

Chapter 3

• 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:

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.

• 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.

• 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.

• **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.
- 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:

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,
- 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.

• 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.

• 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.

• **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-Arrested Inmates

The following shall apply to pre-arrested 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-arrested 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."

• **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.
- 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]

• **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.

• **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

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.

• **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
-

- **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.

- **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.
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

DATE

INCIDENT

SUPV. & W/C

NAMES (PRINT)

EMP'S

SIGNATURE

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.

• **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:

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 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 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

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

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

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.

• 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,
- 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.

• **3-05-160 Sleeping Quarters**

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.

• 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.

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.

• 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).

• **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.

• **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.

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
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

- **3-05-330 Employee Evaluations**

PURPOSE OF ORDER:

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.

• 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.

• **3-05-350 Outside Employment**

PURPOSE OF ORDER:

To establish procedures for outside employment participation.

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.

• **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 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.

• 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.

• 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
- 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.

• **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 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.

• **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.
-

• **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.

• **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 (Bondsman)
- 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 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.

• 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.
-

• 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.

• **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.

• **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.

• 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.

• **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 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.

• 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
- 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.

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:

- 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.

• **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.

• **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

• 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:

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.

• **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.

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

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:

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.

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.

• **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
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

• **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

- 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.
