or CDM section reference is made.

Except in cases of Department or Custody Operations Division policy, the time limits set by this Unit Order are considered basic guidelines and some flexibility for extensions may be permitted in unique circumstances. Likewise, in the case of a high priority assignment, its submission may be required in less time than outlined below. The actual due date listed on a TDM shall be considered the final authority absent approval from the Unit Commander to extend the deadline.

**Vehicle Incidents:** Within ten calendar days of the incident. The exception is the submission of the *Report of Vehicle Accident or Incident* form (SH-AD-665), which is due within two business days of the event (MPP 3-09/070.30).

**Use of Force Incidents:** Within seven calendar days of the Use of Force Incident (includes alleged incidents). In cases wherein the on-call Internal Affairs Bureau is notified or when a suspect or prisoner is transported to a hospital for medical treatment, the time limit is within three business days of the incident (MPP 5-09/430.00).

**Civil Claims/Lawsuits:** Within fifteen calendar days of receipt of the claim at the Unit, or as determined by the Risk Management Bureau (MPP 5-07/280.00 and 5-07/290.00).

**Inmate Complaints:** Within ten calendar days from knowledge or assignment of the complaint (CDM 5-12/000.00, Revision #81). NOTE: A TDM will not be generated for inmate complaints unless they are received from outside TTCF or are have some significance associated with them.

**Referred Complaints:** These type of inmate complaints are due within ten calendar days from the receipt of the complaint.

**Employee Injury Reports:** The complete Injury Investigation package shall be submitted within three days of knowledge of the injury/illness (MPP 3-02/040.05).

**Performance Evaluations:** Ratings of efficiency of performance shall be made for permanent employees at least once each year beginning and ending on their current item anniversary dates, and for recurrent employees at the close of each seasonal work period (MPP 3-02/090.00). NOTE: A TDM will not be generated for performance evaluations, except in special circumstances.

WCSCR Packages: Within fifteen calendar days of the date the WCSCR form is assigned by the Operations Office.

Unit Level Investigations: Within forty calendar days of assignment by the Unit Commander, in conjunction with the mandates referenced in the Administrative Investigations Handbook.

Miscellaneous Projects: As determined by the Unit Commander/Operations Office.

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## • • 4-01-300 Deferred Reports

### **PURPOSE OF ORDER:**

To establish procedures for the deferring of report.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### **ORDER:**

When any of the following criteria apply to the report being considered for deferment, the report shall be completed before the employee goes home unless otherwise directed by the Watch Commander.

- The report would be critical to the follow-up investigation and the inmate's release is imminent, or his next court date is within 48 hours.
- The employee will be off for a period exceeding 48 hours.
- A noteworthy person is listed as the victim or suspect.
- The report will be assigned to a unit outside of Custody Division.
- The incident provided workable information which requires follow-up prior to the employee's return to work.
- A Deputy or Custody Assistant is listed as a victim or suspect.

The Watch Sergeant shall be the only person to approve the deferment of a report, and shall be notified prior to the end of the employee's shift of such a request. The Watch Sergeant shall determine if any of the above criteria apply to the report in question. Another option to consider before deferment, is to ask the on-coming shift to conduct follow-up inquiries/investigations and to write the appropriate supplementary reports.

The following reports shall not be deferred:

- Inmate Injury Report
- Behavioral Observation Report
- Special Handling Card

Once the report is cleared for deferment, the employee shall:

- Print the required information in the Deferred Report Log and present it to the Watch Sergeant who shall affix his name.
- Fill in the face page of the report, complete with an URN and Unit Reference Number, and write "DEFERRED" in the upper right corner.
- Copy the completed face page and retain the original for completion. The copy will be submitted to the Watch Sergeant for attachment to the Deferred Report Log for reference.
- Complete the deferred report as soon as possible on the next shift worked and have it approved by the Floor or Watch Sergeant.
- Ensure that the deferred report is cleared from the Deferred Report Log.
- Notify the Watch Sergeant if there is a compelling, substantial reason why the report cannot be completed on schedule. No report shall be deferred longer than 48 hours.

NOTE: Watch Sergeant's shall follow up on all incomplete deferred log entries. The Watch Sergeant shall determine the proper course of action to ensure the completion of the report.

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## • • 4-08-010 Court Orders

### **PURPOSE OF ORDER:**

To establish procedures for processing court orders received at Twin Towers Correctional Facility (TTCF).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### **ORDER:**

Subpoenas duces tecum (wherein the Department or TTCF has been directed to provide documents, books, records, etc.) and court orders regarding TTCF inmates shall be forwarded to the TTCF Legal Unit for verification, execution and disposition. Court orders for court appearance by personnel shall be forwarded to the TTCF Operations Sergeant.

When an inmate presents TTCF staff with a court order, personnel shall immediately forward a copy of the court order to the TTCF Legal Unit for processing. If the Legal Unit is closed and the court order is of an exigent nature, the handling deputy shall forward the order to the on-duty watch commander who shall forward a copy of the order to the Legal Unit with the disposition (or action taken) duly noted on the order.

When an attorney, or other professional, presents TTCF Visiting staff with a court order, the deputy personnel shall immediately notify the Visiting bonus deputy, who shall forward a copy of the court order to the TTCF Legal Unit for verification, logging, and processing. If the Visiting bonus deputy is not available and the court order is of an exigent nature, the handling deputy shall forward the order to the on-duty watch commander, who shall forward a copy of the order to the Legal Unit with the disposition (or action taken) duly noted on the order.

The Legal Unit staff shall be responsible for entering all court orders in the Court Order Logbook maintained in the computer. The logbook can be reviewed by the watch commander through the computer. The Legal Unit staff shall determine which module or unit should execute the court order, then forward a copy of the court order to the appropriate handling officer.

The Legal Unit staff shall forward a copy of unusual court orders, or those which substantially deviate from established departmental or facility policy or procedures, to the Unit Commander for disposition. A court order may be valid whether or not it bears a court seal. When the validity of a court order is suspect, the Legal Unit shall contact the Court for verification.

Once a court order has been completed, the handling officer shall write the following on the court order: name, employee number, date and time of completion. The handling officer shall then return the court order to the Legal Unit staff, who shall indicate the completion of the order in the Court Order Logbook and file it in the court order file.

Court orders for Medical Services and the Department of Mental Health are generally sent directly to the appropriate unit. In the event the Legal Unit receives an original court order for Medical Services or the Department of Mental Health it will be faxed to the appropriate unit. The fax log will serve as a receipt for the court order being sent to the appropriate unit.

The Legal Unit staff shall log, to acknowledge receipt, all court orders pertaining to medical issues (including, but not limited to, diet, physical welfare, health, appointed examination by physician) and then forward them to Medical Services. These court orders shall be handled and maintained by Medical Services to their conclusion and are not to be returned to the Legal Unit.

The Legal Unit staff shall log, to acknowledge receipt, all court orders pertaining to mental health issues and then forward them to the Department of Mental Health. These court orders shall be handled and maintained by the TTCF Department of Mental Health to their conclusion and are not to be returned to the Legal Unit.

All subpoenas duces tecum (SDT) shall be entered in a separate logbook. The Legal Deputy shall follow the guidelines set forth in the Manual of Policy and Procedures, section 5-07/240.00. The operations lieutenant shall review the SDT Logbook on a regular basis to ensure that all court orders are being completed in a timely manner.

The Legal Unit staff shall review the Court Order Logbook on a regular basis to ensure that all court orders are being completed in a timely manner. The operations lieutenant shall be responsible for auditing the Court Order Logbook on a regular basis.

Per Custody Division Manual section 4-13/000.00, Retention of Records, TTCF court orders shall be retained for a period of two (2) years.

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### • • 4-08-300 American Civil Liberties Union Inquiry Log

#### **PURPOSE OF ORDER:**

To establish documentation procedures for American Civil Liberties Union (A.C.L.U) Inquiries.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility (TTCF).

**ORDER:**

All A.C.L.U. inquiries, other than Title 15 or Rutherford issues, shall be directed to the Unit Commander or his designee. Title 15 or Rutherford related issue inquiries shall be directed to the Custody Management Specialist.

The A.C.L.U. may initiate an inquiry by telephone, through an attorney or by submitting a written document. When an A.C.L.U. inquiry is received, a Custody Division A.C.L.U. Log form shall be completed. These forms are available in the Administration Office and Facility Control and shall be completed in ink. When written A.C.L.U. inquiries are received, the person accepting the correspondence shall follow the procedures for the Custody A.C.L.U. Log form distribution.

The Unit Commander shall be notified of all A.C.L.U. inquiries and his notification shall be documented on the form.

The form shall be dated at the top right-hand corner, checked for accuracy and promptly distributed as follows:

- One copy to the Area Commander
- One copy to the Unit Commander
- One to the Custody Management Specialist
- The original copy shall be placed in the Unit file titled "A.C.L.U. Inquiry" in chronological order and retained for two years from the filing date
- Custody Division Headquarters maintains a permanent file of all A.C.L.U. inquiries

The A.C.L.U. may interview inmates that they identify by name and booking number. These interviews shall take place in the attorney visiting station in each module.

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• • **4-08-310 Facility Log**

**PURPOSE OF ORDER:**

To establish the procedures for the facility log.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Twin Towers Correctional Facility (TTCF).

**ORDER:**

The Facility Log is a chronological account of all the day's events. The log shall start at 0000 hours and continues for the next 24 hours. The Facility Control Bonus Deputy is responsible for the preparation and accuracy of the log. The facility log shall be typed on computer or completed in ink if the computer is down.

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Routine Entries

The following is a list of routine entries that shall appear on the facility log:

- Shift on/off duty,
- Clearing of keys and radios,
- Changing of CCTV tapes,
- Opening and closing of visiting,
- Inmate count,
- Perimeter patrol check,
- LCMC transportation,
- IM meal inspection by Watch Commander,
- URN Issuance,
- Inmate Disturbances.

Significant Entries

- Facility inspections,
- Dignitaries,
- Emergencies,
- Inmate medical emergencies,
- Emergency equipment inspections,
- Emergency maintenance repairs and requests,
- Any drills,
- Major searches,
- Employee injuries,
- Tours,
- Press inquires,
- Significant inmate injuries (routine inmate injuries do not need to be logged),
- Trouble alarms.

The Facility Log may also contain any information that the Captain or Watch Commander requests to be placed on the log.

Prior to the end of Early Morning (E.M.) shift the Facility Control Bonus Deputy shall print a copy of the log and present it to the Watch Sergeant and Watch Commander. The E.M. Watch Commander shall review and sign a printed copy of the log for the last 24 hours prior to submission to administration each morning.

Prior to filing, the Operations Lieutenant and Captain shall review and sign the Facility Log each day.

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• • **4-08-330 Uniform Report Number**

**PURPOSE OF ORDER:**

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## Twin Towers Correctional Facility Unit Orders

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To establish the procedures and to accurately classify and compile statistical information the following guidelines regarding Uniform Report Numbers (URN).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### **ORDER:**

All URN's and Reference Numbers originate from Facility Control and are obtained via the Los Angeles Regional Crime Information System (LARCIS) and Custody Automated Reporting and Tracking System (CARTs). URN's are required on all occurrences involving crime or injury.

In the event an URN is assigned and later canceled, it is imperative that the Facility Control be notified and a Supplemental Report (detailing the changes) be submitted with the original report. As stated in MPP 4-01/020.40, Supplemental Reports: This report shall be used when there is a change in the reporting district number, the statistical code number or any change in any other element of the URN. Once a Supplemental Report has been submitted changing the URN, the new URN shall be used on subsequent reports.

NOTE: All personnel obtaining an URN shall also obtain a Reference Number. Refer to TTCF Unit Order #4-08-340, Reference Number.

All URNs shall be recorded in the Facility Log by the Facility Control Bonus Deputy. Refer to TTCF Unit Order #4-08-310, Facility Log.

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### **• • 4-08-340 Reference Number**

### **PURPOSE OF ORDER:**

Reference Numbers are key to data consistency and integrity. The following guidelines shall be adhered to in order to accurately track all reports at Twin Towers Correctional Facility (TTCF).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### **ORDER:**

Unit Reference Numbers shall be issued by Facility Control personnel and recorded with all identifying data for each number on the Unit Reference Number Log. Unit Reference numbers shall be used to identify occurrences within TTCF with the exception of the Watch Commanders Service Comment Form.

Unit Reference Numbers only are required on the following:

Twin Towers Correctional Facility Unit Orders

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- Inmate Incident Reports(Administrative Offenses)
- Inmate Complaints
- Mental Observation & Psychiatric Referral
- Restraint Memo
- Use of Force Allegation Memo
- Physical Contact Memo

If a crime or injury is involved, a Unit Reference Number and an Uniform Report Number (URN) are required.

All personnel requesting a Unit Reference Number shall provide Facility Control personnel the following information:

Name(s) of the inmate(s) involved:

- Booking number(s)
- Number of Injuries/Incidents
- Type of Incident and Location
- Handling Deputy/Officer, Shift & Employee Number
- Notification of a Force Package

The original copy of the Unit Reference Number Log is maintained in the TTCF Administration Office by the Stat Coordinator. A copy of the Unit Reference Number Log is also maintained in the Watch Sergeant's office. It is the responsibility of the Stat Coordinator to keep the log book current.

The following is the format for the Reference Number(s): Reporting District; Date (199XMMDD); Sequence Number. Example below:

<u>REPORTING DISTRICT</u>		<u>DATE</u>		<u>SEQUENCE NUMBER</u>
5800	-	YYYY-MMDD	-	XXX

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• • **4-08-350 Uniform Daily Activity Log**

**PURPOSE OF ORDER:**

The Uniform Daily Activity Log (UDAL) was designed to document and ensure Title 15 compliance. The following system has been established for the use of the Uniform Daily Activity Log, and to provide information on the type of entries that should be made.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

**ORDER:**



## Twin Towers Correctional Facility Unit Orders

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All entries into the UDAL shall be done in black ink. All line personnel including the control booth officer and supervisory staff, having oversight for the housing area, and for the inmates contained therein, are responsible for making complete and legible entries in the UDAL, throughout the shift, as follows:

### Side I

**Facility:** Enter TTCF.

**Location:** Enter the module where you are working.

**Date:** Enter the numerical month/day/year.

**Day:** Enter the day of the week.

**Capacity:** Record the mandated capacity of the housing area. (Mandated capacity is the capacity set by Rutherford v. Block and/or agreed upon by the ACLU.)

**Vacant:** Record the number of vacant beds at shift count.

**B/O Beds:** Record the number of unusable beds due to a physical problem of the bed or cell.

**Non-Bunk Sleepers:** Record the number of inmates in the housing area without a bunk, and only having a mattress.

**Staff Assigned:** Record shift sergeant and bonus deputy's name.

**Area Security Check:** Record the time and name of the person conducting the security check of the module including, but not limited to doors, locks, outdoor recreation areas, windows, etc. These checks shall be recorded **twice per shift**.

**Facility Counts:** Record the time and number of inmates housed in the module, three times per shift.

**Clothing Exchange:** Record the time clothing exchange occurs on the day it occurs.

**Staff Stations:** Personnel must inspect the listed equipment and record the status.

**Working Condition:** Circle the status which applies for each area at the beginning of each shift.

**Describe Problem/Deficiencies:** If "NO" or "POOR" is circled, record why. If problem continues without resolution, continue to record the actual problem. **Do not** write "see previous page".

**Action Taken:** Record action taken to correct the problem, e.g., notified Facility Control or Facility Maintenance. Place a large "W" near the time column to indicate a work order has been submitted.

**Inmate Activities:** Record the start and end times of inmate activities. These areas are **not** shift specific. Refer to TTCF Unit Order #5-23-010, Inmate Exercise and Recreation for further detail regarding outdoor recreation.

**Pill Call:** Record, in real time, the start time of pill calls during the shift.

**Sick Call:** Record the start time, end time, and number of inmates attending sick call.

**Doctor's/Dentist's Visit:** Record the number of inmates who see the doctor or dentist during the shift.

**Psychological Evaluation:** Record the number of inmates receiving a psychological evaluation during the shift. This includes "one on one" evaluations conducted on the floor along with facility passes.

**Medical Events:** Record all medical events that occur during the shift. Include the name of the inmate, the booking number, time of occurrence, the nature of the problem and the **disposition**. All inmate injury reports shall be documented in this section, including file number and URN.

**Inmate Visiting:** Record the number of inmate visits during the shift.

**Attorney Visits:** Record the number of attorney visits during the shift.

## Side II

### Searches/Notable

**Incidents/Movement:** Record any search of cells, pods, and modules. Record the movement of inmates into and out of the housing location including the inmate's last name and booking number. Record notable information and/or significant incidents. Record hot water and vending and any facility drills or lock-downs.

**Safety Checks:** All inmates in our custody shall be visually checked at least once each hour to ensure their safety and welfare. A safety check consists of walking through the module and observing each inmate. Record all hourly walk-through safety checks in real time. Only personnel who actually conduct the safety check shall sign as completing that check. Refer to CDM 4-08/015.05, Inmate Safety Checks.

High observation and suicide risk inmates require two checks every half hour or more as directed by the mental health staff. A hand held electronic safety check system (Watchman System) is utilized for these checks on the 6<sup>th</sup> and 7<sup>th</sup> floors of Tower I and Module 232 of Tower II.

**Unit Specific Information:** List unit-specific information not specifically requested on the UDAL, e.g., status of video camera and equipment, male inmates shaving (mental health floors), missing contents of suicide and first aid kits, missing turn-out gear, inmate hair cuts, GED testing, Talk Program, Module 272- number of inmates out on outside work crews.

**Supervisory Review:** Shift sergeant and bonus deputy signatures, employee numbers, and times of signature signifying that the UDAL **has been correctly and completely** filled out during the shift.

**Watch Commander:** Watch commander signature and employee number signifying the watch commander's review of the UDAL.

**Inmate Complaint P/U:** Name of sergeant and the time of pick up of the Inmate Complaints from the housing area

Line Bonus Deputy

Each line bonus deputy shall visit each housing area(s) under their supervision not less than twice per shift, to review and audit the UDAL, checking for accuracy and completeness of the **previous** days entries for his current shift. The bonus deputy shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. Any place on the UDAL missing information shall be circled/highlighted and the person responsible notified to supply the necessary information. All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL. The bonus deputy shall note the date and time of the visit in the appropriate supervisory review area for the date they reviewed, and sign the log with his first initial, last name and employee number.

Line Sergeant

Each line sergeant shall visit each housing area(s) under their supervision not less than twice per shift, to review and audit the UDAL, checking for accuracy and completeness of the **previous** days entries for his current shift. The sergeant shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. Any place on the UDAL missing information shall be circled/highlighted and the person responsible notified to supply the necessary information. All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL. The sergeant shall note the date and time of the visit in the appropriate supervisory review area for the date they reviewed, and sign the log with his first initial, last name and employee number.

Watch Commander

Each watch commander shall, on a random basis, review the UDAL in each housing area under their command at least one time per week, to review and audit the UDAL, checking for accuracy and completeness of the previous days entries for his current shift. The watch commander shall be aware of entries involving security issues, cleanliness, and compliance with Title 15 standards. Any place on the UDAL missing information shall be circled/highlighted and the person responsible notified to supply the necessary information. All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the UDAL. The watch commander shall document this review by noting the date and time and signing the log with his first initial, last name and employee number in the watch commander review area. In addition to signing the UDAL, the watch commander shall also document the review in the "Watch Commander's Shift Summary" log.

Retention of the Uniform Daily Activity Log (UDAL)

All Uniform Daily Activity Logs shall be maintained at the facility for a period of five years. Uniform Daily Activity Logs shall be considered a legal document and are subject to court subpoena. Falsification of log entries will not be tolerated.

The Title 15 Lieutenant shall review the UDAL's monthly and report completeness. He shall also cause training of staff to correct remissness.

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• • **4-13-300 Document Control and Record Retention**

**PURPOSE OF ORDER:**

To establish procedures for security and accountability of all records, reports, requests, manuals, etc., at Twin Towers Correctional Facility.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

**ORDER:**

The operations lieutenant or designee shall be responsible for the Administrative Office and document control. He shall ensure that all records, reports, requests, manuals, etc., are maintained in a secure environment.

The Administration Office is hereby declared the official keeper of the records for the Twin Towers Correctional Facility. All documents, files, records and reports shall be maintained for the period of time established in the Custody Division Manual. The following list of records shall be maintained in the following areas:

**Administration Office**

ACLU Inquiry Logs	5 yrs
Attorney/Bondsman Interview Records	2 yrs
Citations	2 yrs.
Court Refusal Videotapes	5 yrs.
Facility Count Sheets	2 yrs.
Facility Inspection Forms	3 yrs.
(Supervisory Check Off List)	
(Weekly Facility Inspection)	
Facility Logs (Incident, URN#, etc.)	5 yrs.
Inmate Complaint Forms	5 yrs.
Inmate Incident Reports (Major)	5 yrs.
Inmate Incident Reports (Minor)	Until Released
Inmate Injury Reports (Major)	Indefinitely

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Inmate Injury Reports (Minor)	1 yr.
Master Signature Lists and e-mail	2 yrs.
Tracking Logs for CDM additions or revisions	
Mental Observation Reports	5 yrs.
Monthly Statistical Reports	1 yr.
Pass-On Logs	5 yrs.
Strip Search Authorization Records	2 yrs.
Tactical Inventory	2 yrs.
Transmittals	30 days
Truck and Helicopter Logs	5 yrs.
Visiting Slips	3 yrs.

### **Inmate Programs Office**

Uniform Daily Activity Logs (UDAL)	5 yrs.
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### **Prisoner Personnel Office**

Behavioral Observation and Psychiatric Referral Sheets	5 yrs.
Inmate Worker Packets (CCHRS, AJIS, JDIC, Transfer Lists)	30 days

Mental Health Movement Lists	5 yrs.
Special Handling Cards	7 yrs.

### **Legal Unit**

Court Orders	2 yrs.
Subpoena Duces Tecum	2 yrs.

### **Transfer Center**

## Twin Towers Correctional Facility Unit Orders

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Inmate Transfer Cards	1 week
Inmate Transfer Lists	30 days
Inmate Inventory Lists	30 days
Release Passes	30 days

### **Training Office**

Recurrent Briefings	2 yrs.
Training Records	2 yrs.

### **Logistics Office**

Fire Equipment Inspection Forms	3 yrs.
Requisitions	2 yrs.

When any document is removed from the facility file, a "locator card" shall be inserted in its place. The "locator card" shall note the name of the employee removing the file and where the file is going.

Access to facility documents shall be restricted to those employees whose duties require access. Actual removal and refiling shall be performed by designated clerical staff. The operations lieutenant or designee shall periodically inspect the control and security system to ensure compliance.

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## **• Chapter 5**

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### **• • 5-02-310 Facility Tours**

#### **PURPOSE OF ORDER:**

To establish guidelines for conducting tours of the Twin Towers Correctional Facility (TTCF).

#### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility.

#### **ORDER:**

The TTCF Operations staff shall schedule and coordinate all facility tours. Tours for members of the Department and their qualified guests may be scheduled as feasible. Scheduling of general public tours shall be at the convenience of TTCF Operations staff, but offered no fewer than two days per week.

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General Tour Rules:

- Be 18 years of age or older, or,
- Under 18 years of age with the expressed approval of the Unit Commander, and parental permission
- Have a state driver's license or identification card, selective service registration, military identification, or passport
- All members of the public and non-Departmental persons (such as, prospective chaplains, volunteers, vendors, other law enforcement agency employees, other government entity employees, etc.) shall complete and sign a Tour Agreement and Civil Claims Release form ([SH-J-444](#)). Signed forms shall be forwarded to TTCF Operations
- Not have had any prior felony convictions,
- Have no family, friends or acquaintances currently incarcerated in the facility
- Not have been incarcerated at TTCF
- No audio and/or video recording or photographs are permitted during the tour without the express permission of the watch commander
- No cellular telephones or other wireless communication devices shall be permitted within security under any circumstances. Anyone bringing a wireless communication device into a secure jail environment is in violation of California Penal Code section 4575(a), a misdemeanor, and subject to prosecution
- All provisions of California 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 all participants of public jail tours
- Reasonable accommodation will be made for handicapped or disabled persons provided the accommodation does not affect the security, safety, and operation of the jail facility
- Deputy Sheriff Trainee and Custody Assistant Trainee Applicant tours shall be scheduled on Saturdays, during the AM shift

Note: Unit Commanders, at their discretion, may approve anyone to participate in a facility tour.

**Custody Automated Reporting and Tracking System (CARTS) Documentation**

All completed public jail tours shall be documented in the CARTS module titled, "Facility Tour."

Once a tour has been approved by TTCF Operations, the time and date shall be recorded on the TTCF Operations Tour Calendar. Whenever possible, members of the general public shall be required to furnish names and identification in advance of the actual tour.

All information for scheduled tours shall be forwarded to the TTCF Facility Control staff.

On the tour date, participants shall assemble at the employee entrance at a designated time. The TTCF watch sergeant shall ensure a uniformed TTCF deputy is assigned to direct the tour.

**The Facility Control Deputy shall:**

- Collect identification from all participants in exchange for a visitor's pass
- Record the names, identification numbers and visitor pass numbers on the TTCF Tour Log Sheet

Upon completion of the tour, civilian identifications shall be returned and the completed Tour Log Sheet, as well as the Tour Agreement and Civil Claims Release form, shall be forwarded to Operations for filing.

All personnel are reminded that facility tours are general in nature. The primary concern is the safety of tour guests and security of the facility. Tours shall not include "sensitive areas," portions of the complex that would invade the rights and privacy of housed inmates, or high security modules, unless approved by the on-duty watch commander.

In the absence of the operations staff, the watch commander may approve a facility tour. The watch commander has the discretion to refuse participation of anyone who presents a compromise to security or normal operations of the facility.

In the event that the tour group consists of dignitaries, or any group(s) of a sensitive nature, the Sheriff's Information Bureau (SIB) shall be notified (per MPP 3-09/180.00) and will coordinate the specifics of the tour.

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**• • 5-02-330 Public Information Plan**

**PURPOSE OF ORDER:**

To establish procedures for dissemination of information to the public, government agencies and news media and to comply with the requirements of the California Code of Regulations, Title 15, Minimum Jail Standards.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

**ORDER:**

Twin Towers Correctional Facility shall have copies of the Public Information Plan available to the public, government agencies, the inmate population of TTCF, and the news media for review upon request.

Copies of the Twin Towers Correctional Public Informational Plan can be found in the TTCF Unit Library, Watch Commander, Visiting, and Inmate Programs Offices.

The Inmate Programs Office shall maintain, update and disseminate the Public Information Plan.

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**• • 5-03-015 Use of Therapeutic Treatment Modules**

**PURPOSE OF ORDER:**

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Twin Towers Correctional Facility (TTCF) Therapeutic Treatment Modules (TTM) are specifically designed for the clinical programming and interviews of inmates in High Observation Housing (HOH).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Tower Correctional Facility.

**ORDER:**

TTM's are to be used for inmates in HOH under the supervision of Department of Mental Health (DMH) personnel only.

**Procedures for using TTMs:**

- May be used for group therapy and clinical interviews only
- No food, drink, cup or container of any kind are allowed in the modules
- Not to be used punitively for discipline or "time outs" at any time
- Use of a TTM shall be communicated with DMH personnel
- Not to be used for temporary housing or overflow at any time
- No inmate contact shall be permitted at any time, including inmate trustees

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• • **5-03-025 Video Recording and Retention Procedures**

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures pertaining to video recording at Twin Towers Correctional Facility (TTCF).

**SCOPE OF ORDER:**

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

**ORDER:**

Regardless of the method of recording, use of video equipment at TTCF by personnel shall be restricted to law enforcement functions only.

All video equipment must be approved by the TTCF watch commander prior to use.

Personally owned video recording devices of any kind are prohibited and shall not be brought into the secured areas of TTCF without prior approval from the watch commander.

**Recording Incidents with a Portable Video Camera**

Reasonable attempts shall be made to record significant incidents with a portable video camera including, but not limited to, the following:

- Major Inmate disturbances;
- Inmate extractions;
- Recalcitrant inmates;
- Housing area of facility searches;
- Application of medical restraints;
- Application of the Total Appendage Restraint Procedure (TARP);
- Application of the WRAP post use of force transportation;
- Application of the Safety Chair;
- Medical removals who pose a significant risk or have the potential to become violent;
- Use of force by Department personnel;
- All Emergency Response Team (ERT) activations, except for training exercises;
- When approaching or re-contacting an inmate, following an assault or attempt assault.

A designated video operator should respond to the incident and begin recording using the wide angle field of view. Unless no other option is available, ***supervisors should not assume the role of video operator.***

The video operator shall state the following at the beginning of each recording:

- Date;
- Time;
- Their name, rank, and employee number;
- Location;
- Factual narration during the incident (e.g. "watch commander is on scene," "ERT is on scene," etc.);
- Name of civilians on scene, (e.g. medical staff, mental health clinicians, chaplains);
- Status of facility lock down, if applicable;
- Any other necessary or significant details about the incident.

Only factual information shall be narrated while recording on video.

In order to establish a time line for the incident, the video recording should not be paused or stopped until the entire incident has concluded. If during the course of recording an incident, a battery or memory storage device need to be change, the video recording operator shall re-introduce their name, rank, employee number, the current time, and state the reason for the interruption. The video recording should include documentation of injuries, evidence, emergency medical treatment, and statements by all concerned parties.

In the case of emergency medical treatment, video recording shall continue after medical staff arrives, during the course of medical treatment, and until the inmate is completely stable, no longer resisting, and the medical staff has completed their treatment.

Outside medical personnel rendering first aid, while inside TTCF shall be recorded on video until they leave the facility, or finish treating the inmate.

When documenting inmate injuries, all inmates at or near the incident should be captured on video individually. When documenting a large inmate disturbance, the incident commander should be recorded on video directing inmates with injuries to come forward.

When video recording injured inmates, custody personnel shall:

- State the inmate's name, booking number, and housing location;
- Ask the inmate to describe their injuries and how it occurred (when necessary, a language translator should be used);
- Thoroughly record all injuries on video.

Because the dynamics of an incident are constantly changing, the video operator should periodically pan around the entire area to show as much of the surrounding as possible, personnel present, and conversations between the inmate(s) and personnel. Whenever possible, only the on-scene supervisor should make the decision to stop recording an active incident.

### **Fixed Video Surveillance (DVTEL)**

Fixed video surveillance is installed throughout TTCF and is accessible on computers equipped with the "Control Center" software. Fixed video surveillance involves cameras permanently or temporarily mounted in designated locations which continuously record all activities in the cameras' view.

### **Retention of Recordings**

Supervisors shall review all available video recordings as soon as reasonably possible following any inmate incident, force incident, or significant facility incident, with the exception of incidents involving inmate deaths. Unit commanders or above shall be the only personnel authorized to review video recordings involving inmate deaths. Personnel shall not review video recordings involving inmate deaths without direct authorization from the unit commander.

Under no circumstances shall personnel forward any images, video recording, or audio, captured as a result of their employment, entities outside of the Department without unit commander approval.

Video copied to a compact disc (CD), a digital video disc (DVD), or to a designated shared folder should be properly labeled with the inmate's name, booking number, Uniform Report Number (URN), reference number, and/or Administrative Case Number.

When the secure digital (SD) card in a portable video camera is running low on storage, the videos, and/or images that are stored on the SD card shall be transferred to a designated shared folder, the files stored on the SD card may be deleted to create space for future recording on the portable video camera.

All video recording shall be kept on the designated shared folder for a minimum of three (3) months. Incidents recorded on video not associated with an Uniform Report Number (URN) or reference number, shall be held for a minimum of twelve (12) months and thereafter destroyed at the discretion of the watch commander. Fixed video surveillance cameras for a minimum of twelve (12) months, unless otherwise directed in writing by the respective Custody Services Division chief.

### **Equipment Inspection**

All portable video cameras shall be charged to ensure they are available to be used when needed. If a portable video camera is damaged due to misuse or is lost, an Incident Report (SH-R-49) shall be written and a replacement video camera shall be issued by TTCF Operations. TTCF Operations shall provide replacement cameras, SD cards, and charging cables, if needed.

When a fixed camera is identified as inoperable, the Data Systems Bureau (DSB) helpdesk shall be immediately notified.

### **Sergeant Responsibilities**

At the beginning of the shift, all sergeants who have been issued a personal portable video camera shall ensure their camera is charged, and functional. Sergeants shall report any malfunction or the lack of a portable camera, to the on-duty watch commander. Sergeants shall have their assigned portable video camera on their person and available for use, throughout their shift.

If video camera equipment is not functional, the sergeants shall borrow an available video recorder from the watch commander for the remainder of their shift. When malfunctions cannot be repaired, the video camera shall be replaced through the TTCF Operations.

### **Outside Sergeant Responsibilities**

Outside sergeants not assigned to TTCF, who work inside security in any capacity (overtime/CARP, etc), are responsible for having a portable video camera on their person and subject to the same requirements for capturing an event as mentioned above. Loaner portable video camera are available at the watch commander's officer. When portable video cameras become non-functional, outside sergeants shall notify the shift watch commander for a replacement.

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

At the beginning of each shift, the watch commander shall conduct a portable video camera equipment inspection for every sergeant assigned to their shift. Watch commanders will ensure each sergeant has a working portable video camera available. The recorders should be charged and have sufficient memory to document any noteworthy incidents that may occur throughout the shift. The watch commander shall log that all sergeants had the proper equipment available and if unavailable or inoperable, indicate what corrective steps were taken. If a sergeant reports a malfunction, the watch commander shall ensure the portable video camera has been replaced with a functional video camera. This information shall be logged in the Watch Commander's log.

The watch commander shall confirm all fixed surveillance cameras are properly functioning and recording at the beginning of each shift by logging into the "Control Center" program and retrieving a sample recording from the previous shift.

The watch commander shall notify TTCF Logistics of any malfunctions, and document all actions taken in the Watch Commander's Log, including who was notified and the requested corrective action.

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

The daily fixed video recorder equipment shall be inspected and documented in the TTCF Watch Commander's Log.

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• • **5-03-030 Number of Inmates Gathered in a Common Area**

PURPOSE OF ORDER:

To set forth policy of this unit regarding the number of inmates allowed to gather in a common area for an extended period of time.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

In order to facilitate education, mental health, and/or chaplain services, inmates will be allowed to gather together in a common area, e.g., an indoor recreation area or a staging area, for an extended period of time. (The Transfer Center is not considered a common area.)

The size of the gathering and the gathering itself shall meet with the approval and supervision of the Module Officer and Module Prowler of that module. Any conflicts between the housing officers and the above mentioned staff regarding the number of inmates gathered together in a common area shall be brought to the attention of an immediate supervisor.

In order to maintain security of the facility, safety of the officers, staff and inmates, the number of inmates allowed to gather together for an extended period of time shall not exceed the below listed maximum capacities. Each Module Officer and Module Prowler shall ensure adherence to this number.

Common area capacities will vary due to the numerous classifications of inmates housed at Twin Towers Correctional Facility. The following are directives for the number of inmates allowed per common area:

- Tower I, 3rd Floor            25 inmates per module
- Tower I, 4th Floor           25 inmates per module
- Tower I, 5th Floor           20 inmates per module
- Tower I, 6th Floor           10 inmates per module
- Tower I, 7th Floor           10 inmates per module
- Tower II, General Population    25 inmates per module
- Tower II, Mental Health Housing    15 inmates per module

The Module Officer and/or Module Prowler shall advise the staff (Chaplain, Education Dept., etc.) of the

number of inmates allowed to gather in each specific common area. The Module Prowler shall ensure the area is secure for the attending staff and inmates and does not exceed the maximum capacity. The Module Officer and the Module Prowler shall make visual and physical inspections of the entire module during the gathering. The Module Prowler is ultimately responsible for the security of the area.

#### Medical Services Building

The number of inmates allowed in a common area in CTC shall be at the discretion of deputy personnel, Medical and Mental Health staff. Each gathering of inmates for an extended period of time shall be decided on a case by case basis.

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### • • 5-03-040 Inmate Handcuffing

#### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for handcuffing inmates within the Twin Towers Correctional Facility (TTCF). For procedures regarding handcuffing inmates to fixed objects, refer to TTCF Unit Order 5-03-043, "Handcuffing Inmates to Fixed Objects/Extended Handcuffing."

#### SCOPE OF ORDER:

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

#### ORDER:

Inmates may be handcuffed when necessary to ensure the safety of other inmates, custody personnel, and employees assigned to Correctional Health Services (CHS).

Except where noted otherwise in this unit order, custody personnel assigned to mental health housing areas shall use their discretion in handcuffing mentally ill inmates.

In order to ensure the safety of staff, inmates, and the security of the facility, custody personnel shall handcuff or waist-chain inmates when:

- A mental health inmate is escorted from and to their housing location;
  - o For large groups of inmates classified as Moderate Observation Housing (MOH), personnel may utilize four-person chains during an escort to Court Line);
  - o The procedure for handcuffing or waist-chaining an MOH inmate does not apply during the inmate's movement within their respective housing location;
- An inmate is transported outside of the facility;
- An inmate is actively violent, or has a known propensity to become violent;
- An inmate displayed belligerent behavior;

- An inmate has been deemed an escape risk;
- An inmate who has caused injury to themselves or others;
- An inmate assigned to a mental health intake floor who is removed from their cell, prior to being evaluated by a Supplemental Assessment Team (SAT) clinician.

If an inmate has been deemed hostile, aggressive, or has proven to be unpredictable, custody personnel shall utilize the tray slot when handcuffing inmates for out of cell movement.

When an inmate is housed in a cell without a tray slot, custody personnel shall adhere to the following procedures prior to opening the cell door:

- The inmate shall be directed to kneel on the floor with their ankles crossed;
- The inmate's hands shall be placed behind their back or;
- The inmate shall be ordered to lie on the floor in a prone position, with their feet facing the door;
- The floor sergeant shall be notified and present during the handcuffing.

For procedures regarding handcuffing of Restrictive Housing (RH) inmates, refer to TTCF Unit Order 5-03-000, "Restrictive Housing Protocol and Programming."

Inmates shall be handcuffed with their hands behind their back, when feasible, with the exception of pregnant inmates, in accordance with Custody Division Manual (CDM), section 7-02/010.00, "Pregnant Inmates."

Pregnant inmates shall be handcuffed with their hands to the front of their bodies. At no time shall waist-chains, leg irons, or any other leg restraint device, such as the "Rip Hobble," be utilized on pregnant inmates.

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## • • 5-03-041 Handcuffing of High Observation Housing (HOH) Inmates

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedure concerning the handcuffing of inmates assigned to High Observation Housing (HOH) housing areas.

### **SCOPE OF ORDER:**

This order shall apply to all personnel working in HOH at Twin Towers Correctional Facility (TTCF).

### **ORDER:**

In order to ensure the safety of all personnel, and inmates, and to ensure the security of the facility, custody personnel shall handcuff inmates who are housed in HOH prior to leaving their cell. Additionally, inmates who are actively violent, have a known propensity for violent, are considered escape risks, or who have a

classification that indicates the need to be handcuffed (e.g., K-10, K-20), shall be handcuffed. When an HOH inmate becomes recalcitrant, a sergeant shall be notified immediately. The sergeant shall respond to the location and handle the inmate as described in Custody Division Manual (CDM) section 7-02/020.00 "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."

When inmate(s) fall into one of the above categories and are being moved, custody personnel shall utilize the cell door tray slots when handcuffing inmates for out of cell movement.

If an inmate has been deemed hostile, aggressive, or has proven to be unpredictable, and is housed in a cell that is not equipped with a functioning tray slot, the inmate shall be directed to face away from the door, kneel on the floor with their ankles crossed, and placed their hands behind their back. If kneeling is not feasible, the inmate shall be instructed to lie on the lower bunk or the floor in a prone position with their feet facing the door prior to personnel opening the cell door. The floor sergeant shall be notified and present prior to making entry into the cell for handcuffing.

In instance when an inmate's behavior may prevent personnel from safely removing the inmate from their cells for medical or mental health evaluations, personnel shall follow the procedures delineated in TTCF Unit Order 5-08-095, "Non-removal of Hostile Inmates from Cells for Mental Health or Medical Evaluations."

During any mental health evaluation, HOH inmates shall remain handcuffed at all times.

All inmates assigned to HOH shall be handcuffed when entering the floor. Inmates leaving an HOH floor on a temporary pass shall always be handcuffed. Inmates going to or returning from court shall be waist-chained until they are returned to their cell.

An inmate who has been handcuffed or otherwise restrained shall not be placed into any holding area or cell where there are other inmates, unless all inmates are handcuffed or restrained. If several restrained inmates are temporarily placed into a holding area or cell, custody personnel shall maintain an unobstructed visual observation on them at all times to assure their safety.

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## • • 5-03-042 Facility Cleaning and Maintenance of Waist Chain and Restraints

### PURPOSE OF ORDER:

It shall be the responsibility of all custody personnel assigned in each module at Twin Towers Correctional Facility (TTCF) to ensure all waist chains and restraints are kept free of any infestation. The Department of Public Health (DPH) requires all waist chains and restraints to be kept clean, sanitized and fully functional.

### SCOPE OF ORDER:

This order shall apply to all custody personnel assigned to and/or working in a module at TTCF.

### ORDER:

In order to ensure safety, certain inmates in Custody Division require a heightened level of security during movement in order to provide for the safety and security of the concerned inmate, other inmates, and custody



personnel. In cases where additional control measures are required, inmates may be placed into a single man waist chain restraint.

Refer to CDM 5-05/120.00 when using single man waist chain restraint system.

#### Process of Cleaning Waist Chains

Training Unit shall be responsible for providing instructions to all custody personnel as to how each waist chain and restraint shall be cleaned and sanitized.

In order to be in compliance with the DPH, all waist chains and restraints are to be cleaned and sterilized by using an approved anti-bacterial solution which states kills multiple pathogens, including methicillin-resistant Staphylococcus aureus (MRSA), for affectability.

Every module shall have a designated location to hang all waist chains and restraints on hooks and these hooks shall be labeled "Clean" and "Soiled."

All sergeants shall inspect all waist chains and restraints for cleanliness on a daily basis to ensure proper cleaning and sanitation procedures are followed. These inspections shall be documented into the electronic Uniform Daily Activity Log (e-UDAL) once the tasks completed.

Cleaning/sterilization and inspection of waist-chains and restraint devices shall be kept in an approved log and maintained for a minimum of two (2) years per CDM 4-13/000.00 Retention of Records.

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## • • 5-08-130 COVID-19 (Coronavirus) Intake Procedures

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for escorting and housing inmates within the Twin Towers Correctional Facility (TTCF), who have been identified and labeled as Patients Under Investigation (PUI), or have been confirmed COVID-19 positive by Correctional Health Services (CHS).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to TTCF.

### **ORDER:**

#### **Initial Assessment**

To ensure inmates are provided with appropriate care and properly housed, inmates being transferred into COVID-19 intake modules shall be evaluated by CHS mental health staff. The inmate shall be assessed by CHS mental health staff for High Observation Housing (HOH) and Moderate Observation Housing (MOH) before being escorted to a COVID-19 intake modules. If an inmate has identified additional medical health

issues, CHS personnel shall provide treatment before transferring the inmate into a COVID-19 intake modules.

### **Receiving Person Under Investigation (PUI)**

#### **General Population (GP) / MOH:**

CHS staff from each custody facility will coordinate to have PUI's transferred to the TTCF PUI intake module. Custody personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the PUI intake module is ready to receive inmate(s). The Tower 2 Transfer Center shall notify the PUI intake module of the incoming PUI. The PUI intake module personnel shall don appropriate Personal Protective Equipment (PPE) prior to responding. Custody personnel shall follow the Center for Disease Control (CDC) guidelines (attached) for donning and doffing sequence of the PPE. Custody personnel shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring PUI's within TTCF shall notify the Tower 2 Transfer Center before escorting the inmate to the intake module. The PUI is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

PUI's transported via radio car, shall be escorted into the facility via the Tower 2 Dock. Intake module personnel shall respond to the Tower 2 Dock and ensure all proper documentation is received before accepting the inmate. Documents may include, but not limited to, COVID-19 documentation for GP/MOH, Automated Justice Information System (AJIS) Pass, Jail Record Card (JRC), physician's name, and verified date when the inmate was placed on quarantine or when inmate was tested. Once all documents have been verified, the intake module personnel shall take control of the PUI and escort them to the intake module. The Tower 2 freight elevator shall be placed on security mode to minimize exposure throughout the TTCF and the Inmate Reception Center (IRC).

If the PUI is being medically assessed at the IRC compound, they shall be escorted to the Tower 2 Dock through the bus bay doors and the same procedure shall be followed to escort the inmate to the intake module.

Once the PUI arrives in the PUI intake module, they shall be properly searched for any contraband. The PUI shall immediately be placed into a decontaminated cell and instructed to place their hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the inmate and close the tray slot. In the event the inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with Custody Division Manual (CDM) Section 7-02/020.00, "Handling Insubordinate, Recalcitrant Hostile, or Aggressive Inmates." The inmate's property shall be properly searched for contraband before the inmate receives it inside the cell.

#### **HOH:**

CHS staff from each custody facility will coordinate to have PUI's transferred to the TTCF PUI HOH intake module. Custody personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the PUI HOH intake module is ready to receive inmate(s). The Tower 2 Transfer Center shall notify the PUI HOH intake module of the incoming HOH PUI's. The PUI HOH intake module personnel shall don appropriate PPE. Custody personnel shall follow the CDC guidelines for the donning and doffing sequence of

the PPE. Custody personnel shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring HOH PUI's within TTCF shall notify the Tower 2 Transfer Center before escorting the inmate to the intake module. The PUI is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

HOH PUI's transported via radio car, shall be escorted into the facility via the Tower 2 Dock. PUI HOH intake module personnel shall respond to the Tower 2 Dock and ensure all proper documentation is received before accepting the inmate. Documents may include, but are not limited to, COVID-19 documentation for HOH, AJIS pass, door sign, Behavioral Observation and Mental Health Referral (BOMHR), (JRC), physician's name, and verified date when the inmate was placed on quarantine or when inmate was tested. Once all documents have been verified, the PUI HOH intake module personnel shall take control of the inmate and escort them to the module. The Tower 2 freight elevator shall be placed on security mode to minimize exposure throughout the TTCF and IRC.

If the HOH PUI is being medically assessed in the IRC compound, they shall be escorted to the Tower 2 Dock through the bus bay doors and the same procedure shall be followed to escort the inmate to the intake module.

Once the HOH PUI arrives in the intake module, they shall be properly searched for any contraband. The HOH PUI shall immediately be placed into a decontaminated cell and instructed to place their hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the inmate and close the tray slot. In the event the inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with CDM Section 7-02/020.00. The inmate's property shall be properly searched for contraband and placed into the respective storage bin.

### **Receiving Symptomatic Inmates**

#### **GP / MOH:**

CHS staff from IRC, Pitchess Detention Center (PDC) or Men's Central Jail (MCJ) will coordinate with CHS staff assigned to TTCF to transfer confirmed COVID-19 inmates to the TTCF isolation module or the Custody Treatment Center (CTC). Custody personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the intake module is ready to receive inmate(s). The Tower 2 Transfer Center shall notify the isolation modules, advising of the incoming confirmed inmate(s). The isolation module personnel shall don appropriate PPE. Custody personnel shall follow the CDC guidelines for donning and doffing sequence of the PPE. Custody personnel shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring a confirmed positive inmate within TTCF shall notify the Tower 2 Transfer Center before escorting the inmate to an isolation module. The confirmed inmate is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

Confirmed positive inmates transported via radio car shall be escorted through the Tower 2 Dock. Isolation module personnel shall respond to the Tower 2 Dock and ensure all proper documentation is received before

accepting the inmate. Documents may include, but not limited to, COVID-19 documentation for GP/MOH, AJIS pass, JRC, physician's name, and verified date when the inmate was placed on quarantine or when inmate was confirmed. Once all documents have been verified, the isolation module personnel shall take control of them and escort the inmate to the module. The Tower 2 freight elevator shall be placed on security mode to minimize exposure throughout TTCF and IRC.

Once the confirmed positive inmate arrives in the isolation module, they shall be properly searched for any contraband. The inmate shall immediately be placed into a decontaminated cell and instructed to place their hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the inmate and close the tray slot. In the event the inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with CDM Section 7-02/020.00. The inmate's property shall be properly searched for contraband before the inmate receives it inside the cell.

### **HOH:**

CHS staff from IRC, PDC or MCJ will coordinate with CHS staff assigned to TTCF to transfer confirmed positive COVID-19 HOH inmates to the TTCF HOH isolation module or CTC. Custody Personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the HOH isolation modules are ready to receive inmate(s). Tower 2 Transfer Center shall notify the HOH isolation modules, advising of the incoming confirmed positive HOH inmate(s). The HOH isolation module personnel shall don appropriate PPE. Custody personnel shall follow the CDC guidelines for donning and doffing sequence of the PPE. Custody personnel shall follow the handling bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring confirmed positive HOH inmates within TTCF shall notify the Tower 2 Transfer center before escorting the inmate to the HOH isolation module. The confirmed positive HOH inmate is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

Confirmed positive HOH inmates transported via radio car, shall be escorted from the Tower 2 Dock. HOH isolation module personnel shall ensure all proper documentation is received before accepting the inmate. Documents may include, but limited to, COVID-19 documentation for HOH, AJIS pass, door sign, BOMHR, JRC, physician's name, and verified date when the inmate was placed in isolation or when inmate was confirmed positive. Once all documents have been verified, the isolation module personnel shall take control of the inmate and escort them to the HOH isolation module. The Tower 2 freight elevator shall be placed on security mode and used to minimize exposure throughout TTCF and IRC.

Once the confirmed positive HOH inmate arrives in the HOH isolation module, they shall be properly searched for any contraband. The HOH inmate shall immediately be placed into a decontaminated cell and instructed to place their hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the HOH inmate and close the tray slot. In the event the HOH inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with CDM Section 7-02/020.00. The inmate's property shall be searched for contraband and placed into the respective storage bin.

### **Tower 2 Dock Intake and Movement**

Prior to taking custody of any PUI or COVID-19 inmate from transporting deputies at the Tower 2 Dock, the intake module deputies shall coordinate, via portable radio, with the West Gate and East Gate security personnel to ensure each gate is secured prior to movement. Once the West Gate and East Gate security

personnel acknowledge the gates are secured, movement may begin. After intake module deputies enter the facility and the loading dock gates are secured, personnel shall notify the West Gate and East Gate security personnel, the inmate is secured and to resume normal operations.

### **Signs and Notification**

Proper door signs and notifications shall be posted at all COVID-19 intake, and quarantine/isolation housing locations. Signs shall be posted at the entry of the module, or pod. Signs shall indicate "Quarantine" or "Isolation" and the appropriate PPE to enter the module or pod.

The module personnel shall inform the watch sergeant of the total number of PUI's and /or confirmed positive inmates housed in each module at the beginning of each shift. The watch sergeant shall contact the Custody Emergency Operations Center (CEOC) and notify them of any change in the PUI/confirmed positive inmate population.

### **Discharging from Quarantine/Isolation**

CHS staff shall notify the CEOC and Population Management Bureau (PMB) when an inmate or module is removed from quarantine /isolation status. No inmate shall be rehoused without a medical order from CHS.

### **Cleaning and Decontamination**

Assigned cleaning crew custody assistants (C/A) shall maintain a daily schedule for ensuring the cleanliness and decontamination of vacant cells, modules, dormitories, and common areas. The assigned C/A shall supervise and ensure cleaning crew inmate workers don appropriate PPE prior to cleaning. The C/A shall utilize the module's e-UDAL to document all cleaning and decontamination activities. The C/A shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, to properly dispose of all used and contaminated PPE.

The assigned COVID-19 cleaning crew C/A shall maintain a daily schedule for cleaning and decontamination of all exterior common areas.

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## **• • 5-03-080 Inmate Line- Up**

### **PURPOSE OF ORDER:**

To establish procedures for inmate Line-Ups.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### **ORDER:**

For the purpose of staff and inmate safety, personnel shall adhere to the following procedure when

moving/escorting any inmate from his housing at TTCF to Men's Central Jail (MCJ) Line-Up area.

- All inmates housed in Twin Towers shall be escorted to the MCJ Line-Up by MCJ deputies or custody assistants. At no time shall inmates be allowed to escort themselves and/or roam around the premises.
- Prior to escorting an inmate housed in TTCF to the MCJ Line-Up, TTCF personnel shall notify and receive approval from the watch commander and/or watch sergeant.
- At the conclusion of the inmate Line-Up, MCJ personnel shall be responsible for escorting TTCF inmates to the appropriate Transfer Center for rehousing.

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## • • 5-04-300 Alleged Juveniles

### PURPOSE OF ORDER:

State law prohibits the housing of juvenile inmates in any location where contact with adult inmates could occur. This order is written to comply with this law and to establish guidelines for identifying and temporarily housing alleged juvenile inmates.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

If an inmate housed at TTCF claims to be a juvenile (under 18 years of age), or independent information indicates such, the alleged juvenile inmate shall immediately be segregated from all adult inmates. If the alleged juvenile inmate shares a cell with another inmate, he/she shall immediately be moved into a cell by himself. If a cell is not available in his current module, the deputy investigating the allegation shall find the nearest vacant cell to house the alleged juvenile until the completion of his investigation. Regardless of the temporary housing location, every effort shall be made to isolate the alleged juvenile from any adult inmate.

The IRC Watch Deputy shall be contacted to start an investigation. All alleged juveniles shall be investigated by IRC per existing Department policy. Specific details for conducting an investigation are set forth in the IRC Unit Manual.

If the investigation determines that the inmate is a juvenile, the Module Prowler shall arrange to have the inmate housed in a housing location suitable for juveniles. Refer to Unit Order #5-04-310, Juvenile Inmate Housing.

If the inmate's age cannot be confirmed, the inmate shall be handled as a juvenile and housed separately. If the alleged juvenile inmate's claims are proven false, an Inmate Discipline Report shall be written.

• • **5-04-310 Juvenile Inmate Housing**

PURPOSE OF ORDER:

State law prohibits the housing of juvenile inmates in any location where contact with adult inmates could occur. This order is written to establish procedures consistent with State Law.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

To be housed at Twin Towers Correctional Facility, juvenile inmates must be 15-17 years old, certified as unfit for trial in the Juvenile Court System, and remanded to the custody of the Sheriff. There must also be a finding by a judge that the juvenile is a danger to the other inmates or staff at Juvenile Hall, and documentation of his behavior while at Juvenile Hall.

The MCJ Legal Unit for male inmates or the TTCF Prisoner Personnel Unit for female inmates shall maintain a file for each juvenile inmate in our custody. Each file shall contain a copy of the remand order, the results of the fitness hearing, and any court orders pertaining to that juvenile. If no remand order exists or the juvenile's file is incomplete, the juvenile shall be sent back to Juvenile Hall via IRC. Questions regarding a juvenile's qualifications for housing at TTCF should be directed to the Juvenile Court Fitness Coordinator at (323) 226-8565.

Custodial personnel assigned to areas where juvenile inmates are housed shall be responsible for ensuring (and documenting) that each juvenile receives the activities, supervision, and privileges to which he is entitled under various sections of Title 15 as described in this Unit Order.

Safety Checks

Whenever a juvenile inmate is housed in this facility, custodial personnel shall make visual safety checks of the juvenile once every thirty (30) minutes. These checks shall be documented on the Juvenile Observation Sheet which shall be attached to the juvenile's cell door and shall also be noted in the Module's Title 15 Uniform Daily Activity Log (UDAL). All Juvenile Observation Sheets shall be maintained by TTCF PPO for a period of three years.

Assigned Housing Area

Juveniles shall be housed in single-person cells. They shall be kept out of sight and sound of any and all adult inmates while in their housing area, except when an adult inmate worker is present to perform work necessary for the operation of the module. In this case, the adult inmate worker shall be accompanied "side-by-side" by a deputy or custody assistant to ensure no communications occur between the adult inmate worker and the

juvenile inmates. New juvenile inmates shall be placed on lock-down status until they are interviewed and classified by OSJ personnel or TTCF PPO.

### Attorney Room

Juvenile inmates shall have access to their attorneys during normal attorney room hours. They shall be treated as high power inmates and handcuffed to the seat in the attorney room. Attorney requests to visit juvenile clients at other times shall be referred to the Watch Commander. Juvenile inmates on disciplinary restriction shall be allowed access to visit their attorney in the attorney room.

### Cleanliness

Each juvenile shall be responsible for maintaining the cleanliness of his cell. Cleaning supplies shall be made available for this purpose. However, juveniles shall not be permitted to store cleaning supplies in their cells.

### Clothing Exchange

Upon arrival to TTCF, all juvenile inmates shall be issued an immediate "clean" set of outer clothes, and two sets of under-clothes. They also receive one set of: Towel, sheet, blanket, etc. Juvenile inmates shall be included in the weekly clothing exchange provided to all TTCF inmates. Juvenile inmates shall remain in their cells during clothing exchange. This activity shall be logged in the module's UDAL.

### Correspondence

There shall be no limit to the number of letters a juvenile may send or receive. Legal mail sent to public officials, judges, attorneys, elected officials and Departmental executives shall not be read or censored by jail staff members. All incoming/outgoing mail shall be subject to guidelines in Unit Order #5-10-010, Inmate Mail.

### Uniform Daily Activity Log & Juvenile Behavior Observation Log

Custodial personnel shall record all Title 15 issues, including movement, activities and safety checks, for juvenile inmates in the assigned modules' UDAL and Juvenile Behavior Observation Log. A Juvenile Behavior Observation Log shall be kept in each module housing juvenile inmates. Along with Title 15 issues, all notable behavior by juvenile inmates shall be logged in the Juvenile Behavior Observation Log. TTCF PPO shall maintain all Juvenile Behavior Observation Log books for a period of three years.

### Discipline

Juvenile inmates shall comply with the same rules and regulations required of adult inmates. Juvenile inmates found guilty of jail rule violations in Sergeant's Court are subject to loss of privileges and disciplinary confinement. However, they are not subject to the discipline diet. Violators shall be locked in their regularly assigned cells to serve their discipline time.

Unless there is due cause or a compelling need, discipline time shall not exceed five days for any one offense. It shall be the responsibility of the day shift floor sergeant to review, on a daily basis, the discipline status of each juvenile inmate in disciplinary confinement and to make a determination as to whether or not disciplinary



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confinement shall continue.

If the decision is made to continue disciplinary confinement, the sergeant must explain the reasons to continue the discipline to the juvenile and document the reasons in the UDAL. This documentation shall be in the form of a memo attached to the daily page of the UDAL. A copy of this memo shall be forwarded to the MCJ Legal Unit for male inmates or TTCF PPO for female inmates to be included in that juvenile's individual file.

### Educational Services

Members of the civilian educational staff shall provide educational services to the juvenile inmates on a weekly basis in the form of a self-directed lesson plan to be studied in their cells. Juvenile inmates shall not be permitted access to the school's office. Testing may be conducted in the recreation rooms if necessary.

NOTE: Whenever a juvenile is in custody, Educational Services shall be notified via e-mail by the assigned supervisor.

### Recreation and Telephone Access

Juvenile inmates shall be afforded at least three (3) hours of recreation time per week as well as access to telephones and television as required by CCR Title 15. These activities shall be logged.

Juvenile inmates under the age of sixteen (16) shall be given one (1) hour of day room time every day. This additional time is supplemental to, not in lieu of the normally scheduled recreation time.

### Indigent Supplies

Indigent supplies (hygiene kits) shall be distributed twice weekly (NO RAZORS), to each juvenile inmate. This activity shall be logged. Razors shall be provided only during shower time.

### Meals

All juvenile inmates shall be fed in their cells, three times daily in conjunction with meals provided to other inmates. The content of these meals shall be determined by the culinary staff. Special diets shall be approved by the medical staff. An adult inmate worker shall serve the food and shall be supervised "side-by-side" by a deputy at all times during the food preparation and serving process. These activities shall be logged.

### Medical and Mental Health Services

Initial medical screening shall be conducted by the medical staff at IRC upon receipt of the juvenile. Daily sick call and pill call shall be provided by members of the nursing staff. Doctors and dentists shall examine and treat the juveniles as needed in the clinic. Members of the mental health staff shall visit weekly all juvenile inmates to ensure their mental well being and identify, monitor, and provide treatment for any juvenile who might be considered a suicide risk. These activities shall be logged in the module's UDAL and Juvenile Behavior Observation Log.

### Movement

Juvenile inmates shall be handcuffed and escorted to and from their destination. This includes anytime they leave their cell, except for showers and recreation room times. Escorting personnel shall endeavor to keep the juvenile isolated from contact with adult inmates as much as possible.

### Religious Services

Members of the Chaplain Services shall minister to the needs of all juvenile inmates by visiting them on a weekly basis (minimum).

### Reporting Procedures

The Legal Unit shall be responsible for faxing a list of juvenile inmates housed at Twin Towers Correctional Facility to the Probation Department's Gatekeeper each Friday. Their fax number is (323) 342-9540.

The Legal Unit shall also complete and send form YA 10.402 to the California Youth Authority by the 10th of each month reflecting information from the previous month.

### Rewards

In order to encourage positive behavior on the part of the juvenile inmates, additional day room time or freeway time can be provided to those juveniles who keep their cells clean, do not delay module activities, and/or volunteer to do extra work.

### Rules

All jail rules applicable to adult inmates shall apply to juvenile inmates as well as the following:

- All juveniles must be fully dressed prior to exiting their cells (except during shower time). Shirts shall be tucked in and pants pulled up.
- No gang scarves, headbands or gang colors shall be permitted.

### Segregation

Communications between adult and juvenile inmates are prohibited. Juveniles and adults shall not be placed in the same room except when: awaiting visits or sick call; other movement within the facility; juveniles seeing adult inmate workers at meals or during cleaning; selected program activities pursuant to section 208 of the W.I.C. Anytime a juvenile inmate is to leave his housing area, he shall be escorted by a deputy. Anytime an inmate worker is in the juvenile inmate housing area, he shall be accompanied "side-by-side" by a deputy to prevent any communication from taking place.

### Showers

Juvenile inmates shall be allowed to shower daily. Only during his shower time may a juvenile inmate be issued a razor. The razor must be returned at the conclusion of the shower period for proper disposal by the

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deputy. A razor shall be used only once by one juvenile. All shower activity shall be logged. If a juvenile inmate is deemed suicidal by a mental health staff member, the juvenile will not be given a razor. Refer to CDM 5-01/050.00 Handling of Suicidal Inmates.

### Commissary

Juvenile inmates shall receive access to Commissary once each week as stated in TTCF Unit Order #5-23-040, Commissary. NO RAZORS may be purchased. This activity shall also be logged in the UDAL.

### Suicide Prevention Program

An initial mental health evaluation shall be conducted at IRC. Mental Health personnel at Twin Towers Correctional Facility shall contact each juvenile inmate on a weekly basis to identify any juvenile who might be exhibiting suicidal tendencies and provide those juveniles with necessary treatment (counseling and/or medication). Juvenile inmates identified as possibly suicidal shall be subject to two safety checks every 30 minutes on an irregular basis. They may be housed in MSB if mental health personnel deem it necessary.

The mental health staff shall also be responsible for monitoring the progress of these juveniles and adjusting treatment as necessary.

### Transfer To Adult Housing

Once a juvenile inmate reaches his eighteenth birthday, he shall be transferred to an adult housing location.

However, before that occurs, the inmate must be interviewed by a member of the mental health staff to determine if the inmate is to be housed in a mental observation cell. If mental observation housing is needed, the name of the inmate and the name of the mental health staff member, and the new housing location shall be noted in the juvenile daily activity log.

If the inmate has been deemed suitable for housing in other than a mental observation housing area, and his security level has been determined by the IRC classification unit and listed on the inmate's JRC, module personnel shall call IRC, to determine the appropriate housing location. Module personnel shall log the inmate's transfer and the name of the mental health worker who approved the transfer in the UDAL and Juvenile Behavior Observation Log.

If the inmate has been deemed suitable for housing in other than a mental observation housing area, and the juvenile has not had his security level listed on his JRC, module personnel shall contact IRC classification and provide the necessary information so IRC can determine a security level. The inmate shall then be transferred accordingly. This move shall also be fully documented as noted in the previous paragraph.

The Juvenile Deputy shall generate a memo to MCJ Legal Unit indicating which mental health staff member approved the former juvenile inmate's move and which employee determined his new housing location. Once that memo is completed and approved by the floor sergeant, and submitted to TTCF PPO or MCJ Legal Unit, the inmate may be moved to his new adult housing location. This information shall be summarized on the UDAL and Juvenile Behavior Observation Log on the date the inmate is moved.

### Visiting

Juvenile inmates shall be permitted to visit with their parents or guardians as soon as possible after admission. If the juvenile has been placed in disciplinary isolation, he shall not be eligible for visits. All visits

shall be logged. Refer to TTCF Unit Order #5-15-010, Public Visiting.

#### Notification To Parents Of Injured Juvenile

Pursuant to Section 223(a)(1) of the California Welfare and Institutions Code, any deputy having custody or control of any juvenile inmate who is the victim of a serious offense or injury shall notify the on-duty Watch Commander of the incident after the inmate has received the appropriate medical care.

NOTE: The law defines "serious offense" as any offense that is chargeable as a felony and involves violence against another person. "Serious injury" is defined as any injury or illness that requires hospitalization, is potentially life-threatening, or may permanently impair the use of a major body organ, appendage, or limb.

The Watch Commander shall then contact the Probation Department at (323) 226-8509 (24-hour number), with the juvenile's name and date of birth. The Probation Department shall locate and provide the name and contact information of the juvenile's parents or guardians from their records.

The Watch Commander shall then make a reasonable effort to contact the parents and inform them of the juvenile's status, unless the juvenile requests that his parents NOT be notified or the Chief Probation Officer/Director of the Youth Authority determines such notification would not be in the best interest of the minor (223(a)(1) WIC). A notation shall be made in the Watch Commander's log that the notification was made, or the reasons why it was not.

#### When A Juvenile Dies In Custody

When a juvenile dies while in our custody, we are required to submit a report of death to the Attorney General, Department of Justice. A copy of this report shall be forwarded to:

California State Board of Corrections  
600 Bercut Drive  
Sacramento, CA 95814  
Attention: Audrey Bakke

within ten calendar days of the death. "Death in Custody" reports may be obtained by calling the Department of Justice at (916) 227-3720

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## • • 5-04-320 Housing For Pre-Arraigned Inmates

#### PURPOSE OF ORDER:

To create a policy regarding the housing of Pre-arraigned Inmates at Twin Towers Correctional Facility (TTCF).

#### SCOPE OF ORDER:

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

### ORDER:

TTCF shall be responsible for housing male pre-arraigned inmates in Tower I, Module 141.

IRC shall screen all new bookings and determine which inmates have not been arraigned. Inmates who are classified as pre-arraigned shall have a yellow wristband loop attached to their existing wristband. Pre-arraigned inmates shall bypass the strip search process. Once the pre-arraigned inmates are processed, they shall be separated and escorted to their designated housing areas.

Upon arriving at Module 141, TTCF personnel shall ensure all pre-arraigned inmates are not subjected to a strip search unless, and only if, they meet any of the exceptions as indicated in the Custody Division Manual. Personnel assigned to Module 141 shall be responsible for verifying the classification of all pre-arraigned inmates and housing them accordingly.

All pre-arraigned inmates shall be granted all privileges and/or property items except the following:

- Razors
- Access to commissary
- Work status

### Special Housing Consideration

- Special handle inmates (i.e., M.O's, K-11's, Softs, K-1) may be housed together in same pod by utilizing available cells.
- K-10 inmates may be housed within available cells or in module 132.
- K-12's and pre-arraigned inmates shall be allowed to have visits simultaneously.
- All disciplinary issues (i.e., insubordination and combative) regarding pre-arraigned inmates shall be handled in accordance with TTCF Unit Order #5-22-010, Inmate Discipline Procedures.
- Inmates requiring specialized medical/mental health care(i.e., highly suicidal, violent) may be housed at LCMC, CTC, module 171, 172.
- Inmates deemed as IRC overflow (i.e., medical/M.O. "Light") may be housed in module 132.

### Returning arraigned General Population (G.P.) Inmates

- Arraigned G.P. males will be re-housed throughout custody division.
- Arraigned M.O. males will be re-housed in Tower I.

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## • • 5-06-030 Food Preparation

### PURPOSE OF ORDER:

Proper food service is an important part of inmate management. To comply with State law and Departmental

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policies, the following procedures regarding food preparation shall be adhered to.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Food Services Manager is ultimately responsible for all food preparation at Twin Towers Correctional Facility.

The shift watch commander or his designee shall be responsible for inspecting the inmate meal prior to it being delivered to the housing areas. This inspection shall focus on the consistency and texture of the food in order to ensure a high standard of quality. A notation of this inspection shall be made in the Facility Unit Log. Refer to CDM 3-06/040.00, Inmate Food Inspection.

The temperature of the food shall be randomly tested, using a Bi-metallic Stemmed Thermometer, by a food service representative in the kitchen and by a deputy or CA in the modules. The kitchen inspection shall be noted in the Food Service Daily Log (Red Book), which is located in the Kitchen Office. The temperature of the food in the module shall be taken just prior to serving and shall be logged in the UDAL (Title 15).

After taking the food temperature, the thermometer must be cleaned and sanitized using hot water and dish soap or alcohol wipes. The thermometer must be calibrated on a weekly basis, or if dropped.

To calibrate the thermometer:

Fill a medium sized cup with ice and cold water.

Place the thermometer in the glass and wait three minutes

After three minutes, if the temperature does not read 32 degrees Fahrenheit, repeat the process.

If the thermometer still does not read 32 degrees Fahrenheit, leave the thermometer in the glass and adjust the nut on the back of the thermometer until the needle reads 32 degrees Fahrenheit. Add more ice if necessary. Wait three minutes

If the thermometer still does not read 32 degrees Fahrenheit, personnel shall deliver the thermometer in its labeled holder to the Tower I Kitchen Main Control Booth for repair. A replacement thermometer shall be provided.

Hot food must maintain a temperature of 140 degrees Fahrenheit. If the temperature reading is greater than 130 degrees but less than 135 degrees, personnel shall return the food to the Tower I Kitchen for re-heating. If a temperature reading is below 129 degrees, personnel shall notify the Food Services Manager at 893-5064, and return the food to the Tower I Kitchen where it will be discarded.

Cold food (with the exception of fruit punch) must be served reasonably cold (40 degrees Fahrenheit) to limit the growth of bacteria that can cause food related illness. To this end, TTCF personnel must ensure module refrigerators are functioning properly and maintaining an adequately cold temperature. If a refrigerator is not working properly, TTCF personnel shall submit a priority maintenance repair request. Refer to the TTCF Unit Order #3-50-010, Facility Maintenance and Maintenance Request Procedures.

The Food Services Manager has designated a Senior Cook to make himself available to both Tower I and

Tower II in order to oversee the serving of each meal. The Senior Cook will ultimately be responsible for the food's temperature and the way the meal is presented (served) by inmate food service workers. Any discrepancy in the amount of food being delivered to each housing area or any concern regarding its contents should be immediately reported to the Senior Cook.

Uniformed personnel assigned to meal set-up (both in the kitchen and in the module), shall be responsible for ensuring all inmate workers assigned as food handlers are advised of appropriate hygiene procedures and follow strict Health Department guidelines. Each inmate shall be required to wear hairnets, gloves, and wash their hands whenever they change gloves. Uniformed personnel shall also be responsible for monitoring inmate workers when the food is being served. Refer to Health and Safety Code, Section 114020, CDM 5-11/040.00, Food Handling, and TTCF Unit Order #5-06-050, Inmate Food Service Workers Medical Screening and Housing

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## • • 5-06-040 Kitchen Clean- Up

### PURPOSE OF ORDER:

The California Health and Safety Code requires all premises, equipment, and utensils of all food facilities be kept clean and fully operative. It shall be the responsibility of all concerned personnel assigned to the Kitchen (both civilian and uniform) to ensure the Twin Towers Kitchen be kept free of litter, rubbish and vermin infestation.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Food Services Manager shall be responsible for providing instruction to the civilian cooks as to how each production area is to be cleaned and sanitized by the inmate work crew assigned to kitchen clean-up. Floors, walls, ceilings, tables and counter tops shall be kept clean and clear of debris. Stored food items shall be properly covered and/or sealed at all times. Food racks and containers shall be cleaned and neatly organized. Meat cutting and food processing equipment shall be kept clean and properly stored when not in use. Refer to attached Kitchen Cleaning Matrix.

The Kitchen Bonus I Deputy shall work hand in hand with the Food Service Manager to conduct inspections for cleanliness on a daily basis. This shall ensure proper cleaning and sanitation procedures are being followed. These inspections shall be documented in the Kitchen Pass On Book along with any deficiencies.

### Restroom Clean-Up

The Kitchen Restroom Clean-Up Check Off List shall be signed by the Kitchen Officer on an hourly basis and by the Kitchen Bonus I Deputy at least once per shift.

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• • **5-06-050 Inmate Food Service Workers Medical Screening and Housing**

PURPOSE OF ORDER:

State Law and Title 15 require Facility Administrators develop written procedures for the medical screening of all Inmate Food Service Workers prior to having the inmate assigned to the facility kitchen. Additionally, since they also assist in the preparation and serving of meals in the ODR, it is in our best interests to make sure proper medical screening is done. The purpose of this order is to establish policy and procedures for the medical screening of all inmate food service workers assigned to the TTCF Kitchen.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

When inmates are identified as potential food service workers, they shall be screened by the Tower II Prisoner Personnel Office. Refer to CDM 5-01/020.00, Inmate Worker Assignments. Once the inmate has been screened, they shall be placed on the Culinary Inspection Nurse's Line. Before an inmate is allowed to work as a food service worker, the medical staff shall approve their placement. Refer to CCR Title 15, Section 1230, Food Handlers and CDM 5-11/040.00, Food Handling. During the culinary inspection, the nursing staff shall check for the following:

- General physical appearance
- Overall hygiene
- Skin lesions
- Multiple track marks
- Open sores
- Rashes

NOTE: Follow-up medical screening of all inmate kitchen workers shall be conducted on a weekly basis by nursing staff personnel. The follow-up shall be logged in the Kitchen Pass-On Book. The above (6) categories shall be checked.

During the initial culinary medical evaluation interview, the nursing staff shall interview each inmate and determine if the inmate falls within one of the following categories:

- Seizure disorders
- Communicable diseases
- Venereal disease
- Intravenous drug use
- Narcotic addiction
- Other medical condition as determined by the Nursing Staff

In the event an inmate displays any of the above, the inmate shall be disqualified from a food handling assignment. This does not preclude the inmate from working other assignments within the facility.



Inmate food service workers assigned to the kitchen shall be inspected on a daily basis by the Senior Cook they report to. Inmate workers assigned to handle food in the modules shall be inspected by uniformed personnel. This inspection shall consist of a "close visual" inspection of the inmate's general physical appearance. Special attention shall be given to open sores, skin rashes, skin lesions, track marks, etc. If any of these symptoms are present, the inmate shall be removed from inmate worker status until they are medically re-evaluated.

To comply with Health and Safety Code, Section 114020, uniformed personnel shall ensure food service workers adhere to the following:

- Wear clean, washable outer garments or other clean uniforms.
- Keep hands clean, including maintaining short fingernails.
- Wash hands and arms with soap and warm water immediately after using toilet facilities and before commencing work, and at any time it is deemed necessary to prevent contamination of food (do not use soap bars - dispenser soap only).
- Wear hairnets, caps or other suitable coverings to confine all hair to prevent the contamination of food or utensils.
- When serving the meal, use tongs or other implements rather than hands.
- Wear plastic or rubber gloves when serving food.

NOTE: Legible signs shall be posted in all bathrooms accessible to any food handler, warning that state law requires them to thoroughly wash their hands immediately after utilizing the restroom.

### Inmate Worker Housing

Once an inmate has been screened by the Prisoner Personnel Office and has been medically cleared by the medical staff, they will be transferred to Module 272, which has been designated as Inmate Food Service Worker Housing.

Upon transfer to Module 272, module personnel will ensure inmate workers have a black and white striped band attached to their regular wristband. This band indicates medical staff has cleared the inmates to serve food in the Tower I Kitchen. If an inmate worker is transferred to another housing area, the black and white striped band must be removed prior to transfer.

All inmates assigned to Module 272 will be assigned a bunk and will be required to work a maximum of 8 hours per day. They will receive one day off within a seven day work week.

It shall be the responsibility of the Tower II Prisoner Personnel Office to assign Inmate Food Service Workers to one of the three pods in Module 272 designated for Inmate Food Worker Housing.

NOTE: All inmates assigned to the kitchen clean-up crew will be housed in Module 271. They shall be required to work a minimum of 6 hours per day and shall receive one day off per week. Inmate workers are not allowed visits while working. Refer to TTCF Unit Order #5-15-010, Public Visiting.

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## • • 5-06-060 Correctional Treatment Center Kitchen Control Procedure

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### PURPOSE OF ORDER:

Since the inception of the inmate worker staffed TTCF Kitchen, various additions to and adoptions of policy regarding its operation have been established. This policy shall be directed specifically to the CTC. The need for a specific policy is mandated by the medical classifications of inmates housed there, many of whom are on diets based on their respective diagnosis/condition. Proper management of their diet and food distribution is critical to assist in maintaining their health.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

#### CTC Feeding Procedures

The CTC feeding procedures are decentralized. Inmates are fed in their respective housing areas. Therefore, food prepared in the kitchen must be transported to other levels by elevators.

Food carts shall be used to transport food trays. All preparation and distribution of food shall be supervised by dietary staff members. All food carts shall be plugged in and preheated to a proper temperature before food is placed in them. Prepared food shall be placed on food trays then placed into the food carts. The food carts are then pushed to the housing modules.

Dietary staff shall push carts from the kitchen to the appropriate floors at the following times:

Court Line Feeding	0330 hours
Breakfast	0530 hours
Lunch	1100 hours
Dinner	1630 hours

Dietary staff shall prepare medical diets as requested by the Medical Services Staff. These diets shall be served at the times indicated by the medical staff. Supplemental food must be served to inmates on medical diets that require more than three meals.

**NOTE:** If an inmate misses a regularly scheduled meal, they shall be provided with a sandwich, fruit, and beverage in lieu of that meal.

Dietary staff will supervise and monitor food preparation as well as deliver the food. Custody personnel shall coordinate with dietary staff the production of meals and clean up procedures, while maintaining security.

The food carts shall be delivered in the following order:

- Module 322
- Module 331 and Module 332
- Module 342

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After the dietary staff has delivered the assigned food carts to the floors, they shall assist the nursing staff, deputies and custody assistants with the distribution of the meal. The fourth floor (Module 342) being the exception, the mental health nurses and the deputies and custody assistants shall distribute the meal. After the meal is over, the dietary staff shall collect the food carts from the floors and return them to the kitchen.

### Equipment and Utensil Control

All equipment and utensils shall be checked out from the CTC Control Custody Assistant. Whenever a checked out item cannot be located, the following steps shall be taken immediately:

- Notify Facility Control, immediate supervisor, the Watch Sergeant and the Watch Commander,
- Obtain sufficient personnel to assist in a search for the item,
- Conduct a search of inmate housing areas at the discretion of the Watch Commander,
- Advise the Facility Control Bonus Deputy, the Watch Sergeant and the Watch Commander of the results of the search.

### Meal Count

At the beginning of each shift, the CTC Dietary Staff shall call each Module Nursing Station and receive an accurate meal count. The total number of inmates currently and physically housed within that area shall be listed on the Meal Count Form (Diet List) next to the housing area.

The dietary staff shall maintain the Meal Count Form (Diet List). The dietary staff shall make the phone calls by the following hours:

- 0200 hours for breakfast,
- 0700 hours for lunch,
- 1330 hours for dinner,

The dietary staff shall make the diets according to the diet lists.

### Utensils

No serving utensils shall be left in the kitchen. All utensils shall be cleaned and returned after each meal to the CTC Control Booth. All utensils shall be accounted for by CTC Control Booth personnel at the beginning and end of each shift.

### Inmate Workers

At approximately 0200 hrs, the Tower I Kitchen supervisor shall notify the CTC Kitchen Dietary Staff when the food carts are ready for pick up. The EM 330 G unit will pick up the inmate workers assigned to the CTC Kitchen from 272 at approximately 0230 hrs.

The AM movement deputy shall return the inmate workers to Module 272 and pick up the PM inmate workers at approximately 1000 hrs. The inmate workers shall be escorted to the CTC Kitchen.

At approximately 1400 hrs. the Tower I Kitchen supervisor will notify the CTC Kitchen Dietary Staff when the

food carts are ready for pick up. Personnel assigned to 322A or 322 F/1 shall pick up the CTC evening meal from the Tower I Kitchen using the CTC Kitchen inmate workers.

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• • **5-08-010 Medical Services Definitions/Procedures**

PURPOSE OF ORDER:

To define the medical services available to inmates at Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

The following are a list and description of the medical services available at TTCF:

Sick Call

Allows inmates access to medical personnel for treatment of minor ailments. The nurse shall interview the inmate in the housing area and determine if any treatment or further examination by medical staff is necessary. Sick call is regularly scheduled on day shift, Monday through Friday, excluding holidays. If an inmate requires medical attention during other hours, he may contact his module officer who will immediately arrange for the inmate to be seen by a nurse.

Pill Call

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

Treatment Line

Allows inmates who are in need of a specific medical treatment(s), e.g., blood pressure check, dressing change, weight check, x-rays, etc., access to this treatment on an out-patient basis. This can be done on the floors in the medical examination rooms.

Doctors Line

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

Dental Line

Allows inmates access to a dentist for examination or treatment.

#### Lab Work Line

Allows lab test(s), as ordered by a physician, for inmates being treated by the Medical Services Staff.

#### Psychiatric Line

Allows inmates access to Mental Health Services. A mental health evaluation may be requested by the inmate, Medical Services Staff, TTCF staff, and friends or family of the inmate.

#### In-Patient Care

Inmates with sub-acute conditions shall be housed in the Medical Services Building. They will remain there, receiving residential care, until their status improves sufficiently to allow them to be housed in a general population or medical module.

#### Medical Isolation for Contagious Diseases

Inmates identified as having certain contagious diseases shall be isolated in designated housing for their safety and that of other inmates and staff.

#### Pregnant Inmates

Pregnant inmates shall be housed on the lower level and given a lower bunk.

#### Medical Emergencies

An emergency medical response can be made to any area within the TTCF, twenty-four hours a day. Responding nursing personnel will provide triage and other acute care pending transportation of the inmate to a facility clinic. Los Angeles City Fire paramedics may also be summoned based on the severity of the medical emergency. If the ill or injured inmate requires care beyond that available at the TTCF, he can be transported, via ambulance, to County U.S.C. Medical Center (LCMC).

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### **• • 5-08-040 Phencyclidine and/or Violently Mentally Ill Booking Procedures for Twin Towers Correctional Facility**

#### PURPOSE OF ORDER:

The purpose of this order is to set forth policies and procedures of Twin Towers Correctional Facility personnel and patrol units in handling both Phencyclidine and violently insane bookings into Twin Towers Correctional Facility. Arrangements have been made with Custody Division for direct bookings into Twin Towers Correctional Facility.

#### SCOPE OF ORDER:

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This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### ORDER:

These procedures will apply regardless of the other charges for which the suspect is to be booked.

In most cases the following circumstances should exist for direct booking into Twin Towers Correctional Facility:

- The suspect's actions consist of outbursts or a constant level of wild, frenzied, unruly or violent behavior,
- The suspect represents a continuing danger to himself and or others,
- There is little or no possibility of booking and controlling the suspect at the station or housing the inmate at another custody facility,
- Elevated blood pressure and respiration,
- The suspect has no serious injuries (injured suspects will continue to be booked at LCMC),
- The inmate has been seen and evaluated by a Medical Services doctor.

### Notifications

CTC Control shall immediately contact the following persons and notify them of the impending and arrival of a PCP or violent mentally ill suspect:

- Watch commander,
- CTC sergeant or watch sergeant,
- Tower II Clinic supervising nurse,
- CTC bonus deputy,
- CTC Frank or George unit deputies.

The following persons shall be present at the CTC 1st floor sallyport gate when the PCP or violently mentally ill suspects arrives:

- The CTC or Tower II sergeant,
- An IRC registered nurse and Medical Services doctor,
- A CTC deputy,
- The CTC bonus deputy,
- Additional deputy back-up as deemed necessary, (minimum of 2),
- A CTC deputy or custody assistant with a video camera.

### Handling of a PCP or Violently Mentally Ill Inmate

- A CTC deputy or custody assistant shall be present outside the CTC 1st floor sallyport gate with a video camera. The entire incident shall be videotaped from the time of arrival until the time the inmate is finally secured. The supervising sergeant shall document the incident on a memo and submit the memo and videotape to the watch commander.
- The IRC nurse attending the admission of the inmate shall ensure a gurney is available outside the CTC 1st floor sally port gate, if needed. Deputies will place medical gloves on before handling the inmate.
- When the transporting unit arrives, the inmate will be visually assessed inside the car by the attending

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nurse, CTC doctor and CTC personnel for obvious injuries. If the inmate appears injured, the arresting officers will be directed to transport the inmate to LCMC. If the inmate appears uninjured, he will be removed from the radio car under the supervision of the CTC supervisor.

NOTE: Transporting officers shall secure their weapons outside the CTC sallyport lobby prior to entering the elevator.

- If the Doctor determines that the inmate's violent behavior is not a result of any medical condition and may be attributed to mental illness, the Doctor will consult with the on-duty psychiatrist if available, or a Mental Health clinician. A determination will then be made regarding admitting the inmate to one of the mental health housing areas.
- The inmate's evaluation and treatment is the sole responsibility of the medical staff. Deputies are present to provide security. Property obtained from the inmate shall be deposited at IRC by the arresting officers.
- Depending upon the inmate's medical condition the nurse may direct the arresting officer(s) to book the inmate through channels at IRC, or to transport to LCMC via either radio car or ambulance.

Before accepting any PCP or mentally ill bookings for admission to CTC the following procedures shall be followed:

- The transporting and or arresting officer(s) shall remove and take control of all personal property and contraband from the inmate prior to entering the facility. Personal property includes, rings, watches, money, etc.,
- The property shall be placed into a plastic bag by the arresting or transporting officer(s). Bags will be provided by the CTC or Tower II Clinic deputies,
- In order to maintain the chain of evidence and for control purposes, the arresting or transporting officer(s) shall be responsible for safeguarding the inmate's property while inside the TTCF,
- Once the inmate is controlled, the attending doctor will make a thorough assessment of his medical condition outside the CTC elevator lobby. Handcuffs will not be removed for medical evaluation without direct authorization from the sergeant or bonus deputy in attendance,
- If the attending IRC Doctor determines the inmate is acceptable, deputies will proceed to fully restrain the suspect in a supine position (lying on back) on the gurney. It is the IRC nurse's duty to inspect the apparatus for medically approved application of the restraints. A medical mask will be placed on the inmate to prevent possible contamination to deputy personnel,
- The inmate will be fully restrained on the gurney. Once this is accomplished the transporting officers will be directed to wait at CTC control for the inmate's clothing and prints. The transporting officers are not allowed to accompany the inmate to the CTC housing area,
- Custody deputies, a supervisor, and the attending IRC nurse will escort the gurney to the medically assigned room,
  
- When the assigned room is reached, deputies shall do the following:
  - Remove the inmate from the gurney and place him in the hospital bed,
  - Remove stokes litter from room and place back on gurney,
  - Avoid any restraint that would inhibit normal breathing. "Spit bags" may be utilized as appropriate,
  - Remove all clothing from the waist down and replace with yellow pajamas,
  - Apply leather restraints securely on both ankles and secure to bed,
  - Raise the inmate to a sitting position and apply leather restraints to both wrists,

- Secure the left wrist to the left middle restraint hole on the bed,
- Remove right handcuff and secure right wrist to upper right side of bed,
- Fingerprint one hand of the inmate. Write name and booking number on paper used, if not booking slip. Give the prints and all inmate clothing including shoes to the arresting officers, to take to IRC for storage,
- Remove the "Spit bag" and cover the inmate with a sheet.

NOTE: Always have a member of the nursing staff present during the application, rotation and removal of the restraints.

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## • • **5-08-050 Incompetent to Stand Trial Medication Administration Program**

### PURPOSE OF ORDER:

To set forth the policy of this unit regarding the procedures for the administering of psychiatric medication to inmates that have been adjudicated incompetent to stand trial and unable to provide informed medication consent due to a mental disorder.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

Jail Mental Health Services (JMHS) clinicians are responsible for overseeing inmates in the Misdemeanor Incompetent to Stand Trial (MIST) Program. Following one month of unsuccessful efforts to obtain consistent, voluntary medication adherence, involuntary medication administration procedures will be initiated.

- Medication will be administered by JMHS nursing staff to designated MIST program inmates Monday through Thursday between 1000 and 1400 hours.
- JMHS nursing staff will set-up the necessary equipment in the Outdoor Recreation area of Module 172.
- Passes will be generated for the affected inmates.
- Designated deputy personnel from Module 172 will coordinate inmate movement and provide security during the procedure.
- Each inmate shall be handcuffed, placed in a gurney chair, and escorted to the Outdoor Recreation area of Module 172.
- The assigned floor sergeant shall be notified if a delay in escorting the inmate to Module 172 occurs. The sergeant will be responsible for facilitating the inmate's movement to Module 172 or notifying JMHS personnel of the inability to escort the inmate and the need to reschedule. The inmate's name and booking number, the name of the sergeant and JMHS personnel that were notified, and the reason for the delay or



inability to escort the inmate shall be documented in the Uniform Daily Activity Log.

- Following the administration of medication, deputy personnel will escort the inmate to a designated cell in Module 172, where JMHS nursing staff will monitor the inmate's condition. They will advise deputy personnel once the inmate is able to return to his housing location.
  - Inmates who refuse to be escorted to Module 172 for involuntary medication administration shall remain in their cell pending evaluation for transfer to the Forensic Inpatient Program (FIP). The inmate's refusal shall be documented in the Uniform Daily Activity Log. This documentation shall include the inmate's name and booking number, the name of the sergeant and JMHS personnel that were notified of the refusal.
- 

## • • 5-08-060 Developmentally Disabled Inmates

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the identification and evaluation of all Developmentally Disabled inmates.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

"Developmentally disabled" means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals. Generally, developmentally disabled inmates are identified by medical staff during the medical screening and booking process. Regardless of the cause, inmates who have, or are suspected of having developmental disabilities, shall be segregated from other inmates until an appropriate evaluation is completed by medical personnel.

Custody personnel shall immediately notify medical personnel of any inmate suspected of being developmentally disabled. Custody personnel shall log the name of the developmentally disabled inmate and the name and employee number of the medical personnel notified in the electronic Uniform Daily Activity Log (e-UDAL). The inmate shall remain segregated from all other inmates until further direction is given by medical personnel. Upon determination by medical staff, the developmentally disabled inmate shall be transferred to the appropriate housing area.

The health authority or designee shall contact the Regional Center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.

Transfers for developmentally disabled inmates shall be handled through the Population Management Bureau

(PMB) e-mail group. The following information shall be included when requesting a transfer: inmate's name, booking number, reason for transfer, name of the person requesting transfer, and name of the medical staff contacted. Custody personnel assigned to the developmentally disabled module shall be responsible for issuing the inmate a brown jail uniform and green wristband upon notification to PMB.

Developmentally disabled inmates shall comply with the same rules and regulations required of all general population inmates. Inmates found guilty of jail rule violations during Disciplinary Review Board (DRB) proceedings, are subject to loss of privileges and disciplinary confinement. Violators may be confined in their regularly assigned cells or transferred to the discipline module.

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## • • 5-08-070 Housing and Movement of Mental Observation Inmates

### PURPOSE OF ORDER:

Upon arrival to TTCF, Mental Observation inmates are identified and interviewed by a Mental Health professional so they may be properly housed. Past practice has revealed when a Mental Observation inmate is moved with the approval of a Mental Health staff member, the inmate can generally be safely moved and appropriately housed for his level of mental illness. This Unit Order establishes policy and procedure governing the housing and movement of mental observation inmates.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The mental health services provided in the mental observation units are considered to be an "outpatient level of care." An outpatient level of care is equivalent to the type of treatment these individuals would receive in the community. Those inmates who are housed in the mental observation units are assigned to a primary therapist who manages their case. These inmates are provided with individual, group and recreation therapy, as well as crisis intervention when necessary. Their medications are prescribed by a jail mental health psychiatrist. These medications are delivered by Sheriff's Department medical staff. The focus of treatment is on keeping the inmates stable while they are in custody and to assist them in obtaining mental health services following release from jail.

The Mental Observation Units consist of three categories of inmates:

- Suicidal (danger to self)
- Potentially violent (dangerous to others)
- In need of medical/psychological monitoring

### Transfers of Inmates to Mental Health Housing (JMET Referrals)

In some cases, The Jail Mental Evaluation Team (JMET) may determine an inmate is not suitable to remain in a general population setting and requires mental health observation, treatment, and housing. JMET referrals

are brought to the originating facility's clinic for clearance prior to transfer to determine if they are appropriate for transfer to mental health housing at TTCF. In such cases, a Behavioral Observation and Mental Health Referral (BOMHR) form shall be completed and arrangements made to transfer the inmate to the Inmate Reception Center (IRC) for a more intensive medical health evaluation, and placement in an appropriate level of mental health housing. The IRC clinician will then assign the inmate to an appropriate level of mental health housing. Transfer of an inmate to IRC and TTCF mental health housing shall be provided by the facility from which the inmate is being transferred. The Watch Commander, in conjunction with Medical Services personnel, shall make the final determination for immediate or routine transfer of the inmate.

The Inmate Reception Center medical staff shall conduct a medical screening if requested by the Mental Health psychiatric staff. Upon completion of the medical and mental health screening, the inmate shall be transferred to TTCF Tower I Transfer Center with the required documentation:

- Completed Behavioral Observation and Mental Health Referral form (SH-J-407),
- Jail Record Card (JRC),
- Blue wristband coded with an "S" (Suicidal) and/or "M" (Mental)

In cases where JMET personnel determine an inmate does not meet the criteria for acute mental observation housing at TTCF, Tower 1, 7th floor, a transfer referral may be made for Direct Admission to a designated service area on the 3rd, 4th, 5th, or 6th floor in Tower I, pending further evaluation by TTCF mental health staff.

The medical section of the BOMHR form shall be completed by the clinic at the originating facility and identified as a JMET referral. The words "JMET Referral" shall be stamped or written across the top in red ink with the recommended housing location clearly visible in the upper right hand corner. No Direct Admission to FIP will be allowed unless ordered by a psychiatrist. TTCF Tower I Transfer Center will receive the inmate and house him based on the recommendation annotated on the JMET Transfer Sheet. Direct Admission inmates shall be transferred to TTCF with the following documentation:

- Completed Behavioral Observation and Mental Health Referral form (SH-J-407),
- JMET Transfer Sheet,
- Jail Record Card (JRC),
- Copy of the IC12 (Special Handle) screen indicating the inmate has been re-classified as "S" and/or "M",
- Blue wristband coded with an "S" and/or "M"

Tower I houses inmates requiring mental health interaction on a daily basis. As such, a Tower I on-call mental health clinician is available at all times via portable radio. Tower II houses general population inmates, and/or inmates not requiring regularly prescribed mental health treatment. Consequently, Tower II does not have an on-call mental health clinician. In the instance a Tower II general population inmate displays unusual and/or bizarre behavior requiring mental health intervention, personnel shall determine whether the situation is non-emergent or emergent and the following procedures shall apply:

NON-EMERGENT(request for medication, psychological evaluation, etc.)

- Custody personnel shall contact the Tower II Transfer Center and report the inmate's information (i.e., name, booking number, location, behavior observed and reporting personnel)
- Tower II Transfer Center personnel will record all of the information on the JMET Referral Sheet
- JMET staff will retrieve the information daily and respond to the location to evaluate the inmate

EMERGENT (suicidal, danger to others, gravely disabled, extreme bizarre behavior, etc.)

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- Custody personnel shall complete the appropriate sections of the BOMHR form, including the reference number. This includes Sections 1 through 6, note that Section 5 shall be completed by the watch commander when Option 4 is circled
- Sworn supervisory personnel shall complete Section 8 of the BOMHR form and assist custodial personnel with escorting the inmate to the IRC Main Clinic (located in TTCF Tower II, Module 231) for a mental health evaluation. If the inmate is deemed suicidal, the watch commander shall complete Section 5 of the BOMHR form
- If the inmate is deemed suicidal, custodial personnel shall complete an "Inmate Special Handling Request" card (SH-J-181) requesting an "S". Once the updated information is input into the computer and verified, they shall replace the inmates' wristband and identification card
- When IRC's mental health clinician confirms that the inmate needs to be rehoused, the inmate will be left at IRC and IRC personnel will continue with the rehousing process

### Interview and Routine Movement of Mental Observation Inmates

All inmates need to be interviewed by mental health staff prior to their being housed in the Mental Observation units and when an inmate is to be released from custody.

Any housing movement or the declassification of an inmate from mental observation status requires the concurrence of a mental health staff member. If a conflict arises regarding whether the inmate should be moved or not, the Watch Commander shall make the final decision.

A movement sheet shall be completed by mental health staff when there is movement of inmates on mental observation floors to another module in TTCF, another facility, or release from custody.

NOTE: Movement from the intake pods to other pods on the 7th floor may be done without mental health's approval if the move is to prevent mattress sleepers. Mental health staff shall be notified of the movement as soon as possible.

The following procedures shall be adhered to regarding movement sheets:

- Module personnel shall retain and file movement sheets for a period of no less than 30 days from the date of issuance.
- Module personnel shall advise floor nursing staff of inmate movement to ensure continual delivery of prescribed medication.
- Tower I module personnel shall ensure movement sheets for de-classed inmates are provided to the Transfer Center and the charge nurse in the Tower I main clinic.

A Mental Observation inmate shall not be moved without the concurrence of a Mental Health staff member unless an inmate is being transferred to the Discipline Module in the manner described below.

NOTE: Refer to TTCF Unit Order #3-02-300, Contact with Insubordinate Inmates.

### Discipline Movement

Mental health observation inmates must be evaluated and approved prior to placement in disciplinary segregation/isolation. If the mental health staff does not recommend the patient is appropriate to be moved to a discipline module, the patient can be locked in his cell to serve his discipline time.

NOTE: While the entire movement policy must be adhered to, it is not all encompassing. Each and every situation regarding movement of Mental Observation inmates cannot be anticipated. Therefore sound judgement, based on our Core Values -- and simultaneously balancing the need to provide a secure environment and the welfare of the inmate(s) -- must be exercised. Decisions in these instances shall be made by the on duty Watch Commander.

### Mental Health Observation Discipline

Inmates housed in Tower I on the 3rd, 4th, and 5th floors, are in a general population type setting and require a lower level of observation and care. They may be transferred to the Discipline Module under the conditions mentioned under Discipline Movement, unless the inmate is displaying bizarre behavior, articulates suicidal ideation or a need to see a Mental Health Counselor. In such situations, a Mental Health Counselor shall aid staff in deciding the proper housing location for the inmate. Tower I inmates are under active Mental Health observation.

When inmates housed in Tower I, on the 7th floor are to be disciplined, they shall remain on the 7th floor under active mental health observation. If the inmate's mental health clinician determines he is suitable for disciplinary housing in Tower I Module 121, the inmate may be transferred to this module with a transfer request approved and signed by the clinician.

NOTE: All jail rule violations shall be documented on an Inmate Incident Report (SH-J-213), even if the inmate will obviously not be able to serve any disciplinary time. Refer to TTCF Unit Order 5-22-010, Inmate Discipline Procedures.

When inmates housed in Tower I, on the 6th floor are to be disciplined, the assigned or "on-call" clinician shall be consulted prior to transfer. The clinician shall determine if the inmate is appropriate for the Discipline Module, or to be moved to the 7th floor for observation.

NOTE: Most inmates placed in Discipline from the 6th floor will return there, so a movement order to G.P. is often not appropriate.

The Inmate Reports Tracking System (IRTS) has no provision for recording the concurrence or opinion of the Mental Health clinician. To provide the necessary record, deputies shall document the consult in the assigned Module "Red Book" Log, referencing the report number(s), and have the clinician sign (with employee number) adjacent to the entry. The clinician may list recommendations, if any, or indicate "consulted."

NOTE: The Mental Health clinician is not making a judgement of whether the inmate should be disciplined or not. He is merely determining if the inmate can withstand being housed in a disciplinary setting.

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## • • 5-08-080 Correctional Treatment Center Discharge Procedures

PURPOSE OF ORDER:

To establish the procedure for discharging an inmate from the Correctional Treatment Center and returning him to general population housing.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Twin Towers Correctional Facility (TTCF).

ORDER:

Inmates are temporarily housed in the Correctional Treatment Center (CTC) for medical or mental health treatment. When these needs are met and an inmate is fit to return to general population, the following procedures shall be followed:

- If the inmate requires medication or additional psychiatric care, personnel from Medical Services or Mental Health Services will assign the inmate to the appropriate housing location based on availability.
- The assigned escort deputy for each floor will meet with the nursing staff at the respective floor and receive a transfer list. The deputy will escort the inmates to their newly assigned housing location within TTCF or Men's Central Jail (MCJ). CTC custody personnel will contact module staff at the inmate's newly assigned housing unit and inform them of the transfer.
- If an inmate under mental observation status is to be transferred to MCJ, the escort deputy will ensure the inmate is de-classified at IRC Classification during the transfer to MCJ. Nursing staff shall provide the escort deputy with the necessary forms.

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**• • 5-08-140 Safety Check Procedures For Inmates Housed in High Observation/High Suicide Risk Housing Locations**

PURPOSE OF ORDER:

To establish policy and procedures for conducting safety checks for high observation inmates and inmates who are deemed to be high suicide risks.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Within the mental health and medical housing areas at Twin Towers Correctional Facility (TTCF) there are specific housing areas for inmates who are deemed seriously mentally ill, acute mentally ill, and high suicide risks. Inmates shall only be assigned to these housing areas as directed by mental health staff. Seriously

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mentally ill inmates shall receive two visual checks every hour (2/60). Acute mentally ill inmates and inmates who are high suicide risks are subject to and shall receive two visual checks every half hour (2/30), or more often as directed by mental health staff or medical personnel.

Twice per hour checks (2/60) are defined as: "Two visual checks of each cell/room and inmate that occur within each sixty minute period, each check occurring within thirty-five minutes of the previous check." Checks should be at random times, not in exact thirty minute increments.

Twice every thirty minute checks (2/30) are defined as: "Two visual checks of each cell/room and inmate that occur within each thirty minute period, each check occurring within twenty minutes of the previous check, with four individual checks being completed within each sixty minute period." Checks should be at random times, not in exact fifteen minute increments.

For instance, conducting checks at 0800 hours, 0819 hours, 0830 hours, and 0850 hours is within the definition of 2/30 checks and is permissible. Conducting checks at 0800 hours, 0812 hours, 0820 hours, and 0847 hours is not within the definition of twice every thirty minute (2/30) checks.

These checks shall be logged by custody personnel, in real time, on the Pod Security Check Logs or by use of the Morse Watchman Data Recorders. Refer to TTCF unit order 5-08-141, Morse Watchman Data Recorders.

NOTE: Personnel are reminded to log the exact time the safety check is conducted, not a rounded off time, i.e., ending the time in a 5 or 0 if that is not the actual time.

### Observation Sheets

For the protection of custody and medical/mental health staff, certain inmates housed in CTC, to be pre-determined by medical/mental health staff, shall not only have the safety check logged by use of the Morse Watchman Data Recorder, but an observation sheet shall be initialed and the action of the inmate logged, i.e., sleeping, standing, eating, etc., as well.

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## • • 5-08-141 Morse Watchman Data Recorders

### PURPOSE OF ORDER:

This order shall establish policy and procedures for the use of Morse Watchman Data Recorders for safety checks in mental observation housing areas.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

### Morse Watchman Data Recorders

Modules T142, T151, T152, T161, T162, T171, T172, and all CTC floors shall have their safety checks logged by use of the Morse Watchman Series 2000 Data Recorders. The data recorders will document the time each check was started, along with the time each "station" or tab was recorded. There are stations or tabs in each pod or floor. All tabs must be read to complete a "tour sequence" or safety check. If checks have been missed due to disturbance or any other emergency, the reason and time period missed shall be logged in the Uniform Daily Activity Log (UDAL) by the floor bonus line deputy.

At the beginning of EM shift each day, the floor sergeant shall ensure the data recorders are down-loaded. It shall be the responsibility of the floor supervisor, to ensure the safety checks are conducted according to established policy. Once per shift, each assigned floor supervisor shall audit the previous day's report for their respective shift, to ensure compliance. This shall be logged in the UDAL with the date, time and signature of the supervisor. Refer to TTCF Unit Order 4-08-350, Uniform Daily Activity Log.

The Morse Watchman System Administrator shall ensure the reports are automatically stored on the Sheriff's Data Network when downloaded from each module. The reports shall be kept in the computer for a minimum of two (2) years.

Whenever a Morse Watchman Data Recorder becomes inoperable, module personnel shall take the recorder to the Morse Watchman System Administrator as soon as possible for replacement.

For additional information regarding usage of the Morse Watchman Data Recorder refer to the attached addendum located at the end of Chapter 5, Unit Order folder titled, "Morse Watchman Tower Control Booth Instructions" and/or "Morse Watchman Module Instructions."

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## **• • 5-08-150 Archiving And Retention Period Of Movement Sheets For Mental Health Housing Areas**

### PURPOSE OF ORDER:

To establish policy and procedure for the archiving and retention of movement sheets for the mental health housing areas.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Twin Towers Correctional Facility.

### ORDER:

There are two movement sheets utilized to document the movement of the mentally ill patients who are housed within the mental health housing areas of this facility. One movement sheet is used to document the movement of mentally ill patients within the facility and the other movement sheet is used to document the movement of



Twin Towers Correctional Facility Unit Orders

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patients who have been declassified from mentally ill status and are transferred to another custody facility (refer to the attached example movement sheets).

These movement sheets shall be completed by the mental health staff person who is requesting the movement of the patient. The movement sheets will be given to the Officer/Deputy working the control booth from the floor where the patient is being moved.

Tower 1 Officer/Deputy will then deliver the movement sheet to the Tower 1 Transfer Center and place it in the designated box labeled PPO. PPO will be responsible for picking up the movement sheets and updating the computer and/or paperwork on a daily basis. PPO will be responsible for generating an in-house transfer list for movement on PM shift. PM shift Transfer Center shall generate all movement passes and make the appropriate wristband according to the assigned floor and classification. The floor Deputy/Officer will be responsible for retrieving the appropriate wristband from the Transfer Center and placing it on the inmate prior to moving the inmate to the

05-24-05 5-08-150

designated module and/or facility.

Tower 2 Officer/Deputy shall deliver the movement sheets directly to the PPO office for Tower II movement. PPO will be responsible for classifying the inmate, generating a pass, and making the appropriate wristband.

PPO will file and store all movement lists for a period of five years. Weekend and Holiday movement requiring de-class or classification, will be completed by faxing the movement sheet to the Inmate Reception Center (IRC). Once the movement sheet has been faxed to IRC, it should be marked "faxed" and placed in the appropriate PPO box located in the Transfer Center. All module officers should not accept inmates without the appropriate JRC, wristband and/or Behavioral Observation Sheet. Movement shall not take place until the inmate is updated by the PPO and/or IRC office. The Officer/Deputy will keep the original and make two copies. The copies of the movement sheets will be forwarded to the appropriate Transfer Center.

The Transfer Centers will retain one copy (which will be kept in the Transfer Center for 30 days) and forward the second copy to the Operations Office. Each shift is required to forward the movement sheets from their respective shift to the Operations Office located on the 8th floor on a daily basis. The Operations Office will scan the movement sheets, place the information on a floppy disc and archive them. The archived copies of the movement sheets will be kept for five years.

APPROVED BY:            ON FILE  
ALICE E. SCOTT, CAPTAIN  
DATE:                    05-24-05

JAIL MENTAL HEALTH SERVICES    DATE \_\_\_\_\_

FORENSIC OUTPATIENT PROGRAMS MOVEMENT LIST FOR: (Please circle area)

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131 - 141 - 151 - 161 - 171  
132 - 142 - 152 - 162 - 172 A B C  
241 - 242 172 D E F

FOR MOVEMENT OF INMATES TO NON-MENTAL HEALTH HOUSING AREAS ONLY

The following inmates have been evaluated and determined not to require mental health housing at this time. They have been assessed as currently having low risk potential for suicide. They do not require "M" or "S" special handling classification at this time.

NAME

BOOKING #

FROM

TO

CLINICIAN  
CONTINUE PSYCH MEDS

COMMENTS  
TIME OF ACTUAL MOVEMENT

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ER:jkw (Revised 05/19/05) Movement list

JAIL MENTAL HEALTH SERVICES DATE \_\_\_\_\_

FORENSIC OUTPATIENT PROGRAMS

MOVEMENT LIST WITHIN TTCF: (Please circle area)

131 - 141 - 151 - 161 - 171

132 - 142 - 152 - 162 - 172 A B C

241 - 242 172 D E F

NAME

BOOKING #

CELL

TO

CLINICIAN

CONTINUE PSYCH MEDS

COMMENTS

TIME OF ACTUAL MOVEMENT

# Twin Towers Correctional Facility Unit Orders

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• • **5-08-180 Physicians' Orders**

PURPOSE OF ORDER:

Occasionally, inmates with medical conditions will need items to assist in the treatment of their condition. Their respective physician may order that we receive these items. To prevent the introduction of contraband and/or inappropriate items, the physician's orders must be reviewed prior to issuance/acceptance of the

## Twin Towers Correctional Facility Unit Orders

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items. This order shall apply only to items brought into Twin Towers Correctional Facility (TTCF) from outside sources.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

Items ordered by a physician for any inmate housed in TTCF, and brought to the facility from any source other than an authorized vendor, shall be subject to the provisions of TTCF Unit Order #5-21-310, Allowable Inmate Property, regarding contraband. All medication received from outside sources shall be examined by the TTCF Pharmacy and then repackaged for issuance to the inmate.

All Physicians' orders and subsequent medical items shall be routed to the Medical Liaison Unit for processing and issuance. An item must meet the approval of the Medical Services Bureau Sergeant or Medical Liaison Unit before it can be issued. If the aforementioned are not available, the TTCF Watch Commander/Sergeant shall make a determination regarding the item.

Physicians' orders that do not meet the requirements of the unit order regarding contraband shall not be accepted, and the requesting Physician shall be notified in writing by the Medical Liaison Unit. All efforts shall be made to comply with any approved order in a timely manner. If possible, the inmate's outside source should be directed to contact the Medical Liaison Unit at (213) 893-5676 to arrange delivery of the approved item.

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## • • 5-08-190 Pharmaceutical Deliveries

### PURPOSE OF ORDER:

The pharmacy that serves Custody Division is now located at TTCF inside of security, on the fourth floor of the Medical Services Building. This order shall establish policy to ensure the security of all pharmaceutical deliveries and Twin Towers Correctional Facility.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The Custody Division Pharmacy is now located on the fourth floor of the Medical Services Building. Various pharmaceutical vendors make regular deliveries to the pharmacy via private contract courier or UPS.

Deliveries may be made in private, unmarked vehicles (trucks or autos) or UPS vans. The pharmacy accepts deliveries between 0800 hrs. and 1700 hrs., via the CTC Entry Control Elevator #1.

Delivery personnel shall enter the facility through the West Entry Gate (at Vignes Ave.) and proceed to the West Inner Gate to CTC Entry Control. It shall be the responsibility of the West Entry Gate Control Officer (SSO) to notify CTC Entry Control personnel that a delivery is in route. Entry Control shall notify the pharmacy of the delivery.

CTC Entry Control personnel shall direct the delivery person to park in the closest parking stall adjacent to elevator #1. After exchanging the driver's valid California identification for a CTC Visitor Pass, he shall contact the CTC Control Officer to arrange an escort. The delivery person shall be escorted to the fourth floor pharmacy and back to CTC Entry Control. After the delivery has been made, CTC Entry Control personnel shall exchange the driver's I.D. for the CTC Visitor Pass and direct the driver to exit the facility via the East Gate.

#### CTC Visitor Pass

CTC Visitor Passes shall be maintained in the CTC Entry Control Booth for issuance to pharmaceutical delivery personnel. The Entry Control Deputy or Officer at the beginning and end of each shift shall account for all CTC Visitor Passes and notify CTC Control. The CTC Control Deputy or Officer shall ensure all passes are accounted for on the CTC Key Log, located in the CTC Control Booth

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### • • 5-08-310 Hunger Strike/Prolonged Fast

#### PURPOSE OF ORDER:

To establish procedure for handling inmates who are on a hunger strike or prolonged fast longer than twenty-four hours.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

All inmates shall be offered a diet which is nutritionally adequate. Those who choose not to eat, due to psychiatric, religious or other reasons, shall be closely monitored for symptoms of adverse physical reactions.

Housing officers shall record the time of each meal offered to the inmate and indicate if the inmate accepted or refused the meal and if any portion of the meal was consumed by the inmate.

Any inmate who refuses to eat, or there is reason to believe is not eating, for twenty-four hours or more, shall be treated in the following manner:

- He shall be escorted to the clinic for a medical evaluation. Refer to CDM 5-01/050.00, Handling Suicidal Inmates,
- The result of the evaluation, and any medical referral to or order for further evaluation or treatment will be communicated to the Watch Commander,



- The Watch Commander shall be advised wherever an inmate is on a hunger strike,
  - If an inmate is transferred to CTC, the Watch Commander shall be notified.
- 

## • • 5-09-200 Temperature Screening

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the screening of all employees, contractors, and visitors' body temperature before entering the Twin Towers Correctional Facility (TTCF).

### **SCOPE OF ORDER:**

This order shall apply to anyone entering the TTCF building.

### **ORDER:**

Anyone entering the TTCF building is subject to a mandatory temperature check.

### **Temperature Testing Procedure**

The screening of employees, contractors, and visitors' body temperatures is to prevent the entry of those people with elevated temperatures, who are unaware they may be ill, and to avoid the spread of potential communicable diseases within the facility. The screening shall be conducted daily at the entry of the TTCF building.

Testing shall be done using the COHU HD Costar infrared camera and/or non-contact infrared thermometer. Social distancing and face covering requirements must be strictly enforced by the entry security officer or the deputy monitoring the infrared camera. A minimum distance of (6) six feet must be maintained at all times.

If the scanner's reading result is within the normal range of body temperature (equal to or less than 100.3°F [37.9°C]) then it is considered safe to allow access in to the TTCF. If a person's temperature is equal to or in excess of 100.4°F (38°C), the entry security officer or deputy shall follow the high temperature procedure below and retest the person. The person will not be allowed to enter the TTCF building until a safe body temperature has been recorded.

### **Re-testing Procedure**

- If the infrared camera temperature reading is equal to or greater than 100.4°F (38°C) the person shall be subject to a retest after a period of 30 minutes.
- Should the retest with the infrared camera temperature reading after 30 minutes be equal to or greater than 100.4°F (38°C), a handheld non-contact infrared thermometer shall be used to verify the reading.
- If the person's temperature is still reading equal to or greater than 100.4°F (38°C) with the handheld non-contact infrared thermometer, the person will not be allowed to enter the TTCF.

### **High Temperature Reading Procedure**

Following the re-testing procedures, the entry security officer or deputy shall discreetly instruct the person with an elevated temperature or flu-like symptoms to contact their supervisor. Anyone with a high temperature reading or displaying flu-like symptoms is encouraged to contact their healthcare provider for treatment and follow all directions from their healthcare provider. Department employees who are not permitted to enter or remain in the facility shall be allowed paid administrative leave time while the unit conducts further inquiry into whether or not the matter is work related, whether or not an employee will be referred to the Department's employee testing program, and how long any healthcare recommended quarantine period might be. The concerned supervisor shall make notification to the unit commander or designee, and the Custody Emergency Operation Center (CEOC) immediately via phone or email. In addition, the concerned bureau (e.g. Inmate Services Bureau [ISB], Facility Services Bureau [FSB], etc.) shall be notified of any contractor, vendor, or volunteer whose temperature is measured at or above 100.4°F and/or who displayed flu-like symptoms.

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## • • 5-15-011 Disposition of Low Bail Warrants

### PURPOSE OF ORDER:

To establish policy for Twin Towers Correctional Facility Visiting personnel in the disposition of low bail misdemeanor warrants.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

The following policy is set for the Visiting staff concerning the arrest of felony and certain misdemeanor warrants that become known to staff in the performance of their duties.

All persons attempting to visit, who are determined to have a felony warrant, will be arrested with the approval of the on-duty Watch Commander and be immediately transported to the Inmate Reception Center for booking.

Persons attempting to visit with misdemeanor warrants in bail amounts exceeding \$5,000 dollars and/or a misdemeanor warrant for the following offenses, regardless of the dollar amount, will be arrested with the approval of the on-duty watch commander:

148.10(a) PC  
166(c)(1) PC  
243(e)(1) PC  
262 PC  
273(d) PC  
273.5 PC  
273.6 PC  
311.1(a) PC

311.2(a)(b)(c) PC  
311.3(a)(d) PC  
311.4(a) PC  
311.11(a) PC  
314.1 PC  
647.6 PC  
649.9 PC  
1203 PC  
3056 PC  
4011.6 PC  
4532 PC  
2800.1(a) VC  
2800.2(a) VC  
23152(a)(b) VC

All other misdemeanor warrants with a bail amount less than \$5,000 dollars, unless otherwise approved by the on-duty watch commander, will be released on a Notice To Appear, if they have valid identification to the court in which the warrant was issued. The on-duty watch sergeant will be notified for approval for the release on a Notice To Appear.

Known gang members having warrants for gang related crimes, e.g., weapons laws, vandalism, assault, etc., will be arrested with the approval of the on-duty watch commander.

The Visiting bonus deputy will be responsible for the collection of the citations, which will be forwarded to the East Los Angeles Station Traffic Office for processing

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## • • 5-15-021 Videotaped Depositions

### PURPOSE OF ORDER:

To set forth the policies regarding videotaped depositions of inmates in the Twin Towers Correctional Facility.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

When an attorney requests a videotaped deposition of an inmate housed in the Twin Towers Correctional Facility, the following guidelines shall be given to him prior to approval of the request:

- The attorney must submit a written request to the TTCF Legal Unit a minimum of ten (10) working days prior to the date of the intended deposition. The request shall include the inmate's name, booking number,

housing location, date and time of the deposition, and the name and title of all participants.

- The written request must be mailed to TTCF or delivered to the Visiting Bonus Deputy, Monday through Friday. The Visiting Bonus Deputy will forward the notice to the TTCF Legal Unit without delay.
- The attorney requesting the videotaped deposition will be required to obtain a court order for the deposition. The original court order must be delivered to the TTCF Legal Unit at least two days prior to the scheduled videotaping. The attorney must supply battery operated equipment, and a qualified operator. All equipment to be used at the deposition shall be thoroughly searched prior to its admission to the facility, and prior to its leaving the facility.

The only areas that are authorized for videotaped depositions are the interview rooms adjacent to Module 211 in Tower II.

Attorneys involved in the videotaping must enter the facility through the Tower II visiting lobby. They must pass through the metal detector prior to entering the facility and are subject to search at the discretion of the Visiting Bonus Deputy. The attorneys shall be escorted from the visiting lobby to the interview rooms.

The inmate is not allowed to bring any personal property into the interview room, nor shall he be allowed to receive any property from the attorney. The inmate may only possess those items which are necessary for the preparation of his case. Any violation of this provision shall cause the deposition to be terminated and the attorney to be escorted from the facility.

The deputy who escorts the inmate to the interview room shall conduct a strip search of the inmate if permitted pursuant to TTCF unit order 3-09-310, Inmate Searches, prior to the start of the deposition and immediately at the conclusion of the deposition. The search shall be conducted in the interview room to afford the inmate a certain amount of privacy.

During the videotaping, the interview rooms adjacent to the room being used shall be left vacant, if possible. At no time shall any portion of the room where the videotaping is being done be obscured from the view of the module officer. The module officer and/or the escorting deputy shall ensure that the inmate is the sole subject of the videotaping. No videotaping of the interior of the facility shall be allowed.

If the jail administrators elect not to allow the videotaped deposition, the attorney(s) may seek a removal order in order to depose the inmate outside of the facility.

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## • • 5-15-030 Justice Inmate Video Conferencing System (JIVCS)

### PURPOSE OF ORDER:

The Los Angeles County Justice Inmate Video Conferencing System (JIVCS) is a multi-agency program between the Los Angeles County Public Defender's Office, the Probation Department, Sheriff's Department, and the Internal Services Department, under the auspices of the Information Systems Advisory Body (ISAB).

The system brings together three criminal justice agencies with a common need to interview inmates in the county jail system. The following policy has been developed to ensure proper procedure for the Justice Inmate Video Conferencing System (JIVCS).

## Twin Towers Correctional Facility Unit Orders

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### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

#### Objective of JIVCS

- Reduce inmate transportation,
- Enhance productivity of the entire justice system through the use of video conferencing technology.

#### JIVCS Schedule

The JIVCS schedule (for male and female inmates) shall be faxed to the Tower I Transfer Center (Monday through Friday). Tower I Transfer Center personnel shall deliver the male schedules to the appropriate modules in Tower I. The female schedules shall be delivered to the Tower II Transfer Center. Tower II Transfer Center personnel shall deliver the female schedules to the appropriate modules in Tower II.

NOTE: The JIVCS schedule shall also be delivered to the Watch Sergeant's Office, Tower I Visiting, and Tower II Visiting.

Transfer Center personnel shall ensure the schedules are delivered as soon as possible, to allow adequate time for module personnel to prepare the inmate and escort him to the JIVCS unit. Interviews are scheduled to begin at 0800 hours and conclude by 1800 hours.

#### JIVCS Roster

Each module shall be responsible for maintaining a roster of all scheduled interviews and any interviews scheduled, but not conducted or completed. Module personnel shall indicate what occurred, e.g., the interview was conducted, not conducted, or not completed.

On interviews not conducted or completed, module personnel shall provide the reason or cause. A full and complete explanation is required. At the end of each shift, module personnel shall be responsible for bringing the rosters to the appropriate Transfer Center. Tower II Transfer Center personnel are responsible for bringing the rosters to the Tower I Transfer Center.

Tower I Transfer Center personnel shall hold all rosters for Monday - Friday until the completion of the Video Conferencing on Fridays. All rosters shall then be forwarded to the system administrator (or his designee) by placing them in an envelope addressed to the attention of JIVCS System Administrator, and placing it in the Custody Support Services mailbox.

#### Location of the JIVCS Unit

The JIVCS units are located in the Attorney Room booth in the inmate visiting area of each module. Privacy and confidentiality of video conferencing communications between attorney and client shall be honored and

maintained.

#### JVCS Interview

Module personnel shall have each inmate at the JVCS terminal unit at or before the scheduled interview time.

NOTE: The Watch Sergeant shall call each applicable module to ensure all JVCS interviews take place.

Whenever an interview terminates early, provided both the next scheduled (Probation Officer or Public Defender) user and the next scheduled inmate are present at the terminals, the next scheduled interview may begin. The inmate shall remain in front of JVCS for the duration of the scheduled interview time block. When placing an inmate in front of JVCS, the following steps shall be followed:

- Verify the JVCS unit is on. If the green LED light above the 3M logo is flashing the unit is in sleep mode and should automatically turn on from an incoming call,
- If the green light is not flashing, ensure the unit is plugged in. If so, and the green light is still not flashing, contact the system administrator at (213) 473-6551,
- Place the inmate in front of JVCS. Everything else is automatic,
- If another inmate is scheduled to follow the prior inmate on JVCS, make sure the next inmate is placed in front of the machine at the designated time, whether or not the last inmate has finished their conference.

NOTE: Interviews are scheduled in thirty (30) minute blocks. If another interview is scheduled, time will be taken away from the following interview. The participating agencies are aware of the policy and should comply. If non-compliance on their part is experienced, contact the system administrator so the problem can be addressed.

JVCS interviews shall have priority over regular attorney room visits. If the attorney room is occupied with a regular attorney room visit at the time of a scheduled JVCS interview, the visitor shall be asked to leave the attorney room booth and be relocated to the regular visiting booth or to the opposite module's attorney room to conclude his business.

NOTE: Visiting shall receive a copy of the JVCS schedule. This should assist in the scheduling of regular attorney room visits.

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### • • 5-15-040 Inmate Marriage Procedures

#### PURPOSE OF ORDER:

Pursuant to Penal Code, section 2601 (f), "Civil Rights Retained" and Title 15 - Crime Prevention and Corrections, all inmates have the right to initiate specific actions, including marriage. In order to comply with state regulations, Twin Towers Correctional Facility (TTCF) has established policies and procedures governing inmate marriages.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to TTCF.

## Twin Towers Correctional Facility Unit Orders

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### ORDER:

Twin Towers Correctional Facility is a temporary place of detention and does not have a special location to conduct inmate marriages. As a consequence, an inmate temporarily detained who wishes to marry should be encouraged to first petition the Court of the jurisdiction in which his or her criminal prosecution is pending. The inmate should request the Judge of that court to perform the marriage solemnization during normal court hours in that court. If the Court refuses to marry the inmate, then the inmate should be encouraged to delay the marriage until she/he is released or transferred to where she/he will be confined (i.e., State or Federal prison).

If the inmate does not wish to petition the Court of jurisdiction, she/he may be married at their respective custody housing facility only during visiting, in accordance with the provisions of law and this procedure, subject to the prior approval of the watch commander.

The non-inmate spouse shall apply in writing to the Religious & Volunteer Services and attaching a photostated copy of the following items:

- Marriage Application
- Marriage License.
- Proper identification
- All Required documentation

The TTCF Legal Unit shall assess the request and based on the validity of the marriage license and the availability of the inmate, arrange for the marriage to take place within the 15 day period after the application and Documents have been approved by the Watch Commander.

Subject to any court order, the Sheriff's Department will not intervene to stop a marriage from taking place because of a spousal immunity issues.

The safety and security of inmates, custodial personnel, custody facilities, and the public, are paramount concern in situations wherein an inmate has requested to marry.

The following procedures shall apply for inmate marriages:

- Marriage in the County Jail shall be permitted between an inmate and a non-inmate spouse only.
- An inmate may be married only during professional visit hours;  
Wednesday - Friday 0900 -1600hrs 1730-1800 hrs.
- Attending spouse, and witness are subject to search at any time while on the jail grounds.
- The visiting staff shall conduct a records check via JDIC/CLETS to verify the identity of the attending spouse, witness, and the individual solemnizing the marriage, prior to allowing them into the visiting areas.  
Refer to TTCF Unit  
Order 5-15-010 Public Visiting.
- The number of persons, including the person solemnizing the marriage, spouse, and guest shall be limited to, and subject to, the standard visiting rules set forth at the housing facility ( i.e. spouse, minister, & witness).
- Inmate marriages shall be solemnized by an individual authorized to solemnize marriage as designated by California Family Code, Section 400: A priest, minister, or rabbi of any denomination.
- During the ceremony, the couple will be separated by glass.
- There can be no touching or kissing.

## Twin Towers Correctional Facility Unit Orders

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- There shall be no inmate guests.
- No rings shall be passed to the inmate.
- No provisions shall be made for special religious or other ceremonial requests.
- Visiting deputies or floor deputies shall only assist in the solemnization by passing the marriage license and corresponding documents through the "pass through window" and shall not act as a "witness."

NOTE: ALL information on the marriage license MUST be legible, unambiguous and reproducible. DO NOT change any information on the license, cross out information, use white out, etc.

### General Information:

You do not need to be a California resident to marry in California.

Only an unmarried male and unmarried female may marry in California.

Marriage by proxy is NOT allowed in California. Family Code, Section 420 (a) requires the spouse, marriage officiant and witness if applicable, be physically present together in the same location for the marriage to be performed.

Blood tests are NOT required to obtain a marriage license in California.

Valid picture identification is one that contains a photograph, date of birth, an issue and expiration date, such as state issued identification card, driver's license, passport, military identification, resident alien identification card, identification card issued by the Mexican Consulate's Office, etc.

### DISABLED VISITORS

The visiting staff shall make every effort to assist those visitors who require accommodation due to their disability.

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## • • 5-16-010 Inmate Showers

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures to ensure compliance regarding hygiene for inmates within the Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

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

### ORDER:

At the minimum, inmates shall be permitted to shower upon assignment to a housing unit, and at least every other day or more often if possible. Inmates on work assignments and those making court appearances shall be permitted to shower daily.

The Module Officer and/or Custody Personnel shall log all showers given and refused on each shift in the Electronic Uniform Daily Activity Log (e-UDAL).



NOTE: Shower areas shall provide privacy for inmates while allowing staff to supervise.

Individual areas of the facility housing inmates with special medical or mental health needs shall adopt and facilitate a regimen to ensure compliance with Title 15, Section 1266, showering. They shall be specifically record for each individual inmate in the e-UDAL.

Correctional Treatment Center (CTC)

Inmates housed at CTC should have reasonable access to showers. Nurses will assist any inmates that require medical assistance to the showers. The schedule should be Monday, Wednesday and Friday altering month to month from AM (0500-1300) to PM (1300-2100) shift. Based on the operation requirements of the housing unit, it is at the discretion of Custody Personnel to allow access to the showers on scheduled date and time.

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## • • 5-17-011 Administrative Segregation Module Operations

PURPOSE OF ORDER:

In order to ensure the safety of inmates and staff and to comply with Title 15, the following guidelines regarding Administrative Segregation housing for male inmates shall be adhered to.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Twin Towers Correctional Facility has an Administrative Segregation housing unit for male inmates in Tower I. Administrative Segregation shall consist of separate and secure housing but shall not involve any deprivation of privileges more than is necessary to obtain the objective of protecting the inmates and staff.

Administrative Segregation is an option afforded to facility administrators for the maintenance of order, safety, and security. It is not and must not be used as punishment or discipline. Administrative Segregation and Discipline address two different interests and are two different functions. They are not interchangeable and shall not be confused with one another. Inmates on Administrative Segregation status shall receive adequate Title 15 privileges in order to attain the objective stated above.

A TTCF Lieutenant is assigned with the collateral duty of Discipline, Pre-Discipline, and Administrative Segregation. It shall be that Lieutenant's responsibility to ensure that policy is adhered to and there is a continuity in that adherence.

Classification

The following male inmates shall be Administratively Segregated (A/S):

## Twin Towers Correctional Facility Unit Orders

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- High escape risk (Red “E”),
- Prone to assault staff or other inmates (Red “H” or Blue “D”),
- Protective Custody (Soft),
- Incorrigible inmates that display an inability to function within a custody environment and/or have excessive disciplinary write-ups,
- K-1 and K-10 status inmates.

NOTE: Inmates on Pro Per status may be Administratively Segregated if deemed necessary by the floor Sergeant.

### Procedures

The floor Sergeant, via the chain of command, with the approval of the Unit Commander, places inmates on Administrative Segregation status after reviewing pertinent reports and investigations. The floor Sergeant shall periodically review the status of all inmates on A/S status in order to return those who no longer require segregation to general population.

### Administrative Segregation Housing Regulations

Inmates shall be placed on A/S status only by the floor Sergeant, and shall be housed in the following manner:

- Inmates, in Administrative Segregation housing, shall be housed alone and have their dayroom time alone, unless specified differently by the floor sergeant,

NOTE: “Soft” inmates may be housed together and may have their dayroom time together.

- All inmates housed in Administrative Segregation, other than “Softs” shall be handcuffed prior to and during movement out of their pod. Refer to TTCF Unit Order #5-03-040, Handcuffing of Inmates,
- A/S inmates shall remain in their cells during religious services. The Chaplain may perform the service in the dayroom for everyone to listen to, or individually by going cell to cell.

### Administrative Segregation Activity Log Book and Schedule

NOTE: All dayroom time and outdoor recreation time shall be logged in the red Tower I Administrative Segregation Activity Log Book. If an inmate refuses his time out of his cell, it shall be documented “Refused by inmate” and the time of the refusal.

The module officer shall be responsible for giving each inmate dayroom and/or telephone time in accordance with the schedule below:

### MODULE 132 “A” POD DAY ROOM/TELEPHONE SCHEDULE

#### SUNDAY

DAY SHIFT-----UPPER TIER

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PM SHIFT -----LOWER TIER

MONDAY  
DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

TUESDAY  
DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

WEDNESDAY  
DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

THURSDAY  
DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

FRIDAY  
DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

SATURDAY  
DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

Dayroom and/or telephone time shall be entered in the module's Title 15 Uniform Daily Activity Log (UDAL).

#### Safety Checks

Thirty minute visual safety checks shall be conducted and logged in the UDAL. Refer to CDM 4-11/030.00, Inmate Safety Checks.

#### A/S Property

All inmates housed in Administrative Segregation shall keep all their property with them. They shall be allowed to shop commissary and have snack items.

#### Behavior Log Book

A black Tower I Administrative Segregation Behavior Log Book shall be maintained for all inmates administratively segregated. The Behavior Log Book shall contain information regarding any notable or unusual occurrences. All incoming inmates shall also be logged in the book, making sure to include all pertinent information, such as:

- Why the inmate is A/S,
- Who brought the inmate to A/S,
- What type of wristband the inmate is wearing,
- What type of classification the inmate is.

All entries in the Behavior Log Book shall be complete and to the point. Supervising Line Deputies shall ensure these guidelines are observed. The Behavior Log Book is an official Department document and personnel shall be professional in their comments.

#### Retention

Behavior Log Books shall be archived in the Prisoner Personnel Office (PPO) for a period of three years.

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### • • 5-17-012 Housing For Protective Custody (Soft) Inmates

#### PURPOSE OF ORDER:

To create a policy regarding the housing of Protective Custody “soft” inmates at Twin Towers Correctional Facility.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

TTCF shall be responsible for housing male “soft” inmates temporarily in the Tower I Administrative Segregation housing module. Refer to TTCF Unit Order 5-17-011, Administrative Segregation Module Operations (Tower I).

NOTE: In order for an inmate to be a legitimate “soft,” they must be classified in the computer (IC10 screen) as such by IRC.

IRC Classification shall be responsible for contacting the TTCF Administrative Segregation module, Monday through Friday, to verify if there are any “soft” inmates to be transferred to another custody facility. If the

Administrative Segregation module officer has not received a telephone call by 1200 hours, he shall call IRC Classification at (213) 893-5367 and notify them there is a "soft" inmate that needs to be put on the transfer line.

Once the module officer receives a pass, he shall immediately make the necessary arrangements to transfer the inmate to IRC.

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• • **5-17-020**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the donning of NIOSH-rated N-95 respiratory masks when assigned to, or working at, the Correctional Treatment Center (CTC), located within the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, or working in, the TTCF.

ORDER:

The LASD Manual of Policy and Procedures (MPP), section 3-02/040.25, "Employee Exposed to Communicable Disease," states: "Disposable face masks (NIOSH N-95) should be utilized by employees when in contact with known or suspected contaminated individuals or large amounts of possible contaminated fluids."

In accordance, all personnel entering, working in, or assigned to the CTC shall don an N-95 respiratory mask (or equivalent) whenever coming within six (6) feet of any inmate housed, working in, passing through, or being admitted to or released from the CTC. Inmate workers working in the CTC shall also don a protective mask as designated by the CTC supervisor, when entering and working in the CTC.

These procedures shall be followed at all time unless, there are exigent circumstances, approval of the watch commander or CTC floor supervisor to deviate from the order, or at the direction of Correctional Health Services. These procedures are contingent on the availability of the supply of appropriate protective masks.

The unit commander or their designee may expand or contract these procedures to other areas of the TTCF as they deem necessary. The unit commander or their designee shall have sole authority to authorize the termination of these procedures. A permanent termination of these procedures shall result in the formal rescission of this unit order.

06/05/20 TTCF

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• • 5-17-030

PURPOSE OF ORDER:

Past practice has revealed that the possibility for an escape is highly increased whenever an inmate is taken out of Twin Towers Correctional Facility and transported to a hospital such as LAC+USC Medical Center (LCMC) for any medical procedure. The following order has been established to address security procedures for personnel transporting and escorting inmates out of the facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

When medical personnel determine the need for the transfer of an inmate from TTCF to LCMC for any non-emergent medical reason, the following guidelines shall apply:

Clinic Custody Personnel

- Clinic custody personnel shall be responsible for notifying the Facility Control Bonus Deputy that an inmate needs a non-emergent medical transfer to LCMC.
- Clinic custody personnel shall also notify the inmate's module officer that the inmate is being transported to LCMC. The module officer shall enter the inmate's name on the Temporary Movement Log.
- Clinic custody personnel shall be responsible for escorting the inmate and all necessary medical documents to the respective Tower Loading Dock or CTC Compound. Clinic custody personnel shall ensure that the inmate is secure before returning to their assigned location. At no time shall the inmate be escorted through non-secure areas of TTCF.

Facility Control Personnel

- Facility Control personnel shall select and advise a deputy that they will be transporting and/or escorting an inmate to LCMC.
- All inmates shall be transported to and from LCMC by two deputies, unless otherwise directed by the Watch Commander.

NOTE: For definition purposes, the Transporting Deputy shall be the driver and the Escorting Deputy shall be responsible to stay with the inmate while he/she is being treated and/or admitted to the hospital. The Transporting Deputy shall remain with the Escorting Deputy and the inmate until the inmate is secured in an area of the hospital.

- If the inmate needs to be transported via ambulance, sufficient deputy personnel shall accompany the inmate in the ambulance, in accordance with the inmate's security level. A deputy shall also follow the

## Twin Towers Correctional Facility Unit Orders

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ambulance in a radio car or van.

- Any female inmate requiring transportation to LCMC shall be accompanied by a female Escorting Deputy. Any male inmate requiring transportation to LCMC shall be escorted by a male Escorting Deputy.

NOTE: The Transporting Deputy does not need to be the same sex as the inmate.

- A Facility Control designee shall check the security level and special handle, if any, of the inmate via the IC10 and SI01 screen, print it out and give the printout to the escorting and transporting deputies.
- Facility Control personnel shall complete a Twin Towers Correctional Facility Hospital Run Form for all injured or ill inmates requiring transportation to a hospital. Routine hospital movement (e.g., scheduled appointment, dialysis, etc.), does not require the completion of a TTCF Hospital Run Form.

NOTE: If an inmate injury or altercation necessitates a hospital run, the existing reference number drawn for the Inmate Injury Report or SHAD-49, may be used for the Hospital Run Form.

- The completed form shall be forwarded to the Watch Commander for review and entry into the Watch Commander's Log. The Watch Commander shall thereafter forward the form to the TTCF Operations Office.

### Escorting and Transporting Deputy

- The Escorting and Transporting Deputies shall be fully suited, including a Sam/Sally Brown Gun Belt, Protective Vest (optional) and a facility radio. Personnel who do not own a protective vest may check out a TTCF facility vest with the Watch Sergeant. Upon return to TTCF, the vest must be checked back in.
- Facility keys shall be returned to the respective Tower Control Booth prior to leaving the facility. Keys shall not be left in an assigned work area or locker.
- The Transporting Deputy shall check-out a transporting vehicle in the Watch Sergeant's Office. The log shall be properly filled out, including name, date destination, starting mileage, ending mileage (upon return) and total miles driven (upon return).
- The Facility Control Bonus Deputy shall be notified by the Transporting and Escorting Deputy upon their return from LCMC. Escorting and Transporting Deputies shall inform their floor supervisor as well as their respective Tower Control Booth that they are escorting to LCMC and shall check back in when they return.
- Once the inmate is secured in the transporting vehicle, the transporting deputy shall advise Facility Control of their status. For example, personnel shall voice via the radio, "Facility Control be advised Deputies Smith and Johnson are 902 Henry" (En route to Hospital).
- Once the deputy has left the facility, they shall change the radio frequency to SCC access.
- The call sign for TTCF is G9 (George 9).

LCMC - ER "1350", Open Wards and 13th Floor - Jail Ward

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- Enter LCMC via the Zonal Avenue entrance. The LCMC - ER entrance is located by driving past the left side of the second guard shack. Drive up the ramp and park in the parking spaces provided for “police vehicles”.
- All inmates shall be taken through the double glass doors and escorted to the “Emergency” area for initial assessment.
- All inmates, except scheduled clinic appointments, must be screened by a Department of Emergency Medicine (D.E.M.) physician in the main emergency area (Room 1350) before proceeding to the Jail Ward.

An inmate, who in the judgement of the screening physician is inappropriate to be taken to the Jail Ward, shall remain in the main emergency area (Room 1350) for evaluation, stabilization and disposition.

NOTE: Deputies are reminded that an inmate shall never be left unattended.

- Escorting Deputies may be required to escort an inmate to various areas of the hospital for additional medical evaluation before the inmate is admitted into a hospital ward. At no time shall the inmate be left unattended. Doctors do not dictate the level of security the Sheriff Department provides. If there is a dispute, contact the LCMC Sergeant at (323) 226-4558.
- Emergency room physicians are solely responsible for the placement of inmates. If an inmate is to be transferred to the 13th floor Jail Ward, the deputy shall escort the inmate down the main corridor to the elevators designated “Jail Ward Elevator #300B” and take the elevator to the 13th floor. The elevator button is located on the right side of the elevator doorway.

NOTE: Remember that LAC+USC Medical Center is an Indigent Trauma Hospital. The emergency room, waiting areas and many other hospital areas often have wanted persons, gang members, etc. receiving treatment, waiting for someone, lingering around, etc.... Think Security and Officer Safety.

- Once at the 13th floor Jail Ward, the deputies shall obtain a gun locker keys from the Entry Control Booth Deputy. The deputies shall secure their weapons and retain the key in his immediate possession at all times. A baton may be brought into the Jail Ward, however it must be secured behind the front desk area.
- The LCMC Booking Deputy will ask the Escorting Deputies for the following information:
  - Inmate’s name
  - Charge
  - Security level
  - Special handle, if any
  - Medical problem
- The Escorting Deputy shall remain on the 13th floor Jail Ward until the inmate is treated and/or disposition is given as to whether the inmate will be admitted or will return back to TTCF. Once the inmate is admitted and authorization is given by the jail ward to leave, the deputy shall return to TTCF.
- In the event that deputies are kept in the Emergency Room, Jail Ward or Unit II- Women & Children’s Hospital through a lunch period, a meal may be provided for them. Request a relief from the Jail Ward desk at (323) 226-4563. Lunch breaks will be provided only when Jail Ward personnel are available. Deputies may



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obtain a meal pass from the on-duty LCMC Sergeant or if you are at Unit II, the relieving deputy will give them a pass. Meals are not available on EM shift.

- Inmate security is the responsibility of the Escorting Deputy. The deputy shall remain with the inmate until properly relieved and/or the inmate is admitted and authorization is given by the jail ward to leave.

NOTE: For emergent inmate transportation, refer to Unit order 5-08-120, Paramedic and Ambulance Response to TTCF.

### Inmate Transfers to Unit II - Women & Children's Hospital Ward

- The majority of the female inmates transported to LCMC for pregnancy related hospital care will require that they be seen at Unit II - Women & Children's Hospital. The hospital is approximately 1/8 of a mile from LCMC at Mission Road and Zonal Avenue (S/E corner). There are no deputy personnel assigned there. Deputy back-up is about 5-8 minutes away. Safety Police can be summoned by dialing 3333 from any phone in the hospital.

- Upon arrival at Unit II - Women & Children's Hospital with a female inmate, the Escorting Deputy shall check in at the nurse's station. The designated emergency treatment areas of Unit II are 2M33 and 8L.

- The deputy shall call Facility Control and the LCMC Jail Ward Desk Deputy, at extension 4563, and advise that they are with an inmate waiting to be seen in Unit II. The deputy shall also give a call back number so they may be reached if needed.

- Should the inmate be moved from floor to floor for various exams, x-rays or to the labor room, the Escorting Deputy shall remain with the inmate at all times. The deputy shall call and advise Facility Control and LCMC Jail Ward Desk of a floor change as well as give a new call back number.

- When female inmates are moved to 5L/M (active/high risk labor area), they are not to be chained with a security chain or hand-cuffed to the bed rail. The escort deputy shall position herself outside the room within view of the inmate.

EXCEPTION: When an inmate is classified as a high security risk (assaultive, escape risk, etc.) and there is a concurrence of the charge nurse on duty. If an issue arises with the medical staff or the security of the inmate, contact the on-duty watch sergeant at the jail ward (323-226-4558).

- The Escorting Deputy shall remain at Unit II until the inmate is treated and/or disposition is given as to whether the inmate will be admitted or will return back to TTCF. If the inmate is admitted to Unit II the deputy shall notify the LCMC Jail Ward desk at extension 4563. The Escorting Deputy may leave once properly relieved by a LCMC Jail Ward Deputy.

APPROVED BY:        ON FILE  
IRMA BECERRA, CAPTAIN  
DATE:                04-27-07

Twin Towers Correctional Facility Unit Orders

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TWIN TOWERS CORRECTIONAL FACILITY  
HOSPITAL RUN

Date: \_\_\_\_\_

Reference #: \_\_\_\_\_

Time Out: \_\_\_\_\_ Time In: \_\_\_\_\_ Total Hours : \_\_\_\_\_

Mode of Transportation: (circle one)    Radio Car    Ambulance    Ambulance/Paramedics

Inmate Information:

Booking #  
Last Name  
First Name

Housing Location  
Altercation Y/N  
Hospital  
Reason

Staff Information:

Employee #  
Last Name  
First Name  
Overtime Y/N

Form completed by: \_\_\_\_\_ Emp#

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• • **5-17-040 Court Line Procedures**

PURPOSE OF ORDER:

To establish procedures for moving inmates from Twin Towers Correctional Facility to Inmate Reception Center for court.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Monday through Friday, with the exception of holidays, court passes are generated by IRC and sent to each module at TTCF.

When a module officer receives the court list, he shall verify the inmate's location as listed on the court pass with the JRCs. If an inmate is listed on a module's court list, but is not assigned to the module, the module officer shall make every attempt to locate the inmate and notify the module officer at the inmate's housing location of the request for court appearance. If there is a discrepancy, he shall notify the floor bonus deputy and the IRC Courtline deputy. All inmates going to court shall be placed on the Temporary Movement Log to show that they are in court.

EM Tower I Transfer Center personnel shall make a copy of the court list and deliver it to Medical Services staff in order to allow them to prepare medications for courtline pill call.

The module officer shall wake up the inmates on the court list at 0430 hours, and, after they are dressed,

release them into the dayroom where they will be given breakfast. Exceptions to this procedure are:

- Disciplinary Isolation Modules, Administrative Segregation, Pre-Discipline, and CTC inmates shall be fed in their cells,
- Inmates from the 7th floor shall be awakened, fed, dressed in their cells, and then shall be waist chained prior to being escorted to IRC.

Module personnel shall distribute the court passes to the inmates. Any inmate requiring "pill call" shall be given his medication in his housing module by the nurse prior to being escorted to IRC. When all inmates have received their medication, module personnel shall escort the inmates to IRC. Should movement require the use of inmate elevators, all inmates shall be directed to face the rear of the elevator during the movement. Refer to TTCF Unit Order 5-03-010, Inmate Movement and Escorting Procedures.

On Day shift the following classification of inmates assigned to court shall be escorted to the respective Transfer Center holding tanks:

- Late court,
- SVP,
- K-11,
- Civil Commitment (e.g., non-compliant with child support orders),
- Contempt of court.

Transfer Center deputies shall then escort the courts to IRC. Inmates housed within CTC shall be escorted to Courtline by CTC custodial personnel. If additional personnel are needed, any available deputies shall be utilized.

"Miss-outs" from the morning court list shall be identified by the IRC Courtline deputy. He will contact the individual modules regarding the miss-out(s). The module officer shall ascertain if the inmate(s) is still in the module. If the inmate is located, he shall be escorted by a module deputy to the Courtline desk. If an inmate is not in the module, the module officer shall contact the appropriate Transfer Center custody assistant and request he locate the inmate. The module officer shall notify the IRC Courtline deputy that the Transfer Center custody assistant has been tasked with locating the inmate.

#### Refusals

If an inmate refuses to go to court, module personnel shall notify their floor bonus deputy and sergeant. Module personnel shall videotape the bonus deputy and sergeant as they talk to the inmate in an attempt to get the inmate to go to court. The videotape shall be properly labeled with the date, the inmate's name, and the inmate's booking number.

Every attempt shall be made to explain the importance of going to court. If the inmate still refuses, the watch commander shall be notified. An evaluation of the situation shall be made based on all factors, e.g., inmate's health, mental well being, etc. Once the watch commander has received the inmate's refusal on tape, he shall ensure the respective court's judge is notified of the inmate's refusal and all relevant information, including but not limited to the supervisor's assessment of the inmate's physical and mental condition, and that reasonable force may be required to deliver the inmate to court. Once the watch commander no longer requires the tape, it shall be forwarded to TTCF Administration (Rm. E892) for storage.

If the judge insists the inmate be brought to court, the Unit Commander shall be notified. With the Unit Commander's permission, a cell extraction may take place. If the Unit Commander is unable to be contacted, notification attempts shall be listed on the Watch Commander Extraction Checklist. The watch commander may then direct the extraction to proceed. Refer to CDM 5-05/080.00, Cell Extractions, CDM 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates and TTCF Unit Order #3-02-300, Contact with Insubordinate Inmates.

An Inmate Discipline Report (SH-J-213) for insubordination or refusal to obey a direct order shall be written in all cases of inmates refusing to leave their cells. The conversation between the Custody supervisor and the court shall be documented in the Discipline Report including, the time of the conversation, the Custody supervisor's name and employee number, the judge's name, the name and division number of the court having jurisdiction, the court's phone number, and the judge's decision.

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## • • 5-17-080 Outside Work Crew (OSWC) Procedures

### PURPOSE OF ORDER:

Outside Work Crews (OSWC=s) are assigned to work outside security at various locations within the county to assist in compliance with Title 15 regarding maintaining an acceptable level of cleanliness, repair and safety within county facilities. The following guidelines have been established to assist OSWC supervisors in maintaining control of the inmates.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

Twin Towers Correctional Facility has an area designated for male OSWC=s Module 272, Pods A and B Male inmates assigned to the OSWC=s shall be screened for wants and warrants. In addition, their criminal history shall be screened for any disqualifying criteria. The Prisoner Personnel Office (PPO) staff shall be responsible for maintaining and managing the OSWC program.

The following procedures outline the process by which the OSWC=s are checked out to authorized OSWC supervisors and are checked back into Twin Towers Correctional Facility.

#### Checking Out Crews

OSWC supervisors shall enter the Twin Towers Correctional Facility via the west entrance gate located on Vignes St. They shall park their vehicles in the TST compound and proceed to the IRC entry slider. If the OSWC supervisor needs a facility pass, he shall retain one at the IRC entry slider.

Next, he shall go through IRC to the Tower II Transfer Center where he shall identify himself to the Transfer Center Officer and inform him that he will be picking up the OSWC. The Transfer Center Officer shall notify

Module 272 and advise them to prepare the OSWC for the crew supervisor in route.

Module 272 personnel shall pull the pre-printed work list for the OSWC prepared by the PPO staff. The Module Officer shall call out only those names that are on the work list. No additions shall be made unless pre-authorized by the PPO staff.

When the OSWC supervisor arrives at Module 272 he shall remain in the staging area until the OSWC is brought out to him. Once the inmate workers are in the staging area, both the module personnel and the crew supervisor will verify inmates on the crew check out list against the inmates' wristband. Next, a sack lunch will be provided for each inmate worker. Both parties shall sign the check out form confirming the transaction. The Module Officer shall retain the top original sheet and the crew supervisor shall take the remaining forms.

The OSWC and crew supervisor shall proceed down the elevator to the Transfer Center where they shall give one of the two remaining work lists to the Transfer Center. (The OSWC supervisor shall keep the last copy). Transfer Center personnel shall check and confirm that the inmates on the work list correspond with the inmate workers going out. When the check is complete, the OSWC supervisor and the OSWC shall go through IRC and out to the TST compound where they will exit the facility, via vehicle.

#### Checking in Crews

Authorized OSWC supervisors returning OSWC=s shall enter Twin Towers Correctional Facility via the West Gate entrance located on Vignes St. They shall park their vehicle in the TST compound and proceed to the IRC Entry Slider. If the OSWC supervisor needs a facility pass, he shall retain one at the IRC entry slider.

Next, he shall go through IRC with the OSWC walking in a single file line to the Tower II Transfer Center. The OSWC supervisor shall identify himself to Transfer Center personnel and inform them he is returning the OSWC. Transfer Center personnel shall retrieve the signed check out list corresponding with the returning crew and confirm the inmates returning with the list. At this time, the OSWC supervisor shall relinquish responsibility for the inmate workers to Transfer Center personnel. The inmate workers shall be held in the Transfer Center until they can be searched by available female custodial personnel. Once the OSWC has been searched, they shall be escorted back to Module 272 where they shall be checked in using the work list by Module personnel.

The Module 272 Officer shall place the completed OSWC work list in the yellow folder provided by the PPO for archiving.

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## • • 5-17-300 Special Handling Inmates

#### PURPOSE OF ORDER:

Historically speaking, it has been proven that proper intake, evaluation and classification of the jail population lends itself to a safer environment for inmates and staff alike. It serves to protect and segregate those incarcerated, as well as giving staff the ability to instantly assess an inmate's need for "Special Handling."

## Twin Towers Correctional Facility Unit Orders

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In the L.A. county jail system, the status "Special Handling" is reserved for those inmates categorized as "Escape Risk," "Dangerous," "Mentally Disordered," "Keep Away," (from other designated inmates) "High Bail," "A" Status, and/or "Medical Conditions." Special Handling inmates are identified by the color and classification symbol noted on their wristband. The following procedures shall ensure special handle inmates are properly classified and housed.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

#### Special Handling Requests

There may be an occasion when a deputy is requested to make an inmate a Special Handle. This could come from an attorney, the District Attorney's office, the inmate himself, or some other person. In these cases, a Special Handling Form (SH-J-181) shall be completed and, if male, sent to the Watch Commander for approval and signature. (See below for female inmates) Upon approval, the form shall be sent to the IRC Classification Unit for possible reclassification. During this process the inmate shall be isolated from other inmates until IRC has had a chance to review the request and a disposition is reached.

Persons requesting inmates to be placed on Status K-10 \*H\*, \*Z\*, \*E\*, \*V\*, K-9, or K-1, must realize that these inmates must be escorted at all times; and also, depending on their "Keep Away" classification, require segregation during transportation and at the court lockup.

#### Blue Bands

An \*A\* status indicates an inmate who shall be transported/escorted wearing the high security hand-cuff cover system. Prior to the application of the hand-cuff cover, personnel shall ensure the inmate has an \*A\* status classification.

#### Special Handling Request Forms

The special handling request shall include the name and telephone number of the officer(s) making the original request. The reason for the special handling request must be adequately explained and justified in writing. In the event that this information is not provided, the inmate shall be temporarily classified as a K-10.

If the special handling request is for a female inmate, the request shall be referred to the TTCF Prisoner Personnel Office (PPO). The PPO Deputy shall contact the requesting officer/agency and based upon the information received, make a recommendation as to the special handling status (i.e., no special handling, K-10, K-9, etc.). The TTCF Watch Commander shall review and sign the Special Handling Card. The PPO Deputy shall forward the Special Handling Card to IRC Classification for final review and reclassification.

NOTE: All special handling requests initiated from TTCF shall first be approved by the TTCF Watch

Commander.

Any de-classification of an active special handling card shall be referred to the IRC Classification Unit (for males) or TTCF Prisoner Personnel Office (for females).

Any de-class of a suspected prison gang member shall be referred to the MCJ Liaison Unit. A reasonable effort shall be made to contact the original officer requesting the special handling prior to de-classifying an inmate, when such de-class would directly affect the security intended by the requesting individual. The special handling de-classification request and the investigating unit's recommendation shall be forwarded to the handling unit's Watch Commander for final approval.

Processing Special Handling Requests: IRC

- Original special handling requests for female inmates shall be kept in the TTCF PPO file.
- Two copies of the special handling request shall be attached to the JRC and sent with the inmate to his housing location.

Special Handling Purge and Review Functions

The TTCF PPO Deputy shall update/purge all special handling cards for female inmates for the following reasons:

- The inmate's Keep Away(s) have been released from custody (K-2 through K-5 only).
- The originator of the special handling request or higher ranking member wants the inmate declassified or reclassified.

The IRC Classification Bonus Deputy and the TTCF PPO Deputy shall review all new and purged special handling cards for completeness and validity. They shall make required modifications in newly assigned special handling codes and shall also initiate special handling requests based on information obtained from their own investigations and interviews with inmates. The TTCF PPO Deputy shall also ensure all female special handle cards are updated in the computer.

Procedures for Suicidal or Mental Observation Special Handling Inmates

Deputy personnel who identify an inmate exhibiting unusual behavior which could result in injury to himself, to other prisoners, or staff, shall report this behavior as outlined in CDM 4-05/000.00, Psychiatric Referral Form, and CDM 5-01/050.00 Handling Of Suicidal Inmates.

Whenever a Mental Health professional determines that an inmate who has a special handling classification such as protective custody or keep away status (red wristband) is in need of mental health care, the inmate's health and safety shall be of paramount concern.

The Medical Liaison Sergeant, TTCF PPO Deputy, and Mental Health staff shall consult and determine the best suitable housing location for the special handling classification inmate who is in need of mental health care. Careful consideration shall be given to the security of the facility, the safety of staff and the inmate involved and continuity of mental health care for the inmate.



When special handling inmates (red wristband) are classified and housed, the following security procedures shall be followed:

- The inmate shall always be escorted by custodial personnel,
- The inmates shall not participate in any group activities,
- During Mental Health interviews outside the cell, the inmate shall be handcuffed and observed by custodial personnel at all times.
- Module personnel shall ensure Mental Health staff are made aware of the security procedure surrounding special handling inmates prior to inmate contact.

Inmates who are deemed mentally unstable and are housed in protective custody or who are on Keep Away status shall fall under the same security procedures used in the Behavioral Observation Modules.

Department of Mental Health (DMH) personnel shall evaluate the inmate before the inmate is housed to determine the appropriate level of housing (FIP, Suicidal or FOP) for DMH Intervention.

NOTE: In the event of an after hours conflict regarding the proper housing location of Behavioral Observation/Special Handling Inmates, the Watch Commander shall make the final determination as to where the inmate shall be housed.

### Procedures for Inmates with Medical Conditions

Certain inmates have medical problems requiring varying methods of treatment. Medical staff shall identify inmates having acute and/or chronic medical conditions that require medical treatment throughout their incarceration. Medical staff shall assign a colored wristband to these inmates.

This wristband shall be placed on the left arm and will be additional to the identification wristband required in the Custody Division Manual, section 3-09/000.00, Inmate Identification.

Personnel at any facility assigned to the intake and subsequent booking of all inmates shall visually examine each inmate for medical wristbands.

- An orange wristband identifies an inmate with an acute medical condition. An inmate with an acute medical condition shall remain housed within the Men's Central Jail and TTCF. If an inmate arrives at any other facility, excluding the Inmate Reception Center, personnel observing a colored wristband are responsible for immediately notifying their facility watch sergeant. The watch sergeant shall ensure that medical staff is immediately contacted, and that, if necessary, the inmate is transported to the Inmate Reception Center without delay.
- A teal wristband identifies an inmate with a chronic medical condition. Such an inmate can be housed in general population; however, if an inmate wearing a teal wristband is transferred to a new housing facility, the inmate shall be screened by medical personnel.

If an inmate deliberately removes a medical wristband, an Inmate Incident Report (SH-J-213) shall be written detailing the violation. If a colored wristband is removed, line personnel shall confirm with medical staff that the inmate requires such a wristband. If so, then medical staff shall replace the wristband.

• • **5-17-310 SEXUALLY VIOLENT PREDATOR INMATE GUIDELINES**

PURPOSE OF ORDER:

To establish guidelines governing Civil Commitment inmates in custody and to comply with the requirements of the Welfare and Institutions Code, Section 6600, Sexually Violent Predators (SVP). In order to abide by state law and Division policy while maintaining the integrity of the Facility's security and limiting potential liability for the Department and its personnel, the following policy shall be adhered to.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

SVP inmates shall be subject to applicable Department and Custody Division policies and procedures, Unit Orders, and Title 15 Standards and Compliance Guidelines. In addition, the following shall apply to handling and housing, unless temporary permission is obtained by the Legal Unit, SVP Lieutenant, on-duty Watch Commander, or Unit Commander:

Bedding and Clothing

SVP Inmates shall be entitled to and subject to all bedding and clothing guidelines as prescribed by Title 15.

Upon availability, and as a courtesy, SVP inmates may be issued one extra blanket. No additional allowances for extra bedding or garments.

Commissary

Except as directed otherwise, SVP inmates are entitled to commissary privileges. An excessive, unsanitary, or unsafe amount of retained goods is prohibited. Violation of excessive or restricted commissary goods may be alleviated by the temporary suspension of commissary privileges.

Court Orders

SVP inmates obtain many court orders while in custody; therefore, all court orders shall be reviewed by the TTCF Legal Unit prior to enforcement. If an unverified-emergent court order is received, temporary enforcement shall be at the discretion of the Watch Commander.

Criminal Charges

SVP inmates who commit criminal acts while in custody, may be charged with a crime. If additional charges are imposed, the SVP inmate no longer qualifies for housing with other SVP inmates and shall be transferred

to the Men's Central Jail with the approval of the Legal Unit and Jail Investigation Unit.

#### Discipline

SVP inmates are subject to disciplinary action if found in violation of jail rules. Watch Commander notification is required for any SVP inmate administratively segregated. SVP inmates shall be locked down in their respective cell and may not be housed with other inmate classifications.

#### Double-Scrub

Double-Scrub should be accomplished a minimum of once a week.

#### Food Servers

Inmates classified other than SVP, shall not be allowed to serve SVP inmates. SVP inmate servers will be selected from among the SVP inmates. Inmates selected shall receive disease testing by medical services staff prior to serving food.

#### Handcuffing

During movement, SVP inmates shall not be handcuffed unless there is a reasonable threat to staff, other inmates, or facility security. Should an instance require an SVP inmate to be handcuffed, a Floor Senior or Sergeant shall be notified immediately.

IRC and MCJ consider SVP inmates as Civil Commitments/K-10's, and are guided by their respective policies. IRC and MCJ request that all SVP's escorted through their facilities remain handcuffed. Upon returning to TTCF, SVP inmates will be uncuffed.

#### Hot Water Servings

As a courtesy, SVP inmates may receive hot water servings during AM shift and at the discretion of module staff. Inmate storage of hot water is prohibited. Violation of any jail rule may result in the loss of this privilege.

#### Inmate Workers

Any inmate worker assigned to clean, serve food, etc., must be of the same SVP classification. To eliminate unauthorized contact, other classifications shall not be permitted in the SVP housing area unless the SVP inmates are secured in their cells.

#### Legal Material

During a search of an SVP inmate, only SVP Pro Per inmates requesting to secure particular legal material may do so providing the items are stored within view. The legal material is subject to inspection for contraband in the presence of the inmate. Personnel should refrain from analyzing or reading any legal material. Questionable material discovered during an inspection shall be brought to the immediate attention of a Supervisor.

## Twin Towers Correctional Facility Unit Orders

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### Medical Court Orders

The Legal Unit staff shall acknowledge receipt of all court orders pertaining to medical issues (e.g., diet, physical welfare, health and appointed examination) and log the order in the appropriate SVP file. The court order shall then be forwarded to the MCJ Court Order Unit. These court orders shall be handled and maintained by Medical Services Bureau personnel, and shall not be returned to the TTCF Legal Unit.

Copies of approved court orders shall be maintained in the SVP Inmate Reference Binder. Personnel assigned to the SVP module shall familiarize themselves with the contents of the binder.

### Nightly Lock-down

During normal EM shift operations, all cell doors shall be secured until morning count.

### Plastic Chairs

As a courtesy, plastic chairs are permitted in the SVP inmate pod and shall not be assigned to any particular inmate. No more than 10 chairs are permitted in the pod at any given time. Chairs will be permitted after the morning meal and shall be removed from the pod at 2130 hours. The chairs shall be stacked near the pod door for removal. Violation of jail rules may result in the loss of this privilege.

### Pro Per Status

The TTCF Legal Unit will oversee SVP Pro Per inmates' issues and concerns.

### Property

The same items delineated in "Allowable Inmate Property," are permitted, except for those items listed in the unrestricted commissary forms. As a courtesy, each SVP inmate may retain a cardboard property box, green property bag and 3 file folders for the storage of legal material.

Excess property and legal material shall be stored at Central Property pending the inmate's transfer to another agency or jurisdiction, release from custody, or as directed by court order. Upon the inmate's release from custody, any stored property will be subject to Central Property's standard storage policy.

### Religious Services

SVP inmates shall be allowed to request chaplain services but may not participate in services with other classification inmates.

### Searches

A Senior Deputy or Sergeant shall be present during a pod or individual cell search. A search of the entire SVP pod shall require prior notification and approval of the TTCF Watch Commander or the TTCF Legal Unit and a Watch Commander Log entry initiated. When feasible, the Watch Commander shall make every attempt to monitor and videotape any search of the entire SVP pod. A Custody Facility Search Report Form

## Twin Towers Correctional Facility Unit Orders

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shall be completed for each search in accordance with TTCF Unit Order #3-09-300, Inmate Searches.

A copy of the search form and the original videotape shall be forwarded to the Legal Unit for filing and retention.

### Searches - Court Return

SVP inmates shall be searched with inmates of the same SVP classification. SVP inmates are not subject to strip search and/or visual body cavity searches unless:

- The inmate is returning to TTCF after a court appearance, or upon arrival from another facility, state prison, or psychiatric facility.
- There is reasonable or articulate suspicion to believe the inmate is in possession of drugs, weapons, or contraband.

### TV Programs

As a courtesy, daily television programming may be scheduled by SVP inmates. Any unsettled inmate debate over television programming, or violation of television use standards, shall be resolved by turning off the TV for the day. The television will be turned off each night at 2200 hours and resume at 0800 hours after completion of daily module operations. Violation of jail rules may result in the loss of this privilege.

### Visiting

SVP inmates shall be segregated during their personal and professional visits. During visits, SVP inmates shall be handcuffed to the single-cuff chain attached to the visiting stool pursuant to TTCF Unit Order #5-15-010, Public Visiting.

Attorneys or authorized mental health professionals requesting face-to-face visits will be accommodated as noted in the Custody Division Manual, TTCF Unit Order, or valid Court Order. Visiting professionals should be encouraged to conduct their face-to-face visits on Wednesday, Thursday and Friday.

As a courtesy, SVP inmates are permitted visits seven days a week, but no more than two thirty-minute visits per week.

NOTE: Any loss of SVP inmate privileges shall be logged, a supervisor notified, and notification sent to the TTCF Legal Unit.

Dissemination of information to SVP inmates regarding rules and regulations should be referred to the "Inmate Jail Rules - Supplement for SVP Inmates."

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## • • 5-21-010 Evidence and Property Control

PURPOSE OF ORDER:

## Twin Towers Correctional Facility Unit Orders

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Property handling and storage is a critical part of police work. The Department has established guidelines to ensure the safe and protective recovery and storage of evidentiary items.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

All recovered evidence and found property shall be properly handled, marked, packaged, logged, and stored. Deputies at the scene of a crime or incident shall gather all appropriate evidence and protect it from contamination or alteration. The deputy processing the evidence shall mark it as soon as possible. Unless unusual circumstances exist (i.e., narcotics, poisons, liquid, any wet item, etc.), the evidence shall be placed in a 9"X12" manila envelope.

Firearms and ammunition shall be unloaded, packaged separately and stored in the Watch Commander's Safe. Care should be taken when packaging sharp items (knives, etc.) to ensure the package can be handled without significant risk.

Narcotics and drug paraphernalia shall be separated and placed in a narcotics envelope. All narcotics evidence and reports shall be transported to East L.A. Station and booked into evidence. East L.A. Station Narcotics personnel will be responsible for investigating and filing all narcotics related cases with the District Attorney's Office.

All evidence and property, with the exception of narcotic related items, shall have an evidence tag attached.

Firearms, ammunition, evidence and found property of value shall be entered in the Safe Ledger. All other evidence and property shall be entered in the Master Property Control Ledger.

### Property Custodian

A Bonus Deputy shall be designated as the property custodian under the supervision of the Evidence Lieutenant. The custodian shall do the following on a daily basis:

- Review the most recent ledger entries and property tags for accuracy and completeness,
- Properly store all incoming property/evidence,
- Ensure all temporarily removed property is properly signed out on a Property Interim Removal Record (SH-CR-583),
- Follow up on Interim Removal forms which are unaccounted for,
- Maintain the Master Property Control Ledger, all appropriate records, and storage areas. This includes ensuring all evidence is transferred to Central Property or disposed of within approved guidelines.

When the Property Custodian is not on duty, the Watch Commander shall be responsible for ensuring all property and evidence is stored properly and all Master Property Control Ledger entries are complete and accurate.

### Chain of Custody

In order to maintain the chain of custody, it is essential that an Interim Removal form is filled out whenever evidence is taken to court. If the court keeps the evidence, the form shall be returned by the deputy with the court seal and the clerk's signature.

### Facility Safe

The facility safe is located in the Tower One Watch Commander's Office and will be used to store the following items:

- All money and items of extreme value as deemed by the Watch Commander,
- All weapons that are evidence.

The Watch Commander shall:

- Be responsible for security of the evidence locker and safe,
- Maintain the keys for the evidence locker and safe in his office,
  
- Be responsible for all property designated for storage in the evidence locker and safe after it has been properly marked and tagged (and reviewed by Watch Sergeant).

Money shall not be stored in the evidence locker.

### Facility Safe Ledger

The Safe Ledger shall contain a record of all money, valuables and weapons placed in the safe. The Watch Commander shall verify the item(s) and place them in a manila envelope. The Watch Commander shall confirm all ledger entry descriptions and enter his employee number and signature on the final line of the property description in the "Entered by" column, below that of the recording deputy. Found money and property shall be retained no longer than 30 days before transfer to Central Property. A Property Interim Removal Record (SH-CR-583) shall be completed when property or evidence is temporarily removed from the safe.

The following are the section headings, with description for accurate completion, of all entries on each page of the Master Property Control Ledger Book. Precision is essential. Therefore, the descriptions of how to complete each entry described below shall be strictly followed.

### URN Sequence Number

The complete URN with suffix identifier is required on both the Property Tag and the Master Ledger. When no URN is assigned, a booking or receipt number shall be entered.

### Property Description

When entering inmate property, start the entry by writing "Inmate Property." A name and booking number shall always be included when entering inmate property.

## Twin Towers Correctional Facility Unit Orders

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All items shall be fully described and shall include descriptions which uniquely characterize and differentiate the item.

### Original Storage

For this unit only one of the following codes shall be entered: S = Safe, P/I = Patrol Inside Evidence Locker.

The subheadings of the Final Disposition columns are to be completed as follows:

**Date** - Date final disposition was made. The date Central Property Custodian, Owner, or Court took possession of the property.

**To** - To whom the final disposition was made. If sent to Central Property, enter the Property Control number (supplied by Central Property personnel); if to the miscellaneous bank account deposit, enter the receipt number; if deposited in the bail account, enter the bail receipt number; if to a court, the court name and court case number; if to the owner or his representative, mark "owner," and enter the name of the owner or representative; if to a Departmental unit or another police agency, enter the name of the unit or agency and the name of the receiving officer.

### Employee Number

Number of the employee entering the final disposition date.

### Signature

Employee entering the disposition signs (not print) his last name.

Property Control Cards (SH-CR-37) shall be considered receipts and shall be maintained in the Property Room to verify ledger dispositions.

For property destroyed at the facility, the signature of the Evidence Lieutenant in the Disposition Column shall serve as a receipt and confirm that destruction is complete and proper.

### Additional Information

Ledgers shall be regarded as public records and maintained neatly, free of extraneous inventory marks or other notations.

Entries shall be written in black ink. No obliterations shall be made to correct a mistake. A mistaken entry shall be lined out with a single line

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## • • 5-21-310 Allowable Inmate Property

PURPOSE OF ORDER:



## Twin Towers Correctional Facility Unit Orders

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Although inmates are given hygiene items at time of booking, Canteen Corporation has established a list of items available to inmates for purchase. Guidelines have been established as to which items and quantity of items may be purchased. This order will identify regulations concerning allowable inmate property.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

### ORDER:

Allowable inmate property is defined as those items acceptable for general population inmates to possess in their housing areas. All other items shall be deemed contraband and will be handled in accordance with this order and Unit Order 5-22-010, Inmate Discipline Procedures. Individual items may be added or deleted to the attached Allowable Inmate Property List at the discretion of the unit commander.

#### Acceptance of Prescription/Corrective Eyeglasses

Per Custody Division Manual sections 7-02/000.00 and 7-03/000.00, inmates are allowed to possess one pair of prescription eyeglasses.

Prescription/corrective eyeglasses may be delivered to an inmate during visiting hours or via U.S. mail. TTCF personnel shall initially determine the inmate's housing location.

- If the inmate is housed at TTCF, receiving personnel usually from TTCF visiting or Inmate Services shall accept the prescription eyeglasses. Personnel shall ensure the eyeglasses are delivered to the Medical Liaison Deputy in the Medical Services Building, who will approve and deliver the eyeglasses to the inmate. As eyeglasses are inmate property items, appropriate acceptance/ delivery documentation is required unless the inmate is present upon acceptance.
- If the inmate is housed at a facility within the same jail complex, i.e., MCJ, personnel shall not accept the eyeglasses, but direct the person to deliver the eyeglasses to the appropriate housing facility.
- If the inmate is housed at another facility outside the TTCF complex, i.e., Pitchess Detention Center, personnel shall accept the eyeglasses. The eyeglasses shall be packaged, labeled to reflect the inmate's housing location, and placed in the appropriate medical clinic or nursing office outgoing mail. A completed Inmate Personal Property Inventory form shall be attached to the packaging containing the prescription/corrective eyeglasses.

NOTE: Medical Services Bureau shall be responsible for the transportation of prescription/corrective eyeglasses between various jail complexes, i.e., TTCF to North County Correctional Facility.

#### Personal Wheelchairs

As a general rule, when an inmate arrives from IRC or another facility with his or her personal wheelchair, TTCF custody personnel shall allow the inmate to have possession and full use of it. Wheelchair parts which may pose a threat to safety and/or security may be removed (i.e., footrests, armrests) provided the removal does not cause damage to the wheelchair. All removed wheelchair parts shall be handled as "Bulk" property

per TTCF Unit Order 5-20-300, Inmate Money Deposits and Property Storage.

If a personal wheelchair is found to pose a threat to security and cannot be rendered safe, a sergeant shall be notified and the wheelchair confiscated. The inmate shall be issued a county wheelchair for use during his/her period of incarceration. The personal wheelchair will be deemed "Bulk" property and stored according to unit policy. In addition, TTCF custody personnel will be responsible for indicating on the inmate's property slip the reason the wheelchair was booked as "Bulk" property (e.g., unsafe for custody environment because. . .), the name of personnel making the notation, and the name of the sergeant notified.

#### Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

#### Prohibited Material

Photographs or pictures that display gang, gang tattoos or hand gestures (signs) are not allowed. Sexually explicit materials (e.g., books, magazines, videos or photos) shall not be subscribed to or sent from book stores. Retention of questionable photographs shall be decided by the Floor Supervisor.

#### Radical Literature

Literature which openly advocates the violent overthrow of the government; describes the handling or manufacture of explosive devices or other weaponry; any material tending to incite murder, arson, riot, or any other form of violence; or any matter concerning gambling or an unlawful lottery is prohibited and considered contraband.

#### Contraband

Contraband is defined as any item which by virtue of itself is illegal to possess.

The following items shall be considered contraband:

- Any goods brought illegally into the jail,
- Allowable inmate property in excess of authorized limits,
- Any item legally possessed which has been altered from its original form,
- Any item that is worn, carried or displayed that denotes gang affiliation,
- Any item illegally in the possession of an inmate or in violation of posted facility rules,
- Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards,
- Any item of property not listed in the Allowable Inmate Property list,
- Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material,
- Plastic water/soda bottles not containing their original liquid and/or which have been altered,

Items in excess of those permitted by this Unit Order are considered contraband and shall be confiscated.

## Twin Towers Correctional Facility Unit Orders

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Inmates shall not be allowed to possess more than one bottle. All bottles are to remain in the pods (i.e., inmates shall not take them to work, pill call, visits, and/or to activities in the indoor recreation area).

NOTE: For contraband disposal of narcotics, narcotic paraphernalia and firearms, refer to Unit Order 3-09-010, Contraband Disposal.

Any personal items requested by an inmate to be put in their property, shall be done at the discretion of the floor supervisor. Prohibited and/or confiscated material listed above shall not be put in the inmate's property. Personal property not accepted by IRC shall be stored at TTCF pursuant to Department policy for eventual transfer to the Central Property and Evidence Unit.

ITEMS  
QTY.

ITEMS  
QTY.

Beverage Items: coffee, tea, cocoa & soup  
\$50.00 \*

Clear plastic bag (property)  
1

Books (personal & library)  
3

Razor (disposable only)†  
1

Comb (non-metal, no rat-tail)  
1

Rosary  
1

Contact Lenses with Plastic Case  
1 pr.

Shampoo  
1

Cough Drops  
2 pkgs.

## Twin Towers Correctional Facility Unit Orders

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Soap (bar)

2

Dentures

1 set

Stamps (U.S. postage)

20

Dentures Cleaner

1

Sunglasses (medically prescribed or as needed)

1 pr.

Denture Grip

1

Facial tissues

1 pack

Deodorant (non-aerosol)

1

Tooth Brush

1

Envelopes (legal or regular)

15

Tooth Paste

2

Eyeglasses

1 pr.

Vaseline

1

Food Items: (individually wrapped)

\$50.00 \*

Vending Card (\$10 each)

2

Greeting Cards (5x7 max)

2

## Twin Towers Correctional Facility Unit Orders

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Wedding Band (plain, no stones)

1

Hair Conditioner

1

Writing Tablet

1

Hair gel

1

FEMALES (Cosmetic Only)

Hearing Aid and Batteries (To Be Kept with Medical Staff)

1 set

Baby Oil

1

Legal Folder

2

Baby Powder

1

Legal Material

No limit

Disposable Douche

1

Lotion

1

Eyebrow Pencil (Black/Brown)

1

Magazines

2

Hair Brush (No Handle)

1

Mail (personal letters, cards, telegrams)

10

Hair Net

## Twin Towers Correctional Facility Unit Orders

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1

Medical Alert Bracelet

1

Hair Rollers (Foam only)

4 pkgs.

Mentholatum

1

Noxema

1

Mouth Wash (No Alcohol)

1

Styling Gel

1

Newspaper (same day only)

1

Sanitary Napkins

1 box

Pencils (wooden without metal eraser tip)

3

Shower Cap

1

Photos (3x5 min - 4x6 max)

5

Talc Powder

1

Playing Cards (regular or pinocle)

1 deck

Tampons

1 box

\* Aggregate Total of Food/Beverage Items not to exceed \$50.00

† Razors not allowed to inmates under mental observation (M.O.)

Linen and Clothing Items

## Twin Towers Correctional Facility Unit Orders

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Blanket

1

Shower Shoes (issued)

1 pr.

Sheet or Mattress Cover

1

Undershirt

3

Towel

1

Underpants

3

Wash Cloth

1

Bras

3

Pants and Shirt

1

Undergarments

3

Jacket (Work Crews)

1

Nightgown

1

Shoes (issued)

1 pr.

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### • • 5-21-315 Allowable Female Inmate Property

#### PURPOSE OF ORDER:

To establish guidelines of acceptable property an inmate may keep in her possession, and procedures for disposition of excess inmate property.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

ORDER:

Allowable inmate property is defined as those items acceptable for general population inmates to possess in their housing areas. All other items shall be deemed contraband and will be handled in accordance with this order and Unit Order 5-22-010, Inmate Discipline Procedures. Individual items may be added or deleted to the attached Allowable Inmate Property List at the discretion of the unit commander.

Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

If the inmate is housed at another facility outside the TTCF complex, i.e., CRDF, personnel shall accept the eyeglasses. The eyeglasses shall be packaged, labeled to reflect the inmate's housing location, and placed in the appropriate medical clinic or nursing office outgoing mail. A completed Inmate Personal Property Inventory form shall be attached to the packaging containing the prescription/corrective eyeglasses.

NOTE: Medical Services Bureau shall be responsible for the transportation of prescription/corrective eyeglasses between various jail complexes, i.e., TTCF to CRDF.

Prohibited Material

Photographs or pictures that display gang, gang tattoos or hand gestures (signs) are not allowed. Sexually explicit materials (e.g., books, magazines, videos or photos) shall not be subscribed to or sent from book stores. Retention of questionable photographs shall be decided by the Floor Supervisor.

Radical Literature

Literature which openly advocates the violent overthrow of the government; describes the handling or manufacture of explosive devices or other weaponry; any material tending to incite murder, arson, riot, or any other form of violence; or any matter concerning gambling or an unlawful lottery is prohibited and considered contraband.

Contraband

Contraband is defined as any item which by virtue of itself is illegal to possess.

The following items shall be considered contraband:

- Any goods brought illegally into the jail,
- Allowable inmate property in excess of authorized limits,
- Any item legally possessed which has been altered from its original form,
- Any item that is worn, carried or displayed that denotes gang affiliation,



## Twin Towers Correctional Facility Unit Orders

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- Any item illegally in the possession of an inmate or in violation of posted facility rules,
- Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards,
- Any item of property not listed in the Allowable Inmate Property list,
- Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material,
- Plastic water/soda bottles not containing their original liquid and/or which have altered

Items in excess of those permitted by this Unit Order are considered contraband and shall be confiscated.

Inmates shall not be allowed to possess more than one bottle. All bottles are to remain in the pods (i.e., inmates shall not take them to work, pill call, visits, and/or to activities in the indoor recreation area).

NOTE: For contraband disposal of narcotics, narcotic paraphernalia and firearms, refer to Unit Order 3-09-010, Contraband Disposal.

Any personal items requested by an inmate to be put in their property, shall be done at the discretion of the floor supervisor. Prohibited and/or confiscated material listed above shall not be put in the inmate's property. Personal property not accepted by CRDF shall be stored at TTCF pursuant to Department policy for eventual transfer to the Central Property and Evidence Unit.

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### • • 5-22-010 Inmate Discipline Procedures

#### PURPOSE OF ORDER:

The purpose of this order is to establish uniform procedures for administering discipline to inmates housed at Twin Towers Correctional Facility (TTCF).

#### SCOPE OF ORDER:

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

#### ORDER:

Facility Discipline Authority is established by Section 630 of the California Penal Code.

Rules penalties, plans, forms, and limitations of disciplinary actions are established by Title 15, Article 7, and Sections 1080, 1081, 1082, and 1083 of the California Administrative Code.

Discipline will be utilized to hold inmates accountable for inappropriate behavior; maintain security, order, and compliance within facility rules, and to protect and maintain the facility and the well-being of inmates, staff, and the public. The facility rules will be posted in each Pod. (See Inmate Discipline, CDM 5-09/010.00)

Mass discipline on inmates shall not be imposed. A temporary suspension of privileges during emergencies may be imposed, but the watch commander must be notified immediately (see Confinement of Inmates for Disciplinary Reasons or During Emergencies, CDM 5-09/015.00)

Any unit member may report a violation of a jail rule by an inmate. The violation will be documented on an Inmate Reports Tracking System (IRTS) report.

### MENTALLY ILL INMATES ON DISCIPLINE

Prior to imposing any discipline on a mentally ill inmate, the DRB sergeant shall confer with DMH personnel to ensure discipline is not contraindicated for the inmate, and also to determine the most appropriate housing location for the inmate to serve discipline time. This conference can occur after the DRB hearing, but must always occur before the inmate actually begins serving their discipline sentence.

Mentally ill inmates serving discipline shall be offered and be allowed to participate in structured therapeutic program time with group providers. However, the inmate's participation in unstructured out-of-cell recreational time can be restricted. If custody staff believe a mentally ill inmate is either too unstable, hostile, and/or unpredictable to participate in structured therapeutic program time, the floor sergeant shall be notified and shall make a final determination on the inmate's participation. In the event a mentally ill inmate serving discipline time refuses to participate in structured therapeutic program time, the floor sergeant does not need to be notified.

The following violations may bypass DMH evaluation prior to being placed in discipline:

- Fighting
- Use of Force
- Recalcitrant Behavior (elaborate behavior on IRTS Report)
- Possession of a Weapon

All other violations committed by inmates, must remain in their current housing location until the DRB sergeant or discipline officer confers with DMH.

### DISCIPLINARY GUIDELINES

Acceptable forms of discipline include, but not limited to the following: Loss of privileges, extra work detail, short term lockdown for less than 24- hours, removal from work details, loss of good time, and/or work credits, disciplinary segregation, disciplinary diet, and criminal prosecution (See Discipline Guideline, CDM 5-09/030.00; Disciplinary Review Process, CDM 5-09/040.00; and Limitations of Disciplinary Actions, CDM 5-09/050.00)

No discipline shall be imposed upon any inmate except for the type and form described this order. All discipline shall be administered under the guideline contained herein.

### MINOR INCIDENTS

Minors acts of non-conformance or minor violations may be handled informally by any staff member through a harmony transfer or counseling and advisement of conducted expected. Harmony transfers require the approval of a supervisor, sergeant or above. Any counseling of inmates or advisement of expected behavior shall be conducted in normal traffic areas. Extra duty, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, lockdown for less than 24- hours , or removal from a work detail without loss of work time credit may also be imposed for minor violations. Minor violations or acts of

non-conformance shall also be documented on an IRTS report, but the minor violation box will be checked. An accumulation of three or more minor violation reports within a 30 day period for a single inmate shall result in a major violation.

### MAJOR INCIDENTS

Discipline will be reported and adjudicated as major violations of inmate rules and regulations and will be handled by completing and submitting an IRTS report. If an incident requires a SH-49 report, discipline shall not be imposed until the report is completed.

When a violation of jail rules compromises safety and security, the inmate(s) may be removed from their current housing area and reassigned to pre-disciplinary housing, pending a hearing by the Disciplinary Review Board (DRB). The inmate shall retain all basic privileges afforded to other inmates until disposition of the case by the DRB.

### DISCIPLINARY REVIEW PROCESS (DRB)

Inmates in violation of the rules and regulation will have their case adjudicated by a DRB hearing. The board shall consist of one sergeant (normally the sergeant assigned to the discipline module) and the module officer/deputy. If an inmate is found guilty of a violation, he may be disciplined by segregation, loss of privilege, loss of good time credits, loss of work time credits, removal from work details, and/ or being assigned extra work/duty depending on the seriousness of the offense and the decision of the hearing officers.

The discipline process consists of the following:

- Violation notice
- Pre-discipline
- DRB hearing
- Notice of violation
- And appeal

### Notice of Violation

The reporting deputy/officer shall issue the inmate a "Written Notice of Discipline Violation" (form SH-J-380). The officer shall have the inmate sign a duplicate copy of the notice. A signed copy of the notice and the IRTS report will be forwarded and retained on the file with the Discipline Module Officer.

### PRE-DISCIPLINE

#### Time Limits

Charges pending against an inmate shall be acted on no sooner than 24-hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing. A violation(s) shall be acted on no later than 72- hours after an inmate has been informed of the charge(s) in writing. The inmate may waive the

24-hour limitation. If 72 hours have elapsed, no discipline can be imposed and a hearing is not necessary.

The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause such as inmate being unavailable (e.g. processed to court or elsewhere for medical treatment, etc.).

### Housing

Pre-discipline housing is an administrative option intended to ensure the safety and security of inmates, staff, and/or the facility. All inmates that are in violation of a jail rule shall be escorted to pre-discipline pending a DRB hearing. No inmates shall remain at their current housing location unless specific authorization is granted by the on duty watch commander. When a violation of a jail rule is serious or compromises safety and security, the inmate shall be placed into pre-disciplinary housing with the approval of his/her floor sergeant.

A supervising line deputy shall review and ensure that all documentation is completed before approving the inmate to be housed in pre-discipline. No inmate shall be accepted into pre-discipline without all documentation completed and approved by the supervising line deputy.

The following documentation shall be completed and approved by a supervising line deputy in order for an inmate to be housed in pre discipline/discipline module.

- Complete IRTS report and narrative
- Discipline Information card
- Written Notice of Discipline Violation
- Property Receipt
- Indicate by writing "Yes" or "No" whether the inmate has waived his right to a 24 hour limitation for DRB hearing (a check mark or other non-specific markings shall not be used)

### Movement

When an inmate is to be transferred from his module to pre-discipline, he will be handcuffed and escorted into the discipline module by custody personnel and a supervising line deputy. A supervising line deputy must be present and monitor the inmate's movement into a pre-discipline cell.

The cell will be checked for damage prior to an inmate being placed into any cell and again upon his release. Module personnel will complete the area on the Discipline Information Sheet noting the condition of the cell. Cells will be visually inspected prior to initial housing of an inmate.

### Property, Pre-Discipline

Each inmate placed in pre-disciplinary housing, whether for discipline, pre-discipline, or administrative segregation, will be searched (property and person) and all razor blades and any other items deemed contraband will be removed. The inmates will be issued a blanket and a second blanket will also be issued in exchange for a bed mattress sheet. Mattress sheets will not be handed to inmates housed in Discipline or Pre-Discipline. The cell shall be searched before and after pre-discipline time.

### Additional Pre-Discipline Procedures

If the Floor Sergeant approves the housing of the inmate on Pre-Disciplinary Housing, then the following will occur:

- A Discipline Information Card will be completed by the reporting deputy/officer and the appropriate information shall be noted. The Module Officer/Deputy will ensure the card be filed by cell and bunk number on

the Pre-Disciplinary Housing row. If a pre-discipline inmate is not housed on the row, the Module Officer/Deputy and the Supervising Line Deputy will audit the cards at the start of each shift to ensure that DRB hearings are completed for each inmate.

B. The module officer/deputy will complete a Discipline Information Sheet and post in on the cell door.

#### Pre- Disciplinary Row Safety Checks

Personnel shall make an inmate safety check twice per hour on the inmates assigned to the pre-disciplinary cells using the Title 15 scanners. In cases when the scanners are not working, the officer/deputy making the check will initiate an entry in the e-UDAL, recording the time and conditions.

#### HEARING PROCEDURES

When a DRB hearing is conducted, the module personnel will act as the second hearing officer. Module personnel will be noted on the Disciplinary Information Card and on the IRTS report as the hearing officer. The module personnel listed as the second hearing officer will ensure that all necessary information and documentation is properly recorded and completed.

The hearing will be conducted in the module in a place designated by the hearing sergeant. The DRB hearings will be conducted daily, seven days a week. The purpose of the hearing is to give the inmate an opportunity to present his case. No one involved in the incident or in the review and approval of the report shall participate in the hearing.

Since these hearings are subject to later judicial review, they shall be conducted in a manner consistent with due process requirements, including an opportunity for the inmate to be heard and present witnesses and documentary evidence.

The inmate is not entitled to counsel but shall be given an opportunity to explain his actions and/or present a defense. The inmate may call witnesses deemed necessary as long as this does not create a security or safety hazard or present a conflict of interest. The inmate does not have the right to confront or cross-examine witnesses.

The hearing officer shall evaluate all the information available concerning the incident, including the inmate's statements. The hearing officer must provide a written statement as to the reason discipline was imposed and inputted into the Supervisor Interview Section of the IRTS report. The information may be inputted into the IRTS report by the hearing officer designee or Module Officer/Deputy.

#### Post Hearing Procedures

If the inmate is found guilty of his offense the module officer/deputy shall complete and give the inmate the "Notice of Action by Disciplinary Review Board" form. The Notice of Action form shall contain the name and employee number of the hearing officers and the date in which the inmate is to be released from disciplinary isolation if so ordered.

If the inmates are housed of pre-discipline row, the module officer/deputy will rehouse the inmate in the disciplinary housing. If the inmate is not currently housed on Pre-Discipline row, he will be directed to gather his personal belongings and will be escorted by a supervisor to the Discipline Module where he will be processed for housing.

## INMATE PROPERTY

An inmate housed in Discipline Module will be issued the following clothing and bedding items and allowed to keep indicated personal items:

A. Clothing:

One two piece jumpsuit

One pair of soft slippers

One mattress

Two blankets

One towel

Two sets of underwear (socks, T-shirt, undershorts)

B. Personal Property:

Personal hygiene items: soap, deodorant, toothpaste, toothbrush.

Writing Material: writing tablet, pencil, dictionary, stamps, envelope

C. Bible

D. Legal Material

E. Authorized medication

## Property Storage

The packaging and storing of the inmates property shall be the responsibility of module personnel. The inmate's property is to be taken from him/her, inventoried, and placed in a storage bin inside the storage locker. The property will be inventoried in the present of the inmate and recorded on a Discipline Module Property Receipt. In cases when inmates have no personal property, a Property Receipt form shall be completed and "no property" will be noted on the form and signed by the inmate.

The inmate will also sign the waiver portion of the form stating he understands that any defacing or destroying of county property inside the cell will result in additional charges being filed against him/her. (Violation 4600 P.C.)

## APPEAL

An inmate has the right to appeal the decision of the DRB to the watch commander. He/she may notify the review board hearing officer of his desire orally at the conclusion of his hearing or in writing with 72 hours of the disposition. The watch commander shall be notified when an inmate's announces his desires to appeal the decision. The watch commander will contact the inmate and render a final decision which will be reviewed by the unit commander. The watch commander shall indicate the final disposition in the IRTS report. Imposition of the discipline sentence shall be suspended until final disposition of the appeal.

## MASS DISCIPLINE

If large number of inmates are involved in the same violation of facility rules (fighting during a major disturbance, etc.) they will not be mass disciplined. Each inmate committing the violation must be handled individually. Entire modules or pods may be used as a discipline pod or module as long as each inmate has an individual DRB. This does not preclude the temporary taking away of televisions, telephones, and recreation time, with the approval of the watch commander, in order to maintain security.

## DISCIPLINARY DIET

A disciplinary diet may be assessed in conjunction with disciplinary segregation/isolation time for the purpose of addressing issues such as prior offenses, recalcitrance, violations while in disciplinary segregation/isolation, or any case where enhancement of the basic assessment is deemed necessary in order to gain the compliance of the inmate. Further, the discipline may be utilized for an inmate committing a serious violation of jail regulations or major offense, such as starting a fire, assault on a deputy, possession of weapons or narcotics. (See CDM 5-09/060.00 inmate disciplinary diet)

Prior to the implementation of the disciplinary diet, the unit commander or his designee shall review the propriety of the recommendation to serve the disciplinary diet. This review shall include an evaluation by medical personnel to determine the inmate's suitability for the disciplinary diet.

Such a diet shall be served twice in a 24- hour period. This diet shall not be continued for longer than 72 hours without the written approval of a physician and Unit Commander. To avoid this situation, discipline diets at TTCF will not be served on Mondays and Fridays. On those days, the inmates' will receive that standard three meals a day.

### Form-Original Distribution

The Inmate Discipline Diet form will be submitted along with a copy of the IRTS report to the watch commander for review. The original will be forwarded to the unit commander. The unit commander will review and, if appropriate, approve the discipline diet.

The original will be submitted to the unit commander's secretariat. The secretariat will distribute it as follows:

- Original in records file
- Copy of the signed original will be forwarded to Watch Sergeant
- Copy of the signed original will be Discipline Module Officer/Deputy.

Discipline diets will not be administered until the approved copy is obtained in by the module personnel.

### Floor Sergeant Discipline Diet Daily Review

On a daily basis, the floor sergeant will review the module discipline information sheets to ensure that any Discipline Diets have received proper approval.

## 30 CONSECUTIVE DAYS IN DISCIPLINE

Inmate shall not be held in discipline longer than thirty consecutive days without a finding on an additional violation of facility rules and regulations. If an inmate is given 30 consecutive days of discipline or additional hearings result in a cumulative discipline of 30 or more days, then the hearing officer (sergeant) will complete "Inmate Discipline Diet or 30 Day Authorization form" form. The inmate must be medically examined by the medical staff and have a psychiatric examination prior to continuing past the 30 day period. The 30 Day Authorization form will be submitted along with a copy of the IRTS report to the watch commander for review and the unit commander for approval. Such an examination shall be conducted every fifteen days thereafter

until the disciplinary status has ended.

It will be the responsibility of the module officer/deputy assigned to discipline to ensure that the medical and mental examinations are completed.

## COMMISSARY

Inmates on discipline are allowed to retain some inmate property. These include basic hygiene items, self-medication, and correspondence items. Inmates on discipline status shall be allowed to order or receive these basic items while on discipline status. There is a specific disciplinary commissary order form that the inmates shall be allowed to order while on discipline status. While on discipline status, if an inmate receives store items that are not the allowed basic items, then the items will be stored and given to the inmate upon his release discipline.

## DISCIPLINE MODULE OPERATIONS

All inmates assigned to a discipline module shall be handcuffed behind their back and any time they are out of their cell. This shall be accomplished by using the cell doors tray slot. Handcuffs shall not be removed until the inmate is re-secured within their cell.

Module Deputy will be responsible for escorting inmates to and from their cells. In cases, when the module officer is escorting an inmate there shall be a deputy present in the module.

Other services, such as sick and pill, shall be brought to the inmates inside the module. Module Officer/Deputy shall provide security for these services at all times.

## Daily Tank Sheet

All inmates transferred into a discipline module shall be logged into the Daily Tank Sheet. The log will serve as documentation as to which inmates are housed in Pre-discipline and Disciplinary Daily Tank sheet is updated at the beginning of each shift. The following information will be logged on the Daily Tank Sheet:

- Inmate's Name
- Booking Number
- Arrival Date
- Schedule Date of Release from Discipline
- Prior Housing Location
- Violation
- Sentencing Time
- Disciplinary Diet assessed

It will be the responsibility of the supervisor to check and ensure that the Daily Tank Sheet is updated and current on each shift.

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## • • 5-22-011 Minor Infraction Report



## Twin Towers Correctional Facility Unit Orders

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### PURPOSE OF ORDER:

The ability to keep order of and properly discipline inmates in the jail is important for security reasons. Personnel must also be secure in the knowledge that they have effective tools available to them to accomplish this. The Minor Infraction Report will serve as an option to the Inmate Discipline Report (SH-J-213).

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

#### Non-Conformance / Minor Infraction Report

It is essential that housing officers be allowed sufficient authority to supervise their housing area and handle minor infractions. In order to maximize the control of the inmate's behavior, supervisors should support the recommendation of disciplinary action(s) by the housing officers, while ensuring consistent application of sanctions.

**NOTE:** It is important to note that certain violations are listed in both major incident and minor infraction categories. This is to allow for greater discretion in administering discipline. Employees are encouraged to document inappropriate inmate behavior when necessary.

When an officer determines that extra duty, loss of privilege, cell restriction or transfer to another housing area is appropriate, he shall notify his Floor Bonus Deputy prior to administering the discipline. The Floor Bonus Deputy shall ensure the discipline imposed is consistent and conforms with established guidelines. Minor infractions and sanctions shall be recorded by completing a Minor Infraction Report. If the inmate requests an appeal of the proposed discipline, the Floor Sergeant shall act as the disciplinary review officer.

Cell restriction shall not include restrictions on any of the following activities:

- Attorney or personal visits,
- Regular meals or feeding routine (an inmate may be fed in their cell),
- Clothing/linen exchange,
- Pill Call or Sick Call.

The Minor Infraction Report shall be processed in the following manner:

- The report form shall be filled out by the officer assigning the minor infraction discipline.
- The report shall be kept where the offense occurred, in a folder adjacent to where JRC's are kept, until the minor discipline term has been completed by the inmate.
- The officer supervising the inmate at the time of completion of the discipline shall sign the form indicating the inmate has completed the discipline and attach the form to the back of the inmate's JRC.
- After 30 days, the Minor Infraction Violation Form shall be forwarded to the TTCF Operations Office - 8th floor.

**EXAMPLE:** Jane Doe #123456 abuses the use of sanitary napkins, Deputy Smith advises the inmate that

## Twin Towers Correctional Facility Unit Orders

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she has violated inmate rules and is given a minor infraction. Deputy Smith notifies the Floor Bonus Deputy and completes a Non-Conformance / Minor Infraction Report. The Bonus Deputy must sign the form approving the discipline. The inmate is advised that she will be put on either cell restriction or extra duty.

Upon completion of the discipline, the module officer shall sign the form as "TIME SERVED" and attach the form to the JRC where it will remain for 30 days.

Inmates with an accumulation of three minor incidents within a 30 day period, shall be written up and transferred to Discipline housing. Such actions shall be documented on an Inmate Discipline Report as a major incident.

### Sanctions for Minor Infractions

Minor Infractions may result in the following sanctions:

EXTRA CELL  
DUTY OR RESTRICTION  
4 HOURS 4-24 HOURS

Unmade Bunk	4 - 8	4 - 8	
Talking Outside Housing Area		4 - 8	4 - 12
Excess Clothing / Linen	4 - 8	4 - 8	
Improper Dress	4 - 8	4 - 8	
Touching T.V.	4 - 8	4 - 12	
Covered Vent / Light	4 - 8	4 - 12	
Altering Door Locking Mechanisms		4 - 8	8 - 24
Delaying Lock down	4 - 8	12 - 24	
Misuse of Call Button	4 - 8	12 - 24	
Abuse of Sanitary Napkins	4 - 8	12 - 24	
Insubordination	4 - 8	4 - 24	

### CCR Title 15, Section 1081, Plan for Inmate Discipline

(b) Minor acts of non conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to an extra work detail, or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, or lockdown for less than 24 hours, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.

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## • • 5-22-015 Security Level 8's (General Population) and 9's (SHU)

### PURPOSE OF ORDER:

The purpose of this order is to establish policy regarding the handling of high security inmates who are confined within the Twin Towers Correctional Facility (TTCF). This policy has been established for the safety of all personnel working in the Security Housing Unit (SHU) which houses level 9 inmates and general

## Twin Towers Correctional Facility Unit Orders

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population modules which house security level 8 inmates.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Twin Towers Correctional Facility.

### ORDER:

For purposes of definition, inmate recreation time will be referred to as "program" and shall include activities pursuant to Title 15 requirements. All program time or refusal of participation shall be thoroughly documented in the Recreation Activity Log within the applicable module.

NOTE: Procedures specified in this unit order are subject to change as deemed necessary in order to enhance officer safety with the prior approval of a sergeant. Depending on the existing circumstances, a sergeant's approval may be required for certain procedures, i.e., indoor/outdoor recreation. Personnel may stop the program when exigent circumstances arise where officer or inmate safety is being compromised. The sergeant shall be notified immediately when the program has been discontinued. Consideration must be given to the safety of all involved, and the security of the facility.

### DAY ROOM TIME

During day room time, showers, television, and phones will be available. All inmates shall wear a minimum of their county issued shirts, pants, and shoes.

#### Security Level 8 Inmates

Inmates shall be allowed maximum indoor recreation time during both AM and PM shifts, unless specified otherwise: each pod will receive day room time for up to two hours per day, seven days per week. The entire pod population, as a group, will be given access to the day room. All cell doors shall be secured during day room time to prevent unauthorized gatherings within a cell, and to prevent theft. Module personnel will ensure the ethnicity of the inmates participating in day room time is fairly balanced.

NOTE: Three pods will simultaneously have day room time. However, the pods receiving day room time will be alternating in the event a tactical entry is necessary (i.e., pods A, C, and E or pods B, D, and F will receive day room time simultaneously).

#### Security Level 9 Inmates

Inmates are allowed day room time on a daily basis for thirty minutes; only one cell at a time (maximum two inmates). Those participating shall secure their cell door. All remaining inmates housed in the module shall be locked in their cells except for supervised movement. Inmates out for day room time shall be locked down until those inmates that are being moved are out of the pod. Each inmate released out of the cell shall be directed to secure the cell door behind them.

NOTE: EM shift shall verify all eligible inmates (level 8 and 9 inmates) were afforded the opportunity to participate in day room time during the previous shifts. EM shift personnel may provide recreational program to the inmates who did not receive day room time during the previous shifts, if time permits and upon agreement (inmates must waive their Title 15 requirement of 8 hours of sleep per night).

### OUTDOOR RECREATION

## Twin Towers Correctional Facility Unit Orders

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Sessions of outdoor recreation for both security level inmates may vary in duration, but the weekly cumulative total must be a minimum of three hours. All inmates shall wear a minimum of their county issued shirts, pants, and shoes, while being escorted from their cell to the outdoor recreation area.

### Security Level 8 Inmates

The entire pod, taking into consideration the safe balance of Hispanic or "Southsider" influence, will be given access to the outdoor recreation area at various times during the week, consistent with resources and daily operations. All inmates will be released one cell (two inmates) at a time. The inmates will be directed, under constant supervision, to the outdoor recreation area. The number of inmates should not exceed the number of deputies involved in the movement and the maximum amount of inmates out shall not exceed 32.

### Security Level 9 Inmates

A maximum of 16 inmates will be allowed outdoor recreation at any given time. Control booth personnel shall open one cell (two inmates) at a time. All inmates shall be handcuffed at the pod door prior to exiting the pod. The inmates shall be searched and scanned with the hand held metal detector, and escorted to the recreation area. Handcuffs shall be removed utilizing the cuffing ports of the outdoor recreation area.

### MOVEMENT and BLACK BOX CLASSIFICATION ("A")

Deputy personnel will utilize the black box safety handcuffing device on all security level 9 inmates leaving gang modules for court, parole hearings, or any off facility movement.

### Security Level 8 Inmates

Ordinary or routine inmate movement within a module or within TTCF does not necessitate handcuffing unless deemed necessary. As dictated in TTCF Unit Order, #5-03-010, Inmate Movement and Escorting Procedures, personnel shall not escort more than 3 uncuffed inmates for every 1 staff member.

### Security Level 9 Inmates

Inmates escorted to visiting, off floor passes, etc. must be individually handcuffed or added to a four man (CST) chain prior to opening the pod door. As dictated in TTCF Unit Order, #5-03-010, personnel shall not escort more than four handcuffed inmates per staff member. At no time shall any inmate handcuffed with the black box safety device be allowed to intermix with inmates not handcuffed as such, or with inmates specially segregated as a safety precaution.

NOTE: Under no circumstances will any inmate housed within SHU be allowed outside of the pod door without prior handcuffing via the cuffing port.

### COURT LINE MOVEMENT

#### Security Level 8 and 9 Inmates

Court line movement to and from the Inmate Reception Center (I.R.C.), or other off floor movement involving Security Level 8 and 9 inmates will have additional safety measures in place prior to inmate movement. Security Level 8 inmates are not required to be handcuffed unless deemed necessary by custody personnel. EM Shift will assess and determine the most tactical and efficient manner of conducting court movement for these inmates.

## Twin Towers Correctional Facility Unit Orders

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Upon returning from court, all Security Level 8 and 9 inmates shall be strip searched for any contraband. Any perishable items not consumed prior to arrival at TTCF shall be disposed of.

### FOOD SERVING

Deputy personnel must be physically present to supervise inmate workers during food preparation and the serving of all meals.

#### Security Level 8 Inmates

The entire pod population, as a group, will be fed meals during day room time. All inmates will assemble on the stairs and receive their meal at the pod door. Meal delivery will be provided by trusty inmates and supervised by custody personnel.

#### Security Level 9 Inmates

Meal delivery will be provided by inmate workers and supervised by custody personnel. A sufficient amount of meals will be available outside the pod door. Inmates will be let out of their cells and advised to receive their food one cell at a time. This shall be done in a manner that is both measured and coordinated with Custody personnel who are supervising meal delivery at the pod door.

### CLOTHING AND LINEN EXCHANGE

Laundry and linen exchange shall be done on a schedule established by the TTCF Laundry Unit. The exchange shall be done on an even exchange basis (e.g., one set of blues out of the cell in exchange for one clean set of blues into the cell). Deputy personnel must be present and ensure each inmate is exchanging all items and placing exchanged items in the appropriate pile for laundry assortment (i.e., blues, whites, sheets, blankets). Laundry items will be delivered by inmate workers and the process will be supervised by custody personnel.

NOTE: Variations of this procedure are permissible in furtherance of more efficient module operations.

#### Security Level 8 Inmates

Linen exchange shall be done one tier at a time. Inmates shall assemble at the pod door and receive their issued laundry items after like items have been exchanged. Laundry items will be delivered by inmate workers and supervised by custody personnel.

#### Security Level 9 Inmates

Linen exchange shall be done one cell at a time. Inmates will be instructed on exchange procedures and released from their cells by the control booth personnel, in a manner that is both measured and coordinated with custody personnel supervising at the pod door. Laundry items will be delivered to the inmates by inmate workers once like items have been exchanged.

### RAZORS

#### Security Level 8 and 9 Inmates

Inmates may not have any razors inside of their cells. Razors may be handed out during shower periods. At the end of the shower period, module deputies shall be held accountable for collecting the amount of razors which were distributed. Additionally, staff must ensure the razor is returned with the blade intact.

## PILL CALL/SICK CALL

Deputies shall assist medical staff with pill call/sick call by monitoring and supervising the distribution of medication to specific inmates. The medication will be packaged and distributed to the inmate via cell door or cuffing port. Inmates shall run their index finger along the gum line to ensure the medication has been ingested.

### Security Level 8 Inmates

Inmates requiring medication shall line up at the day room door and consume their medication in the presence of medical and deputy personnel. The number of inmates to be released at any time will be based on the current circumstances, but shall not exceed 16 inmates.

### Security Level 9 Inmates

Control booth personnel shall announce pill call to the inmates. Inmates will be instructed and released, one cell at a time, by the control booth personnel, in a manner that is both measured and coordinated with Custody personnel who are supervising pill call at the pod door.

## SEARCHES

### Security Level 8 and 9 Inmates

Each shift shall conduct a daily search of a minimum of two random cells per module. A minimum of three deputies will be required to effect a cell search. At least one deputy will be armed with a taser gun. Inmates will be given verbal instructions at their secured cell door in order to gain compliance for the search. Once the cell door is opened, both inmates will be handcuffed and escorted from the cell while the search takes place.

It is recommended that the inmates be seated at the pod tables while their cell is searched for weapons, narcotics, jail made alcohol, excess clothing, linen, and/or any other contraband. The cell searches shall be documented in the UDAL and Recreation Activity Log.

NOTE: Personnel shall not approach recalcitrant inmates or attempt to open the cell door of any inmate displaying a recalcitrant behavior, as dictated in TTCF Unit Order #3-02-300, Contact with Insubordinate/Recalcitrant Inmates.

## COMMISSARY

### Security Level 8 and 9 Inmates

Inmates housed in these modules will be provided with a restricted list of commissary items which they may choose to purchase. The restricted list of items for Security level 8 and 9 inmates limits the quantity of items which may be purchased.

Orders placed will be delivered on PM shift for distribution to the inmate. This is contingent upon circumstances such as facility lockdowns which may delay delivery of the items. Deputy personnel will be present to assist the vendor with the distribution of commissary items. Deputies will visually inspect each clear plastic delivery bag from canteen services to ensure that it contains only items allowed on the SHU commissary list. It is imperative to ensure that items such as razors are not inadvertently included in the commissary bags for the inmates. The commissary bags will be delivered to the inmates' cell by the deputies and the vendor associate.

## DISCIPLINE

### Security Level 8 and 9 Inmates

Module personnel may document minor violations on a half sheet minor violation report. The inmate(s) involved in the violation(s) may be disciplined by lockdown status in their assigned cell with the approval of the assigned sergeant.

Incidents involving major violations of jail policy will be documented via the Inmate Report Tracking System (I.R.T.S.). The violation(s) shall be acted on no longer than 72 hours after an inmate has been informed of the charge(s) in writing.

Depending on the nature of the violation(s), a SH-R-49 report may also be required. Inmates involved in major violations of jail policy may be transferred to the discipline module where they will be housed for a period of time, in lockdown status, consistent with the severity of the violation(s). Transfer to the discipline module will require the approval of the assigned tower sergeant.

## CLEANING

### Security Level 8 and 9 Inmates

Module personnel shall utilize the module inmate worker system of pod cleaning. All cleaning materials, brooms, mops, etc., are to be inspected by staff. All of these items must be removed from the pod upon completion of cleaning. Inmates assigned to pod maintenance may receive additional "program" time after the pod is cleaned.

## VISITING

### Security Level 8 Inmates

Once a visiting pass is generated, module personnel shall ensure inmates in the visiting area at the same time are of the same security level. Inmates participating in visiting shall be escorted to the visiting area by deputy personnel. Deputy personnel will ensure that each inmate is secured by being handcuffed to the stool.

### Security Level 9 Inmates

Once a visiting pass is generated, module personnel shall ensure inmates in the visiting area at the same time are of the same security level. Control booth personnel shall open the cell doors of the inmates that are participating in visiting, one cell at a time. No more than two inmates shall be out of their cell at any given time. Deputy personnel will handcuff and escort the inmates appropriately, as dictated in the "MOVEMENT and BLACK BOX CLASSIFICATION" section of this unit order.

## RELIGIOUS ACTIVITIES

Religious services are offered to inmates on a voluntarily basis. Various ministries provide chaplaincy services to inmates within the facility. Services or activities may include, but are not limited to: worship service, Bible study class, or individual counseling.

### Security Level 8 Inmates

It is recommended that groups of inmates be assembled and monitored within the confines of the outdoor/indoor recreation area. Services or activities which are of a group nature, will be offered to all

inmates until the maximum number of inmates allowed to gather in a common area are met.

#### Security Level 9 Inmates

All inmates will be given the opportunity, as presented by the chaplaincy staff, to participate in individual counseling or ministry sessions. These sessions will take place at an inmate's cell door, or on rare occasion, an alternate location for privacy. In those instances, Custody personnel will designate the location for privacy, its duration, and feasibility, taking into consideration the safety of all involved, and the security of the facility.

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### • • 5-22-040 Parolee Misconduct

#### PURPOSE OF ORDER:

This order establishes the policy which shall ensure timely notification to the Board of Prison Terms for incidents of misconduct by Twin Towers Correctional Facility inmates with parole holds. Penal Code Section 3057 provides the Board of Prison Terms authority to extend the period of confinement of parolees for in-custody misconduct.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

When encountering acts of misconduct by inmates, TTCF personnel shall comply with existing discipline procedures. (Refer to Unit Order 5-22-010, Inmate Discipline Procedures.) In event the act warrants disciplinary action, the handling officer shall fill out an Inmate Incident Report (SH-J 213).

Prior to submitting the report to the Bonus Deputy, the officer initiating the report shall conduct an inquiry, via the JDS terminal, to verify the inmate's parole status. The officer shall make the appropriate notation, "PAROLE HOLD" or "NO PAROLE HOLD" in the upper right margin of the Inmate Incident Report. Parole holds will be reflected by the charge 3056 P.C. This charge may be the only charge against the inmate or may appear in conjunction with other charge(s).

It shall be the responsibility of the Bonus Deputy to ensure that the Inmate Incident Report is complete and the appropriate parole hold information is properly recorded in the upper right margin.

The Watch Commander has the responsibility of reviewing all Incident Reports prior to their being submitted to the Unit Commander for approval of disciplinary action. In the event an Incident Report reflects that the concerned inmate is an active parolee, the Watch Commander shall advise the Operation's Staff via e-mail to prepare a brief correspondence to be forwarded to the Board of Prison Terms.

Copies of all reports pertaining to the incident shall be attached to the correspondence and forwarded to the Unit Commander for approval. Upon the Unit Commander's approval, the correspondence and accompanying reports shall be forwarded via U.S. mail to:



Board of Prison Terms  
Region III  
107 South Broadway, Room 3003  
Los Angeles, California 90012  
Attn: Regional Administrator

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• • **5-23-010 Inmate Exercise and Recreation**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for safe, secure, and orderly inmate exercise and recreation activities within the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Each inmate shall be afforded an opportunity to participate in at least three (3) hours of exercise and recreation activities, within a seven (7) day period, as stated in the California Code of Regulations (CCR) Title 15. This time period, for which the minimum recreation period is calculated, shall begin on Sunday and end on Saturday.

The exercise and recreation activities shall occur in areas specifically designated for exercise and recreation. All exercise and recreation times shall be documented in the housing location's electronic Uniform Daily Activity Log (e-UDAL).

Scheduled recreation times that were missed due to lockdown or other emergent situations, shall be made up as soon as it is feasible and logged in the housing location's e-UDAL. Custody personnel shall adhere to the following inmate exercise and recreation procedures:

Inmates placed on discipline are not permitted to partake in exercise and recreation activities, due to their disciplinary status. Administratively segregated inmates shall be afforded the opportunity to participate in outdoor exercise and recreation. Any administratively segregated inmate not housed on a floor with access to an outdoor recreation yard shall be escorted to a floor where outdoor recreation is available.  
Towers I and II Modules

Prior to the use of any recreation areas, visiting areas, or any inmate areas where inmate movement is set to occur, custody personnel shall check any and all doors, which could be used to gain access to a non-secure area, or a secure area, not intended for inmate use.

Tower I, and Tower II modules, have secure areas for inmate exercise and recreation. These areas include the pod dayroom area of the module and the outdoor recreation area adjacent to the module's staging area.

Only one pod of each module, shall be allowed to use the outdoor recreation area at one time. When inmates

are in the outdoor recreation area, the outdoor recreation door shall remain secured.

#### High Observation Mental Health Housing

Deputies shall use discretion prior to removing the inmate from a cell. If the inmate is considered unsuitable for group activities due to his/her behavior and/or negative interaction with custody staff, the mental health clinician and floor supervisors shall be notified of the exclusion from the program. The exclusion and reason shall be documented on the incident details in the e-UDAL. For additional information on providing eligible HOH inmates with unrestrained out of cell time, refer to Unit Order #5-23-011, "HOH Unrestrained Out of Cell Time."

#### Correctional Treatment Center (CTC) Indoor/Outdoor

Inmates housed in CTC are treated for acute or sub acute medical and mental health problems by Correctional Health Services (CHS) or mental health staff. Exercise and recreation activities shall be permitted only when authorized by the CHS. The inmate(s) shall be escorted to the dayroom or outdoor recreation area on the fourth floor of CTC. Custody personnel shall supervise the inmates from security station #M4109, located next to the outdoor recreational area. After the inmates have received their scheduled recreation time, custody personnel shall escort the inmates to their respective housing area. Escort personnel shall notify the module officer of the inmates' return.

#### Module Duties

Custody personnel shall be responsible for ensuring inmates in their respective housing locations receive the required amount of recreation time. The module officer shall document the amount of exercise/recreation time for each pod in the "Outdoor Recreation" section of the module's e-UDAL. If a pod declines outdoor recreation time, this shall also be documented in the e-UDAL.

Regardless of shift assignment or regularly scheduled work assignment, all personnel assigned to any module, at any time, are ultimately responsible for ensuring the minimum CCR Title 15 requirements are met.

#### Recreational Equipment Inspection

All recreational equipment shall be inspected by custody personnel. If recreational equipment has been damaged or is worn out, it shall be the module officer's responsibility to notify the TTCF Inmate Programs office, and request repair or replacement of the equipment. This information shall also be noted in the module's e-UDAL.

#### Floor Sergeant's Responsibility

It is incumbent upon the floor sergeants to ensure all modules under their supervision meet the minimum requirements for outdoor recreation time. This shall be accomplished by checking each module's e-UDAL to ensure inmates are being given the opportunity to participate in outdoor recreation.

04/23/19

06/27/18  
03/17/05  
03/27/97

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• • **5-23-011 HOH Unrestrained Out of Cell Time**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the regarding High Observation Housing (HOH) Unrestrained Out of Cell Time program at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

The HOH Unrestrained Out of Cell program will reduce the use of security restraints for HOH inmates. Inmates in this program shall meet or exceed Department of Justice Substantive Provision #80 requirements; however, due to varying factors, their privileges and programming may be limited due to their mental health acuity.

PROCEDURE:

Custody personnel shall adhere to the following HOH Unrestrained out of Cell Time program procedures:

HOH Inmate Classifications and Definitions

- HOH inmates participating in this program are identified as a “P-3” level of care by mental health staff;
- HOH inmates identified as “able to cohabitate” are those “P-3” inmates whose consistent demeanor is safe around other inmates;
- HOH inmates have the same varying security levels and classifications as General Population (GP) inmates. Unless otherwise noted, as in a GP setting, all classifications shall be separated during HOH unrestrained out of cell time;
- “Inmate Property Door Signs,” which can be retrieved from the Mental Health Tools web application in the Custody Information Portal, are posted on every HOH inmate’s cell door. The “Inmate Property Door Sign” will indicate their “P” level of care and allowable property;
- “iMATCH” is an electronic system utilized to identify “able to cohabitate” inmates who are housed within a specified module. The “iMATCH” system gathers information from the Automated Justice Information System (AJIS) and Mental Health Tools.

HOH Unrestrained Out of Cell Time Eligible Inmates

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Custody staff will identify groups of eligible inmates within each HOH module, and provide a minimum of two (2) hours of weekly unrestrained out of cell time, per group. Only HOH inmates, classified as "P-3," and deemed able to cohabitate shall be eligible, and will be grouped based on clothing restrictions, security levels, and classifications.

### HOH Unrestrained Out of Cell Time Selection of Groups

- Groups shall be separated into security levels 1-7 or 8-9;
- Groups shall be separated by classification;
- Groups shall be separated by clothing restrictions:
  - o Clothed inmates groups;
  - o Gowned inmate groups.
- No more than eight (8) inmates at a time shall participate in HOH unrestrained out of cell time;
- All inmates in the module shall be reviewed for eligibility by the assigned Small Management Yard (SMY) staff;
  - o At the beginning of the shift, the SMY staff shall utilize the module tank sheet to account for those eligible for unrestrained out of cell time;
  - o The module "iMATCH" system will be referenced to exclude those inmates from the tank sheet who are not able to cohabitate. This procedure will also be utilized to exclude inmates with the following level of care codes: "P-0," "P-1," and "P-2";
- Once the SMY staff identifies the groups to participate in unrestrained out of cell time, they shall review the results with the other module staff;
- Any concerns custody personnel have with inmates who they identify as able to participate shall be discussed with mental health staff;
- Both custody personnel and mental health staff shall develop a plan to address inmates who may not be qualified for unrestrained time, but are marked able to cohabitate.

### HOH Unrestrained Out of Cell Time Location

- Clothed inmates participating in unrestrained out of cell time may be placed in an identified pod dayroom or in the outdoor recreation yard;
- Gowned inmates shall only be placed in the outdoor recreation yard. The yard shall be checked at time intervals consistent with Custody Division Manual section 4-11/030.00, "Inmate Safety Checks," for any safety or security concerns. All doors within the outdoor recreation yard shall be checked and secured in accordance with TTCF UO 3-08-050, "Security, Perimeter, and Fire Prevention;"
- All cell doors and tray slots shall be secured;

## Twin Towers Correctional Facility Unit Orders

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- During unrestrained out of cell time, inmates housed in cells within the utilized pod shall be secured in their cells, unless emergent circumstances exist;
- The chosen location shall not conflict with group therapy, pill call, or meals.

### Conducting HOH Unrestrained Out of Cell Time

- Module SMY staff shall offer unrestrained out of cell time to the inmates identified.
- The SMY staff shall be responsible for providing security during HOH unrestrained out of cell time and adhere to the following procedures:
  - During this time, no inmates shall be placed in the Small Management Yard (SMY);
  - SMY staff shall maintain visual contact of inmates participating in unrestrained out of cell time;
- Immediate presentation of the inmate will be considered and SMY staff shall ensure the inmate does not present:
  - A potential threat of physical harm;
  - A threat to physical property;
  - An effort to escape;
- SMY staff shall escort the identified inmates to the designated location;
- Inmates may be escorted without handcuffs to participate in unrestrained out of cell time;
- A pat down search of each inmate shall be conducted prior to placing the inmate in the group, in accordance with (CDM) section 5-08/010.00, "Searches."

### Recording HOH Unrestrained Out of Cell Time

- SMY staff shall record unrestrained out of cell time in the electronic Uniform Daily Activity Log (e-UDAL) via the iPod:
  - The time shall be recorded by utilizing the "unrestrained" selection;
  - The time shall start when the inmate is placed in the identified area and end when the inmate is placed in security restraints or moved from the location;
- In addition to recording the out of cell time in the e-UDAL, the date, time, and location shall be recorded on the tank sheet utilized to identify the group members. The tank sheet shall be filed in each module's unrestrained out of cell time folder, and will be made available for review;
- Unrestrained single inmates placed in the dayroom or outdoor recreation yard shall also be recorded in the e-UDAL, utilizing the "unrestrained" selection.

For further information regarding the use of the e-UDAL, custody personnel shall refer to the "Los Angeles County Sheriff's Department Title 15 e-UDAL Manual" and CDM, section 4-11/025.00, "Electronic Uniform Daily Activity Log."

Revised 04/17/19

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• • **5-23-020 Educational Programs**

PURPOSE OF ORDER:

To establish procedures for inmates housed at Twin Towers Correctional Facility (TTCF) to participate in inmate educational programs offered by the Education Based Incarceration Unit (EBI).

SCOPE OF ORDER:

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

PROCEDURE:

All educational programs are administered by the EBI. Inmates will be advised of and offered educational opportunities during the orientation process. A pre-screened/pre-approved inmate that has been cleared by the Department of Mental Health (DMH), Medical Services Bureau, and Inmate Reception Center (IRC) Classification may attend any class offered. EBI will facilitate the coordination of learning plans for inmates wishing to participate in educational, vocational, and life skills programming.

Learning and training programs consist of the following;

- Academic Education: Includes classes for earning a high school diploma and community college units.
- Vocational (Career Technical) Education Programs: Includes classes for job skills and specialty certificates
- Life Skills: Includes classes that enhance the inmates coping skills and productivity in their communities such as anger management, substance abuse, and parenting

Educational programs may be provided in a classroom setting or in group classes in the Indoor Recreation area

Module personnel shall conduct security for all classes taking place in their respective modules

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• • **5-23-040 Commissary**

PURPOSE OF ORDER:

To establish a policy regarding commissary service at Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

ORDER:

Inmates are given the opportunity to purchase snacks and personal hygiene items, on a weekly basis, by filling out a commissary menu (Scantron) provided by the vendor. The commissary items ordered will be delivered on the next scheduled delivery day, if possible. Vending sales are also available to the inmates in their housing area through vending cards.

Inmates shall maintain a receipt, on their person, for all commissary items in their possession. Commissary items that cannot be accounted for with a receipt shall be considered contraband and confiscated accordingly

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## Twin Towers Correctional Facility Unit Orders

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without compensation. Inmates who fail to maintain a receipt for all commissary items, in their possession, shall be subject to disciplinary action.

The commissary service will make every attempt to deliver the items ordered pursuant to their contractual agreement. Inmates who order items through commissary and are not available to receive these items for delivery due to court appearances, hospital appointments, etc., will receive a credit to their spending account for the total monetary amount of the commissary items not delivered to the inmate and the inmate will have to reorder the items.

The vendor has agreed to deliver pre-ordered commissary/stores every Friday evening to inmates housed in Tower I, Tower II, and CTC. The vendor will provide order forms to every inmate. Inmates may select as many items as they wish from the order form not to exceed \$135 per week. Vending cards are not to exceed \$20, and phone cards are not to exceed \$40. Commissary items worth in excess of \$135, or quantities greater than allowed by jail rules, will be considered contraband.

Employees of the Commissary vendor are subject to a search of their person and commissary cart upon demand. They shall only wear clothing which is appropriate for a maximum jail facility and approved by the On Duty Watch Commander. No purses, fanny packs, briefcases, cell phones or personal packages are allowed to be brought into the facility at any time.

### Process

The process by which TTCF inmates will be supplied with commissary/stores by the commissary vendor is as follows:

- Every Thursday, the Tower II PM Line Seniors shall pick up a sufficient number of commissary order forms from the Watch Sergeant's office and distribute them to the Title 15 Compliance Officers working his shift. The Tower II PM Line Seniors are also responsible for distribution of Acommissary order forms to CTC.
- Every Thursday, the Tower I PM Line Seniors shall pick up a sufficient number of commissary order forms from the Watch Sergeant's office and distribute them to the Title 15 Compliance Officers working his shift.
- At the beginning of their shift, the PM Title 15 Compliance Officers will give the commissary order forms to every inmate in their module who desires to purchase items from commissary. The inmate will complete the form and return it to the module officer by the end of shift.
- The Line Senior shall pick-up the completed order forms from each module and delivers them to the Watch Sergeant's office no later than 2000 hours.
- At approximately 2100 hours, a representative from the commissary vendor will pick-up the completed forms from the Watch Sergeant's office and take them for processing.
- Between 1630 and 1730 hours on Friday evening, the commissary vendor will deliver the completed orders to Twin Towers Correctional Facility. The delivery truck will be inspected by the PM officer assigned to Trash and Freight and allowed into the Tower II loading dock area.
- The commissary orders will be in covered carts, one cart for every module. The PM officer, assigned to Trash and Freight will inspect the carts for contraband as they come off the truck. Individual inmate commissary bags will not be opened or searched, as a matter of routine. Carts may be placed in the commissary storage room, #S196, until the commissary clerks arrive.

## Twin Towers Correctional Facility Unit Orders

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- While the carts are being unloaded at the receiving dock, the vendor commissary clerks will be checking in with Tower II Control. They will identify themselves and display the appropriate facility pass. The Tower II Control Officer will conduct a cursory search of their person for contraband, if necessary.
- The clerks will be directed to Tower II via the dock area secured hallway to the commissary storage room, #S196, adjacent to the Tower II loading dock. The clerks will take control of a cart and push it to the proper module for distribution.
- Available movement and module officers shall monitor the clerks' movements through the facility to ensure they arrive at their destination safely.
- Prior to the delivery of commissary, the Watch Deputy shall notify all module officers of their pending arrival. The module officers shall turn off the telephones and showers. The volume on the television shall be turned down. All inmates shall be instructed to sit on their bunks and remain quiet for commissary delivery. The only inmate movement allowed will be to use the restroom facilities.
- When complete control of the module has been established, the clerk may begin distributing the individual packages to the proper inmate, one at a time. An inmate worker assigned to the dorm shall be utilized to call out inmate names and booking numbers, if necessary. The inmate receiving the commissary package shall check it to ensure the order is correct. He/she will then sign the receipt to verify delivery. If an inmate advises that he/she was charged for an item that he/she did not receive, staff shall instruct the inmate to complete an Inmate Complaint form. The Inmate Complaint form shall be forwarded to the Inmate Services Unit for disposition.
- Any inmate attempting to impersonate another inmate in order to buy another inmate's order shall be subject to disciplinary proceedings.
- After all commissary packages have been delivered, the module officer will run the booking numbers of those inmates who have transferred to a different floor or module. The clerk will be informed of where he can locate the inmate and deliver his commissary.

If an inmate is at court, his package will be held in a hold-over cart by vendor staff until that inmate returns later that night when it will be delivered. Any commissary that is undeliverable will be returned to the commissary vendor and the inmate's account credited by 7 a.m. the next morning.

When the clerks have finished with their deliveries, they shall return their carts to the loading dock for inspection by the PM Officer assigned to Trash & Freight. Once the carts have been inspected and reloaded back into the delivery truck, the clerks may now exit the building through Tower II Control.

Module Custody Assistants shall log all jail commissary activities in the Electronic Uniform Daily Activity Log (e-UDAL). Only the on duty Watch Commander may cancel or delay the delivery of order forms or commissary packages to inmates housed at the TTCF. If an emergency lockdown should occur during the commissary period, the clerk will take the commissary cart and return to the dock area until normal operations resume.

### Use of Microwaves



## Twin Towers Correctional Facility Unit Orders

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- Microwaves are to be used for commissary microwaveable items only.
- Water cannot be heated in microwave.
- Microwave=s must be kept clean and sanitized at all times.
- No more than one item can be cooked in microwave at a time.
- Do not put foil, metal or any objects that are not considered microwaveable in the microwave.
- The microwave will be removed indefinitely if there are any signs of vandalism, misuse or abuse.
- The Los Angeles County Sheriff=s Department can revoke microwave privileges indefinitely, at any time.
- Module Officers are responsible for ensuring that a copy of the microwave policy is posted above each unit.

### CTC

Commissary procedures are identical to Tower II.

### Discipline

Inmates housed in discipline are not eligible to order commissary/stores.

### Exceptions:

- Inmates on administrative segregation.
- Inmates who had orders submitted prior to their transfer to discipline.

Their commissary shall be stored in the discipline property room, along with other personal items they are unable to have, while in discipline.

EVERY EFFORT SHALL BE MADE TO DELIVER AN INMATE=S COMMISSARY/STORE ORDER WHEN IT ARRIVES.

### COMMISSARY SCHEDULE FOR TWIN TOWERS CORRECTIONAL FACILITY

TOWER I, TOWER II, & CTC

THURSDAY  
THURSDAY  
FRIDAY

## Twin Towers Correctional Facility Unit Orders

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1330 hrs. - The PM Line Senior picks up commissary order forms from Watch Sgt=s. Office for distribution via Title 15 Compliance Officers working his shift. The Senior will collect all completed forms from every module and return them to the Watch Sgt=s. Office no later than 2000 hrs.

2100 hrs. - Commissary vendor workers will pick up forms from Watch Sgt=s. Office for processing.

1630 Commissary vendor delivers filled orders to Tower II loading dock for distribution.

APPROVED BY:           ON FILE  
                                  ANTHONY WARD, CAPTAIN

DATE: 08-14-08  
LOS ANGELES COUNTY  
MICROWAVE POLICY

1. MICROWAVES ARE TO BE USED FOR COMMISSARY MICROWAVEABLE ITEMS ONLY.
2. WATER CANNOT BE HEATED IN MICROWAVE.
3. MICROWAVE=S MUST BE KEPT CLEAN AND SANITIZED AT ALL TIMES.
4. NO MORE THAN ONE ITEM CAN BE COOKED IN MICROWAVE AT A TIME.
5. DO NOT PUT FOIL, METAL OR ANY OBJECTS THAT ARE NOT CONSIDERED MICROWAVEABLE IN THE MICROWAVE.
6. THE MICROWAVE WILL BE REMOVED INDEFINITELY IF THERE ARE ANY SIGNS OF VANDALISM, MISUSE OR ABUSE.
7. LOS ANGELES COUNTY SHERIFF=S DEPARTMENT CAN REVOKE MICROWAVE PRIVILEGES INDEFINITELY, AT ANY TIME.

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### • • 5-23-070 TTCF Master Activity Schedule

#### PURPOSE OF ORDER:

A TTCF Master Activity Schedule has been developed to rectify scheduling conflicts and to establish the day-to-day inmate activities for all employees to follow. The philosophy of inmate programs as a partnership and cooperative effort among all support services employees and custodial personnel is the desired effect from this schedule.

#### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

#### ORDER:

Inmate programs shall be facilitated in a timely manner. All custodial employees shall adhere to the TTCF

Master Activity Schedule. Any exceptions to this schedule shall be approved by the on-duty watch commander.

This schedule shall be readily available as a computer file accessible on the computer terminal in each module control booth. It shall be the source document that establishes the day-to-day inmate activities pattern for all employees to follow. Module officers shall consult the schedule in order to rectify any scheduling conflicts that may arise. The schedule is in Microsoft Outlook via Public Folders/All Public Folders/Custody & Correctional Division Information/Twin Towers Correctional Facility/Master Activity Schedule.

If an inmate programs employee, e.g., DMH, Chaplain, Education, misses his scheduled activity time, module personnel may allow other activities during that time. However, if the specific inmate programs employee arrives late, they shall be allowed to use the remainder of their scheduled time. Any activity that module personnel may have initiated must be terminated in order to facilitate the inmate programs employees scheduled time.

NOTE: Programs shall not be routinely started early, e.g., inmate meals.

It may be necessary to have overlapping activities within the module, e.g., school on the ABC side and chaplain services on the DEF side, to accomplish our goal of facilitating inmate programs.

#### Escorting of Inmate Programs Employees

Any county employee, civilian or sworn, who has security clearance may escort an inmate programs employee or visitor, who requires escorting, throughout the building.

#### Lockdowns

- In the case of a modified lockdown, i.e., briefing, inmate programs shall continue without delay.
- If an Emergency Response Team from a particular tower is called out, the affected tower's inmate programs shall be suspended while the unaffected tower's programs shall continue.

#### Revision and Retention

Problem resolution sessions shall be conducted at the monthly Twin Towers Facility Staff Meeting by all regular attendees. These sessions should facilitate scheduling future programs through the forum established by Twin Towers staff wherein minutes are recorded and agendas are discussed.

All updates to the schedule shall be made by the TTCF Facilities Lieutenant, or designee. The old version shall be archived and retained for a period of two (2) years. Each update shall include a new revision date.

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### • • 5-24-020 TTCF Legal Unit

#### PURPOSE OF ORDER:

To establish procedures for the Twin Towers Correctional Facility Legal Unit.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Twin Towers Correctional Facility personnel shall refer the issues below to the Legal Unit and cooperate in carrying out the assigned duties. In order to mitigate liability with respect to compliance issues, the Legal Unit shall coordinate the primary aspects of the following:

- Court Orders
- Legal Mail
- Law Library
- Pro Per Inmates
- Subpoena Duces Tecum
- Sexual Violent Predator Inmates

The Legal Unit shall keep a copy of the Los Angeles County Superior Court Pro Per Policy Memorandum on file for reference.

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• • **5-24-300 Over-Detention**

PURPOSE OF ORDER:

Over-Detentions are one of the standards by which our efficiency is judged. It is imperative that we make every effort to comply with issued release passes and to be responsive to inmates who allege over-detention so that we can be pro-active in our risk management.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Any member receiving a complaint from an inmate claiming his release date has passed shall investigate the claim to the fullest extent of his ability and relay that information to his immediate supervisor who, in turn, shall notify the Watch Commander. Any member investigating a claim of over-detention shall contact the IRC Document Control Supervisor. Once the Document Control Supervisor has researched the claim, the findings shall be relayed to the inmate.

If the investigation proves the inmate's claim, he shall be processed for release and escorted to IRC for release without delay. The Watch Commander shall ensure a memo is submitted to the Unit Commander whenever there is a founded over-detention.

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• • **5-26-010 Use of Safety Chair (S. C.)**

PURPOSE OF ORDER:

To establish policy and procedures for the use of the Safety Chair (S.C.). The S.C. is intended for short term transport of violent or high security risk inmates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

The Safety Chair is designed to safeguard inmates by providing temporary control of inmates during transport. The S.C. immobilizes an inmate's extremities, limiting their overall mobility.

Purpose of Safety Chair

The S.C. should be utilized when less restrictive alternatives have failed, appear likely to fail, or it is apparent that they will be ineffective in controlling the inmate.

The S.C. should be used to control and transport an inmate to another area within the facility such as the clinic for examination/treatment, or to another facility better suited to meet their needs, i.e., LAC/USC Medical Center, contract hospitals, etc.

Use of Safety Chair

- Except in exigent circumstances, prior approval shall be obtained from a supervisor at the permanent rank of Sergeant or above who shall be present during the inmate's placement in the S.C.
- In exigent circumstances, the S.C. may be utilized without the prior approval of the Sergeant. Immediate notification to the Sergeant shall occur at the completion of the inmate transport and/or placement in the S.C.
- Whenever possible, the inmate's cooperation shall be sought. If uncooperative, they can be forcibly placed in the S.C.
- Personnel should ensure all the inmate's personal property, with the exception of jail clothing, has been removed, i.e., jewelry, glasses, shoes, boots, socks, etc.
- An inmate can be secured in the S.C. and remain handcuffed, or their handcuffs can be removed and their hands secured to the arms of the S.C.
- Pregnant females shall not be placed in the S.C.
- The entire procedure shall be video taped.

## Twin Towers Correctional Facility Unit Orders

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- If an inmate complains of pain, the inmate shall be medically evaluated immediately after placement in the S.C.

### Safety checks

- The inmate, at all times, shall be in direct visual contact and constantly monitored by designated Department personnel.
- Custody personnel shall document direct visual observations twice every 30 minutes and shall include the health and physical condition of the inmate, i.e., “combative,” “inmate hostile,” “aggressive,” etc.
- S.C. components shall be checked every 15 minutes to ensure they are properly secured, and present no obvious physical signs of circulatory restrictions to the inmate’s extremities.
- The maximum time an inmate shall be in the S.C. is 2 hours.
- If observations indicate the inmate is and has been calm for a minimum of 30 minutes, a supervisor at the permanent rank of sergeant or above shall be summoned to observe the inmate and determine if the inmate should be removed.
- Inmates held in the S.C. for two hours shall be removed from the S.C. for a minimum of 30 minutes prior to any re-application.
- Inmates in the S.C. shall not be denied food, beverage, prescribed medications, or access to a bathroom, unless there is substantial cause to do so. If there is cause for denying an inmate the above, the watch commander shall obtain the concurrence of medical staff.
- All observations and actions shall be documented in the “Safety Chair: Inmate Security Check Log” and the Uniform Daily Activity Log.
- Inmates placed in/released from the S.C. who have not been injured prior to or during placement in the S.C. should not, as a matter of routine, be medically evaluated.
- An inmate released from the S.C., who complains of pain or has any visual signs of injury, shall be medically evaluated.

### Reporting Use of Force

Any reportable force used, i.e., inmate struggles/resists prior to or while securing an inmate in the S.C., shall be reported and documented per Department policy. A reference number shall be placed on the “Safety Chair: Inmate Security Check Log” and a copy forwarded to the statistical coordinator. The videotape and all paperwork shall be maintained at the unit for four years. If the inmate is injured or there is a significant risk management factor, documentation shall be maintained indefinitely.

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• • **5-50-010 Facility Control Operating Procedures**

PURPOSE OF ORDER:

To define the electronic capabilities of the low voltage systems in Facility control.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Personnel assigned to Facility Control shall be responsible for operating and monitoring various low voltage systems throughout Tower II concerning:

- Communications
- Visual/video surveillance
- Electronic security
- Emergency systems

The following are basic explanations of these systems:

Radio System

This is a multi-channel radio system with a base station in each Tower Control Booth. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. Facility Control has the ability to override all communications on both the routine and tactical frequencies by activating the transmit switch on the master radio panel. Channel 6 is used for routine radio transmissions, channels 10 through 13 are tactical channels and channel 14 is for SRC emergency access. SRC approval must be obtained before using the tactical channels. Channel 14 is to be used only in the event of an emergency outside the facility as it is a county-wide SRC access channel.

Radio Paging System (Belt Pagers)

Facility Control has a master radio paging panel. This panel allows Facility Control personnel to activate any belt pager assigned to the facility. This panel also allows Facility Control personnel to page groups of people for ERT or other emergency responses.

Master Antenna Television (MATV) System

Facility Control Personnel, through the use of the MATV system, have the ability to determine the television programming (cable, broadcast, or video tape transmission), shown on the inmate television system.

### Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the facility. Facility Control has the capability to view all of the cameras in the entire facility. Facility Control is equipped with a keyboard which allows personnel to call up any camera for viewing on a dedicated monitor. Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. Facility Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode. All taping is to be done in the twenty-four hour mode.

Tapes shall be changed each day at 0800 hours by the Facility Control Bonus Deputy. When a new tape is inserted, the box shall be labeled with the date and exact time inserted and the tape deck that it is recording. When a tape is removed, the box shall be labeled with the date and exact time removed. Tapes shall be retained for thirty days. At the end of the thirty day retention period tapes may be relabeled and reused.

### Public Address (PA) System

The Facility Control Master Paging panel will broadcast to any single zone, combination of zones, or the entire tower. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting if the need arises.

### Routine Door Control Panels

Facility Control has a control panel to operate sallyport doors, Facility Control entry door, and their corresponding intercoms.

### Fire Alarm System

Facility Control has fire alarm annunciator panels and a fire alarm computer equipped with a touch screen. When a smoke detector, heat detector or manual pull station is activated, Facility Control personnel will acknowledge the alarm on the touch screen. This action will activate a pre-programmed set of instructions which will appear on the screen and be printed on the fire alarm system printer.

The facility air handling panel monitors the operation of the air handling system and provides Manual override of the system should the need arise. To evacuate smoke in the event of fire.

The fire annunciator panels monitor the site water mains and the fire sprinkler to ensure there are no abnormalities in water pressure in these systems.

### Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between Facility Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout the facility. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing Facility Control to visually monitor an area. As soon as Facility Control personnel acknowledge the alarm, two-way voice



communication is established allowing Facility Control personnel to communicate with the personnel involved.

### Emergency Graphic Control Panels

Facility Control is equipped with emergency graphic control panels for each tower, the CTC and IRC allowing remote operation of the facility from a central location. These panels allow Facility Control personnel to operate critical doors and gates in the facility to allow movement in the event of an emergency. These panels also control the access and perimeter doors of all the fire towers on all levels of the tower allowing access into or out of the fire towers.

The graphic panels can be used to open all module Deputy Station entry doors, outdoor recreation area connect doors and outer visiting area connect doors on all levels of the facility. These panels will not open individual cell doors in the modules.

Certain electrical rooms, janitor rooms and security doors are equipped with door alarms. When activated, a light on the graphic panel illuminates and an audible tone sounds alerting personnel of the intrusion. An acknowledge button can be depressed to silence the audible tone, and a reset button is provided to extinguish the light after the alarm has been verified.

### Elevator Control Panel

Facility Control is equipped with an elevator control panel which allows remote operation of the Tower 1 elevators. This panel shall be used in the event of emergencies or under emergency power situations. Facility Control also has an elevator status panel which shows the location and operating status of each elevator in the facility at any given time.

### Clinic Duress Alarm Panel

The clinic duress alarm system works exactly like the Emergency Intercom system. This system is located in the clinic area and is for use by Medical Services staff in the event of an emergency. Facility Control has a main monitoring panel for this system. Once an alarm has been acknowledged, two-way voice communication is established with the remote station allowing Facility Control personnel to monitor the situation and take appropriate action.

### Custody Intercom

The Custody Intercom is an internal telephone system that operates much like a conventional telephone. There is a remote station in each Deputy Station and in certain offices throughout the facility. This system can be used as a speaker-phone or conventional hand held telephone. It can be used in the event that the regular telephone system becomes inoperative. The master panel for this system is located in Facility Control and can be used to call one station or a combination of stations much like a conference call.

### Emergency Generator Status Panel

An emergency Generator Status Panel is located in Facility Control. This panel contains audio and visual alarms to identify emergency operating conditions affecting the generator system.

• • **5-50-020 Facility Paging System**

PURPOSE OF ORDER:

To establish procedures for the use of the Twin Towers Correctional Facility paging system.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

Public Address (PA) System

The Facility Control Master Paging panel will broadcast to any single zone, combination of zones, or the entire tower. Since this panel has the capability to override any zone or combination of zones that are simultaneously broadcasting, an "ALL CALL" page which broadcasts into IRC should be avoided unless an "ALL CALL" is requested by IRC or an emergent situation exists requiring an "ALL CALL" page.

Tower I, Tower II, CTC, and IRC utilize their own paging system for routine paging.

Tower I Facility Control uses the Fire Alarm "ALL CALL" Paging System for emergency situations only. Paging on the 8th floor in non-emergent situations requires approval from the Watch Commander or personnel of higher rank.

Each module is equipped with a paging and intercom system which allows personnel to page into a cell, a day room, an indoor recreation area, an outdoor recreation area or throughout the entire module.

Use of Facility and Module Paging

Personnel utilizing either the TTCF paging system or the module paging system shall adhere to the following regulations:

Personnel shall ensure that all broadcasts over any paging system are professional in tone and content. Personnel shall use language that complies with Departmental, Divisional and TTCF policy regarding sexual harassment, racial discrimination and hazing. This precludes the use of slang, profanity and other inappropriate terms such as derogatory references to mentally ill, homosexual or other specific population of inmates.

The paging system shall not be utilized to harass or discipline an inmate or group of inmates.

The module paging system shall not be used after Wristband Count on EM shift. Module paging will resume at the start of Day shift.

The volume control shall not be adjusted to a tone higher than necessary for an appropriate level of conversation.

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## • • 5-50-030 Tower II Control Operating Procedures

### PURPOSE OF ORDER:

To establish the operating procedures and capabilities of Tower II Control.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### ORDER:

Personnel assigned to Tower II Control shall be responsible for operating and monitoring various low voltage systems throughout Tower II concerning:

- Communications
- Visual/video surveillance
- Electronic security
- Emergency systems

The following are basic explanations of these systems:

#### Radio System

This is a multi-channel radio system with a base station in Tower II Control. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. Tower II Control has the ability to override all communications on both the routine and tactical frequencies by activating the transmit switch on the master radio panel. Channel 6 is used for routine radio transmissions, channels 10 through 13 are tactical channels and channel 14 is for SRC emergency access. SRC approval must be obtained before using the tactical channels. Channel 14 is to be used only in the event of an emergency outside the facility as it is a county-wide SRC access channel.

#### Radio Paging System (Belt Pagers)

Tower II Control has a master radio paging panel. This panel allows Tower II Control personnel to activate any belt pager assigned to the facility. This panel also allows Tower II Control personnel to page groups of people for ERT or other emergency responses.

#### Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the facility. Tower II Control has the capability to view all of the cameras in Tower II. Tower II Control is equipped with a

keyboard which allows personnel to call up any camera in the tower for viewing on a dedicated monitor.

Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. Tower II Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode.

All Tower II cameras are recorded in Facility Control. Tapes shall be changed each day at 0800 hours by the Facility Control Bonus Deputy. When a new tape is inserted, the box shall be labeled with the date and exact time inserted and the tape deck that it is recording. When a tape is removed, the box shall be labeled with the date and exact time removed. Tapes shall be retained for thirty days. At the end of the thirty day retention period tapes may be relabeled and reused.

### Public Address (PA) System

This system will broadcast to any single zone, combination of zones, or the entire tower from the Tower II Paging Panel. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting in Tower II, if the need arises.

### Routine Door Control Panels

Tower II Control has two routine control panels that operate the sallyport doors, Tower II Control entry door, and their corresponding intercoms.

### Fire Alarm System

Tower II Control is equipped with a fire annunciation panel and computer. When a smoke detector, heat detector or manual pull station is activated, Tower II Control personnel will receive remote detection on the fire alarm computer.

The fire annunciator panel will provide a printed readout of the exact location and type of device that alarmed and must be reset at Facility Control to put the system back into normal operating mode. Facility Control shall be notified to reset the alarm once the situation is rectified.

### Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between Tower II Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout Tower II. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing Tower II Control to visually monitor the situation. As soon as Tower II Control personnel acknowledge the alarm, two-way voice communication is established allowing them to communicate with the personnel involved.

### Emergency Graphic Control Panels

Tower II Control is equipped with emergency graphic control panels for each level of the tower allowing remote operation of the tower from a central location. These panels allow Tower II Control personnel to operate critical doors and gates in the tower to allow movement in the event of an emergency. These panels also control the access and perimeter doors of all the fire towers on all levels of the tower allowing access into or out of the fire towers.

The graphic panels can be used to open all module Deputy Station entry doors, outdoor recreation area connect doors and visiting area connect doors on all levels of the tower. These panels will not open individual cell doors in the modules.

Tower II is equipped with door alarms on certain electrical rooms, janitor rooms and security doors. When activated, a light on the graphic panel illuminates and an audible tone sounds alerting personnel of the intrusion. An acknowledge button can be depressed to silence the audible tone, and a reset button is provided to extinguish the light after the alarm has been verified.

### Elevator Control Panel

Tower II Control is equipped with a panel which allows remote operation of the elevators in Tower II. This panel shall be used in the event of emergencies or under emergency power situations.

### Clinic Duress Alarm Panel

The clinic duress alarm system works exactly like the Emergency Intercom system. This system is located in the clinic area and is for use by Medical Services staff in the event of an emergency. Tower II Control has a main monitoring panel for this system. Once an alarm has been acknowledged, two-way voice communication is established with the remote station allowing Tower II Control personnel to monitor the situation and take appropriate action.

### Custody Intercom

The Custody Intercom is an internal telephone system that operates much like a conventional telephone. There is a remote station in each Deputy Station and in certain offices throughout the facility. This system can be used as a speaker-phone or conventional hand held telephone, but operates as a stand alone system and can be used in the event that the regular telephone system becomes inoperative. Tower II Control has a master panel for this system that can be used to call one station or a combination of stations in Tower II, much like a conference call.

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## • • 5-50-040 CTC Control Operating Procedures

### PURPOSE OF ORDER:

To establish the operating procedures and capabilities of CTC Control.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

### ORDER:

Personnel assigned to CTC Control shall be responsible for operating and monitoring various low voltage

systems throughout the CTC concerning:

- Communications
- Visual/video surveillance
- Electronic security
- Emergency systems

The following are basic explanations of these systems:

### Radio System

This is a multi-channel radio system with a base station in CTC Control. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. CTC Control has the ability to override all communications on both the routine and tactical frequencies by activating the transmit switch on the master radio panel. Channel 6 is used for routine radio transmissions, channels 10 through 13 are tactical channels and channel 14 is for SRC emergency access. SRC approval must be obtained before using the tactical channels. Channel 14 is to be used only in the event of an emergency outside the facility as it is a county wide SRC access channel.

### Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the CTC. CTC Control has the capability to view all of the cameras in the building. CTC Control is equipped with a keyboard which allows personnel to call up any camera for viewing on a dedicated monitor. Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. CTC Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode. All CTC cameras are recorded in Facility Control. Tapes shall be changed each day at 0005 hours by the Facility Control Bonus Deputy. When a new tape is inserted, the box shall be labeled with the date and exact time inserted and the tape deck that it is recording. When a tape is removed, the box shall be labeled with the date and exact time removed. Tapes shall be retained for thirty days. At the end of the thirty day retention period tapes may be relabeled and reused.

### Public Address (PA) System

This system will broadcast to any single zone, combination of zones, or the entire tower from the Master Paging Panel. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting.

### Routine Door Control Panels

CTC Control has two control panels to operate the sallyport doors, CTC Control entry door, and their corresponding intercoms that allow access to the security portion of the building.

### Fire Alarm System

CTC Control is equipped with a Fire Annunciation Panel and Computer. When a smoke detector, heat detector or manual pull station is activated, CTC Control personnel shall receive remote detection on the fire alarm computer. The Fire Annunciation Panel will provide a printed readout of the exact location and type of device that alarmed and must be reset at Facility Control to put the system back into normal operating mode. Facility Control personnel shall be notified to reset the alarm once the situation is rectified.

### Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between CTC Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout the facility. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing CTC Control to visually monitor the situation.

As soon as CTC Control personnel acknowledge the alarm, two-way voice communication is established allowing them to communicate with the personnel involved.

### Emergency Graphic Control Panels

CTC Control is equipped with emergency graphic control panels for each level of the building allowing remote operation of the building from a central location. These panels allow CTC Control personnel to operate critical doors and gates in the facility to allow movement in the event of an emergency. These panels also control the access and perimeter doors of all the fire towers on all levels of the building allowing access into or out of the fire towers.

The graphic panels can be used to open all Deputy Station entry doors on all levels of the building and all doors in the visiting area. These panels will not open individual cell doors in the modules.

The facility is equipped with door alarms on certain electrical rooms, janitor rooms and security doors. When activated, a light on the graphic panel illuminates and an audible tone sounds alerting personnel of the intrusion. An acknowledge button can be depressed to silence the audible tone, and a reset button is provided to extinguish the light after the alarm has been verified.

### Elevator Control Panel

CTC Control is equipped with a panel which allows remote operation of the elevators in the CTC. This panel shall be used in the event of emergencies or under emergency power situations.

### Custody Intercom

The Custody Intercom is an internal telephone system that operates much like a conventional telephone. There is a remote station in each Deputy Station and in certain offices throughout the facility.

This system can be used as a speaker-phone or conventional hand held telephone, but operates as a stand alone system and can be used in the event that the regular telephone system becomes inoperative. CTC Control has a master panel for this system that can be used to call one station or a combination of stations in the CTC, much like a conference call.

• • **5-50-080 Loading Dock Sally Port Slider Operations**

PURPOSE OF ORDER:

To establish the operating procedures for the Sally Port Sliders at the Twin Towers Correctional Facility Loading Dock.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working Twin Towers Correctional Facility.

ORDER:

Twin Towers Correctional Facility (TTCF) has two loading docks. The Tower I loading dock shall be used exclusively for receiving Food Services supplies and removal of trash. The Tower II loading dock shall be used for trash removal and for receiving the following supplies:

- Laundry,
- Warehouse supplies,
- Inmate Services supplies,
- Mechanical or Facilities Maintenance supplies,
- Medical supplies,
- Delivery Services (Federal Express, UPS etc.).

Access into TTCF, by way of the dock area, can be gained by first entering through the exterior sally port security slider door, which leads to an interior sally port slider door. The interior and exterior sally port slider doors, shall only be opened at the same time under exigent circumstances with prior authorization from the on-duty watch commander or his designee.

GENERAL GUIDELINES

The Day shift dock officers for Tower I and II are responsible for obtaining the exterior dock key block from the appropriate Tower Control. For security reasons, the dock officer for Tower I and II shall exit the building through the employee entrance (Executive Parking) on his way to his assigned area. The Day shift dock officer shall not enter security to gain access to his post.

The PM shift dock officer shall make his relief on a one-to-one basis. Refer to TTCF Unit Order #3-08-040, Key Security. He shall receive his keys from the off-going Day shift dock officer. The PM shift dock officers for Tower I and II shall not enter security to return the exterior dock key block to either Facility Control or Tower II Control.

NOTE: The interior and exterior dock key blocks shall never be together at any time.



## Twin Towers Correctional Facility Unit Orders

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The dock officer shall be responsible for opening the exterior sally port slider door, with the exterior dock key block. The dock officer shall never enter security with the exterior dock key block in his possession.

The trash and freight officer shall be responsible for opening the interior sally port slider door, with the interior key block. The trash and freight officer shall never exit security with the interior dock key block.

NOTE: The exterior and interior dock sally port slider doors shall never be opened at the same time, except with watch commander approval.

### Dock Officer Responsibilities

All inmate dock workers shall be thoroughly searched by the dock officer before entering or leaving the loading dock area. At no time shall inmate dock workers enter the facility, unless escorted by the trash and freight officer or other designated personnel.

Due to the shipping and receiving of goods at both dock areas, delivery trucks may arrive and depart at various times throughout the day. Constant supervision of all inmate dock workers is imperative due to the value of the goods being delivered or shipped. The dock officer is responsible for all dock operations and equipment.

Truck drivers shall adhere to the following:

- Drivers are not to leave their vehicles unattended.
- Drivers are not to leave the engine running.
- Drivers are not to leave their vehicles unlocked.

### Search and Inspection

The dock officer shall ensure that all incoming containers are physically searched for contraband and the contents noted. The dock officer shall provide security for all items until they are picked up by the appropriate personnel. This shall be recorded in the Loading Dock Log.

The loading dock areas are a high risk security work assignment due to their quick access to freedom in facilitating an escape. Due to this, the trash and freight officer shall physically search all trash and laundry containers prior to placing them in the dock sally port. The method of searching the containers shall be by way of using a broom handle which is to be used as a probe. Probing the containers ensures that no inmate is hidden in them.

The dock officer shall visually inspect all containers leaving TTCF prior to taking them out of the dock sally port.

### Medical Supplies

Whenever medical supplies arrive at TTCF, there shall be a representative from the Medical Services staff present for the offloading and storing of these supplies. Medical staff may be contacted at ext. #5509. Refer to TTCF Unit Order #5-08-190, Pharmaceutical Deliveries.

## Access to Loading Docks

Personnel requesting access to the loading dock shall coordinate this through the trash and freight officers. All persons entering or exiting the facility via the dock sally port must be on the Dock Access Roster (See attachment).

NOTE: The loading docks are high security areas, therefore, these areas are not to be used for breaks, smoking areas, shortcuts, parking of personal vehicles or as an employee entrance.

If personnel require access through the dock sally port when the dock officer and freight officer are off duty, they will need to contact the appropriate TTCF control center via the intercom for entry or exit. Only personnel on the Dock Access Roster shall be given access, unless they have prior approval by the watch commander. During normal operations and staffing of their position, Facility Control and Tower II Control shall not open the slider gate pursuant to a request via the intercom. Only persons on the Dock Access Roster shall be allowed access to the dock areas.

## DOCK ACCESS ROSTER

The following list of personnel or job classification have been approved for the Dock Access Roster. Only those persons whose names appear on the Dock Access Roster shall be permitted access to the dock areas.

- Maintenance/Plumbers
- Laundry personnel
- Chaplain personnel
- Central Supply (Star Center)
- Warehouse personnel
- Inmate Programs personnel
- Commissary personnel (Tues. & Thurs.)
- Water service
- Dock officer
- Trash and freight officer (may have inmate work crew with him)
- Food Service workers
- Dewey Pest Control
- Logistics Personnel
- Medical Disposal
- Any uniformed personnel conducting business in the dock area, or with specific authorization from the on-duty watch commander or his designee.

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## • • 5-50-100 Control Booth Security

### PURPOSE OF ORDER:

To set forth policy regarding control booths to ensure the security of the facility is not compromised.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

In order to ensure the security of the facility, all personnel working a control booth at TTCF, e.g., module control booth, Facility Control, Tower II Control, CTC Control, CTC Entry Control, Kitchen control booth, Transfer Center control booth, shall remain at their assigned post unless one of the following occurs:

- They are properly relieved,
- An emergency (must be able to justify to the watch commander),
- At the direction of the watch commander.

Facility Control and Tower II Control shall have a minimum of two personnel working at any given time.

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• • **5-50-110 Sally Port Gate and Control Booth Security**

PURPOSE OF ORDER:

The following policy has been established to ensure the security of the facility is maintained through proper use of sallyport gates.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility.

ORDER:

There shall never be more than one sally port slider gate at a specific control center opened except:

- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

All sally port gates shall always remain closed and secured unless:

- They are opened to allow ingress and/or egress of authorized persons,
- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

The manual override switches for the sally port gates at Facility Control and Tower II Control shall not be activated for any reason except:

- In extreme emergencies and the watch commander is notified as soon as possible of the incident or
-

- With the expressed approval of the watch commander.

The Facility Control and Tower II Control booth doors shall remain closed and secured at all times unless:

- They are opened to allow ingress and/or egress of authorized persons,
- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

NOTE: The Tower II Control booth door shall not be opened unless all three slider gates to the sally port are closed, except for emergencies.

If employees fail to comply with the above security protocols for emergent reasons, they must be able to fully justify it to the watch commander.

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## • • 5-50-120 Inmate Television Programming

### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the programming of Inmate Television within the Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

The order shall apply to all personnel assigned to Twin Towers Correctional Facility.

### ORDER:

Inmate Television will be controlled by personnel assigned to each Facility Control (Tower One and Tower Two) booth and monitored by the Watch Deputy.

Inmate programs will provide a weekly prepared programming schedule to be distributed and maintained at each Facility Control. A list of daily programs for the week will be chosen by the Inmate Programs Supervising Line Deputy.

Regular television broadcasts shown to the inmate population will be monitored by Facility Control personnel. Even though regular television programs and movies are selected and edited to comply with FCC standards, some programming will not be suitable for inmate population viewing.

Movies broadcasted that were not pre-approved by the Inmate Programs Supervising Line Deputy must be approved by the Watch Commander.

Any deviation from the scheduled programming shall only be at the discretion of the Watch Commander.

Movies shown by video which are excessively violent, excessively inflammatory, sexual in nature, or blatantly offensive to any racial, ethnic, religious, gender, cultural group or news broadcasts shall not be shown.

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Televisions are to be turned on after breakfast and turned off for count and meals.

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• • **5-15-015 Merit Master Inmate Contact Visits**

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for contact visits with the Forensic In-Patient (FIP) Step Down Merit Master Inmates at the Twin Towers Correctional Facility (TTCF).

**SCOPE OF ORDER:**

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

**ORDER:**

Non-barrier contact visitations shall only be conducted in the interim room in Module [REDACTED TEXT]. Contact visitations shall be limited to the FIP Step Down Merit Master Inmates housed at the TTCF.

Contact Visiting Hours:

Wednesday, Thursday, or Friday: 0700 – 1230 hours; 1430 – 1600 hours

The duration for visits shall be 30 minutes and shall be scheduled in advance to accommodate each Merit Master during the designated hours of operation.

NOTE: Contact visitations shall be closed between the hours of 1300 to 1400 to allow for shift change and count without interruptions. The last visiting request for the day shall be scheduled no later than 1530 hours.

Contact Visiting Schedule

Contact visits will be granted **once** a month on Professional Visiting days.

Contact visits shall be pre-scheduled by the TTCF Visiting Unit. The Merit Master Inmates shall provide a list of potential visitors to the FIP Step Down deputies. The list of potential visitors shall be sent to the TTCF Visiting Unit for review. After reviewing the list of visitors and approving them, the TTCF Visiting Unit shall contact the visitors and schedule a visiting date.

A maximum of one adult and one child are allowed to participate in a contact visit.

## Twin Towers Correctional Facility Unit Orders

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Each visit shall be staggered so no more than one visit occurs at any given time. The contact visiting schedule shall be provided to the Merit Master visitors by the Visiting Unit's supervising line deputy on a monthly basis. The Visiting Unit's supervising line deputy shall also maintain a current list of approved visitors.

"Walk-in" or un-scheduled contact visits are prohibited.

The TTCF Visiting Unit will work with the TTCF Legal Unit to prevent any conflict between contact visits, and attorney or professional visits.

The Merit Master Inmates are still eligible to receive their two weekly visits per Title 15 Section 1062, "Visiting."

### Contact Visitor Requirements

- Visitors must meet the TTCF's COVID-19 guidelines established by the Los Angeles County Health Department and Center for Disease Control.
- Face masks are required prior to entering TTCF, and **shall** be worn at all times.
- Visitors must be fully vaccinated, provide a negative COVID-19 test (**within 72 hours before visit**), or show proof of having had COVID-19 within the last 90 days.
- Each visitor shall sign the Los Angeles County Sheriff's Department Visitation and Civil Claims Release form prior to entry.
- Juveniles under the age of 18 years must be accompanied by a parent or legal guardian, and sign waiver on their behalf.
- Visitors must be in compliance with the dress code established for the contact visit.
  - The following attire is prohibited: loose or tight-fitting clothing, extra layers, and/or bulky jackets outside of inclement weather, revealing or provocative clothing, open toed shoes, high-heel/pumps, and bras with metal underwire\*, or gang-related attire.
    - \*Bras with metal underwire may cause metal detectors and detection wands to sounds, indicating the visitors in possession of weapons or other contraband.
- Contact visitors will be limited to the Merit Masters' parent(s), grandparent(s), spouses/fiancé, and/or children.

### Identification

- Each visitor's names will be provided to visiting personnel, and have **prior** clearance/approval for the contact visit.
- Each visitor shall be screened via the Justice Data Interface Controller (JDIC) for wants, warrants, restraining orders against the inmate, and outstanding tickets for initial approval, and once again upon arrival for the scheduled visit.
- Visitors with wants or warrants, restraining orders against the inmate and/or outstanding tickets will not be allowed to participate in the visit.

All visitors entering the TTCF, excluding minors, must present an authentic, current, and valid photo identification, including but not limited to:

## Twin Towers Correctional Facility Unit Orders

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- State driver's License
- State identification card
- Interim driver's license only, when accompanied by a scanned photo issued by the California Department of Motor Vehicles (DMV)
- Military Identification
- Passport
- Alien Registration Card (ARC)
- Identification Card issued by any Country Consulate's Office
- School identification for anyone appearing to be 18 years old, but representing themselves as a minor.
  - **Damaged/altered/expired** identification cards are not accepted.

### Procedures for Visitors

- Persons named on a visiting appointment requesting a visit with an inmate must be present, at least **30 minutes** prior to their appointment, otherwise the visit shall be documented as a "no show" resulting in a canceled visit. The canceled visit shall be counted toward the Merit Master Inmate's one contact visit for the month.
- Prior to entry, all visitors shall exchange their personal mask, disposable or reusable, for a disposable mask provided by the TTCF visiting personnel. Any visitor with a reusable mask shall secure their mask in a locker with any personal items prior to entry.
- Visitors shall submit to a pat down search and are required to pass through a metal detector prior to being escorted into Module [REDACTED TEXT].
- Visitors with a pacemaker are exempt from going through a metal detector, but are still required to submit to a pat down search.
- Visitors refusing to be searched shall be denied their visit and be escorted out of the facility. The visitor may still be searched prior to being escorted out of the facility. If contraband is found, the visitor may be charged with violation of penal code 4573.5.
- Visitors may make minimal physical contact (limited to a hug or handshake) with the Merit Master Inmate at the beginning and end of the visit.

### Visiting Area Rules

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

- Visitors shall follow directives given by Department personnel.
- Visitors shall not engage in any activity that may violate the security of the facility or threaten the safety of Department personnel or inmates.
- Cameras, recording devices, radios, and all electronic devices are prohibited within the visiting areas.
- The use, possession of, or evidence of being under the influence of any alcoholic beverage, illegal drug, narcotic or other substance shall not be allowed in the facility and will subject the visitor to arrest.
- Visitors shall not engage in lewd conduct or indecent exposure.
- Parent/guardian must maintain control of their child in the visiting area.
- The use of gang colors, signs, language, or any gang paraphernalia used to show gang affiliation is prohibited.

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Individuals cleared for contact visits must comply with all rules. Violation(s) will result in the visitor being banned from further contact visits.

### Convicted/Parolees and Persons on Probation

- Persons previously convicted of a felony, parolees, and/or persons on probation shall require prior approval, in writing, from the **Division chief or their designee to participate in contact visits.**
- Anyone requesting a visit who has been incarcerated in the Los Angeles County jail system, shall not be denied visitation privileges based on their previous incarceration status.

### Inmate Requirements

- Inmates have the right to refuse a visit. The inmate's refusal shall be documented in the Inmate Video Visitation System and the electronic Uniform Daily Activity Logs (e-UDAL).
- Inmates shall be properly dressed in their issued Los Angeles County jail clothing when going to or coming from a visit.
- Inmates shall obey all facility rules and regulations. Any violation of the jail rules shall result in the termination of the inmate's visit as well as disciplinary action.
- Inmates shall not engage in any lewd conduct or indecent exposure.

### Procedures for Merit Master Inmates

- Module [REDACTED TEXT] floor personnel shall conduct a strip search of the Merit Master Inmates prior to escorting them to the [REDACTED TEXT] interim room. The Merit Master Inmates shall also be stripped searched upon completion of the visit to ensure no contraband was passed into the facility.

### Cancellation of Visits

Visits may be cancelled if:

- Visitor(s)/inmate engage in any inappropriate behavior
- Visitor(s)/inmate refuse to be searched
- Contraband is found on the visitor/inmate
- Visitor(s)/inmate who disrupt the visiting process in any manner
- Visitor(s) shall not enter the facility under the influence of drugs or alcohol
- An inmate is on restricted status (Covid-19 related quarantine/discipline)
- Security conditions of the facility

### Department Personnel Responsibilities

- The Visiting Unit shall ensure all contact visitors have been searched for contraband prior to entering Module [REDACTED TEXT].
- The Visiting Deputy shall escort the contact visitor into Module [REDACTED TEXT].



- Module [REDACTED TEXT] floor personnel shall escort the Merit Master Inmates to Module [REDACTED TEXT], and shall assist with monitoring the 30 minute visit.
- Module [REDACTED TEXT] floor personnel shall secure *all* inmates housed in Module [REDACTED TEXT] until the completion of the contact visits.
- If additional deputy personnel are required to provide security and monitor the scheduled contact visits in Module [REDACTED TEXT], the Visiting supervising line deputy and/or the respective floor sergeant shall designate the appropriate security personnel prior to the visit.
- All contact visits shall be documented in the e-UDAL Module [REDACTED TEXT] and Module [REDACTED TEXT] floor personnel.

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- **Chapter 8 - LCMC (No Longer in Use)**

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- **Module and Dormitory Cleaning MPP 3-02/050.25; COM 3-06/020.00; 4-11/020.00; 5-11/020.00; 5-15/000.00**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish guidelines and procedures regarding the cleaning and inspections of cells, modules and dormitories.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at Twin Towers Correctional Facility (TTCF).

**ORDER:**

TTCF shall maintain a daily schedule for maintaining the cleanliness of all cells, modules, dormitories, offices, and common areas. The logistics unit shall be responsible for and oversee the implementation of a schedule,(to be maintained by the janitorial staff supervisor), for cleaning the common areas in the facility.

Housing areas shall be cleaned by Prisoner Personnel Office (PPO) approved inmate workers who are housed at the designated inmate worker dorms. The Correctional Health Services (CHS) janitorial staff will be responsible for maintaining the cleanliness of medical areas in Tower I, Tower II, and the Correctional

Treatment Center (CTC).

The following are directives for facility maintenance:

- Floors shall be swept and mopped daily
- Bars and rails shall be washed frequently
- Walls shall be washed twice a month (with special attention to removing graffiti)
- Unless protected by trashcan liners, garbage and trash receptacles shall be emptied and sanitized frequently
- Windows shall be washed weekly, and screens (where applicable) shall be kept clean at all times
- Toilets, urinals, sinks, showers shall be cleaned daily
- Trash shall be removed from all housing, shower, and medical areas daily

Clinic areas and Transfer Center holding cells shall be cleaned and sanitized daily

- Refrigerators shall be monitored on a daily basis for spoiled food, and disinfected on a weekly basis
- Small Management Yards (SMY) shall be cleaned bi-weekly

It shall be the responsibility of each inmate to keep his/her cell clean. Each inmate shall be given access to cleaning supplies as needed. The module personnel shall document on the electronic Uniform Daily Activity Log (e-UDAL) when cleaning supplies are issued to inmates.

High Observation Housing (HOH) inmates shall have their cells cleaned every other day by the HOH Cleaning Crew. Cleaning Crew custody assistants (C/A) shall utilize the UDAL to document all cleaned and not cleaned cells with a brief explanation.

- Small Management Yards (SMY) shall be cleaned bi weekly
- Refrigerators shall be monitored on a daily basis for spoiled food, and disinfected on a •1mekly basis

Senior Deputies shall complete a weekly TTCF Daily Shift Cell Audit and document the inspection in the module in e-UDAL. Senior Deputies shall review the CIA daily cleaning activities from the e-UDAL report system.

Module personnel shall conduct a visual inspection of the entire module at the beginning of each shift to ensure cleanliness and document the cleanliness inspection in the e-UDAL (CDM4-11/020.00). Any areas that are not clean shall be cleaned on that shift and documented in the e-UDAL.

### Unsanitary Conditions and Uncooperative Inmates

In instances where inmates may become uncooperative with custody personnel's efforts to properly clean a cell, module personnel shall make every effort to gain an inmate's cooperation in cleaning their cell. If a cell is unable to be properly cleaned due to an inmate's refusal to cooperate, custody personnel shall notify the floor sergeant, who shall respond to the location and attempt to gain the inmate's compliance.

Should the inmate continue to refuse, the sergeant shall contact the on-duty watch commander. The watch commander shall respond to the inmate's location and attempt to gain the inmate's compliance. If the inmate continues to refuse, the watch commander shall inform healthcare personnel the inmate may be extracted and discuss any viable alternatives. If, after conferring with mental health personnel, the watch commander determines the inmate must be removed from a cell, custody personnel shall follow the procedures set forth in CDM section 7-01/050.05, "Inmate Extraction Procedures" to facilitate the cleaning of the cell. Custody staff will consult with the nursing supervisor and mental health staff prior to extraction, pursuant to the procedures outlined in the above-referenced section. Once the inmate is removed from a cell containing unsanitary conditions, the cell shall be properly cleaned and all items creating unsanitary conditions shall be properly disposed.

Unsanitary conditions may include infectious waste. Infectious waste can include any used material derived from medical treatment, liquid blood, vomit, or any materials saturated in blood, vomit, or human waste.

Upon observation by custody personnel and/or healthcare personnel that an inmate's cell has become contaminated with infectious waste, custody personnel shall attempt to gain the inmate's cooperation in having their cell cleaned. If the inmate refuses to cooperate in allowing custody personnel to facilitate the cleaning of their cell, the floor sergeant shall be notified. The floor sergeant shall attempt to gain the inmate's compliance in exiting the cell. Should the inmate continue to refuse, healthcare staff shall be contacted to evaluate the inmate. The inmate shall not be allowed to remain within the contaminated cell for more than 48 hours. If 48 hours has lapsed, and the inmate has continually refused to exit their cell, the on-duty watch commander shall be notified. The watch commander shall respond to the inmate's location and make a final attempt to gain their compliance. If the watch commander is unsuccessful in obtaining

the inmate's compliance, the watch commander shall initiate the removal of the inmate from their cell, adhering to the procedures outlined in CDM section 7-01/050.05, "Inmate Extraction Procedures."

The 48-hour refusal period in which an inmate is allowed to remain within a contaminated cell does not preclude medical and/or mental health personnel from requesting an inmate's prompt removal from the cell. In

these instances, and if deemed necessary, established procedures related to inmate extractions shall be adhered to. Once the inmate is removed from a cell containing infectious waste, the cell shall be properly cleaned and all infectious waste shall be properly disposed. Cells containing human waste or potentially infectious materials shall be cleaned utilizing personal protective equipment which includes: gloves, masks, and gowns. Blood or items saturated with blood, shall be disposed of in biohazard containers. Vomit, urine, or feces which do not visibly contain blood, shall be disposed of in a double-bagged, standard trash bag and securely fastened. These materials may be combined with other garbage for disposal.

All Title 15 C/A's and deputies shall continuously inspect all cells for the aforementioned conditions as part of their required inmate safety checks and make proper notifications as necessary.

### Cleaning Supplies

Cleaning products may become hazardous if mixed together. It is the responsibility of module personnel to ensure that cleaning supplies are **not** mixed together. Safety Data Sheets (SOS) for each cleaning product are available in the logistics office. All cleaning by inmate workers shall be done under the supervision of deputy personnel, custody assistants and/or janitorial staff.

Module cleaning supply closets shall remain secured unless custody or janitorial staff are physically present. Inmate workers shall not remove items from the cleaning supply closets unless directly supervised by custody or janitorial personnel.

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## • **Inmate Count/Inmate Welfare Check Procedures**

### PURPOSE OF ORDER:

To establish policy and procedure for conducting the inmate count(s) and the overall inmate safety and welfare at Twin Towers Correctional Facility (TTCF).

### SCOPE OF ORDER:

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

### ORDER:

Listed below are four different types of counts utilized to maintain accountability of inmates assigned to Twin Towers Correctional Facility. During all shift counts, (AM/PM/EM), deputy personnel *shall* visually check inside the cells of all inmates to ensure their safety and welfare. Should there be any doubt regarding an inmate's

condition, staff 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. Personnel shall continue to attempt to elicit a response from the inmate (and, if necessary, render first aid and/or cardiopulmonary resuscitation (CPR) as described in Custody Division Manual (CDM) section 5-03/060.00 "Response to Inmate Medical Emergencies")

### Physical Body Count

A physical body count is merely counting the number of inmates present in the module/housing area. Custody personnel shall count bodies, not spaces. An inmate shall not be counted as being in the module if they are physically not there. housing location. Personnel picking up inmate workers are responsible for properly filling out these logs and these inmates, particularly their return to their housing unit upon the completion of their assignment. Following the completion of each shift, these logs will be picked up by the PPO personnel and retained in their office for a period of five years, in accordance with CDM section 4-13/000.00, "Retention of Records".

### Division Count

At 0300 hours daily, each Custody Division facility (including TTCF) shall participate in a Division-wide inmate count. This count is intended to provide an accurate total of all Custody Division inmates. Refer to CDM 5-05/030.00, "Division Count Procedures".

Per Division policy, all areas shall "lock down" and conduct a physical "body" count. All areas shall remain "locked down" with no movement of inmates until completion of the count.

Immediately following completion of the count, the Tower I Transfer Center shall be responsible for notifying the Inmate Reception Center watch deputy of the 0300 hours count for TTCF.

### Count Notification

On every shift, once the count has been completed and verified, the module officer shall e-mail the module count to the designated Transfer Center. The Tower I custody

assistant shall verify the count for the entire Facility. Once the count has been verified and is accurate, the Tower I Transfer Center custody assistant shall e-mail the watch commander, and the supervising line deputy at the Facility Control.

The Facility Control supervising line deputy shall ensure the count is recorded on the Daily Count Sheet and logged in the Facility Log.

A physical body count shall be conducted at the beginning of AM and PM shift. The "Purge" shall be compared with the physical body count and all discrepancies shall be corrected by the shift conducting the count. If the module officer is unable to correct a discrepancy in a timely manner, the immediate line supervisor shall be notified.

**NOTE: Inmates should never assist in any inmate count procedures.**

Wristband/ Door Sign Count

A daily wristband or door sign count shall be conducted at the beginning of EM shift. When conducting this count, wristbands and door signs shall be compared to facility records or Purge, to verify inmate names and booking numbers. Wristbands shall be examined for legibility, proper fit, and for signs of fraying or tampering by *touching and tugging on* the wristband. If the wristband has been tampered with, personnel shall order a new one from the Transfer Center and shall be replaced immediately. Due to the classification (High Observation Housing) of TTCF inmates, Deputy personnel shall visually examine each inmate's door sign to ensure the inmate is housed accordingly. While verifying inmate information on door signs, deputy personnel shall visually inspect each inmate's entire body (not solely observing a portion of an inmate's body through a window or row of bunks).

NOTE: At no time shall personnel attempt to open the cell door of a hostile/aggressive inmate without a supervisor present. Personnel shall adhere to policies delineated in Custody Division Manual (CDM) section 7-02/020.00, "Handling insubordinate, Recalcitrant, Hostile, or Aggressive Inmates".

Inmate Workers

A log in duplicate form shall be prepared by Prisoner Personnel Office (PPO) personnel indicating inmates who have met the minimum criteria to qualify as an inmate worker. This log shall be delivered to the inmate worker housing unit. Custody personnel from each floor shall respond to the inmate worker housing location to pick up the log and account for the inmates for their shift. The log shall include the inmate worker's name, booking number, housing assignment, work assignment location, and the time each inmate leaves and returns to their assigned

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