

Chapter 5

• 5-02-310 Facility Tours

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for conducting tours of the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

The TTCF Operations staff shall schedule and coordinate all facility tours. Tours for members of the Department and their qualified guests may be scheduled as feasible. Scheduling of general public tours shall be at the convenience of TTCF Operations staff, but offered no fewer than two days per week.

General Tour Rules:

- Be 18 years of age or older, or,
- Under 18 years of age with the expressed approval of the Unit Commander, and parental permission
- Have a state driver's license or identification card, selective service registration, military identification, or passport.

- All members of the public and non-Departmental persons (such as, prospective chaplains, volunteers, vendors, other law enforcement agency employees, other government entity employees, etc.) shall complete and sign a Tour Agreement and Civil Claims Release form ([SH-J-444](#)). Signed forms shall be forwarded to TTCF Operations.
- Not have had any prior felony convictions.
- Have no family, friends or acquaintances currently incarcerated in the facility.
- Not have been incarcerated at TTCF.
- No audio and/or video recording or photographs are permitted during the tour without the express permission of the watch commander.
- No cellular telephones or other wireless communication devices shall be permitted within security under any circumstances. Anyone bringing a wireless communication device into a secure jail environment is in violation of California Penal Code section 4575(a), a misdemeanor, and subject to prosecution.
- All provisions of California Penal Code sections 4570, "Communications with Prisoners," 4570.5, "False Identification to Secure Admission to Prisons and Jails," 4571, "Ex-convict Coming Upon Prison," 4573, "Controlled Substances, Bringing into Prison or Jail," and 4573.5, "Alcoholic Beverages, Bringing into Prison or Jail," shall apply to all participants of public jail tours.
- Reasonable accommodation will be made for handicapped or disabled persons provided the accommodation does not affect the security, safety, and operation of the jail facility.
- Deputy Sheriff Trainee and Custody Assistant Trainee Applicant tours shall be scheduled on Saturdays, during the AM shift.

Note: Unit commanders, at their discretion, may approve anyone to participate in a facility tour.

Custody Automated Reporting and Tracking System (CARTS) Documentation

All completed public jail tours shall be documented in the CARTS module titled, "Facility Tour."

Once a tour has been approved by TTCF Operations, the time and date shall be recorded on the TTCF Operations Tour Calendar. Whenever possible, members of the general public shall be required to furnish names and identification in advance of the actual tour.

All information for scheduled tours shall be forwarded to the TTCF Facility Control staff.

On the tour date, participants shall assemble at the employee entrance at a designated time. The TTCF watch sergeant shall ensure a uniformed TTCF deputy is assigned to direct the tour.

The Facility Control Deputy shall:

- Collect identification from all participants in exchange for a visitor's pass.
- Record the names, identification numbers and visitor pass numbers on the TTCF Tour Log Sheet.

Upon completion of the tour, civilian identifications shall be returned and the completed Tour Log Sheet, as well as the Tour Agreement and Civil Claims Release form, shall be forwarded to Operations for filing.

All personnel are reminded that facility tours are general in nature. The primary concern is the safety of tour guests and security of the facility. Tours shall not include "sensitive areas," portions of the complex that would invade the rights and privacy of housed inmates, or high security modules, unless approved by the on-duty watch commander.

In the absence of the operations staff, the watch commander may approve a facility tour. The watch commander has the discretion to refuse participation of anyone who presents a compromise to security or normal operations of the facility.

In the event that the tour group consists of dignitaries, or any group(s) of a sensitive nature, the Sheriff's Information Bureau (SIB) shall be notified (per MPP 3-09/180.00) and will coordinate the specifics of the tour.

• 5-02-330 Public Information Plan

PURPOSE OF ORDER:

To establish procedures for dissemination of information to the public, government agencies and news media and to comply with the requirements of the California Code of Regulations, Title 15, Minimum Jail Standards.

SCOPE OF ORDER:

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

ORDER:

Twin Towers Correctional Facility shall have copies of the Public Information Plan available to the public, government agencies, the inmate population of TTCF, and the news media for review upon request.

Copies of the Twin Towers Correctional Public Information Plan can be found in the TTCF Unit Library, Watch Commander, Visiting, and Inmate Programs Offices.

The Inmate Programs Office shall maintain, update and disseminate the Public Information Plan.

• 5-03-015 Use of Therapeutic Treatment Modules

PURPOSE OF ORDER:

Twin Towers Correctional Facility (TTCF) Therapeutic Treatment Modules (TTM) are specifically designed for the clinical programming and interviews of inmates in High Observation Housing (HOH).

SCOPE OF ORDER:

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

ORDER:

TTM's are to be used for inmates in HOH under the supervision of Department of Mental Health (DMH) personnel only.

Procedures for using TTMs:

- May be used for group therapy and clinical interviews only
 - No food, drink, cup or container of any kind are allowed in the modules
 - Not to be used punitively for discipline or "time outs" at any time
 - Use of a TTM shall be communicated with DMH personnel
 - Not to be used for temporary housing or overflow at any time
 - No inmate contact shall be permitted at any time, including inmate trustees
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• **5-03-025 Video Recording and Retention Procedures**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures pertaining to video recording at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Regardless of the method of recording, use of video equipment at TTCF by personnel shall be restricted to law enforcement functions only.

All video equipment must be approved by the TTCF watch commander prior to use.

Personally owned video recording devices of any kind are prohibited and shall not be brought into the secured areas of TTCF without prior approval from the watch commander.

Recording Incidents with a Portable Video Camera

Reasonable attempts shall be made to record significant incidents with a portable video camera including, but not limited to, the following:

- Major Inmate disturbances;
 - Inmate extractions;
 - Recalcitrant inmates;
 - Housing area of facility searches;
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- Application of medical restraints;
- Application of the Total Appendage Restraint Procedure (TARP);
- Application of the WRAP post use of force transportation;
- Application of the Safety Chair;
- Medical removals who pose a significant risk or have the potential to become violent;
- Use of force by Department personnel;
- All Emergency Response Team (ERT) activations, except for training exercises;
- When approaching or re-contacting an inmate, following an assault or attempt assault.

A designated video operator should respond to the incident and begin recording using the wide angle field of view. Unless no other option is available, ***supervisors should not assume the role of video operator.***

The video operator shall state the following at the beginning of each recording:

- Date;
- Time;
- Their name, rank, and employee number;
- Location;
- Factual narration during the incident (e.g. "watch commander is on scene," "ERT is on scene," etc.);
- Name of civilians on scene, (e.g. medical staff, mental health clinicians, chaplains);
- Status of facility lock down, if applicable;
- Any other necessary or significant details about the incident.

Only factual information shall be narrated while recording on video.

In order to establish a time line for the incident, the video recording should not be paused or stopped until the entire incident has concluded. If during the course of recording an incident, a battery or memory storage device need to be change, the video recording operator shall re-introduce their name, rank, employee number, the current time, and state the reason for the interruption. The video recording should include documentation of injuries, evidence, emergency medical treatment, and statements by all concerned parties.

In the case of emergency medical treatment, video recording shall continue after medical staff arrives, during the course of medical treatment, and until the inmate is completely stable, no longer resisting, and the medical staff has completed their treatment.

Outside medical personnel rendering first aid, while inside TTCF shall be recorded on video until they leave the facility, or finish treating the inmate.

When documenting inmate injuries, all inmates at or near the incident should be captured on video individually. When documenting a large inmate disturbance, the incident commander should be recorded on video directing inmates with injuries to come forward.

When video recording injured inmates, custody personnel shall:

- State the inmate's name, booking number, and housing location;

- Ask the inmate to describe their injuries and how it occurred (when necessary, a language translator should be used);
- Thoroughly record all injuries on video.

Because the dynamics of an incident are constantly changing, the video operator should periodically pan around the entire area to show as much of the surrounding as possible, personnel present, and conversations between the inmate(s) and personnel. Whenever possible, only the on-scene supervisor should make the decision to stop recording an active incident.

Fixed Video Surveillance (DVTEL)

Fixed video surveillance is installed throughout TTCF and is accessible on computers equipped with the "Control Center" software. Fixed video surveillance involves cameras permanently or temporarily mounted in designated locations which continuously record all activities in the cameras' view.

Retention of Recordings

Supervisors shall review all available video recordings as soon as reasonably possible following any inmate incident, force incident, or significant facility incident, with the exception of incidents involving inmate deaths. Unit commanders or above shall be the only personnel authorized to review video recordings involving inmate deaths. Personnel shall not review video recordings involving inmate deaths without direct authorization from the unit commander.

Under no circumstances shall personnel forward any images, video recording, or audio, captured as a result of their employment, entities outside of the Department without unit commander approval.

Video copied to a compact disc (CD), a digital video disc (DVD), or to a designated shared folder should be properly labeled with the inmate's name, booking number, Uniform Report Number (URN), reference number, and/or Administrative Case Number.

When the secure digital (SD) card in a portable video camera is running low on storage, the videos, and/or images that are stored on the SD card shall be transferred to a designated shared folder, the files stored on the SD card may be deleted to create space for future recording on the portable video camera.

All video recording shall be kept on the designated shared folder for a minimum of three (3) months. Incidents recorded on video not associated with an Uniform Report Number (URN) or reference number, shall be held for a minimum of twelve (12) months and thereafter destroyed at the discretion of the watch commander. Fixed video surveillance cameras for a minimum of twelve (12) months, unless otherwise directed in writing by the respective Custody Services Division chief.

Equipment Inspection

All portable video cameras shall be charged to ensure they are available to be used when needed. If a portable video camera is damaged due to misuse or is lost, an Incident Report (SH-R-49) shall be written and a replacement video camera shall be issued by TTCF Operations. TTCF Operations shall provide replacement cameras, SD cards, and charging cables, if needed.

When a fixed camera is identified as inoperable, the Data Systems Bureau (DSB) helpdesk shall be

immediately notified.

Sergeant Responsibilities

At the beginning of the shift, all sergeants who have been issued a personal portable video camera shall ensure their camera is charged, and functional. Sergeants shall report any malfunction or the lack of a portable camera, to the on-duty watch commander. Sergeants shall have their assigned portable video camera on their person and available for use, throughout their shift.

If video camera equipment is not functional, the sergeants shall borrow an available video recorder from the watch commander for the remainder of their shift. When malfunctions cannot be repaired, the video camera shall be replaced through the TTCF Operations.

Outside Sergeant Responsibilities

Outside sergeants not assigned to TTCF, who work inside security in any capacity (overtime/CARP, etc), are responsible for having a portable video camera on their person and subject to the same requirements for capturing an event as mentioned above. Loaner portable video camera are available at the watch commander's officer. When portable video cameras become non-functional, outside sergeants shall notify the shift watch commander for a replacement.

Watch Commander's Responsibilities

At the beginning of each shift, the watch commander shall conduct a portable video camera equipment inspection for every sergeant assigned to their shift. Watch commanders will ensure each sergeant has a working portable video camera available. The recorders should be charged and have sufficient memory to document any noteworthy incidents that may occur throughout the shift. The watch commander shall log that all sergeants had the proper equipment available and if unavailable or inoperable, indicate what corrective steps were taken. If a sergeant reports a malfunction, the watch commander shall ensure the portable video camera has been replaced with a functional video camera. This information shall be logged in the Watch Commander's log.

The watch commander shall confirm all fixed surveillance cameras are properly functioning and recording at the beginning of each shift by logging into the "Control Center" program and retrieving a sample recording from the previous shift.

The watch commander shall notify TTCF Logistics of any malfunctions, and document all actions taken in the Watch Commander's Log, including who was notified and the requested corrective action.

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

The daily fixed video recorder equipment shall be inspected and documented in the TTCF Watch Commander's Log.

• **5-03-030 Number of Inmates Gathered in a Common Area**

PURPOSE OF ORDER:

To set forth policy of this unit regarding the number of inmates allowed to gather in a common area for an extended period of time.

SCOPE OF ORDER:

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

ORDER:

In order to facilitate education, mental health, and/or chaplain services, inmates will be allowed to gather together in a common area, e.g., an indoor recreation area or a staging area, for an extended period of time. (The Transfer Center is not considered a common area.)

The size of the gathering and the gathering itself shall meet with the approval and supervision of the Module Officer and Module Prowler of that module. Any conflicts between the housing officers and the above mentioned staff regarding the number of inmates gathered together in a common area shall be brought to the attention of an immediate supervisor.

In order to maintain security of the facility, safety of the officers, staff and inmates, the number of inmates allowed to gather together for an extended period of time shall not exceed the below listed maximum capacities. Each Module Officer and Module Prowler shall ensure adherence to this number.

Common area capacities will vary due to the numerous classifications of inmates housed at Twin Towers Correctional Facility. The following are directives for the number of inmates allowed per common area:

- Tower I, 3rd Floor 25 inmates per module
- Tower I, 4th Floor 25 inmates per module
- Tower I, 5th Floor 20 inmates per module
- Tower I, 6th Floor 10 inmates per module
- Tower I, 7th Floor 10 inmates per module
- Tower II, General Population 25 inmates per module
- Tower II, Mental Health Housing 15 inmates per module

The Module Officer and/or Module Prowler shall advise the staff (Chaplain, Education Dept., etc.) of the number of inmates allowed to gather in each specific common area. The Module Prowler shall ensure the area is secure for the attending staff and inmates and does not exceed the maximum capacity. The Module Officer and the Module Prowler shall make visual and physical inspections of the entire module during the gathering. The Module Prowler is ultimately responsible for the security of the area.

Medical Services Building

The number of inmates allowed in a common area in CTC shall be at the discretion of deputy personnel,

Medical and Mental Health staff. Each gathering of inmates for an extended period of time shall be decided on a case by case basis.

• **5-03-040 Inmate Handcuffing**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for handcuffing inmates within the Twin Towers Correctional Facility (TTCF). For procedures regarding handcuffing inmates to fixed objects, refer to TTCF Unit Order 5-03-043, "Handcuffing Inmates to Fixed Objects/Extended Handcuffing."

SCOPE OF ORDER:

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

ORDER:

Inmates may be handcuffed when necessary to ensure the safety of other inmates, custody personnel, and employees assigned to Correctional Health Services (CHS).

Except where noted otherwise in this unit order, custody personnel assigned to mental health housing areas shall use their discretion in handcuffing mentally ill inmates.

In order to ensure the safety of staff, inmates, and the security of the facility, custody personnel shall handcuff or waist-chain inmates when:

- A mental health inmate is escorted from and to their housing location;
 - For large groups of inmates classified as Moderate Observation Housing (MOH), personnel may utilize four-person chains during an escort to Court Line);
 - The procedure for handcuffing or waist-chaining a mental health inmate does not apply during the inmate's movement within their respective housing location;
- An inmate is transported outside of the facility;
- An inmate is actively violent, or has a known propensity to become violent;
- An inmate displayed belligerent behavior;
- An inmate has been deemed an escape risk;
- An inmate who has caused injury to themselves or others;
- An inmate assigned to a mental health intake floor who is removed from their cell, prior to being evaluated by a Supplemental Assessment Team (SAT) clinician.

If an inmate has been deemed hostile, aggressive, or has proven to be unpredictable, custody personnel shall utilize the tray slot when handcuffing inmates for out of cell movement.

When an inmate is housed in a cell without a tray slot, custody personnel shall adhere to the following procedures prior to opening the cell door:

- The inmate shall be directed to kneel on the floor with their ankles crossed;
- The inmate's hands shall be placed behind their back or;
- The inmate shall be ordered to lie on the floor in a prone position, with their feet facing the door;
- The floor sergeant shall be notified and present during the handcuffing.

For procedures regarding handcuffing of Restrictive Housing (RH) inmates, refer to TTCF Unit Order 5-03-000, "Restrictive Housing Protocol and Programming."

Inmates shall be handcuffed with their hands behind their back, when feasible, with the exception of pregnant inmates, in accordance with Custody Division Manual (CDM), section 7-02/010.00, "Pregnant Inmates."

Pregnant inmates shall be handcuffed with their hands to the front of their bodies. At no time shall waist-chains, leg irons, or any other leg restraint device, such as the "Rip Hobble," be utilized on pregnant inmates.

• **5-03-042 Facility Cleaning and Maintenance of Waist Chain and Restraints**

PURPOSE OF ORDER:

It shall be the responsibility of all custody personnel assigned in each module at Twin Towers Correctional Facility (TTCF) to ensure all waist chains and restraints are kept free of any infestation. The Department of Public Health (DPH) requires all waist chains and restraints to be kept clean, sanitized and fully functional.

SCOPE OF ORDER:

This order shall apply to all custody personnel assigned to and/or working in a module at TTCF.

ORDER:

In order to ensure safety, certain inmates in Custody Division require a heightened level of security during movement in order to provide for the safety and security of the concerned inmate, other inmates, and custody personnel. In cases where additional control measures are required, inmates may be placed into a single man waist chain restraint.

Refer to CDM 5-05/120.00 when using single man waist chain restraint system.

Process of Cleaning Waist Chains

Training Unit shall be responsible for providing instructions to all custody personnel as to how each waist chain and restraint shall be cleaned and sanitized.

In order to be in compliance with the DPH, all waist chains and restraints are to be cleaned and sterilized by using an approved anti-bacterial solution which states kills multiple pathogens, including methicillin-resistant Staphylococcus aureus (MRSA), for affectability.

Every module shall have a designated location to hang all waist chains and restraints on hooks and these hooks shall be labeled "Clean" and "Soiled."

All sergeants shall inspect all waist chains and restraints for cleanliness on a daily basis to ensure proper cleaning and sanitation procedures are followed. These inspections shall be documented into the electronic Uniform Daily Activity Log (e-UDAL) once the tasks completed.

Cleaning/sterilization and inspection of waist-chains and restraint devices shall be kept in an approved log and maintained for a minimum of two (2) years per CDM 4-13/000.00 Retention of Records.

• 5-08-130 COVID-19 (Coronavirus) Intake Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for escorting and housing inmates within the Twin Towers Correctional Facility (TTCF), who have been identified and labeled as Patients Under Investigation (PUI), or have been confirmed COVID-19 positive by Correctional Health Services (CHS).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to TTCF.

ORDER:

Initial Assessment

To ensure inmates are provided with appropriate care and properly housed, inmates being transferred into COVID-19 intake modules shall be evaluated by CHS mental health staff. The inmate shall be assessed by CHS mental health staff for High Observation Housing (HOH) and Moderate Observation Housing (MOH) before being escorted to a COVID-19 intake modules. If an inmate has identified additional medical health issues, CHS personnel shall provide treatment before transferring the inmate into a COVID-19 intake modules.

Receiving Person Under Investigation (PUI)

General Population (GP) / MOH:

CHS staff from each custody facility will coordinate to have PUI's transferred to the TTCF PUI intake module. Custody personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the PUI intake module is ready to receive inmate(s). The Tower 2 Transfer Center shall notify the PUI intake module of the incoming PUI. The PUI intake module personnel shall don appropriate Personal Protective Equipment (PPE) prior to responding. Custody personnel shall follow the Center for Disease Control (CDC) guidelines (attached) for donning and doffing sequence of the PPE. Custody personnel shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring PUI's within TTCF shall notify the Tower 2 Transfer Center before escorting the inmate to the intake module. The PUI is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

PUI's transported via radio car, shall be escorted into the facility via the Tower 2 Dock. Intake module personnel shall respond to the Tower 2 Dock and ensure all proper documentation is received before accepting the inmate. Documents may include, but not limited to, COVID-19 documentation for GP/MOH, Automated Justice Information System (AJIS) Pass, Jail Record Card (JRC), physician's name, and verified date when the inmate was placed on quarantine or when inmate was tested. Once all documents have been verified, the intake module personnel shall take control of the PUI and escort them to the intake module. The Tower 2 freight elevator shall be placed on security mode to minimize exposure throughout the TTCF and the Inmate Reception Center (IRC).

If the PUI is being medically assessed at the IRC compound, they shall be escorted to the Tower 2 Dock through the bus bay doors and the same procedure shall be followed to escort the inmate to the intake module.

Once the PUI arrives in the PUI intake module, they shall be properly searched for any contraband. The PUI shall immediately be placed into a decontaminated cell and instructed to place their hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the inmate and close the tray slot. In the event the inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with Custody Division Manual (CDM) Section 7-02/020.00, "Handling Insubordinate, Recalcitrant Hostile, or Aggressive Inmates." The inmate's property shall be properly searched for contraband before the inmate receives it inside the cell.

HOH:

CHS staff from each custody facility will coordinate to have PUI's transferred to the TTCF PUI HOH intake module. Custody personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the PUI HOH intake module is ready to receive inmate(s). The Tower 2 Transfer Center shall notify the PUI HOH intake module of the incoming HOH PUI's. The PUI HOH intake module personnel shall don appropriate PPE. Custody personnel shall follow the CDC guidelines for the donning and doffing sequence of the PPE. Custody personnel shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring HOH PUI's within TTCF shall notify the Tower 2 Transfer Center before escorting the inmate to the intake module. The PUI is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

HOH PUI's transported via radio car, shall be escorted into the facility via the Tower 2 Dock. PUI HOH intake module personnel shall respond to the Tower 2 Dock and ensure all proper documentation is received before accepting the inmate. Documents may include, but are not limited to, COVID-19 documentation for HOH, AJIS pass, door sign, Behavioral Observation and Mental Health Referral (BOMHR), (JRC), physician's name, and verified date when the inmate was placed on quarantine or when inmate was tested. Once all documents have been verified, the PUI HOH intake module personnel shall take control of the inmate and escort them to the module. The Tower 2 freight elevator shall be placed on security mode to minimize exposure throughout the TTCF and IRC.

If the HOH PUI is being medically assessed in the IRC compound, they shall be escorted to the Tower 2 Dock through the bus bay doors and the same procedure shall be followed to escort the inmate to the intake module.

Once the HOH PUI arrives in the intake module, they shall be properly searched for any contraband. The HOH PUI shall immediately be placed into a decontaminated cell and instructed to place their hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the inmate and close the tray slot. In the event the inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with CDM Section 7-02/020.00. The inmate's property shall be properly searched for contraband and placed into the respective storage bin.

Receiving Symptomatic Inmates

GP / MOH:

CHS staff from IRC, Pitchess Detention Center (PDC) or Men's Central Jail (MCJ) will coordinate with CHS staff assigned to TTCF to transfer confirmed COVID-19 inmates to the TTCF isolation module or the Custody Treatment Center (CTC). Custody personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the intake module is ready to receive inmate(s). The Tower 2 Transfer Center shall notify the isolation modules, advising of the incoming confirmed inmate(s). The isolation module personnel shall don appropriate PPE. Custody personnel shall follow the CDC guidelines for donning and doffing sequence of the PPE. Custody personnel shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring a confirmed positive inmate within TTCF shall notify the Tower 2 Transfer Center before escorting the inmate to an isolation module. The confirmed inmate is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

Confirmed positive inmates transported via radio car shall be escorted through the Tower 2 Dock. Isolation module personnel shall respond to the Tower 2 Dock and ensure all proper documentation is received before accepting the inmate. Documents may include, but not limited to, COVID-19 documentation for GP/MOH, AJIS pass, JRC, physician's name, and verified date when the inmate was placed on quarantine or when inmate was confirmed. Once all documents have been verified, the isolation module personnel shall take control of them and escort the inmate to the module. The Tower 2 freight elevator shall be placed on security mode to minimize exposure throughout TTCF and IRC.

Once the confirmed positive inmate arrives in the isolation module, they shall be properly searched for any contraband. The inmate shall immediately be placed into a decontaminated cell and instructed to place their

hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the inmate and close the tray slot. In the event the inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with CDM Section 7-02/020.00. The inmate's property shall be properly searched for contraband before the inmate receives it inside the cell.

HOH:

CHS staff from IRC, PDC or MCJ will coordinate with CHS staff assigned to TTCF to transfer confirmed positive COVID-19 HOH inmates to the TTCF HOH isolation module or CTC. Custody Personnel from the transporting facility shall contact the TTCF Tower 2 Transfer Center to ensure the HOH isolation modules are ready to receive inmate(s). Tower 2 Transfer Center shall notify the HOH isolation modules, advising of the incoming confirmed positive HOH inmate(s). The HOH isolation module personnel shall don appropriate PPE. Custody personnel shall follow the CDC guidelines for donning and doffing sequence of the PPE. Custody personnel shall follow the handling bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, "Handling Biological Hazardous Waste," to properly dispose of all used and contaminated PPE.

Custody personnel transferring confirmed positive HOH inmates within TTCF shall notify the Tower 2 Transfer center before escorting the inmate to the HOH isolation module. The confirmed positive HOH inmate is required to wear a facemask at all times. A spit-mask shall not be used in-lieu of a facemask.

Confirmed positive HOH inmates transported via radio car, shall be escorted from the Tower 2 Dock. HOH isolation module personnel shall ensure all proper documentation is received before accepting the inmate. Documents may include, but limited to, COVID-19 documentation for HOH, AJIS pass, door sign, BOMHR, JRC, physician's name, and verified date when the inmate was placed in isolation or when inmate was confirmed positive. Once all documents have been verified, the isolation module personnel shall take control of the inmate and escort them to the HOH isolation module. The Tower 2 freight elevator shall be placed on security mode and used to minimize exposure throughout TTCF and IRC.

Once the confirmed positive HOH inmate arrives in the HOH isolation module, they shall be properly searched for any contraband. The HOH inmate shall immediately be placed into a decontaminated cell and instructed to place their hands through the tray slot. After the cell door is secured, custody personnel shall safely remove the handcuffs off the HOH inmate and close the tray slot. In the event the HOH inmate refuses to be uncuffed, custody personnel shall contact their floor supervisor, in adherence with CDM Section 7-02/020.00. The inmate's property shall be searched for contraband and placed into the respective storage bin.

Tower 2 Dock Intake and Movement

Prior to taking custody of any PUI or COVID-19 inmate from transporting deputies at the Tower 2 Dock, the intake module deputies shall coordinate, via portable radio, with the West Gate and East Gate security personnel to ensure each gate is secured prior to movement. Once the West Gate and East Gate security personnel acknowledge the gates are secured, movement may begin. After intake module deputies enter the facility and the loading dock gates are secured, personnel shall notify the West Gate and East Gate security personnel, the inmate is secured and to resume normal operations.

Signs and Notification

Proper door signs and notifications shall be posted at all COVID-19 intake, and quarantine/isolation housing locations. Signs shall be posted at the entry of the module, or pod. Signs shall indicate "Quarantine" or

“Isolation” and the appropriate PPE to enter the module or pod.

The module personnel shall inform the watch sergeant of the total number of PUI's and /or confirmed positive inmates housed in each module at the beginning of each shift. The watch sergeant shall contact the Custody Emergency Operations Center (CEOC) and notify them of any change in the PUI/confirmed positive inmate population.

Discharging from Quarantine/Isolation

CHS staff shall notify the CEOC and Population Management Bureau (PMB) when an inmate or module is removed from quarantine /isolation status. No inmate shall be rehoused without a medical order from CHS.

Cleaning and Decontamination

Assigned cleaning crew custody assistants (C/A) shall maintain a daily schedule for ensuring the cleanliness and decontamination of vacant cells, modules, dormitories, and common areas. The assigned C/A shall supervise and ensure cleaning crew inmate workers don appropriate PPE prior to cleaning. The C/A shall utilize the module's e-UDAL to document all cleaning and decontamination activities. The C/A shall follow the handling of bio-hazardous waste procedures delineated in TTCF Unit Order 3-06-050, to properly dispose of all used and contaminated PPE.

The assigned COVID-19 cleaning crew C/A shall maintain a daily schedule for cleaning and decontamination of all exterior common areas.

• 5-03-080 Inmate Line- Up

PURPOSE OF ORDER:

To establish procedures for inmate Line-Ups.

SCOPE OF ORDER:

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

ORDER:

For the purpose of staff and inmate safety, personnel shall adhere to the following procedure when moving/escorting any inmate from his housing at TTCF to Men's Central Jail (MCJ) Line-Up area.

- All inmates housed in Twin Towers shall be escorted to the MCJ Line-Up by MCJ deputies or custody assistants. At no time shall inmates be allowed to escort themselves and/or roam around the premises.
 - Prior to escorting an inmate housed in TTCF to the MCJ Line-Up, TTCF personnel shall notify and receive approval from the watch commander and/or watch sergeant.
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- At the conclusion of the inmate Line-Up, MCJ personnel shall be responsible for escorting TTCF inmates to the appropriate Transfer Center for rehousing.
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• **5-04-300 Alleged Juveniles**

PURPOSE OF ORDER:

State law prohibits the housing of juvenile inmates in any location where contact with adult inmates could occur. This order is written to comply with this law and to establish guidelines for identifying and temporarily housing alleged juvenile inmates.

SCOPE OF ORDER:

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

ORDER:

If an inmate housed at TTCF claims to be a juvenile (under 18 years of age), or independent information indicates such, the alleged juvenile inmate shall immediately be segregated from all adult inmates. If the alleged juvenile inmate shares a cell with another inmate, he/she shall immediately be moved into a cell by himself. If a cell is not available in his current module, the deputy investigating the allegation shall find the nearest vacant cell to house the alleged juvenile until the completion of his investigation. Regardless of the temporary housing location, every effort shall be made to isolate the alleged juvenile from any adult inmate.

The IRC Watch Deputy shall be contacted to start an investigation. All alleged juveniles shall be investigated by IRC per existing Department policy. Specific details for conducting an investigation are set forth in the IRC Unit Manual.

If the investigation determines that the inmate is a juvenile, the Module Prowler shall arrange to have the inmate housed in a housing location suitable for juveniles. Refer to Unit Order #5-04-310, Juvenile Inmate Housing.

If the inmate's age cannot be confirmed, the inmate shall be handled as a juvenile and housed separately. If the alleged juvenile inmate's claims are proven false, an Inmate Discipline Report shall be written.

• **5-04-310 Juvenile Inmate Housing**

PURPOSE OF ORDER:

State law prohibits the housing of juvenile inmates in any location where contact with adult inmates could occur. This order is written to establish procedures consistent with State Law.

SCOPE OF ORDER:

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

ORDER:

To be housed at Twin Towers Correctional Facility, juvenile inmates must be 15-17 years old, certified as unfit for trial in the Juvenile Court System, and remanded to the custody of the Sheriff. There must also be a finding by a judge that the juvenile is a danger to the other inmates or staff at Juvenile Hall, and documentation of his behavior while at Juvenile Hall.

The MCJ Legal Unit for male inmates or the TTCF Prisoner Personnel Unit for female inmates shall maintain a file for each juvenile inmate in our custody. Each file shall contain a copy of the remand order, the results of the fitness hearing, and any court orders pertaining to that juvenile. If no remand order exists or the juvenile's file is incomplete, the juvenile shall be sent back to Juvenile Hall via IRC. Questions regarding a juvenile's qualifications for housing at TTCF should be directed to the Juvenile Court Fitness Coordinator at (323) 226-8565.

Custodial personnel assigned to areas where juvenile inmates are housed shall be responsible for ensuring (and documenting) that each juvenile receives the activities, supervision, and privileges to which he is entitled under various sections of Title 15 as described in this Unit Order.

Safety Checks

Whenever a juvenile inmate is housed in this facility, custodial personnel shall make visual safety checks of the juvenile once every thirty (30) minutes. These checks shall be documented on the Juvenile Observation Sheet which shall be attached to the juvenile's cell door and shall also be noted in the Module's Title 15 Uniform Daily Activity Log (UDAL). All Juvenile Observation Sheets shall be maintained by TTCF PPO for a period of three years.

Assigned Housing Area

Juveniles shall be housed in single-person cells. They shall be kept out of sight and sound of any and all adult inmates while in their housing area, except when an adult inmate worker is present to perform work necessary for the operation of the module. In this case, the adult inmate worker shall be accompanied "side-by-side" by a deputy or custody assistant to ensure no communications occur between the adult inmate worker and the juvenile inmates. New juvenile inmates shall be placed on lock-down status until they are interviewed and classified by OSJ personnel or TTCF PPO.

Attorney Room

Juvenile inmates shall have access to their attorneys during normal attorney room hours. They shall be treated as high power inmates and handcuffed to the seat in the attorney room. Attorney requests to visit juvenile clients at other times shall be referred to the Watch Commander. Juvenile inmates on disciplinary restriction shall be allowed access to visit their attorney in the attorney room.

Cleanliness

Each juvenile shall be responsible for maintaining the cleanliness of his cell. Cleaning supplies shall be made available for this purpose. However, juveniles shall not be permitted to store cleaning supplies in their cells.

Clothing Exchange

Upon arrival to TTCF, all juvenile inmates shall be issued an immediate "clean" set of outer clothes, and two sets of under-clothes. They also receive one set of: Towel, sheet, blanket, etc. Juvenile inmates shall be included in the weekly clothing exchange provided to all TTCF inmates. Juvenile inmates shall remain in their cells during clothing exchange. This activity shall be logged in the module's UDAL.

Correspondence

There shall be no limit to the number of letters a juvenile may send or receive. Legal mail sent to public officials, judges, attorneys, elected officials and Departmental executives shall not be read or censored by jail staff members. All incoming/outgoing mail shall be subject to guidelines in Unit Order #5-10-010, Inmate Mail.

Uniform Daily Activity Log & Juvenile Behavior Observation Log

Custodial personnel shall record all Title 15 issues, including movement, activities and safety checks, for juvenile inmates in the assigned modules' UDAL and Juvenile Behavior Observation Log. A Juvenile Behavior Observation Log shall be kept in each module housing juvenile inmates. Along with Title 15 issues, all notable behavior by juvenile inmates shall be logged in the Juvenile Behavior Observation Log. TTCF PPO shall maintain all Juvenile Behavior Observation Log books for a period of three years.

Discipline

Juvenile inmates shall comply with the same rules and regulations required of adult inmates. Juvenile inmates found guilty of jail rule violations in Sergeant's Court are subject to loss of privileges and disciplinary confinement. However, they are not subject to the discipline diet. Violators shall be locked in their regularly assigned cells to serve their discipline time.

Unless there is due cause or a compelling need, discipline time shall not exceed five days for any one offense. It shall be the responsibility of the day shift floor sergeant to review, on a daily basis, the discipline status of each juvenile inmate in disciplinary confinement and to make a determination as to whether or not disciplinary confinement shall continue.

If the decision is made to continue disciplinary confinement, the sergeant must explain the reasons to continue the discipline to the juvenile and document the reasons in the UDAL. This documentation shall be in the form of a memo attached to the daily page of the UDAL. A copy of this memo shall be forwarded to the MCJ Legal Unit for male inmates or TTCF PPO for female inmates to be included in that juvenile's individual file.

Educational Services

Members of the civilian educational staff shall provide educational services to the juvenile inmates on a weekly basis in the form of a self-directed lesson plan to be studied in their cells. Juvenile inmates shall not be permitted access to the school's office. Testing may be conducted in the recreation rooms if necessary.

NOTE: Whenever a juvenile is in custody, Educational Services shall be notified via e-mail by the assigned supervisor.

Recreation and Telephone Access

Juvenile inmates shall be afforded at least three (3) hours of recreation time per week as well as access to telephones and television as required by CCR Title 15. These activities shall be logged.

Juvenile inmates under the age of sixteen (16) shall be given one (1) hour of day room time every day. This additional time is supplemental to, not in lieu of the normally scheduled recreation time.

Indigent Supplies

Indigent supplies (hygiene kits) shall be distributed twice weekly (NO RAZORS), to each juvenile inmate. This activity shall be logged. Razors shall be provided only during shower time.

Meals

All juvenile inmates shall be fed in their cells, three times daily in conjunction with meals provided to other inmates. The content of these meals shall be determined by the culinary staff. Special diets shall be approved by the medical staff. An adult inmate worker shall serve the food and shall be supervised "side-by-side" by a deputy at all times during the food preparation and serving process. These activities shall be logged.

Medical and Mental Health Services

Initial medical screening shall be conducted by the medical staff at IRC upon receipt of the juvenile. Daily sick call and pill call shall be provided by members of the nursing staff. Doctors and dentists shall examine and treat the juveniles as needed in the clinic. Members of the mental health staff shall visit weekly all juvenile inmates to ensure their mental well being and identify, monitor, and provide treatment for any juvenile who might be considered a suicide risk. These activities shall be logged in the module's UDAL and Juvenile Behavior Observation Log.

Movement

Juvenile inmates shall be handcuffed and escorted to and from their destination. This includes anytime they leave their cell, except for showers and recreation room times. Escorting personnel shall endeavor to keep the juvenile isolated from contact with adult inmates as much as possible.

Religious Services

Members of the Chaplain Services shall minister to the needs of all juvenile inmates by visiting them on a

weekly basis (minimum).

Reporting Procedures

The Legal Unit shall be responsible for faxing a list of juvenile inmates housed at Twin Towers Correctional Facility to the Probation Department's Gatekeeper each Friday. Their fax number is (323) 342-9540.

The Legal Unit shall also complete and send form YA 10.402 to the California Youth Authority by the 10th of each month reflecting information from the previous month.

Rewards

In order to encourage positive behavior on the part of the juvenile inmates, additional day room time or freeway time can be provided to those juveniles who keep their cells clean, do not delay module activities, and/or volunteer to do extra work.

Rules

All jail rules applicable to adult inmates shall apply to juvenile inmates as well as the following:

- All juveniles must be fully dressed prior to exiting their cells (except during shower time). Shirts shall be tucked in and pants pulled up.
- No gang scarves, headbands or gang colors shall be permitted.

Segregation

Communications between adult and juvenile inmates are prohibited. Juveniles and adults shall not be placed in the same room except when: awaiting visits or sick call; other movement within the facility; juveniles seeing adult inmate workers at meals or during cleaning; selected program activities pursuant to section 208 of the W.I.C. Anytime a juvenile inmate is to leave his housing area, he shall be escorted by a deputy. Anytime an inmate worker is in the juvenile inmate housing area, he shall be accompanied "side-by-side" by a deputy to prevent any communication from taking place.

Showers

Juvenile inmates shall be allowed to shower daily. Only during his shower time may a juvenile inmate be issued a razor. The razor must be returned at the conclusion of the shower period for proper disposal by the deputy. A razor shall be used only once by one juvenile. All shower activity shall be logged. If a juvenile inmate is deemed suicidal by a mental health staff member, the juvenile will not be given a razor. Refer to CDM 5-01/050.00 Handling of Suicidal Inmates.

Commissary

Juvenile inmates shall receive access to Commissary once each week as stated in TTCF Unit Order #5-23-040, Commissary. NO RAZORS may be purchased. This activity shall also be logged in the UDAL.

Suicide Prevention Program

An initial mental health evaluation shall be conducted at IRC. Mental Health personnel at Twin Towers Correctional Facility shall contact each juvenile inmate on a weekly basis to identify any juvenile who might be exhibiting suicidal tendencies and provide those juveniles with necessary treatment (counseling and/or medication). Juvenile inmates identified as possibly suicidal shall be subject to two safety checks every 30 minutes on an irregular basis. They may be housed in MSB if mental health personnel deem it necessary.

The mental health staff shall also be responsible for monitoring the progress of these juveniles and adjusting treatment as necessary.

Transfer To Adult Housing

Once a juvenile inmate reaches his eighteenth birthday, he shall be transferred to an adult housing location.

However, before that occurs, the inmate must be interviewed by a member of the mental health staff to determine if the inmate is to be housed in a mental observation cell. If mental observation housing is needed, the name of the inmate and the name of the mental health staff member, and the new housing location shall be noted in the juvenile daily activity log.

If the inmate has been deemed suitable for housing in other than a mental observation housing area, and his security level has been determined by the IRC classification unit and listed on the inmate's JRC, module personnel shall call IRC, to determine the appropriate housing location. Module personnel shall log the inmate's transfer and the name of the mental health worker who approved the transfer in the UDAL and Juvenile Behavior Observation Log.

If the inmate has been deemed suitable for housing in other than a mental observation housing area, and the juvenile has not had his security level listed on his JRC, module personnel shall contact IRC classification and provide the necessary information so IRC can determine a security level. The inmate shall then be transferred accordingly. This move shall also be fully documented as noted in the previous paragraph.

The Juvenile Deputy shall generate a memo to MCJ Legal Unit indicating which mental health staff member approved the former juvenile inmate's move and which employee determined his new housing location. Once that memo is completed and approved by the floor sergeant, and submitted to TTCF PPO or MCJ Legal Unit, the inmate may be moved to his new adult housing location. This information shall be summarized on the UDAL and Juvenile Behavior Observation Log on the date the inmate is moved.

Visiting

Juvenile inmates shall be permitted to visit with their parents or guardians as soon as possible after admission. If the juvenile has been placed in disciplinary isolation, he shall not be eligible for visits. All visits shall be logged. Refer to TTCF Unit Order #5-15-010, Public Visiting.

Notification To Parents Of Injured Juvenile

Pursuant to Section 223(a)(1) of the California Welfare and Institutions Code, any deputy having custody or control of any juvenile inmate who is the victim of a serious offense or injury shall notify the on-duty Watch Commander of the incident after the inmate has received the appropriate medical care.

NOTE: The law defines "serious offense" as any offense that is chargeable as a felony and involves

violence against another person. "Serious injury" is defined as any injury or illness that requires hospitalization, is potentially life-threatening, or may permanently impair the use of a major body organ, appendage, or limb.

The Watch Commander shall then contact the Probation Department at (323) 226-8509 (24-hour number), with the juvenile's name and date of birth. The Probation Department shall locate and provide the name and contact information of the juvenile's parents or guardians from their records.

The Watch Commander shall then make a reasonable effort to contact the parents and inform them of the juvenile's status, unless the juvenile requests that his parents NOT be notified or the Chief Probation Officer/Director of the Youth Authority determines such notification would not be in the best interest of the minor (223(a)(1) WIC). A notation shall be made in the Watch Commander's log that the notification was made, or the reasons why it was not.

When A Juvenile Dies In Custody

When a juvenile dies while in our custody, we are required to submit a report of death to the Attorney General, Department of Justice. A copy of this report shall be forwarded to:

California State Board of Corrections
600 Bercut Drive
Sacramento, CA 95814
Attention: Audrey Bakke

within ten calendar days of the death. "Death in Custody" reports may be obtained by calling the Department of Justice at (916) 227-3720

• 5-04-320 Housing For Pre-Arraigned Inmates

PURPOSE OF ORDER:

To create a policy regarding the housing of Pre-arraigned Inmates at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

TTCF shall be responsible for housing male pre-arraigned inmates in Tower I, Module 141.

IRC shall screen all new bookings and determine which inmates have not been arraigned. Inmates who are classified as pre-arraigned shall have a yellow wristband loop attached to their existing wristband. Pre-

arraigned inmates shall bypass the strip search process. Once the pre-arraigned inmates are processed, they shall be separated and escorted to their designated housing areas.

Upon arriving at Module 141, TTCF personnel shall ensure all pre-arraigned inmates are not subjected to a strip search unless, and only if, they meet any of the exceptions as indicated in the Custody Division Manual. Personnel assigned to Module 141 shall be responsible for verifying the classification of all pre-arraigned inmates and housing them accordingly.

All pre-arraigned inmates shall be granted all privileges and/or property items except the following:

- Razors
- Access to commissary
- Work status

Special Housing Consideration

- Special handle inmates (i.e., M.O's, K-11's, Softs, K-1) may be housed together in same pod by utilizing available cells.
- K-10 inmates may be housed within available cells or in module 132.
- K-12's and pre-arraigned inmates shall be allowed to have visits simultaneously.
- All disciplinary issues (i.e., insubordination and combative) regarding pre-arraigned inmates shall be handled in accordance with TTCF Unit Order #5-22-010, Inmate Discipline Procedures.
- Inmates requiring specialized medical/mental health care(i.e., highly suicidal, violent) may be housed at LCMC, CTC, module 171, 172.
- Inmates deemed as IRC overflow (i.e., medical/M.O. "Light") may be housed in module 132.

Returning arraigned General Population (G.P.) Inmates

- Arraigned G.P. males will be re-housed throughout custody division.
- Arraigned M.O. males will be re-housed in Tower I.

• 5-06-030 Food Preparation

PURPOSE OF ORDER:

Proper food service is an important part of inmate management. To comply with State law and Departmental policies, the following procedures regarding food preparation shall be adhered to.

SCOPE OF ORDER:

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

ORDER:

The Food Services Manager is ultimately responsible for all food preparation at Twin Towers Correctional Facility.

The shift watch commander or his designee shall be responsible for inspecting the inmate meal prior to it being delivered to the housing areas. This inspection shall focus on the consistency and texture of the food in order to ensure a high standard of quality. A notation of this inspection shall be made in the Facility Unit Log. Refer to CDM 3-06/040.00, Inmate Food Inspection.

The temperature of the food shall be randomly tested, using a Bi-metallic Stemmed Thermometer, by a food service representative in the kitchen and by a deputy or CA in the modules. The kitchen inspection shall be noted in the Food Service Daily Log (Red Book), which is located in the Kitchen Office. The temperature of the food in the module shall be taken just prior to serving and shall be logged in the UDAL (Title 15).

After taking the food temperature, the thermometer must be cleaned and sanitized using hot water and dish soap or alcohol wipes. The thermometer must be calibrated on a weekly basis, or if dropped.

To calibrate the thermometer:

Fill a medium sized cup with ice and cold water.

Place the thermometer in the glass and wait three minutes

After three minutes, if the temperature does not read 32 degrees Fahrenheit, repeat the process.

If the thermometer still does not read 32 degrees Fahrenheit, leave the thermometer in the glass and adjust the nut on the back of the thermometer until the needle reads 32 degrees Fahrenheit. Add more ice if necessary. Wait three minutes

If the thermometer still does not read 32 degrees Fahrenheit, personnel shall deliver the thermometer in it's labeled holder to the Tower I Kitchen Main Control Booth for repair. A replacement thermometer shall be provided.

Hot food must maintain a temperature of 140 degrees Fahrenheit. If the temperature reading is greater than 130 degrees but less than 135 degrees, personnel shall return the food to the Tower I Kitchen for re-heating. If a temperature reading is below 129 degrees, personnel shall notify the Food Services Manager at 893-5064, and return the food to the Tower I Kitchen where it will be discarded.

Cold food (with the exception of fruit punch) must be served reasonably cold (40 degrees Fahrenheit) to limit the growth of bacteria that can cause food related illness. To this end, TTCF personnel must ensure module refrigerators are functioning properly and maintaining an adequately cold temperature. If a refrigerator is not working properly, TTCF personnel shall submit a priority maintenance repair request. Refer to the TTCF Unit Order #3-50-010, Facility Maintenance and Maintenance Request Procedures.

The Food Services Manager has designated a Senior Cook to make himself available to both Tower I and Tower II in order to oversee the serving of each meal. The Senior Cook will ultimately be responsible for the food's temperature and the way the meal is presented (served) by inmate food service workers. Any discrepancy in the amount of food being delivered to each housing area or any concern regarding its contents should be immediately reported to the Senior Cook.

Uniformed personnel assigned to meal set-up (both in the kitchen and in the module), shall be responsible for ensuring all inmate workers assigned as food handlers are advised of appropriate hygiene procedures and follow strict Health Department guidelines. Each inmate shall be required to wear hairnets, gloves, and wash their hands whenever they change gloves. Uniformed personnel shall also be responsible for monitoring

inmate workers when the food is being served. Refer to Health and Safety Code, Section 114020, CDM 5-11/040.00, Food Handling, and TTCF Unit Order #5-06-050, Inmate Food Service Workers Medical Screening and Housing

• **5-06-040 Kitchen Clean- Up**

PURPOSE OF ORDER:

The California Health and Safety Code requires all premises, equipment, and utensils of all food facilities be kept clean and fully operative. It shall be the responsibility of all concerned personnel assigned to the Kitchen (both civilian and uniform) to ensure the Twin Towers Kitchen be kept free of litter, rubbish and vermin infestation.

SCOPE OF ORDER:

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

ORDER:

The Food Services Manager shall be responsible for providing instruction to the civilian cooks as to how each production area is to be cleaned and sanitized by the inmate work crew assigned to kitchen clean-up. Floors, walls, ceilings, tables and counter tops shall be kept clean and clear of debris. Stored food items shall be properly covered and/or sealed at all times. Food racks and containers shall be cleaned and neatly organized. Meat cutting and food processing equipment shall be kept clean and properly stored when not in use. Refer to attached Kitchen Cleaning Matrix.

The Kitchen Bonus I Deputy shall work hand in hand with the Food Service Manager to conduct inspections for cleanliness on a daily basis. This shall ensure proper cleaning and sanitation procedures are being followed. These inspections shall be documented in the Kitchen Pass On Book along with any deficiencies.

Restroom Clean-Up

The Kitchen Restroom Clean-Up Check Off List shall be signed by the Kitchen Officer on an hourly basis and by the Kitchen Bonus I Deputy at least once per shift.

• **5-06-050 Inmate Food Service Workers Medical Screening and Housing**

PURPOSE OF ORDER:

State Law and Title 15 require Facility Administrators develop written procedures for the medical screening of all Inmate Food Service Workers prior to having the inmate assigned to the facility kitchen. Additionally, since they also assist in the preparation and serving of meals in the ODR, it is in our best interests to make sure proper medical screening is done. The purpose of this order is to establish policy and procedures for the medical screening of all inmate food service workers assigned to the TTCF Kitchen.

SCOPE OF ORDER:

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

ORDER:

When inmates are identified as potential food service workers, they shall be screened by the Tower II Prisoner Personnel Office. Refer to CDM 5-01/020.00, Inmate Worker Assignments. Once the inmate has been screened, they shall be placed on the Culinary Inspection Nurse's Line. Before an inmate is allowed to work as a food service worker, the medical staff shall approve their placement. Refer to CCR Title 15, Section 1230, Food Handlers and CDM 5-11/040.00, Food Handling. During the culinary inspection, the nursing staff shall check for the following:

- General physical appearance
- Overall hygiene
- Skin lesions
- Multiple track marks
- Open sores
- Rashes

NOTE: Follow-up medical screening of all inmate kitchen workers shall be conducted on a weekly basis by nursing staff personnel. The follow-up shall be logged in the Kitchen Pass-On Book. The above (6) categories shall be checked.

During the initial culinary medical evaluation interview, the nursing staff shall interview each inmate and determine if the inmate falls within one of the following categories:

- Seizure disorders
- Communicable diseases
- Venereal disease
- Intravenous drug use
- Narcotic addiction
- Other medical condition as determined by the Nursing Staff

In the event an inmate displays any of the above, the inmate shall be disqualified from a food handling assignment. This does not preclude the inmate from working other assignments within the facility.

Inmate food service workers assigned to the kitchen shall be inspected on a daily basis by the Senior Cook they report to. Inmate workers assigned to handle food in the modules shall be inspected by uniformed personnel. This inspection shall consist of a "close visual" inspection of the inmate's general physical appearance. Special attention shall be given to open sores, skin rashes, skin lesions, track marks, etc. If any of these symptoms are present, the inmate shall be removed from inmate worker status until they are medically re-evaluated.

To comply with Health and Safety Code, Section 114020, uniformed personnel shall ensure food service workers adhere to the following:

- Wear clean, washable outer garments or other clean uniforms.
- Keep hands clean, including maintaining short fingernails.
- Wash hands and arms with soap and warm water immediately after using toilet facilities and before commencing work, and at any time it is deemed necessary to prevent contamination of food (do not use soap bars - dispenser soap only).
- Wear hairnets, caps or other suitable coverings to confine all hair to prevent the contamination of food or utensils.
- When serving the meal, use tongs or other implements rather than hands.
- Wear plastic or rubber gloves when serving food.

NOTE: Legible signs shall be posted in all bathrooms accessible to any food handler, warning that state law requires them to thoroughly wash their hands immediately after utilizing the restroom.

Inmate Worker Housing

Once an inmate has been screened by the Prisoner Personnel Office and has been medically cleared by the medical staff, they will be transferred to Module 272, which has been designated as Inmate Food Service Worker Housing.

Upon transfer to Module 272, module personnel will ensure inmate workers have a black and white striped band attached to their regular wristband. This band indicates medical staff has cleared the inmates to serve food in the Tower I Kitchen. If an inmate worker is transferred to another housing area, the black and white striped band must be removed prior to transfer.

All inmates assigned to Module 272 will be assigned a bunk and will be required to work a maximum of 8 hours per day. They will receive one day off within a seven day work week.

It shall be the responsibility of the Tower II Prisoner Personnel Office to assign Inmate Food Service Workers to one of the three pods in Module 272 designated for Inmate Food Worker Housing.

NOTE: All inmates assigned to the kitchen clean-up crew will be housed in Module 271. They shall be required to work a minimum of 6 hours per day and shall receive one day off per week. Inmate workers are not allowed visits while working. Refer to TTCF Unit Order #5-15-010, Public Visiting.

• **5-06-060 Correctional Treatment Center Kitchen Control Procedure**

PURPOSE OF ORDER:

Since the inception of the inmate worker staffed TTCF Kitchen, various additions to and adoptions of policy regarding its operation have been established. This policy shall be directed specifically to the CTC. The need for a specific policy is mandated by the medical classifications of inmates housed there, many of whom are on diets based on their respective diagnosis/condition. Proper management of their diet and food distribution is critical to assist in maintaining their health.

SCOPE OF ORDER:

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

ORDER:

CTC Feeding Procedures

The CTC feeding procedures are decentralized. Inmates are fed in their respective housing areas. Therefore, food prepared in the kitchen must be transported to other levels by elevators.

Food carts shall be used to transport food trays. All preparation and distribution of food shall be supervised by dietary staff members. All food carts shall be plugged in and preheated to a proper temperature before food is placed in them. Prepared food shall be placed on food trays then placed into the food carts. The food carts are then pushed to the housing modules.

Dietary staff shall push carts from the kitchen to the appropriate floors at the following times:

Court Line Feeding	0330 hours
Breakfast	0530 hours
Lunch	1100 hours
Dinner	1630 hours

Dietary staff shall prepare medical diets as requested by the Medical Services Staff. These diets shall be served at the times indicated by the medical staff. Supplemental food must be served to inmates on medical diets that require more than three meals.

NOTE: If an inmate misses a regularly scheduled meal, they shall be provided with a sandwich, fruit, and beverage in lieu of that meal.

Dietary staff will supervise and monitor food preparation as well as deliver the food. Custody personnel shall coordinate with dietary staff the production of meals and clean up procedures, while maintaining security.

The food carts shall be delivered in the following order:

- Module 322
- Module 331 and Module 332
- Module 342

After the dietary staff has delivered the assigned food carts to the floors, they shall assist the nursing staff, deputies and custody assistants with the distribution of the meal. The fourth floor (Module 342) being the exception, the mental health nurses and the deputies and custody assistants shall distribute the meal. After the meal is over, the dietary staff shall collect the food carts from the floors and return them to the kitchen.

Equipment and Utensil Control

All equipment and utensils shall be checked out from the CTC Control Custody Assistant. Whenever a checked out item cannot be located, the following steps shall be taken immediately:

- Notify Facility Control, immediate supervisor, the Watch Sergeant and the Watch Commander,
- Obtain sufficient personnel to assist in a search for the item,
- Conduct a search of inmate housing areas at the discretion of the Watch Commander,
- Advise the Facility Control Bonus Deputy, the Watch Sergeant and the Watch Commander of the results of the search.

Meal Count

At the beginning of each shift, the CTC Dietary Staff shall call each Module Nursing Station and receive an accurate meal count. The total number of inmates currently and physically housed within that area shall be listed on the Meal Count Form (Diet List) next to the housing area.

The dietary staff shall maintain the Meal Count Form (Diet List). The dietary staff shall make the phone calls by the following hours:

- 0200 hours for breakfast,
- 0700 hours for lunch,
- 1330 hours for dinner,

The dietary staff shall make the diets according to the diet lists.

Utensils

No serving utensils shall be left in the kitchen. All utensils shall be cleaned and returned after each meal to the CTC Control Booth. All utensils shall be accounted for by CTC Control Booth personnel at the beginning and end of each shift.

Inmate Workers

At approximately 0200 hrs, the Tower I Kitchen supervisor shall notify the CTC Kitchen Dietary Staff when the food carts are ready for pick up. The EM 330 G unit will pick up the inmate workers assigned to the CTC Kitchen from 272 at approximately 0230 hrs.

The AM movement deputy shall return the inmate workers to Module 272 and pick up the PM inmate workers at approximately 1000 hrs. The inmate workers shall be escorted to the CTC Kitchen.

At approximately 1400 hrs. the Tower I Kitchen supervisor will notify the CTC Kitchen Dietary Staff when the food carts are ready for pick up. Personnel assigned to 322A or 322 F/1 shall pick up the CTC evening meal from the Tower I Kitchen using the CTC Kitchen inmate workers.

• 5-08-010 Medical Services Definitions/Procedures

PURPOSE OF ORDER:

To define the medical services available to inmates at Twin Towers Correctional Facility.

SCOPE OF ORDER:

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

ORDER:

The following are a list and description of the medical services available at TTCF:

Sick Call

Allows inmates access to medical personnel for treatment of minor ailments. The nurse shall interview the inmate in the housing area and determine if any treatment or further examination by medical staff is necessary. Sick call is regularly scheduled on day shift, Monday through Friday, excluding holidays. If an inmate requires medical attention during other hours, he may contact his module officer who will immediately arrange for the inmate to be seen by a nurse.

Pill Call

Allows inmates who take daily medication to receive their medication and have access to medical services. A nurse will dispense the medications as prescribed by a physician.

Treatment Line

Allows inmates who are in need of a specific medical treatment(s), e.g., blood pressure check, dressing change, weight check, x-rays, etc., access to this treatment on an out-patient basis. This can be done on the floors in the medical examination rooms.

Doctors Line

Allows access to a physician to inmates who have been screened by the nurse and referred for further treatment.

Dental Line

Allows inmates access to a dentist for examination or treatment.

Lab Work Line

Allows lab test(s), as ordered by a physician, for inmates being treated by the Medical Services Staff.

Psychiatric Line

Allows inmates access to Mental Health Services. A mental health evaluation may be requested by the inmate, Medical Services Staff, TTCF staff, and friends or family of the inmate.

In-Patient Care

Inmates with sub-acute conditions shall be housed in the Medical Services Building. They will remain there, receiving residential care, until their status improves sufficiently to allow them to be housed in a general population or medical module.

Medical Isolation for Contagious Diseases

Inmates identified as having certain contagious diseases shall be isolated in designated housing for their safety and that of other inmates and staff.

Pregnant Inmates

Pregnant inmates shall be housed on the lower level and given a lower bunk.

Medical Emergencies

An emergency medical response can be made to any area within the TTCF, twenty-four hours a day. Responding nursing personnel will provide triage and other acute care pending transportation of the inmate to a facility clinic. Los Angeles City Fire paramedics may also be summoned based on the severity of the medical emergency. If the ill or injured inmate requires care beyond that available at the TTCF, he can be transported, via ambulance, to County U.S.C. Medical Center (LCMC).

• 5-08-040 Phencyclidine and/or Violently Mentally Ill Booking Procedures for Twin Towers Correctional Facility

PURPOSE OF ORDER:

The purpose of this order is to set forth policies and procedures of Twin Towers Correctional Facility personnel and patrol units in handling both Phencyclidine and violently insane bookings into Twin Towers Correctional Facility. Arrangements have been made with Custody Division for direct bookings into Twin Towers Correctional Facility.

SCOPE OF ORDER:

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

ORDER:

These procedures will apply regardless of the other charges for which the suspect is to be booked.

In most cases the following circumstances should exist for direct booking into Twin Towers Correctional Facility:

- The suspect's actions consist of outbursts or a constant level of wild, frenzied, unruly or violent behavior,
- The suspect represents a continuing danger to himself and or others,
- There is little or no possibility of booking and controlling the suspect at the station or housing the inmate at another custody facility,
- Elevated blood pressure and respiration,
- The suspect has no serious injuries (injured suspects will continue to be booked at LCMC),
- The inmate has been seen and evaluated by a Medical Services doctor.

Notifications

CTC Control shall immediately contact the following persons and notify them of the impending and arrival of a PCP or violent mentally ill suspect:

- Watch commander,
- CTC sergeant or watch sergeant,
- Tower II Clinic supervising nurse,
- CTC bonus deputy,
- CTC Frank or George unit deputies.

The following persons shall be present at the CTC 1st floor sallyport gate when the PCP or violently mentally ill suspects arrives:

- The CTC or Tower II sergeant,
- An IRC registered nurse and Medical Services doctor,
- A CTC deputy,
- The CTC bonus deputy,
- Additional deputy back-up as deemed necessary, (minimum of 2),
- A CTC deputy or custody assistant with a video camera.

Handling of a PCP or Violently Mentally Ill Inmate

- A CTC deputy or custody assistant shall be present outside the CTC 1st floor sallyport gate with a video camera. The entire incident shall be videotaped from the time of arrival until the time the inmate is finally secured. The supervising sergeant shall document the incident on a memo and submit the memo and videotape to the watch commander.
- The IRC nurse attending the admission of the inmate shall ensure a gurney is available outside the CTC 1st floor sally port gate, if needed. Deputies will place medical gloves on before handling the inmate.
- When the transporting unit arrives, the inmate will be visually assessed inside the car by the attending nurse, CTC doctor and CTC personnel for obvious injuries. If the inmate appears injured, the arresting officers will be directed to transport the inmate to LCMC. If the inmate appears uninjured, he will be removed from the radio car under the supervision of the CTC supervisor.

NOTE: Transporting officers shall secure their weapons outside the CTC sallyport lobby prior to entering the elevator.

- If the Doctor determines that the inmate's violent behavior is not a result of any medical condition and may

be attributed to mental illness, the Doctor will consult with the on-duty psychiatrist if available, or a Mental Health clinician. A determination will then be made regarding admitting the inmate to one of the mental health housing areas.

- The inmate's evaluation and treatment is the sole responsibility of the medical staff. Deputies are present to provide security. Property obtained from the inmate shall be deposited at IRC by the arresting officers.
- Depending upon the inmate's medical condition the nurse may direct the arresting officer(s) to book the inmate through channels at IRC, or to transport to LCMC via either radio car or ambulance.

Before accepting any PCP or mentally ill bookings for admission to CTC the following procedures shall be followed:

- The transporting and or arresting officer(s) shall remove and take control of all personal property and contraband from the inmate prior to entering the facility. Personal property includes, rings, watches, money, etc.,
- The property shall be placed into a plastic bag by the arresting or transporting officer(s). Bags will be provided by the CTC or Tower II Clinic deputies,
- In order to maintain the chain of evidence and for control purposes, the arresting or transporting officer(s) shall be responsible for safeguarding the inmate's property while inside the TTCF,
- Once the inmate is controlled, the attending doctor will make a thorough assessment of his medical condition outside the CTC elevator lobby. Handcuffs will not be removed for medical evaluation without direct authorization from the sergeant or bonus deputy in attendance,
- If the attending IRC Doctor determines the inmate is acceptable, deputies will proceed to fully restrain the suspect in a supine position (lying on back) on the gurney. It is the IRC nurse's duty to inspect the apparatus for medically approved application of the restraints. A medical mask will be placed on the inmate to prevent possible contamination to deputy personnel,
- The inmate will be fully restrained on the gurney. Once this is accomplished the transporting officers will be directed to wait at CTC control for the inmate's clothing and prints. The transporting officers are not allowed to accompany the inmate to the CTC housing area,
- Custody deputies, a supervisor, and the attending IRC nurse will escort the gurney to the medically assigned room,
- When the assigned room is reached, deputies shall do the following:
 - Remove the inmate from the gurney and place him in the hospital bed,
 - Remove stokes litter from room and place back on gurney,
 - Avoid any restraint that would inhibit normal breathing. "Spit bags" may be utilized as appropriate,
 - Remove all clothing from the waist down and replace with yellow pajamas,
 - Apply leather restraints securely on both ankles and secure to bed,
 - Raise the inmate to a sitting position and apply leather restraints to both wrists,
 - Secure the left wrist to the left middle restraint hole on the bed,
 - Remove right handcuff and secure right wrist to upper right side of bed,
 - Fingerprint one hand of the inmate. Write name and booking number on paper used, if not booking slip. Give the prints and all inmate clothing including shoes to the arresting officers, to take to IRC for storage,
 - Remove the "Spit bag" and cover the inmate with a sheet.

NOTE: Always have a member of the nursing staff present during the application, rotation and removal of the restraints.

• **5-08-050 Incompetent to Stand Trial Medication Administration Program**

PURPOSE OF ORDER:

To set forth the policy of this unit regarding the procedures for the administering of psychiatric medication to inmates that have been adjudicated incompetent to stand trial and unable to provide informed medication consent due to a mental disorder.

SCOPE OF ORDER:

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

ORDER:

Jail Mental Health Services (JMHS) clinicians are responsible for overseeing inmates in the Misdemeanor Incompetent to Stand Trial (MIST) Program. Following one month of unsuccessful efforts to obtain consistent, voluntary medication adherence, involuntary medication administration procedures will be initiated.

- Medication will be administered by JMHS nursing staff to designated MIST program inmates Monday through Thursday between 1000 and 1400 hours.
- JMHS nursing staff will set-up the necessary equipment in the Outdoor Recreation area of Module 172.
- Passes will be generated for the affected inmates.
- Designated deputy personnel from Module 172 will coordinate inmate movement and provide security during the procedure.
- Each inmate shall be handcuffed, placed in a gurney chair, and escorted to the Outdoor Recreation area of Module 172.
- The assigned floor sergeant shall be notified if a delay in escorting the inmate to Module 172 occurs. The sergeant will be responsible for facilitating the inmate's movement to Module 172 or notifying JMHS personnel of the inability to escort the inmate and the need to reschedule. The inmate's name and booking number, the name of the sergeant and JMHS personnel that were notified, and the reason for the delay or inability to escort the inmate shall be documented in the Uniform Daily Activity Log.
- Following the administration of medication, deputy personnel will escort the inmate to a designated cell in Module 172, where JMHS nursing staff will monitor the inmate's condition. They will advise deputy personnel once the inmate is able to return to his housing location.
- Inmates who refuse to be escorted to Module 172 for involuntary medication administration shall remain in their cell pending evaluation for transfer to the Forensic Inpatient Program (FIP). The inmate's refusal shall be documented in the Uniform Daily Activity Log. This documentation shall include the inmate's name and booking number, the name of the sergeant and JMHS personnel that were notified of the refusal.

• **5-08-060 Developmentally Disabled Inmates**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the identification and evaluation of all Developmentally Disabled inmates.

SCOPE OF ORDER:

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

ORDER:

“Developmentally disabled” means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mentally retarded individuals. Generally, developmentally disabled inmates are identified by medical staff during the medical screening and booking process. Regardless of the cause, inmates who have, or are suspected of having developmental disabilities, shall be segregated from other inmates until an appropriate evaluation is completed by medical personnel.

Custody personnel shall immediately notify medical personnel of any inmate suspected of being developmentally disabled. Custody personnel shall log the name of the developmentally disabled inmate and the name and employee number of the medical personnel notified in the electronic Uniform Daily Activity Log (e-UDAL). The inmate shall remain segregated from all other inmates until further direction is given by medical personnel. Upon determination by medical staff, the developmentally disabled inmate shall be transferred to the appropriate housing area.

The health authority or designee shall contact the Regional Center on any inmate suspected or confirmed to be developmentally disabled for the purposes of diagnosis and/or treatment within 24 hours of such determination, excluding holidays and weekends.

Transfers for developmentally disabled inmates shall be handled through the Population Management Bureau (PMB) e-mail group. The following information shall be included when requesting a transfer: inmate’s name, booking number, reason for transfer, name of the person requesting transfer, and name of the medical staff contacted. Custody personnel assigned to the developmentally disabled module shall be responsible for issuing the inmate a brown jail uniform and green wristband upon notification to PMB.

Developmentally disabled inmates shall comply with the same rules and regulations required of all general population inmates. Inmates found guilty of jail rule violations during Disciplinary Review Board (DRB) proceedings, are subject to loss of privileges and disciplinary confinement. Violators may be confined in their regularly assigned cells or transferred to the discipline module.

• 5-08-070 Housing and Movement of Mental Observation Inmates

PURPOSE OF ORDER:

Upon arrival to TTCF, Mental Observation inmates are identified and interviewed by a Mental Health professional so they may be properly housed. Past practice has revealed when a Mental Observation inmate is moved with the approval of a Mental Health staff member, the inmate can generally be safely moved and appropriately housed for his level of mental illness. This Unit Order establishes policy and procedure governing the housing and movement of mental observation inmates.

SCOPE OF ORDER:

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

ORDER:

The mental health services provided in the mental observation units are considered to be an “outpatient level of care.” An outpatient level of care is equivalent to the type of treatment these individuals would receive in the community. Those inmates who are housed in the mental observation units are assigned to a primary therapist who manages their case. These inmates are provided with individual, group and recreation therapy, as well as crisis intervention when necessary. Their medications are prescribed by a jail mental health psychiatrist. These medications are delivered by Sheriff’s Department medical staff. The focus of treatment is on keeping the inmates stable while they are in custody and to assist them in obtaining mental health services following release from jail.

The Mental Observation Units consist of three categories of inmates:

- Suicidal (danger to self)
- Potentially violent (dangerous to others)
- In need of medical/psychological monitoring

Transfers of Inmates to Mental Health Housing (JMET Referrals)

In some cases, The Jail Mental Evaluation Team (JMET) may determine an inmate is not suitable to remain in a general population setting and requires mental health observation, treatment, and housing. JMET referrals are brought to the originating facility’s clinic for clearance prior to transfer to determine if they are appropriate for transfer to mental health housing at TTCF. In such cases, a Behavioral Observation and Mental Health Referral (BOMHR) form shall be completed and arrangements made to transfer the inmate to the Inmate Reception Center (IRC) for a more intensive medical health evaluation, and placement in an appropriate level of mental health housing. The IRC clinician will then assign the inmate to an appropriate level of mental health housing. Transfer of an inmate to IRC and TTCF mental health housing shall be provided by the facility from which the inmate is being transferred. The Watch Commander, in conjunction with Medical Services personnel, shall make the final determination for immediate or routine transfer of the inmate.

The Inmate Reception Center medical staff shall conduct a medical screening if requested by the Mental Health psychiatric staff. Upon completion of the medical and mental health screening, the inmate shall be

transferred to TTCF Tower I Transfer Center with the required documentation:

- Completed Behavioral Observation and Mental Health Referral form (SH-J-407),
- Jail Record Card (JRC),
- Blue wristband coded with an "S" (Suicidal) and/or "M" (Mental)

In cases where JMET personnel determine an inmate does not meet the criteria for acute mental observation housing at TTCF, Tower 1, 7th floor, a transfer referral may be made for Direct Admission to a designated service area on the 3rd, 4th, 5th, or 6th floor in Tower I, pending further evaluation by TTCF mental health staff.

The medical section of the BOMHR form shall be completed by the clinic at the originating facility and identified as a JMET referral. The words "JMET Referral" shall be stamped or written across the top in red ink with the recommended housing location clearly visible in the upper right hand corner. No Direct Admission to FIP will be allowed unless ordered by a psychiatrist. TTCF Tower I Transfer Center will receive the inmate and house him based on the recommendation annotated on the JMET Transfer Sheet. Direct Admission inmates shall be transferred to TTCF with the following documentation:

- Completed Behavioral Observation and Mental Health Referral form (SH-J-407),
- JMET Transfer Sheet,
- Jail Record Card (JRC),
- Copy of the IC12 (Special Handle) screen indicating the inmate has been re-classified as "S" and/or "M",
- Blue wristband coded with an "S" and/or "M"

Tower I houses inmates requiring mental health interaction on a daily basis. As such, a Tower I on-call mental health clinician is available at all times via portable radio. Tower II houses general population inmates, and/or inmates not requiring regularly prescribed mental health treatment. Consequently, Tower II does not have an on-call mental health clinician. In the instance a Tower II general population inmate displays unusual and/or bizarre behavior requiring mental health intervention, personnel shall determine whether the situation is non-emergent or emergent and the following procedures shall apply:

NON-EMERGENT(request for medication, psychological evaluation, etc.)

- Custody personnel shall contact the Tower II Transfer Center and report the inmate's information (i.e., name, booking number, location, behavior observed and reporting personnel)
- Tower II Transfer Center personnel will record all of the information on the JMET Referral Sheet
- JMET staff will retrieve the information daily and respond to the location to evaluate the inmate

EMERGENT (suicidal, danger to others, gravely disabled, extreme bizarre behavior, etc.)

- Custody personnel shall complete the appropriate sections of the BOMHR form, including the reference number. This includes Sections 1 through 6, note that Section 5 shall be completed by the watch commander when Option 4 is circled
- Sworn supervisory personnel shall complete Section 8 of the BOMHR form and assist custodial personnel with escorting the inmate to the IRC Main Clinic (located in TTCF Tower II, Module 231) for a mental health evaluation. If the inmate is deemed suicidal, the watch commander shall complete Section 5 of the BOMHR form
- If the inmate is deemed suicidal, custodial personnel shall complete an "Inmate Special Handling Request" card (SH-J-181) requesting an "S". Once the updated information is input into the computer and verified, they shall replace the inmates' wristband and identification card

- When IRC's mental health clinician confirms that the inmate needs to be rehoused, the inmate will be left at IRC and IRC personnel will continue with the rehousing process

Interview and Routine Movement of Mental Observation Inmates

All inmates need to be interviewed by mental health staff prior to their being housed in the Mental Observation units and when an inmate is to be released from custody.

Any housing movement or the declassification of an inmate from mental observation status requires the concurrence of a mental health staff member. If a conflict arises regarding whether the inmate should be moved or not, the Watch Commander shall make the final decision.

A movement sheet shall be completed by mental health staff when there is movement of inmates on mental observation floors to another module in TTCF, another facility, or release from custody.

NOTE: Movement from the intake pods to other pods on the 7th floor may be done without mental health's approval if the move is to prevent mattress sleepers. Mental health staff shall be notified of the movement as soon as possible.

The following procedures shall be adhered to regarding movement sheets:

- Module personnel shall retain and file movement sheets for a period of no less than 30 days from the date of issuance.
- Module personnel shall advise floor nursing staff of inmate movement to ensure continual delivery of prescribed medication.
- Tower I module personnel shall ensure movement sheets for de-classed inmates are provided to the Transfer Center and the charge nurse in the Tower I main clinic.

A Mental Observation inmate shall not be moved without the concurrence of a Mental Health staff member unless an inmate is being transferred to the Discipline Module in the manner described below.

NOTE: Refer to TTCF Unit Order #3-02-300, Contact with Insubordinate Inmates.

Discipline Movement

Mental health observation inmates must be evaluated and approved prior to placement in disciplinary segregation/isolation. If the mental health staff does not recommend the patient is appropriate to be moved to a discipline module, the patient can be locked in his cell to serve his discipline time.

NOTE: While the entire movement policy must be adhered to, it is not all encompassing. Each and every situation regarding movement of Mental Observation inmates cannot be anticipated. Therefore sound judgement, based on our Core Values -- and simultaneously balancing the need to provide a secure environment and the welfare of the inmate(s) -- must be exercised. Decisions in these instances shall be

made by the on duty Watch Commander.

Mental Health Observation Discipline

Inmates housed in Tower I on the 3rd, 4th, and 5th floors, are in a general population type setting and require a lower level of observation and care. They may be transferred to the Discipline Module under the conditions mentioned under Discipline Movement, unless the inmate is displaying bizarre behavior, articulates suicidal ideation or a need to see a Mental Health Counselor. In such situations, a Mental Health Counselor shall aid staff in deciding the proper housing location for the inmate. Tower I inmates are under active Mental Health observation.

When inmates housed in Tower I, on the 7th floor are to be disciplined, they shall remain on the 7th floor under active mental health observation. If the inmate's mental health clinician determines he is suitable for disciplinary housing in Tower I Module 121, the inmate may be transferred to this module with a transfer request approved and signed by the clinician.

NOTE: All jail rule violations shall be documented on an Inmate Incident Report (SH-J-213), even if the inmate will obviously not be able to serve any disciplinary time. Refer to TTCF Unit Order 5-22-010, Inmate Discipline Procedures.

When inmates housed in Tower I, on the 6th floor are to be disciplined, the assigned or "on-call" clinician shall be consulted prior to transfer. The clinician shall determine if the inmate is appropriate for the Discipline Module, or to be moved to the 7th floor for observation.

NOTE: Most inmates placed in Discipline from the 6th floor will return there, so a movement order to G.P. is often not appropriate.

The Inmate Reports Tracking System (IRTS) has no provision for recording the concurrence or opinion of the Mental Health clinician. To provide the necessary record, deputies shall document the consult in the assigned Module "Red Book" Log, referencing the report number(s), and have the clinician sign (with employee number) adjacent to the entry. The clinician may list recommendations, if any, or indicate "consulted."

NOTE: The Mental Health clinician is not making a judgement of whether the inmate should be disciplined or not. He is merely determining if the inmate can withstand being housed in a disciplinary setting.

• 5-08-080 Correctional Treatment Center Discharge Procedures

PURPOSE OF ORDER:

To establish the procedure for discharging an inmate from the Correctional Treatment Center and returning him to general population housing.

SCOPE OF ORDER:

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

ORDER:

Inmates are temporarily housed in the Correctional Treatment Center (CTC) for medical or mental health treatment. When these needs are met and an inmate is fit to return to general population, the following procedures shall be followed:

- If the inmate requires medication or additional psychiatric care, personnel from Medical Services or Mental Health Services will assign the inmate to the appropriate housing location based on availability.
- The assigned escort deputy for each floor will meet with the nursing staff at the respective floor and receive a transfer list. The deputy will escort the inmates to their newly assigned housing location within TTCF or Men's Central Jail (MCJ). CTC custody personnel will contact module staff at the inmate's newly assigned housing unit and inform them of the transfer.
- If an inmate under mental observation status is to be transferred to MCJ, the escort deputy will ensure the inmate is de-classified at IRC Classification during the transfer to MCJ. Nursing staff shall provide the escort deputy with the necessary forms.

• 5-08-140 Safety Check Procedures For Inmates Housed in High Observation, Forensic Inpatient, and Moderate Observation Housing Locations

PURPOSE OF ORDER:

To establish policy and procedures for conducting safety checks for high observation inmates and inmates who are deemed to be high suicide risks.

SCOPE OF ORDER:

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

ORDER:

Within the mental health and medical housing areas at TTCF there are specific housing areas for inmates who are deemed seriously mentally ill, acute mentally ill, and high suicide risks. Inmates shall only be assigned to these housing areas as directed by mental health staff. Seriously mentally ill inmates assigned to Moderate Observation Housing (MOH) shall be visually checked at least once every 30 minutes to ensure their safety and welfare. Acute mentally ill inmates, inmates who are high suicide risks, inmates assigned to High Observation Housing (HOH), and inmates assigned to Forensic Inpatient Housing (FIP) shall be visually checked at least once every 15 minutes and shall be staggered, or more often as directed by mental health staff or medical personnel.

The responsibility for the timeliness and compliance with these safety check procedures shall be with those personnel designated on the TTCF in-service during the appropriate shift as Title 15/Safety Check Deputy or Custody Assistant. The designated Title 15/Safety Check custodial personnel shall not transfer responsibility to any other person, outside of brief breaks, without the permission of the Watch Sergeant or Flor Sergeant.

Custodial personnel assigned the responsibility of conducting safety checks shall not handle routine tasks within the module, including, but not limited to pill call, inmate escorts, inmate meals, and inmate requests. Title 15/Safety Check personnel shall still respond to emergent situations such as, force incidents, attempt suicides, man-downs, or incidents requiring immediate intervention; however, relief personnel shall be sought at the earliest available time.

Title 15/Safety Check personnel shall also report/ document incidents in the Electronic Uniform Daily Activity Log books (e-UDAL) which cause a delay in the checks, such as, B/O scanners, synching or equipment issues, etc. Title 15/ Safety Check personnel shall report these delays at the time of the incident, and make the appropriate notifications when necessary.

Proper officer safety shall be implemented prior to entering any inmate housing area.

Documenting Safety Checks

Title 15 Scanner System shall be used to capture and record each safety check. In the event Title 15 Scanner is not working, the safety check shall be entered into the module Electronic Uniform Daily Activity Log books (e-UDAL) immediately after the check is conducted. The log shall contain, but not be limited to, the first and last name, employee number of the individual conducting the check, the location of the check, time the check was made, and any comments regarding the activity of the inmate(s) if applicable. When Title 15 Scanner equipment is not properly working, a verbal notification shall be made to the on-duty Title 15 Supervisor. Floor

staff who are responsible for safety checks shall ensure any Title 15 equipment not properly working is reported and a request for the repair(s) are made.

NOTE: The ultimate responsibility of ensuring all inmate safety checks are conducted and properly documented in a timely manner will be that of the person(s) assigned to the Title 15 Deputy and the Safety Check Deputy or Custody Assistant position as indicated on the daily in-service sheet.

Safety Check Sergeant's Responsibilities

Sergeants or Bonus Deputies assigned to the position of Safety Check Sergeant shall ensure safety checks are being properly conducted and documented by custodial personnel. They are responsible to take immediate corrective action toward any incomplete or improper checks by the employee.

The Safety Check Sergeant shall make contact with all assigned Title 15/Safety Check personnel at least once per shift to address compliance issue and ensure Title 15 Scanner equipment is functioning properly. Documentation of these contacts shall be

made on the End of Shift summary and shall include the name, employee number, and housing location of each Title 15/Safety Check personnel contacted.

Floor Sergeant Responsibilities

Floor Sergeant's shall be responsible for the custodial personnel under their supervision. They shall ensure safety checks are being properly conducted and documented by custodial personnel. Sergeants shall log this activity into the e-UDAL at least once per shift. Supervisors are responsible for taking immediate corrective action toward any incomplete or inaccurate conduct by the employee.

• **5-08-141 Morse Watchman Data Recorders**

PURPOSE OF ORDER:

This order shall establish policy and procedures for the use of Morse Watchman Data Recorders for safety checks in mental observation housing areas.

SCOPE OF ORDER:

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

ORDER:

Morse Watchman Data Recorders

Modules T142, T151, T152, T161, T162, T171, T172, and all CTC floors shall have their safety checks logged by use of the Morse Watchman Series 2000 Data Recorders. The data recorders will document the time each check was started, along with the time each "station" or tab was recorded. There are stations or tabs in each pod or floor. All tabs must be read to complete a "tour sequence" or safety check. If checks have been missed due to disturbance or any other emergency, the reason and time period missed shall be logged in the Uniform Daily Activity Log (UDAL) by the floor bonus line deputy.

At the beginning of EM shift each day, the floor sergeant shall ensure the data recorders are down-loaded. It shall be the responsibility of the floor supervisor, to ensure the safety checks are conducted according to established policy. Once per shift, each assigned floor supervisor shall audit the previous day's report for their respective shift, to ensure compliance. This shall be logged in the UDAL with the date, time and signature of the supervisor. Refer to TTCF Unit Order 4-08-350, Uniform Daily Activity Log.

The Morse Watchman System Administrator shall ensure the reports are automatically stored on the Sheriff's Data Network when downloaded from each module. The reports shall be kept in the computer for a minimum of two (2) years.

Whenever a Morse Watchman Data Recorder becomes inoperable, module personnel shall take the recorder to the Morse Watchman System Administrator as soon as possible for replacement.

For additional information regarding usage of the Morse Watchman Data Recorder refer to the attached addendum located at the end of Chapter 5, Unit Order folder titled, "Morse Watchman Tower Control Booth Instructions" and/or "Morse Watchman Module Instructions."

• 5-08-150 Archiving And Retention Period Of Movement Sheets For Mental Health Housing Areas

PURPOSE OF ORDER:

To establish policy and procedure for the archiving and retention of movement sheets for the mental health housing areas.

SCOPE OF ORDER:

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

ORDER:

There are two movement sheets utilized to document the movement of the mentally ill patients who are housed within the mental health housing areas of this facility. One movement sheet is used to document the movement of mentally ill patients within the facility and the other movement sheet is used to document the movement of patients who have been declassified from mentally ill status and are transferred to another custody facility (refer to the attached example movement sheets).

These movement sheets shall be completed by the mental health staff person who is requesting the movement of the patient. The movement sheets will be given to the Officer/Deputy working the control booth from the floor where the patient is being moved.

Tower 1 Officer/Deputy will then deliver the movement sheet to the Tower 1 Transfer Center and place it in the designated box labeled PPO. PPO will be responsible for picking up the movement sheets and updating the computer and/or paperwork on a daily basis. PPO will be responsible for generating an in-house transfer list for movement on PM shift. PM shift Transfer Center shall generate all movement passes and make the appropriate wristband according to the assigned floor and classification. The floor Deputy/Officer will be responsible for retrieving the appropriate wristband from the Transfer Center and placing it on the inmate prior to moving the inmate to the

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designated module and/or facility.

Tower 2 Officer/Deputy shall deliver the movement sheets directly to the PPO office for Tower II movement. PPO will be responsible for classifying the inmate, generating a pass, and making the appropriate wristband.

PPO will file and store all movement lists for a period of five years. Weekend and Holiday movement requiring de-class or classification, will be completed by faxing the movement sheet to the Inmate Reception Center (IRC). Once the movement sheet has been faxed to IRC, it should be marked "faxed" and placed in the appropriate PPO box located in the Transfer Center. All module officers should not accept inmates without the appropriate JRC, wristband and/or Behavioral Observation Sheet. Movement shall not take place until the inmate is updated by the PPO and/or IRC office. The Officer/Deputy will keep the original and make two copies. The copies of the movement sheets will be forwarded to the appropriate Transfer Center.

The Transfer Centers will retain one copy (which will be kept in the Transfer Center for 30 days) and forward the second copy to the Operations Office. Each shift is required to forward the movement sheets from their respective shift to the Operations Office located on the 8th floor on a daily basis. The Operations Office will scan the movement sheets, place the information on a floppy disc and archive them. The archived copies of the movement sheets will be kept for five years.

ER:jkw (Revised 05/19/05) Movement list

JAIL MENTAL HEALTH SERVICES DATE _____

FORENSIC OUTPATIENT PROGRAMS

MOVEMENT LIST WITHIN TTCF: (Please circle area)

131 - 141 - 151 - 161 - 171

132 - 142 - 152 - 162 - 172 A B C

241 - 242 172 D E F

NAME

BOOKING #

CELL

TO

CLINICIAN

CONTINUE PSYCH MEDS

COMMENTS

TIME OF ACTUAL MOVEMENT

• 5-08-180 Physicians' Orders

PURPOSE OF ORDER:

Occasionally, inmates with medical conditions will need items to assist in the treatment of their condition. Their respective physician may order that we receive these items. To prevent the introduction of contraband and/or inappropriate items, the physician's orders must be reviewed prior to issuance/acceptance of the items. This order shall apply only to items brought into Twin Towers Correctional Facility (TTCF) from outside sources.

SCOPE OF ORDER:

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

ORDER:

Items ordered by a physician for any inmate housed in TTCF, and brought to the facility from any source other than an authorized vendor, shall be subject to the provisions of TTCF Unit Order #5-21-310, Allowable Inmate Property, regarding contraband. All medication received from outside sources shall be examined by the TTCF Pharmacy and then repackaged for issuance to the inmate.

All Physicians' orders and subsequent medical items shall be routed to the Medical Liaison Unit for processing and issuance. An item must meet the approval of the Medical Services Bureau Sergeant or Medical Liaison Unit before it can be issued. If the aforementioned are not available, the TTCF Watch Commander/Sergeant shall make a determination regarding the item.

Physicians' orders that do not meet the requirements of the unit order regarding contraband shall not be accepted, and the requesting Physician shall be notified in writing by the Medical Liaison Unit. All efforts shall be made to comply with any approved order in a timely manner. If possible, the inmate's outside source should be directed to contact the Medical Liaison Unit at (213) 893-5676 to arrange delivery of the approved item.

• 5-08-190 Pharmaceutical Deliveries

PURPOSE OF ORDER:

The pharmacy that serves Custody Division is now located at TTCF inside of security, on the fourth floor of the Medical Services Building. This order shall establish policy to ensure the security of all pharmaceutical deliveries and Twin Towers Correctional Facility.

SCOPE OF ORDER:

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

ORDER:

The Custody Division Pharmacy is now located on the fourth floor of the Medical Services Building. Various pharmaceutical vendors make regular deliveries to the pharmacy via private contract courier or UPS.

Deliveries may be made in private, unmarked vehicles (trucks or autos) or UPS vans. The pharmacy accepts deliveries between 0800 hrs. and 1700 hrs., via the CTC Entry Control Elevator #1.

Delivery personnel shall enter the facility through the West Entry Gate (at Vignes Ave.) and proceed to the West Inner Gate to CTC Entry Control. It shall be the responsibility of the West Entry Gate Control Officer (SSO) to notify CTC Entry Control personnel that a delivery is in route. Entry Control shall notify the pharmacy of the delivery.

CTC Entry Control personnel shall direct the delivery person to park in the closest parking stall adjacent to elevator #1. After exchanging the driver's valid California identification for a CTC Visitor Pass, he shall contact the CTC Control Officer to arrange an escort. The delivery person shall be escorted to the fourth floor pharmacy and back to CTC Entry Control. After the delivery has been made, CTC Entry Control personnel shall exchange the driver's I.D. for the CTC Visitor Pass and direct the driver to exit the facility via the East Gate.

CTC Visitor Pass

CTC Visitor Passes shall be maintained in the CTC Entry Control Booth for issuance to pharmaceutical delivery personnel. The Entry Control Deputy or Officer at the beginning and end of each shift shall account for all CTC Visitor Passes and notify CTC Control. The CTC Control Deputy or Officer shall ensure all passes are accounted for on the CTC Key Log, located in the CTC Control Booth

• **5-08-310 Hunger Strike/Prolonged Fast**

PURPOSE OF ORDER:

To establish procedure for handling inmates who are on a hunger strike or prolonged fast longer than twenty-four hours.

SCOPE OF ORDER:

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

ORDER:

All inmates shall be offered a diet which is nutritionally adequate. Those who choose not to eat, due to psychiatric, religious or other reasons, shall be closely monitored for symptoms of adverse physical reactions.

Housing officers shall record the time of each meal offered to the inmate and indicate if the inmate accepted or refused the meal and if any portion of the meal was consumed by the inmate.

Any inmate who refuses to eat, or there is reason to believe is not eating, for twenty-four hours or more, shall be treated in the following manner:

- He shall be escorted to the clinic for a medical evaluation. Refer to CDM 5-01/050.00, Handling Suicidal Inmates,
 - The result of the evaluation, and any medical referral to or order for further evaluation or treatment will be communicated to the Watch Commander,
 - The Watch Commander shall be advised wherever an inmate is on a hunger strike,
 - If an inmate is transferred to CTC, the Watch Commander shall be notified.
-

• 5-09-200 Temperature Screening

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the screening of all employees, contractors, and visitors' body temperature before entering the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to anyone entering the TTCF building.

ORDER:

Anyone entering the TTCF building is subject to a mandatory temperature check.

Temperature Testing Procedure

The screening of employees, contractors, and visitors' body temperatures is to prevent the entry of those people with elevated temperatures, who are unaware they may be ill, and to avoid the spread of potential communicable diseases within the facility. The screening shall be conducted daily at the entry of the TTCF building.

Testing shall be done using the COHU HD Costar infrared camera and/or non-contact infrared thermometer. Social distancing and face covering requirements must be strictly enforced by the entry security officer or the deputy monitoring the infrared camera. A minimum distance of (6) six feet must be maintained at all times.

If the scanner's reading result is within the normal range of body temperature (equal to or less than 100.3°F [37.9°C]) then it is considered safe to allow access in to the TTCF. If a person's temperature is equal to or in excess of 100.4°F (38°C), the entry security officer or deputy shall follow the high temperature procedure below and retest the person. The person will not be allowed to enter the TTCF building until a safe body temperature has been recorded.

Re-testing Procedure

- If the infrared camera temperature reading is equal to or greater than 100.4°F (38°C) the person shall be subject to a retest after a period of 30 minutes.
- Should the retest with the infrared camera temperature reading after 30 minutes be equal to or greater than 100.4°F (38°C), a handheld non-contact infrared thermometer shall be used to verify the reading.
- If the person's temperature is still reading equal to or greater than 100.4°F (38°C) with the handheld non-contact infrared thermometer, the person will not be allowed to enter the TTCF.

High Temperature Reading Procedure

Following the re-testing procedures, the entry security officer or deputy shall discreetly instruct the person with an elevated temperature or flu-like symptoms to contact their supervisor. Anyone with a high temperature reading or displaying flu-like symptoms is encouraged to contact their healthcare provider for treatment and follow all directions from their healthcare provider. Department employees who are not permitted to enter or remain in the facility shall be allowed paid administrative leave time while the unit conducts further inquiry into whether or not the matter is work related, whether or not an employee will be referred to the Department's employee testing program, and how long any healthcare recommended quarantine period might be. The concerned supervisor shall make notification to the unit commander or designee, and the Custody Emergency Operation Center (CEOC) immediately via phone or email. In addition, the concerned bureau (e.g. Inmate Services Bureau [ISB], Facility Services Bureau [FSB], etc.) shall be notified of any contractor, vendor, or volunteer whose temperature is measured at or above 100.4°F and/or who displayed flu-like symptoms.

• 5-15-011 Disposition of Low Bail Warrants

PURPOSE OF ORDER:

To establish policy for Twin Towers Correctional Facility Visiting personnel in the disposition of low bail misdemeanor warrants.

SCOPE OF ORDER:

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

ORDER:

The following policy is set for the Visiting staff concerning the arrest of felony and certain misdemeanor warrants that become known to staff in the performance of their duties.

All persons attempting to visit, who are determined to have a felony warrant, will be arrested with the approval of the on-duty Watch Commander and be immediately transported to the Inmate Reception Center for booking.

Persons attempting to visit with misdemeanor warrants in bail amounts exceeding \$5,000 dollars and/or a misdemeanor warrant for the following offenses, regardless of the dollar amount, will be arrested with the approval of the on-duty watch commander:

148.10(a) PC
166(c)(1) PC
243(e)(1) PC
262 PC
273(d) PC
273.5 PC
273.6 PC
311.1(a) PC
311.2(a)(b)(c) PC
311.3(a)(d) PC
311.4(a) PC
311.11(a) PC
314.1 PC
647.6 PC
649.9 PC
1203 PC
3056 PC
4011.6 PC
4532 PC
2800.1(a) VC
2800.2(a) VC
23152(a)(b) VC

All other misdemeanor warrants with a bail amount less than \$5,000 dollars, unless otherwise approved by the on-duty watch commander, will be released on a Notice To Appear, if they have valid identification to the court in which the warrant was issued. The on-duty watch sergeant will be notified for approval for the release on a Notice To Appear.

Known gang members having warrants for gang related crimes, e.g., weapons laws, vandalism, assault, etc., will be arrested with the approval of the on-duty watch commander.

The Visiting bonus deputy will be responsible for the collection of the citations, which will be forwarded to the East Los Angeles Station Traffic Office for processing

• 5-15-021 Videotaped Depositions

PURPOSE OF ORDER:

To set forth the policies regarding videotaped depositions of inmates in the Twin Towers Correctional Facility.

SCOPE OF ORDER:

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

Facility.

ORDER:

When an attorney requests a videotaped deposition of an inmate housed in the Twin Towers Correctional Facility, the following guidelines shall be given to him prior to approval of the request:

- The attorney must submit a written request to the TTCF Legal Unit a minimum of ten (10) working days prior to the date of the intended deposition. The request shall include the inmate's name, booking number, housing location, date and time of the deposition, and the name and title of all participants.
- The written request must be mailed to TTCF or delivered to the Visiting Bonus Deputy, Monday through Friday. The Visiting Bonus Deputy will forward the notice to the TTCF Legal Unit without delay.
- The attorney requesting the videotaped deposition will be required to obtain a court order for the deposition. The original court order must be delivered to the TTCF Legal Unit at least two days prior to the scheduled videotaping. The attorney must supply battery operated equipment, and a qualified operator. All equipment to be used at the deposition shall be thoroughly searched prior to its admission to the facility, and prior to its leaving the facility.

The only areas that are authorized for videotaped depositions are the interview rooms adjacent to Module 211 in Tower II.

Attorneys involved in the videotaping must enter the facility through the Tower II visiting lobby. They must pass through the metal detector prior to entering the facility and are subject to search at the discretion of the Visiting Bonus Deputy. The attorneys shall be escorted from the visiting lobby to the interview rooms.

The inmate is not allowed to bring any personal property into the interview room, nor shall he be allowed to receive any property from the attorney. The inmate may only possess those items which are necessary for the preparation of his case. Any violation of this provision shall cause the deposition to be terminated and the attorney to be escorted from the facility.

The deputy who escorts the inmate to the interview room shall conduct a strip search of the inmate if permitted pursuant to TTCF unit order 3-09-310, Inmate Searches, prior to the start of the deposition and immediately at the conclusion of the deposition. The search shall be conducted in the interview room to afford the inmate a certain amount of privacy.

During the videotaping, the interview rooms adjacent to the room being used shall be left vacant, if possible. At no time shall any portion of the room where the videotaping is being done be obscured from the view of the module officer. The module officer and/or the escorting deputy shall ensure that the inmate is the sole subject of the videotaping. No videotaping of the interior of the facility shall be allowed.

If the jail administrators elect not to allow the videotaped deposition, the attorney(s) may seek a removal order in order to depose the inmate outside of the facility.

• **5-15-030 Justice Inmate Video Conferencing System (JIVCS)**

PURPOSE OF ORDER:

The Los Angeles County Justice Inmate Video Conferencing System (JVCS) is a multi-agency program between the Los Angeles County Public Defender's Office, the Probation Department, Sheriff's Department, and the Internal Services Department, under the auspices of the Information Systems Advisory Body (ISAB). The system brings together three criminal justice agencies with a common need to interview inmates in the county jail system. The following policy has been developed to ensure proper procedure for the Justice Inmate Video Conferencing System (JVCS).

SCOPE OF ORDER:

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

ORDER:

Objective of JVCS

- Reduce inmate transportation,
- Enhance productivity of the entire justice system through the use of video conferencing technology.

JVCS Schedule

The JVCS schedule (for male and female inmates) shall be faxed to the Tower I Transfer Center (Monday through Friday). Tower I Transfer Center personnel shall deliver the male schedules to the appropriate modules in Tower I. The female schedules shall be delivered to the Tower II Transfer Center. Tower II Transfer Center personnel shall deliver the female schedules to the appropriate modules in Tower II.

NOTE: The JVCS schedule shall also be delivered to the Watch Sergeant's Office, Tower I Visiting, and Tower II Visiting.

Transfer Center personnel shall ensure the schedules are delivered as soon as possible, to allow adequate time for module personnel to prepare the inmate and escort him to the JVCS unit. Interviews are scheduled to begin at 0800 hours and conclude by 1800 hours.

JVCS Roster

Each module shall be responsible for maintaining a roster of all scheduled interviews and any interviews scheduled, but not conducted or completed. Module personnel shall indicate what occurred, e.g., the interview was conducted, not conducted, or not completed.

On interviews not conducted or completed, module personnel shall provide the reason or cause. A full and complete explanation is required. At the end of each shift, module personnel shall be responsible for bringing the rosters to the appropriate Transfer Center. Tower II Transfer Center personnel are responsible for bringing the rosters to the Tower I Transfer Center.

Tower I Transfer Center personnel shall hold all rosters for Monday - Friday until the completion of the Video Conferencing on Fridays. All rosters shall then be forwarded to the system administrator (or his designee) by placing them in an envelope addressed to the attention of JIVCS System Administrator, and placing it in the Custody Support Services mailbox.

Location of the JIVCS Unit

The JIVCS units are located in the Attorney Room booth in the inmate visiting area of each module. Privacy and confidentiality of video conferencing communications between attorney and client shall be honored and maintained.

JIVCS Interview

Module personnel shall have each inmate at the JIVCS terminal unit at or before the scheduled interview time.

NOTE: The Watch Sergeant shall call each applicable module to ensure all JIVCS interviews take place.

Whenever an interview terminates early, provided both the next scheduled (Probation Officer or Public Defender) user and the next scheduled inmate are present at the terminals, the next scheduled interview may begin. The inmate shall remain in front of JIVCS for the duration of the scheduled interview time block.

When placing an inmate in front of JIVCS, the following steps shall be followed:

- Verify the JIVCS unit is on. If the green LED light above the 3M logo is flashing the unit is in sleep mode and should automatically turn on from an incoming call,
- If the green light is not flashing, ensure the unit is plugged in. If so, and the green light is still not flashing, contact the system administrator at (213) 473-6551,
- Place the inmate in front of JIVCS. Everything else is automatic,
- If another inmate is scheduled to follow the prior inmate on JIVCS, make sure the next inmate is placed in front of the machine at the designated time, whether or not the last inmate has finished their conference.

NOTE: Interviews are scheduled in thirty (30) minute blocks. If another interview is scheduled, time will be taken away from the following interview. The participating agencies are aware of the policy and should comply. If non-compliance on their part is experienced, contact the system administrator so the problem can be addressed.

JIVCS interviews shall have priority over regular attorney room visits. If the attorney room is occupied with a regular attorney room visit at the time of a scheduled JIVCS interview, the visitor shall be asked to leave the attorney room booth and be relocated to the regular visiting booth or to the opposite module's attorney room to conclude his business.

NOTE: Visiting shall receive a copy of the JIVCS schedule. This should assist in the scheduling of regular attorney room visits.

• 5-15-040 Inmate Marriage Procedures

PURPOSE OF ORDER:

Pursuant to Penal Code, section 2601 (f), "Civil Rights Retained" and Title 15 - Crime Prevention and Corrections, all inmates have the right to initiate specific actions, including marriage. In order to comply with state regulations, Twin Towers Correctional Facility (TTCF) has established policies and procedures governing inmate marriages.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to TTCF.

ORDER:

Twin Towers Correctional Facility is a temporary place of detention and does not have a special location to conduct inmate marriages. As a consequence, an inmate temporarily detained who wishes to marry should be encouraged to first petition the Court of the jurisdiction in which his or her criminal prosecution is pending. The inmate should request the Judge of that court to perform the marriage solemnization during normal court hours in that court. If the Court refuses to marry the inmate, then the inmate should be encouraged to delay the marriage until she/he is released or transferred to where she/he will be confined (i.e., State or Federal prison).

If the inmate does not wish to petition the Court of jurisdiction, she/he may be married at their respective custody housing facility only during visiting, in accordance with the provisions of law and this procedure, subject to the prior approval of the watch commander.

The non-inmate spouse shall apply in writing to the Religious & Volunteer Services and attaching a photostated copy of the following items:

- Marriage Application
- Marriage License.
- Proper identification
- All Required documentation

The TTCF Legal Unit shall assess the request and based on the validity of the marriage license and the availability of the inmate, arrange for the marriage to take place within the 15 day period after the application and Documents have been approved by the Watch Commander.

Subject to any court order, the Sheriff's Department will not intervene to stop a marriage from taking place because of a spousal immunity issues.

The safety and security of inmates, custodial personnel, custody facilities, and the public, are paramount concern in situations wherein an inmate has requested to marry.

The following procedures shall apply for inmate marriages:

- Marriage in the County Jail shall be permitted between an inmate and a non-inmate spouse only.
- An inmate may be married only during professional visit hours;
Wednesday - Friday 0900 -1600hrs 1730-1800 hrs.
- Attending spouse, and witness are subject to search at any time while on the jail grounds.
- The visiting staff shall conduct a records check via JDIC/CLETS to verify the identity of the attending spouse, witness, and the individual solemnizing the marriage, prior to allowing them into the visiting areas.
Refer to TTCF Unit

Order 5-15-010 Public Visiting.

- The number of persons, including the person solemnizing the marriage, spouse, and guest shall be limited to, and subject to, the standard visiting rules set forth at the housing facility (i.e. spouse, minister, & witness).
- Inmate marriages shall be solemnized by an individual authorized to solemnize marriage as designated by California Family Code, Section 400: A priest, minister, or rabbi of any denomination.
- During the ceremony, the couple will be separated by glass.
- There can be no touching or kissing.
- There shall be no inmate guests.
- No rings shall be passed to the inmate.
- No provisions shall be made for special religious or other ceremonial requests.
- Visiting deputies or floor deputies shall only assist in the solemnization by passing the marriage license and corresponding documents through the “pass through window” and shall not act as a “witness.”

NOTE: ALL information on the marriage license MUST be legible, unambiguous and reproducible. DO NOT change any information on the license, cross out information, use white out, etc.

General Information:

You do not need to be a California resident to marry in California.

Only an unmarried male and unmarried female may marry in California.

Marriage by proxy is NOT allowed in California. Family Code, Section 420 (a) requires the spouse, marriage officiant and witness if applicable, be physically present together in the same location for the marriage to be performed.

Blood tests are NOT required to obtain a marriage license in California.

Valid picture identification is one that contains a photograph, date of birth, an issue and expiration date, such as state issued identification card, driver’s license, passport, military identification, resident alien identification card, identification card issued by the Mexican Consulate’s Office, etc.

DISABLED VISITORS

The visiting staff shall make every effort to assist those visitors who require accommodation due to their disability.

• **5-16-010 Inmate Showers**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures to ensure compliance regarding hygiene for inmates within the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

At the minimum, inmates shall be permitted to shower upon assignment to a housing unit, and at least every other day or more often if possible. Inmates on work assignments and those making court appearances shall be permitted to shower daily.

The Module Officer and/or Custody Personnel shall log all showers given and refused on each shift in the Electronic Uniform Daily Activity Log (e-UDAL).

NOTE: Shower areas shall provide privacy for inmates while allowing staff to supervise.

Individual areas of the facility housing inmates with special medical or mental health needs shall adopt and facilitate a regimen to ensure compliance with Title 15, Section 1266, showering. They shall be specifically record for each individual inmate in the e-UDAL.

Correctional Treatment Center (CTC)

Inmates housed at CTC should have reasonable access to showers. Nurses will assist any inmates that require medical assistance to the showers. The schedule should be Monday, Wednesday and Friday altering month to month from AM (0500-1300) to PM (1300-2100) shift. Based on the operation requirements of the housing unit, it is at the discretion of Custody Personnel to allow access to the showers on scheduled date and time.

• **5-17-011 Administrative Segregation Module Operations**

PURPOSE OF ORDER:

In order to ensure the safety of inmates and staff and to comply with Title 15, the following guidelines regarding Administrative Segregation housing for male inmates shall be adhered to.

SCOPE OF ORDER:

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

ORDER:

Twin Towers Correctional Facility has an Administrative Segregation housing unit for male inmates in Tower I. Administrative Segregation shall consist of separate and secure housing but shall not involve any deprivation of privileges more than is necessary to obtain the objective of protecting the inmates and staff.

Administrative Segregation is an option afforded to facility administrators for the maintenance of order, safety, and security. It is not and must not be used as punishment or discipline. Administrative Segregation and Discipline address two different interests and are two different functions. They are not interchangeable and shall not be confused with one another. Inmates on Administrative Segregation status shall receive adequate Title 15 privileges in order to attain the objective stated above.

A TTCF Lieutenant is assigned with the collateral duty of Discipline, Pre-Discipline, and Administrative

Segregation. It shall be that Lieutenant's responsibility to ensure that policy is adhered to and there is a continuity in that adherence.

Classification

The following male inmates shall be Administratively Segregated (A/S):

- High escape risk (Red "E"),
- Prone to assault staff or other inmates (Red "H" or Blue "D"),
- Protective Custody (Soft),
- Incorrigible inmates that display an inability to function within a custody environment and/or have excessive disciplinary write-ups,
- K-1 and K-10 status inmates.

NOTE: Inmates on Pro Per status may be Administratively Segregated if deemed necessary by the floor Sergeant.

Procedures

The floor Sergeant, via the chain of command, with the approval of the Unit Commander, places inmates on Administrative Segregation status after reviewing pertinent reports and investigations. The floor Sergeant shall periodically review the status of all inmates on A/S status in order to return those who no longer require segregation to general population.

Administrative Segregation Housing Regulations

Inmates shall be placed on A/S status only by the floor Sergeant, and shall be housed in the following manner:

- Inmates, in Administrative Segregation housing, shall be housed alone and have their dayroom time alone, unless specified differently by the floor sergeant,

NOTE: "Soft" inmates may be housed together and may have their dayroom time together.

- All inmates housed in Administrative Segregation, other than "Softs" shall be handcuffed prior to and during movement out of their pod. Refer to TTCF Unit Order #5-03-040, Handcuffing of Inmates,
- A/S inmates shall remain in their cells during religious services. The Chaplain may perform the service in the dayroom for everyone to listen to, or individually by going cell to cell.

Administrative Segregation Activity Log Book and Schedule

NOTE: All dayroom time and outdoor recreation time shall be logged in the red Tower I Administrative Segregation Activity Log Book. If an inmate refuses his time out of his cell, it shall be documented "Refused by inmate" and the time of the refusal.

Twin Towers Correctional Facility Unit Orders : Chapter 5

The module officer shall be responsible for giving each inmate dayroom and/or telephone time in accordance with the schedule below:

MODULE 132 "A" POD DAY ROOM/TELEPHONE SCHEDULE

SUNDAY

DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

MONDAY

DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

TUESDAY

DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

WEDNESDAY

DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

THURSDAY

DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

FRIDAY

DAY SHIFT-----LOWER TIER

PM SHIFT -----UPPER TIER

SATURDAY

DAY SHIFT-----UPPER TIER

PM SHIFT -----LOWER TIER

Dayroom and/or telephone time shall be entered in the module's Title 15 Uniform Daily Activity Log (UDAL).

Safety Checks

Thirty minute visual safety checks shall be conducted and logged in the UDAL. Refer to CDM 4-11/030.00, Inmate Safety Checks.

A/S Property

All inmates housed in Administrative Segregation shall keep all their property with them. They shall be allowed to shop commissary and have snack items.

Behavior Log Book

A black Tower I Administrative Segregation Behavior Log Book shall be maintained for all inmates administratively segregated. The Behavior Log Book shall contain information regarding any notable or unusual occurrences. All incoming inmates shall also be logged in the book, making sure to include all pertinent information, such as:

- Why the inmate is A/S,
- Who brought the inmate to A/S,
- What type of wristband the inmate is wearing,
- What type of classification the inmate is.

All entries in the Behavior Log Book shall be complete and to the point. Supervising Line Deputies shall ensure these guidelines are observed. The Behavior Log Book is an official Department document and personnel shall be professional in their comments.

Retention

Behavior Log Books shall be archived in the Prisoner Personnel Office (PPO) for a period of three years.

• 5-17-012 Housing For Protective Custody (Soft) Inmates

PURPOSE OF ORDER:

To create a policy regarding the housing of Protective Custody “soft” inmates at Twin Towers Correctional Facility.

SCOPE OF ORDER:

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

ORDER:

TTCF shall be responsible for housing male “soft” inmates temporarily in the Tower I Administrative

Segregation housing module. Refer to TTCF Unit Order 5-17-011, Administrative Segregation Module Operations (Tower I).

NOTE: In order for an inmate to be a legitimate "soft," they must be classified in the computer (IC10 screen) as such by IRC.

IRC Classification shall be responsible for contacting the TTCF Administrative Segregation module, Monday through Friday, to verify if there are any "soft" inmates to be transferred to another custody facility. If the Administrative Segregation module officer has not received a telephone call by 1200 hours, he shall call IRC Classification at (213) 893-5367 and notify them there is a "soft" inmate that needs to be put on the transfer line.

Once the module officer receives a pass, he shall immediately make the necessary arrangements to transfer the inmate to IRC.

• 5-17-020

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the donning of NIOSH-rated N-95 respiratory masks when assigned to, or working at, the Correctional Treatment Center (CTC), located within the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, or working in, the TTCF.

ORDER:

The LASD Manual of Policy and Procedures (MPP), section 3-02/040.25, "Employee Exposed to Communicable Disease," states: "Disposable face masks (NIOSH N-95) should be utilized by employees when in contact with known or suspected contaminated individuals or large amounts of possible contaminated fluids."

In accordance, all personnel entering, working in, or assigned to the CTC shall don an N-95 respiratory mask (or equivalent) whenever coming within six (6) feet of any inmate housed, working in, passing through, or being admitted to or released from the CTC. Inmate workers working in the CTC shall also don a protective mask as designated by the CTC supervisor, when entering and working in the CTC.

These procedures shall be followed at all time unless, there are exigent circumstances, approval of the watch commander or CTC floor supervisor to deviate from the order, or at the direction of Correctional Health Services. These procedures are contingent on the availability of the supply of appropriate protective masks.

The unit commander or their designee may expand or contract these procedures to other areas of the TTCF

as they deem necessary. The unit commander or their designee shall have sole authority to authorize the termination of these procedures. A permanent termination of these procedures shall result in the formal rescission of this unit order.

06/05/20 TTCF

• 5-17-040 Court Line Procedures

PURPOSE OF ORDER:

To establish procedures for moving inmates from Twin Towers Correctional Facility to Inmate Reception Center for court.

SCOPE OF ORDER:

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

ORDER:

Monday through Friday, with the exception of holidays, court passes are generated by IRC and sent to each module at TTCF.

When a module officer receives the court list, he shall verify the inmate's location as listed on the court pass with the JRCs. If an inmate is listed on a module's court list, but is not assigned to the module, the module officer shall make every attempt to locate the inmate and notify the module officer at the inmate's housing location of the request for court appearance. If there is a discrepancy, he shall notify the floor bonus deputy and the IRC Courtline deputy. All inmates going to court shall be placed on the Temporary Movement Log to show that they are in court.

EM Tower I Transfer Center personnel shall make a copy of the court list and deliver it to Medical Services staff in order to allow them to prepare medications for courtline pill call.

The module officer shall wake up the inmates on the court list at 0430 hours, and, after they are dressed, release them into the dayroom where they will be given breakfast. Exceptions to this procedure are:

- Disciplinary Isolation Modules, Administrative Segregation, Pre-Discipline, and CTC inmates shall be fed in their cells,
- Inmates from the 7th floor shall be awakened, fed, dressed in their cells, and then shall be waist chained prior to being escorted to IRC.

Module personnel shall distribute the court passes to the inmates. Any inmate requiring "pill call" shall be given his medication in his housing module by the nurse prior to being escorted to IRC. When all inmates

have received their medication, module personnel shall escort the inmates to IRC. Should movement require the use of inmate elevators, all inmates shall be directed to face the rear of the elevator during the movement. Refer to TTCF Unit Order 5-03-010, Inmate Movement and Escorting Procedures.

On Day shift the following classification of inmates assigned to court shall be escorted to the respective Transfer Center holding tanks:

- Late court,
- SVP,
- K-11,
- Civil Commitment (e.g., non-compliant with child support orders),
- Contempt of court.

Transfer Center deputies shall then escort the courts to IRC. Inmates housed within CTC shall be escorted to Courtline by CTC custodial personnel. If additional personnel are needed, any available deputies shall be utilized.

"Miss-outs" from the morning court list shall be identified by the IRC Courtline deputy. He will contact the individual modules regarding the miss-out(s). The module officer shall ascertain if the inmate(s) is still in the module. If the inmate is located, he shall be escorted by a module deputy to the Courtline desk. If an inmate is not in the module, the module officer shall contact the appropriate Transfer Center custody assistant and request he locate the inmate. The module officer shall notify the IRC Courtline deputy that the Transfer Center custody assistant has been tasked with locating the inmate.

Refusals

If an inmate refuses to go to court, module personnel shall notify their floor bonus deputy and sergeant. Module personnel shall videotape the bonus deputy and sergeant as they talk to the inmate in an attempt to get the inmate to go to court. The videotape shall be properly labeled with the date, the inmate's name, and the inmate's booking number.

Every attempt shall be made to explain the importance of going to court. If the inmate still refuses, the watch commander shall be notified. An evaluation of the situation shall be made based on all factors, e.g., inmate's health, mental well being, etc. Once the watch commander has received the inmate's refusal on tape, he shall ensure the respective court's judge is notified of the inmate's refusal and all relevant information, including but not limited to the supervisor's assessment of the inmate's physical and mental condition, and that reasonable force may be required to deliver the inmate to court. Once the watch commander no longer requires the tape, it shall be forwarded to TTCF Administration (Rm. E892) for storage.

If the judge insists the inmate be brought to court, the Unit Commander shall be notified. With the Unit Commander's permission, a cell extraction may take place. If the Unit Commander is unable to be contacted, notification attempts shall be listed on the Watch Commander Extraction Checklist. The watch commander may then direct the extraction to proceed. Refer to CDM 5-05/080.00, Cell Extractions, CDM 5-05/090.00, Escorting Procedures for Combative or Uncooperative Inmates and TTCF Unit Order #3-02-300, Contact with Insubordinate Inmates.

An Inmate Discipline Report (SH-J-213) for insubordination or refusal to obey a direct order shall be written in

all cases of inmates refusing to leave their cells. The conversation between the Custody supervisor and the court shall be documented in the Discipline Report including, the time of the conversation, the Custody supervisor's name and employee number, the judge's name, the name and division number of the court having jurisdiction, the court's phone number, and the judge's decision.

• 5-17-080 Outside Work Crew (OSWC) Procedures

PURPOSE OF ORDER:

Outside Work Crews (OSWC=s) are assigned to work outside security at various locations within the county to assist in compliance with Title 15 regarding maintaining an acceptable level of cleanliness, repair and safety within county facilities. The following guidelines have been established to assist OSWC supervisors in maintaining control of the inmates.

SCOPE OF ORDER:

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

ORDER:

Twin Towers Correctional Facility has an area designated for male OSWC=s Module 272, Pods A and B Male inmates assigned to the OSWC=s shall be screened for wants and warrants. In addition, their criminal history shall be screened for any disqualifying criteria. The Prisoner Personnel Office (PPO) staff shall be responsible for maintaining and managing the OSWC program.

The following procedures outline the process by which the OSWC=s are checked out to authorized OSWC supervisors and are checked back into Twin Towers Correctional Facility.

Checking Out Crews

OSWC supervisors shall enter the Twin Towers Correctional Facility via the west entrance gate located on Vignes St. They shall park their vehicles in the TST compound and proceed to the IRC entry slider. If the OSWC supervisor needs a facility pass, he shall retain one at the IRC entry slider.

Next, he shall go through IRC to the Tower II Transfer Center where he shall identify himself to the Transfer Center Officer and inform him that he will be picking up the OSWC. The Transfer Center Officer shall notify Module 272 and advise them to prepare the OSWC for the crew supervisor in route.

Module 272 personnel shall pull the pre-printed work list for the OSWC prepared by the PPO staff. The Module Officer shall call out only those names that are on the work list. No additions shall be made unless pre-authorized by the PPO staff.

When the OSWC supervisor arrives at Module 272 he shall remain in the staging area until the OSWC is brought out to him. Once the inmate workers are in the staging area, both the module personnel and the crew

supervisor will verify inmates on the crew check out list against the inmates' wristband. Next, a sack lunch will be provided for each inmate worker. Both parties shall sign the check out form confirming the transaction. The Module Officer shall retain the top original sheet and the crew supervisor shall take the remaining forms.

The OSWC and crew supervisor shall proceed down the elevator to the Transfer Center where they shall give one of the two remaining work lists to the Transfer Center. (The OSWC supervisor shall keep the last copy). Transfer Center personnel shall check and confirm that the inmates on the work list correspond with the inmate workers going out. When the check is complete, the OSWC supervisor and the OSWC shall go through IRC and out to the TST compound where they will exit the facility, via vehicle.

Checking in Crews

Authorized OSWC supervisors returning OSWC=s shall enter Twin Towers Correctional Facility via the West Gate entrance located on Vignes St. They shall park their vehicle in the TST compound and proceed to the IRC Entry Slider. If the OSWC supervisor needs a facility pass, he shall retain one at the IRC entry slider.

Next, he shall go through IRC with the OSWC walking in a single file line to the Tower II Transfer Center. The OSWC supervisor shall identify himself to Transfer Center personnel and inform them he is returning the OSWC. Transfer Center personnel shall retrieve the signed check out list corresponding with the returning crew and confirm the inmates returning with the list. At this time, the OSWC supervisor shall relinquish responsibility for the inmate workers to Transfer Center personnel. The inmate workers shall be held in the Transfer Center until they can be searched by available female custodial personnel. Once the OSWC has been searched, they shall be escorted back to Module 272 where they shall be checked in using the work list by Module personnel.

The Module 272 Officer shall place the completed OSWC work list in the yellow folder provided by the PPO for archiving.

• 5-17-300 Special Handling Inmates

PURPOSE OF ORDER:

Historically speaking, it has been proven that proper intake, evaluation and classification of the jail population lends itself to a safer environment for inmates and staff alike. It serves to protect and segregate those incarcerated, as well as giving staff the ability to instantly assess an inmate's need for "Special Handling."

In the L.A. county jail system, the status "Special Handling" is reserved for those inmates categorized as "Escape Risk," "Dangerous," "Mentally Disordered," "Keep Away," (from other designated inmates) "High Bail," "A" Status, and/or "Medical Conditions." Special Handling inmates are identified by the color and classification symbol noted on their wristband. The following procedures shall ensure special handle inmates are properly classified and housed.

SCOPE OF ORDER:

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

ORDER:

Special Handling Requests

There may be an occasion when a deputy is requested to make an inmate a Special Handle. This could come from an attorney, the District Attorney's office, the inmate himself, or some other person. In these cases, a Special Handling Form (SH-J-181) shall be completed and, if male, sent to the Watch Commander for approval and signature. (See below for female inmates) Upon approval, the form shall be sent to the IRC Classification Unit for possible reclassification. During this process the inmate shall be isolated from other inmates until IRC has had a chance to review the request and a disposition is reached.

Persons requesting inmates to be placed on Status K-10 *H*, *Z*, *E*, *V*, K-9, or K-1, must realize that these inmates must be escorted at all times; and also, depending on their "Keep Away" classification, require segregation during transportation and at the court lockup.

Blue Bands

An *A* status indicates an inmate who shall be transported/escorted wearing the high security hand-cuff cover system. Prior to the application of the hand-cuff cover, personnel shall ensure the inmate has an *A* status classification.

Special Handling Request Forms

The special handling request shall include the name and telephone number of the officer(s) making the original request. The reason for the special handling request must be adequately explained and justified in writing. In the event that this information is not provided, the inmate shall be temporarily classified as a K-10.

If the special handling request is for a female inmate, the request shall be referred to the TTCF Prisoner Personnel Office (PPO). The PPO Deputy shall contact the requesting officer/agency and based upon the information received, make a recommendation as to the special handling status (i.e., no special handling, K-10, K-9, etc.). The TTCF Watch Commander shall review and sign the Special Handling Card. The PPO Deputy shall forward the Special Handling Card to IRC Classification for final review and reclassification.

NOTE: All special handling requests initiated from TTCF shall first be approved by the TTCF Watch Commander.

Any de-classification of an active special handling card shall be referred to the IRC Classification Unit (for males) or TTCF Prisoner Personnel Office (for females).

Any de-class of a suspected prison gang member shall be referred to the MCJ Liaison Unit. A reasonable effort shall be made to contact the original officer requesting the special handling prior to de-classifying an inmate, when such de-class would directly affect the security intended by the requesting individual. The

special handling de-classification request and the investigating unit's recommendation shall be forwarded to the handling unit's Watch Commander for final approval.

Processing Special Handling Requests: IRC

- Original special handling requests for female inmates shall be kept in the TTCF PPO file.
- Two copies of the special handling request shall be attached to the JRC and sent with the inmate to his housing location.

Special Handling Purge and Review Functions

The TTCF PPO Deputy shall update/purge all special handling cards for female inmates for the following reasons:

- The inmate's Keep Away(s) have been released from custody (K-2 through K-5 only).
- The originator of the special handling request or higher ranking member wants the inmate declassified or reclassified.

The IRC Classification Bonus Deputy and the TTCF PPO Deputy shall review all new and purged special handling cards for completeness and validity. They shall make required modifications in newly assigned special handling codes and shall also initiate special handling requests based on information obtained from their own investigations and interviews with inmates. The TTCF PPO Deputy shall also ensure all female special handle cards are updated in the computer.

Procedures for Suicidal or Mental Observation Special Handling Inmates

Deputy personnel who identify an inmate exhibiting unusual behavior which could result in injury to himself, to other prisoners, or staff, shall report this behavior as outlined in CDM 4-05/000.00, Psychiatric Referral Form, and CDM 5-01/050.00 Handling Of Suicidal Inmates.

Whenever a Mental Health professional determines that an inmate who has a special handling classification such as protective custody or keep away status (red wristband) is in need of mental health care, the inmate's health and safety shall be of paramount concern.

The Medical Liaison Sergeant, TTCF PPO Deputy, and Mental Health staff shall consult and determine the best suitable housing location for the special handling classification inmate who is in need of mental health care. Careful consideration shall be given to the security of the facility, the safety of staff and the inmate involved and continuity of mental health care for the inmate.

When special handling inmates (red wristband) are classified and housed, the following security procedures shall be followed:

- The inmate shall always be escorted by custodial personnel,
- The inmates shall not participate in any group activities,

- During Mental Health interviews outside the cell, the inmate shall be handcuffed and observed by custodial personnel at all times.
- Module personnel shall ensure Mental Health staff are made aware of the security procedure surrounding special handling inmates prior to inmate contact.

Inmates who are deemed mentally unstable and are housed in protective custody or who are on Keep Away status shall fall under the same security procedures used in the Behavioral Observation Modules.

Department of Mental Health (DMH) personnel shall evaluate the inmate before the inmate is housed to determine the appropriate level of housing (FIP, Suicidal or FOP) for DMH Intervention.

NOTE: In the event of an after hours conflict regarding the proper housing location of Behavioral Observation/Special Handling Inmates, the Watch Commander shall make the final determination as to where the inmate shall be housed.

Procedures for Inmates with Medical Conditions

Certain inmates have medical problems requiring varying methods of treatment. Medical staff shall identify inmates having acute and/or chronic medical conditions that require medical treatment throughout their incarceration. Medical staff shall assign a colored wristband to these inmates.

This wristband shall be placed on the left arm and will be additional to the identification wristband required in the Custody Division Manual, section 3-09/000.00, Inmate Identification.

Personnel at any facility assigned to the intake and subsequent booking of all inmates shall visually examine each inmate for medical wristbands.

- An orange wristband identifies an inmate with an acute medical condition. An inmate with an acute medical condition shall remain housed within the Men's Central Jail and TTCF. If an inmate arrives at any other facility, excluding the Inmate Reception Center, personnel observing a colored wristband are responsible for immediately notifying their facility watch sergeant. The watch sergeant shall ensure that medical staff is immediately contacted, and that, if necessary, the inmate is transported to the Inmate Reception Center without delay.
- A teal wristband identifies an inmate with a chronic medical condition. Such an inmate can be housed in general population; however, if an inmate wearing a teal wristband is transferred to a new housing facility, the inmate shall be screened by medical personnel.

If an inmate deliberately removes a medical wristband, an Inmate Incident Report (SH-J-213) shall be written detailing the violation. If a colored wristband is removed, line personnel shall confirm with medical staff that the inmate requires such a wristband. If so, then medical staff shall replace the wristband.

• 5-17-310 SEXUALLY VIOLENT PREDATOR INMATE GUIDELINES

PURPOSE OF ORDER:

To establish guidelines governing Civil Commitment inmates in custody and to comply with the requirements

of the Welfare and Institutions Code, Section 6600, Sexually Violent Predators (SVP). In order to abide by state law and Division policy while maintaining the integrity of the Facility's security and limiting potential liability for the Department and its personnel, the following policy shall be adhered to.

SCOPE OF ORDER:

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

ORDER:

SVP inmates shall be subject to applicable Department and Custody Division policies and procedures, Unit Orders, and Title 15 Standards and Compliance Guidelines. In addition, the following shall apply to handling and housing, unless temporary permission is obtained by the Legal Unit, SVP Lieutenant, on-duty Watch Commander, or Unit Commander:

Bedding and Clothing

SVP Inmates shall be entitled to and subject to all bedding and clothing guidelines as prescribed by Title 15.

Upon availability, and as a courtesy, SVP inmates may be issued one extra blanket. No additional allowances for extra bedding or garments.

Commissary

Except as directed otherwise, SVP inmates are entitled to commissary privileges. An excessive, unsanitary, or unsafe amount of retained goods is prohibited. Violation of excessive or restricted commissary goods may be alleviated by the temporary suspension of commissary privileges.

Court Orders

SVP inmates obtain many court orders while in custody; therefore, all court orders shall be reviewed by the TTCF Legal Unit prior to enforcement. If an unverified-emergent court order is received, temporary enforcement shall be at the discretion of the Watch Commander.

Criminal Charges

SVP inmates who commit criminal acts while in custody, may be charged with a crime. If additional charges are imposed, the SVP inmate no longer qualifies for housing with other SVP inmates and shall be transferred to the Men's Central Jail with the approval of the Legal Unit and Jail Investigation Unit.

Discipline

SVP inmates are subject to disciplinary action if found in violation of jail rules. Watch Commander notification is required for any SVP inmate administratively segregated. SVP inmates shall be locked down in their

respective cell and may not be housed with other inmate classifications.

Double-Scrub

Double-Scrub should be accomplished a minimum of once a week.

Food Servers

Inmates classified other than SVP, shall not be allowed to serve SVP inmates. SVP inmate servers will be selected from among the SVP inmates. Inmates selected shall receive disease testing by medical services staff prior to serving food.

Handcuffing

During movement, SVP inmates shall not be handcuffed unless there is a reasonable threat to staff, other inmates, or facility security. Should an instance require an SVP inmate to be handcuffed, a Floor Senior or Sergeant shall be notified immediately.

IRC and MCJ consider SVP inmates as Civil Commitments/K-10's, and are guided by their respective policies. IRC and MCJ request that all SVP's escorted through their facilities remain handcuffed. Upon returning to TTCF, SVP inmates will be uncuffed.

Hot Water Servings

As a courtesy, SVP inmates may receive hot water servings during AM shift and at the discretion of module staff. Inmate storage of hot water is prohibited. Violation of any jail rule may result in the loss of this privilege.

Inmate Workers

Any inmate worker assigned to clean, serve food, etc., must be of the same SVP classification. To eliminate unauthorized contact, other classifications shall not be permitted in the SVP housing area unless the SVP inmates are secured in their cells.

Legal Material

During a search of an SVP inmate, only SVP Pro Per inmates requesting to secure particular legal material may do so providing the items are stored within view. The legal material is subject to inspection for contraband in the presence of the inmate. Personnel should refrain from analyzing or reading any legal material. Questionable material discovered during an inspection shall be brought to the immediate attention of a Supervisor.

Medical Court Orders

The Legal Unit staff shall acknowledge receipt of all court orders pertaining to medical issues (e.g., diet, physical welfare, health and appointed examination) and log the order in the appropriate SVP file. The court order shall then be forwarded to the MCJ Court Order Unit. These court orders shall be handled and

maintained by Medical Services Bureau personnel, and shall not be returned to the TTCF Legal Unit.

Copies of approved court orders shall be maintained in the SVP Inmate Reference Binder. Personnel assigned to the SVP module shall familiarize themselves with the contents of the binder.

Nightly Lock-down

During normal EM shift operations, all cell doors shall be secured until morning count.

Plastic Chairs

As a courtesy, plastic chairs are permitted in the SVP inmate pod and shall not be assigned to any particular inmate. No more than 10 chairs are permitted in the pod at any given time. Chairs will be permitted after the morning meal and shall be removed from the pod at 2130 hours. The chairs shall be stacked near the pod door for removal. Violation of jail rules may result in the loss of this privilege.

Pro Per Status

The TTCF Legal Unit will oversee SVP Pro Per inmates' issues and concerns.

Property

The same items delineated in "Allowable Inmate Property," are permitted, except for those items listed in the unrestricted commissary forms. As a courtesy, each SVP inmate may retain a cardboard property box, green property bag and 3 file folders for the storage of legal material.

Excess property and legal material shall be stored at Central Property pending the inmate's transfer to another agency or jurisdiction, release from custody, or as directed by court order. Upon the inmate's release from custody, any stored property will be subject to Central Property's standard storage policy.

Religious Services

SVP inmates shall be allowed to request chaplain services but may not participate in services with other classification inmates.

Searches

A Senior Deputy or Sergeant shall be present during a pod or individual cell search. A search of the entire SVP pod shall require prior notification and approval of the TTCF Watch Commander or the TTCF Legal Unit and a Watch Commander Log entry initiated. When feasible, the Watch Commander shall make every attempt to monitor and videotape any search of the entire SVP pod. A Custody Facility Search Report Form shall be completed for each search in accordance with TTCF Unit Order #3-09-300, Inmate Searches.

A copy of the search form and the original videotape shall be forwarded to the Legal Unit for filing and retention.

Searches - Court Return

SVP inmates shall be searched with inmates of the same SVP classification. SVP inmates are not subject to strip search and/or visual body cavity searches unless:

- The inmate is returning to TTCF after a court appearance, or upon arrival from another facility, state prison, or psychiatric facility.
- There is reasonable or articulate suspicion to believe the inmate is in possession of drugs, weapons, or contraband.

TV Programs

As a courtesy, daily television programming may be scheduled by SVP inmates. Any unsettled inmate debate over television programming, or violation of television use standards, shall be resolved by turning off the TV for the day. The television will be turned off each night at 2200 hours and resume at 0800 hours after completion of daily module operations. Violation of jail rules may result in the loss of this privilege.

Visiting

SVP inmates shall be segregated during their personal and professional visits. During visits, SVP inmates shall be handcuffed to the single-cuff chain attached to the visiting stool pursuant to TTCF Unit Order #5-15-010, Public Visiting.

Attorneys or authorized mental health professionals requesting face-to-face visits will be accommodated as noted in the Custody Division Manual, TTCF Unit Order, or valid Court Order. Visiting professionals should be encouraged to conduct their face-to-face visits on Wednesday, Thursday and Friday.

As a courtesy, SVP inmates are permitted visits seven days a week, but no more than two thirty-minute visits per week.

NOTE: Any loss of SVP inmate privileges shall be logged, a supervisor notified, and notification sent to the TTCF Legal Unit.

Dissemination of information to SVP inmates regarding rules and regulations should be referred to the "Inmate Jail Rules - Supplement for SVP Inmates."

• 5-21-010 Evidence and Property Control

PURPOSE OF ORDER:

Property handling and storage is a critical part of police work. The Department has established guidelines to ensure the safe and protective recovery and storage of evidentiary items.

SCOPE OF ORDER:

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

ORDER:

All recovered evidence and found property shall be properly handled, marked, packaged, logged, and stored. Deputies at the scene of a crime or incident shall gather all appropriate evidence and protect it from contamination or alteration. The deputy processing the evidence shall mark it as soon as possible. Unless unusual circumstances exist (i.e., narcotics, poisons, liquid, any wet item, etc.), the evidence shall be placed in a 9"X12"manila envelope.

Firearms and ammunition shall be unloaded, packaged separately and stored in the Watch Commander's Safe. Care should be taken when packaging sharp items (knives, etc.) to ensure the package can be handled without significant risk.

Narcotics and drug paraphernalia shall be separated and placed in a narcotics envelope. All narcotics evidence and reports shall be transported to East L.A. Station and booked into evidence. East L.A. Station Narcotics personnel will be responsible for investigating and filing all narcotics related cases with the District Attorney's Office.

All evidence and property, with the exception of narcotic related items, shall have an evidence tag attached.

Firearms, ammunition, evidence and found property of value shall be entered in the Safe Ledger. All other evidence and property shall be entered in the Master Property Control Ledger.

Property Custodian

A Bonus Deputy shall be designated as the property custodian under the supervision of the Evidence Lieutenant. The custodian shall do the following on a daily basis:

- Review the most recent ledger entries and property tags for accuracy and completeness,
- Properly store all incoming property/evidence,
- Ensure all temporarily removed property is properly signed out on a Property Interim Removal Record (SH-CR-583),
- Follow up on Interim Removal forms which are unaccounted for,
- Maintain the Master Property Control Ledger, all appropriate records, and storage areas. This includes ensuring all evidence is transferred to Central Property or disposed of within approved guidelines.

When the Property Custodian is not on duty, the Watch Commander shall be responsible for ensuring all property and evidence is stored properly and all Master Property Control Ledger entries are complete and accurate.

Chain of Custody

In order to maintain the chain of custody, it is essential that an Interim Removal form is filled out whenever evidence is taken to court. If the court keeps the evidence, the form shall be returned by the deputy with the

court seal and the clerk's signature.

Facility Safe

The facility safe is located in the Tower One Watch Commander's Office and will be used to store the following items:

- All money and items of extreme value as deemed by the Watch Commander,
- All weapons that are evidence.

The Watch Commander shall:

- Be responsible for security of the evidence locker and safe,
- Maintain the keys for the evidence locker and safe in his office,

- Be responsible for all property designated for storage in the evidence locker and safe after it has been properly marked and tagged (and reviewed by Watch Sergeant).

Money shall not be stored in the evidence locker.

Facility Safe Ledger

The Safe Ledger shall contain a record of all money, valuables and weapons placed in the safe. The Watch Commander shall verify the item(s) and place them in a manila envelope. The Watch Commander shall confirm all ledger entry descriptions and enter his employee number and signature on the final line of the property description in the "Entered by" column, below that of the recording deputy. Found money and property shall be retained no longer than 30 days before transfer to Central Property. A Property Interim Removal Record (SH-CR-583) shall be completed when property or evidence is temporarily removed from the safe.

The following are the section headings, with description for accurate completion, of all entries on each page of the Master Property Control Ledger Book. Precision is essential. Therefore, the descriptions of how to complete each entry described below shall be strictly followed.

URN Sequence Number

The complete URN with suffix identifier is required on both the Property Tag and the Master Ledger. When no URN is assigned, a booking or receipt number shall be entered.

Property Description

When entering inmate property, start the entry by writing "Inmate Property." A name and booking number shall always be included when entering inmate property.

All items shall be fully described and shall include descriptions which uniquely characterize and differentiate the item.

Original Storage

For this unit only one of the following codes shall be entered: S = Safe, P/I = Patrol Inside Evidence Locker.

The subheadings of the Final Disposition columns are to be completed as follows:

Date - Date final disposition was made. The date Central Property Custodian, Owner, or Court took possession of the property.

To - To whom the final disposition was made. If sent to Central Property, enter the Property Control number (supplied by Central Property personnel); if to the miscellaneous bank account deposit, enter the receipt number; if deposited in the bail account, enter the bail receipt number; if to a court, the court name and court case number; if to the owner or his representative, mark "owner," and enter the name of the owner or representative; if to a Departmental unit or another police agency, enter the name of the unit or agency and the name of the receiving officer.

Employee Number

Number of the employee entering the final disposition date.

Signature

Employee entering the disposition signs (not print) his last name.

Property Control Cards (SH-CR-37) shall be considered receipts and shall be maintained in the Property Room to verify ledger dispositions.

For property destroyed at the facility, the signature of the Evidence Lieutenant in the Disposition Column shall serve as a receipt and confirm that destruction is complete and proper.

Additional Information

Ledgers shall be regarded as public records and maintained neatly, free of extraneous inventory marks or other notations.

Entries shall be written in black ink. No obliterations shall be made to correct a mistake. A mistaken entry shall be lined out with a single line

• 5-21-310 Allowable Inmate Property

PURPOSE OF ORDER:

Although inmates are given hygiene items at time of booking, Canteen Corporation has established a list of items available to inmates for purchase. Guidelines have been established as to which items and quantity of items may be purchased. This order will identify regulations concerning allowable inmate property.

SCOPE OF ORDER:

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

ORDER:

Allowable inmate property is defined as those items acceptable for general population inmates to possess in their housing areas. All others items shall be deemed contraband and will be handled in accordance with this order and Unit Order 5-22-010, Inmate Discipline Procedures. Individual items may be added or deleted to the attached Allowable Inmate Property List at the discretion of the unit commander.

Acceptance of Prescription/Corrective Eyeglasses

Per Custody Division Manual sections 7-02/000.00 and 7-03/000.00, inmates are allowed to possess one pair of prescription eyeglasses.

Prescription/corrective eyeglasses may be delivered to an inmate during visiting hours or via U.S. mail. TTCF personnel shall initially determine the inmate's housing location.

- If the inmate is housed at TTCF, receiving personnel usually from TTCF visiting or Inmate Services shall accept the prescription eyeglasses. Personnel shall ensure the eyeglasses are delivered to the Medical Liaison Deputy in the Medical Services Building, who will approve and deliver the eyeglasses to the inmate. As eyeglasses are inmate property items, appropriate acceptance/ delivery documentation is required unless the inmate is present upon acceptance.
- If the inmate is housed at a facility within the same jail complex, i.e., MCJ, personnel shall not accept the eyeglasses, but direct the person to deliver the eyeglasses to the appropriate housing facility.
- If the inmate is housed at another facility outside the TTCF complex, i.e., Pitchess Detention Center, personnel shall accept the eyeglasses. The eyeglasses shall be packaged, labeled to reflect the inmate's housing location, and placed in the appropriate medical clinic or nursing office outgoing mail. A completed Inmate Personal Property Inventory form shall be attached to the packaging containing the prescription/corrective eyeglasses.

NOTE: Medical Services Bureau shall be responsible for the transportation of prescription/corrective eyeglasses between various jail complexes, i.e., TTCF to North County Correctional Facility.

Personal Wheelchairs

As a general rule, when an inmate arrives from IRC or another facility with his or her personal wheelchair, TTCF custody personnel shall allow the inmate to have possession and full use of it. Wheelchair parts which may pose a threat to safety and/or security may be removed (i.e., footrests, armrests) provided the removal does not cause damage to the wheelchair. All removed wheelchair parts shall be handled as "Bulk" property per TTCF Unit Order 5-20-300, Inmate Money Deposits and Property Storage.

If a personal wheelchair is found to pose a threat to security and cannot be rendered safe, a sergeant shall be notified and the wheelchair confiscated. The inmate shall be issued a county wheelchair for use during his/her

period of incarceration. The personal wheelchair will be deemed "Bulk" property and stored according to unit policy. In addition, TTCF custody personnel will be responsible for indicating on the inmate's property slip the reason the wheelchair was booked as "Bulk" property (e.g., unsafe for custody environment because. . .), the name of personnel making the notation, and the name of the sergeant notified.

Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

Prohibited Material

Photographs or pictures that display gang, gang tattoos or hand gestures (signs) are not allowed. Sexually explicit materials (e.g., books, magazines, videos or photos) shall not be subscribed to or sent from book stores. Retention of questionable photographs shall be decided by the Floor Supervisor.

Radical Literature

Literature which openly advocates the violent overthrow of the government; describes the handling or manufacture of explosive devices or other weaponry; any material tending to incite murder, arson, riot, or any other form of violence; or any matter concerning gambling or an unlawful lottery is prohibited and considered contraband.

Contraband

Contraband is defined as any item which by virtue of itself is illegal to possess.

The following items shall be considered contraband:

- Any goods brought illegally into the jail,
- Allowable inmate property in excess of authorized limits,
- Any item legally possessed which has been altered from its original form,
- Any item that is worn, carried or displayed that denotes gang affiliation,
- Any item illegally in the possession of an inmate or in violation of posted facility rules,
- Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards,
- Any item of property not listed in the Allowable Inmate Property list,
- Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material,
- Plastic water/soda bottles not containing their original liquid and/or which have been altered,

Items in excess of those permitted by this Unit Order are considered contraband and shall be confiscated.

Inmates shall not be allowed to possess more than one bottle. All bottles are to remain in the pods (i.e., inmates shall not take them to work, pill call, visits, and/or to activities in the indoor recreation area).

NOTE: For contraband disposal of narcotics, narcotic paraphernalia and firearms, refer to Unit Order 3-09-

010, Contraband Disposal.

Any personal items requested by an inmate to be put in their property, shall be done at the discretion of the floor supervisor. Prohibited and/or confiscated material listed above shall not be put in the inmate's property. Personal property not accepted by IRC shall be stored at TTCF pursuant to Department policy for eventual transfer to the Central Property and Evidence Unit.

ITEMS
QTY.

ITEMS
QTY.

Beverage Items: coffee, tea, cocoa & soup
\$50.00 *

Clear plastic bag (property)
1

Books (personal & library)
3

Razor (disposable only)†
1

Comb (non-metal, no rat-tail)
1

Rosary
1

Contact Lenses with Plastic Case
1 pr.

Shampoo
1

Cough Drops
2 pkgs.

Soap (bar)
2

Dentures

1 set

Stamps (U.S. postage)

20

Dentures Cleaner

1

Sunglasses (medically prescribed or as needed)

1 pr.

Denture Grip

1

Facial tissues

1 pack

Deodorant (non-aerosol)

1

Tooth Brush

1

Envelopes (legal or regular)

15

Tooth Paste

2

Eyeglasses

1 pr.

Vaseline

1

Food Items: (individually wrapped)

\$50.00 *

Vending Card (\$10 each)

2

Greeting Cards (5x7 max)

2

Wedding Band (plain, no stones)

1

Hair Conditioner

1

Writing Tablet

1

Hair gel

1

FEMALES (Cosmetic Only)

Hearing Aid and Batteries (To Be Kept with Medical Staff)

1 set

Baby Oil

1

Legal Folder

2

Baby Powder

1

Legal Material

No limit

Disposable Douche

1

Lotion

1

Eyebrow Pencil (Black/Brown)

1

Magazines

2

Hair Brush (No Handle)

1

Mail (personal letters, cards, telegrams)

10

Hair Net

1

Medical Alert Bracelet

1

Hair Rollers (Foam only)

4 pkgs.

Mentholatum

1

Noxema

1

Mouth Wash (No Alcohol)

1

Styling Gel

1

Newspaper (same day only)

1

Sanitary Napkins

1 box

Pencils (wooden without metal eraser tip)

3

Shower Cap

1

Photos (3x5 min - 4x6 max)

5

Talc Powder

1

Playing Cards (regular or pinocle)

1 deck

Tampons

1 box

* Aggregate Total of Food/Beverage Items not to exceed \$50.00

† Razors not allowed to inmates under mental observation (M.O.)

Linen and Clothing Items

Blanket

1

Shower Shoes (issued)

1 pr.

Sheet or Mattress Cover

1

Undershirt

3

Towel

1

Underpants

3

Wash Cloth

1

Bras

3

Pants and Shirt

1

Undergarments

3

Jacket (Work Crews)

1

Nightgown

1

Shoes (issued)

1 pr.

• 5-21-315 Allowable Female Inmate Property

PURPOSE OF ORDER:

To establish guidelines of acceptable property an inmate may keep in her possession, and procedures for disposition of excess inmate property.

SCOPE OF ORDER:

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

Facility (TTCF).

ORDER:

Allowable inmate property is defined as those items acceptable for general population inmates to possess in their housing areas. All other items shall be deemed contraband and will be handled in accordance with this order and Unit Order 5-22-010, Inmate Discipline Procedures. Individual items may be added or deleted to the attached Allowable Inmate Property List at the discretion of the unit commander.

Linen and Clothing Items

Excess clothing and linen items are considered contraband. Excess is defined as any clothing or linen beyond the quantity issued to inmates.

If the inmate is housed at another facility outside the TTCF complex, i.e., CRDF, personnel shall accept the eyeglasses. The eyeglasses shall be packaged, labeled to reflect the inmate's housing location, and placed in the appropriate medical clinic or nursing office outgoing mail. A completed Inmate Personal Property Inventory form shall be attached to the packaging containing the prescription/corrective eyeglasses.

NOTE: Medical Services Bureau shall be responsible for the transportation of prescription/corrective eyeglasses between various jail complexes, i.e., TTCF to CRDF.

Prohibited Material

Photographs or pictures that display gang, gang tattoos or hand gestures (signs) are not allowed. Sexually explicit materials (e.g., books, magazines, videos or photos) shall not be subscribed to or sent from book stores. Retention of questionable photographs shall be decided by the Floor Supervisor.

Radical Literature

Literature which openly advocates the violent overthrow of the government; describes the handling or manufacture of explosive devices or other weaponry; any material tending to incite murder, arson, riot, or any other form of violence; or any matter concerning gambling or an unlawful lottery is prohibited and considered contraband.

Contraband

Contraband is defined as any item which by virtue of itself is illegal to possess.

The following items shall be considered contraband:

- Any goods brought illegally into the jail,
- Allowable inmate property in excess of authorized limits,
- Any item legally possessed which has been altered from its original form,
- Any item that is worn, carried or displayed that denotes gang affiliation,
- Any item illegally in the possession of an inmate or in violation of posted facility rules,
- Any gambling paraphernalia such as dice, chips, markers, and marked decks of cards,
- Any item of property not listed in the Allowable Inmate Property list,

- Photographs or pictures that display gangs, gang tattoos, hand gestures (signs) or sexually explicit material,
- Plastic water/soda bottles not containing their original liquid and/or which have altered

Items in excess of those permitted by this Unit Order are considered contraband and shall be confiscated.

Inmates shall not be allowed to possess more than one bottle. All bottles are to remain in the pods (i.e., inmates shall not take them to work, pill call, visits, and/or to activities in the indoor recreation area).

NOTE: For contraband disposal of narcotics, narcotic paraphernalia and firearms, refer to Unit Order 3-09-010, Contraband Disposal.

Any personal items requested by an inmate to be put in their property, shall be done at the discretion of the floor supervisor. Prohibited and/or confiscated material listed above shall not be put in the inmate's property. Personal property not accepted by CRDF shall be stored at TTCF pursuant to Department policy for eventual transfer to the Central Property and Evidence Unit.

• **5-22-010 Inmate Discipline Procedures**

PURPOSE OF ORDER:

The purpose of this order is to establish uniform procedures for administering discipline to inmates housed at Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Facility Discipline Authority is established by Section 630 of the California Penal Code.

Rules penalties, plans, forms, and limitations of disciplinary actions are established by Title 15, Article 7, and Sections 1080, 1081, 1082, and 1083 of the California Administrative Code.

Discipline will be utilized to hold inmates accountable for inappropriate behavior; maintain security, order, and compliance within facility rules, and to protect and maintain the facility and the well-being of inmates, staff, and the public. The facility rules will be posted in each Pod. (See Inmate Discipline, CDM 5-09/010.00)

Mass discipline on inmates shall not be imposed. A temporary suspension of privileges during emergencies may be imposed, but the watch commander must be notified immediately (see Confinement of Inmates for Disciplinary Reasons or During Emergencies, CDM 5-09/015.00)

Any unit member may report a violation of a jail rule by an inmate. The violation will be documented on an Inmate Reports Tracking System (IRTS) report.

MENTALLY ILL INMATES ON DISCIPLINE

Prior to imposing any discipline on a mentally ill inmate, the DRB sergeant shall confer with DMH personnel to ensure discipline is not contraindicated for the inmate, and also to determine the most appropriate housing location for the inmate to serve discipline time. This conference can occur after the DRB hearing, but must always occur before the inmate actually begins serving their discipline sentence.

Mentally ill inmates serving discipline shall be offered and be allowed to participate in structured therapeutic program time with group providers. However, the inmate's participation in unstructured out-of-cell recreational time can be restricted. If custody staff believe a mentally ill inmate is either too unstable, hostile, and/or unpredictable to participate in structured therapeutic program time, the floor sergeant shall be notified and shall make a final determination on the inmate's participation. In the event a mentally ill inmate serving discipline time refuses to participate in structured therapeutic program time, the floor sergeant does not need to be notified.

The following violations may bypass DMH evaluation prior to being placed in discipline:

- Fighting
- Use of Force
- Recalcitrant Behavior (elaborate behavior on IRTS Report)
- Possession of a Weapon

All other violations committed by inmates, must remain in their current housing location until the DRB sergeant or discipline officer confers with DMH.

DISCIPLINARY GUIDELINES

Acceptable forms of discipline include, but not limited to the following: Loss of privileges, extra work detail, short term lockdown for less than 24- hours, removal from work details, loss of good time, and/or work credits, disciplinary segregation, disciplinary diet, and criminal prosecution (See Discipline Guideline, CDM 5-09/030.00; Disciplinary Review Process, CDM 5-09/040.00; and Limitations of Disciplinary Actions, CDM 5-09/050.00)

No discipline shall be imposed upon any inmate except for the type and form described this order. All discipline shall be administered under the guideline contained herein.

MINOR INCIDENTS

Minors acts of non-conformance or minor violations may be handled informally by any staff member through a harmony transfer or counseling and advisement of conducted expected. Harmony transfers require the approval of a supervisor, sergeant or above. Any counseling of inmates or advisement of expected behavior shall be conducted in normal traffic areas. Extra duty, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, lockdown for less than 24- hours , or removal from a work detail without loss of work time credit may also be imposed for minor violations. Minor violations or acts of non-conformance shall also be documented on an IRTS report, but the minor violation box will be checked. An accumulation of three or more minor violation reports within a 30 day period for a single inmate shall result in a

major violation.

MAJOR INCIDENTS

Discipline will be reported and adjudicated as major violations of inmate rules and regulations and will be handled by completing and submitting an IRTS report. If an incident requires a SH-49 report, discipline shall not be imposed until the report is completed.

When a violation of jail rules compromises safety and security, the inmate(s) may be removed from their current housing area and reassigned to pre-disciplinary housing, pending a hearing by the Disciplinary Review Board (DRB). The inmate shall retain all basic privileges afforded to other inmates until disposition of the case by the DRB.

DISCIPLINARY REVIEW PROCESS (DRB)

Inmates in violation of the rules and regulation will have their case adjudicated by a DRB hearing. The board shall consist of one sergeant (normally the sergeant assigned to the discipline module) and the module officer/deputy. If an inmate is found guilty of a violation, he may be disciplined by segregation, loss of privilege, loss of good time credits, loss of work time credits, removal from work details, and/ or being assigned extra work/duty depending on the seriousness of the offense and the decision of the hearing officers.

The discipline process consists of the following:

- Violation notice
- Pre-discipline
- DRB hearing
- Notice of violation
- And appeal

Notice of Violation

The reporting deputy/officer shall issue the inmate a "Written Notice of Discipline Violation" (form SH-J-380). The officer shall have the inmate sign a duplicate copy of the notice. A signed copy of the notice and the IRTS report will be forwarded and retained on the file with the Discipline Module Officer.

PRE-DISCIPLINE

Time Limits

Charges pending against an inmate shall be acted on no sooner than 24-hours after the report has been submitted to the disciplinary officer and the inmate has been informed of the charges in writing. A violation(s) shall be acted on no later than 72- hours after an inmate has been informed of the charge(s) in writing. The inmate may waive the 24-hour limitation. If 72 hours have elapsed, no discipline can be imposed and a hearing is not necessary. The hearing may be postponed or continued for a reasonable time through a written waiver by the inmate or for good cause such as inmate being unavailable (e.g. processed to court or elsewhere for medical treatment, etc.).

Housing

Pre-discipline housing is an administrative option intended to ensure the safety and security of inmates, staff, and/or the facility. All inmates that are in violation of a jail rule shall be escorted to pre-discipline pending a DRB hearing. No inmates shall remain at their current housing location unless specific authorization is granted by the on duty watch commander. When a violation of a jail rule is serious or compromises safety and security, the inmate shall be placed into pre-disciplinary housing with the approval of his/her floor sergeant.

A supervising line deputy shall review and ensure that all documentation is completed before approving the inmate to be housed in pre-discipline. No inmate shall be accepted into pre-discipline without all documentation completed and approved by the supervising line deputy.

The following documentation shall be completed and approved by a supervising line deputy in order for an inmate to be housed in pre discipline/discipline module.

- Complete IRTS report and narrative
- Discipline Information card
- Written Notice of Discipline Violation
- Property Receipt
- Indicate by writing "Yes" or "No" whether the inmate has waived his right to a 24 hour limitation for DRB hearing (a check mark or other non-specific markings shall not be used)

Movement

When an inmate is to be transferred from his module to pre-discipline, he will be handcuffed and escorted into the discipline module by custody personnel and a supervising line deputy. A supervising line deputy must be present and monitor the inmate's movement into a pre-discipline cell.

The cell will be checked for damage prior to an inmate being placed into any cell and again upon his release. Module personnel will complete the area on the Discipline Information Sheet noting the condition of the cell. Cells will be visually inspected prior to initial housing of an inmate.

Property, Pre-Discipline

Each inmate placed in pre-disciplinary housing, whether for discipline, pre-discipline, or administrative segregation, will be searched (property and person) and all razor blades and any other items deemed contraband will be removed. The inmates will be issued a blanket and a second blanket will also be issued in exchange for a bed mattress sheet. Mattress sheets will not be handed to inmates housed in Discipline or Pre-Discipline. The cell shall be searched before and after pre-discipline time.

Additional Pre-Discipline Procedures

If the Floor Sergeant approves the housing of the inmate on Pre-Disciplinary Housing, then the following will occur:

A. A Discipline Information Card will be completed by the reporting deputy/officer and the appropriate information shall be noted. The Module Officer/Deputy will ensure the card be filed by cell and bunk number on the Pre-Disciplinary Housing row. If a pre-discipline inmate is not housed on the row, the Module Officer/Deputy and the Supervising Line Deputy will audit the cards at the start of each shift to ensure that

DRB hearings are completed for each inmate.

B. The module officer/deputy will complete a Discipline Information Sheet and post in on the cell door.

Pre- Disciplinary Row Safety Checks

Personnel shall make an inmate safety check twice per hour on the inmates assigned to the pre-disciplinary cells using the Title 15 scanners. In cases when the scanners are not working, the officer/deputy making the check will initiate an entry in the e-UDAL, recording the time and conditions.

HEARING PROCEDURES

When a DRB hearing is conducted, the module personnel will act as the second hearing officer. Module personnel will be noted on the Disciplinary Information Card and on the IRTS report as the hearing officer. The module personnel listed as the second hearing officer will ensure that all necessary information and documentation is properly recorded and completed.

The hearing will be conducted in the module in a place designated by the hearing sergeant. The DRB hearings will be conducted daily, seven days a week. The purpose of the hearing is to give the inmate an opportunity to present his case. No one involved in the incident or in the review and approval of the report shall participate in the hearing.

Since these hearings are subject to later judicial review, they shall be conducted in a manner consistent with due process requirements, including an opportunity for the inmate to be heard and present witnesses and documentary evidence.

The inmate is not entitled to counsel but shall be given an opportunity to explain his actions and/or present a defense. The inmate may call witnesses deemed necessary as long as this does not create a security or safety hazard or present a conflict of interest. The inmate does not have the right to confront or cross-examine witnesses.

The hearing officer shall evaluate all the information available concerning the incident, including the inmate's statements. The hearing officer must provide a written statement as to the reason discipline was imposed and inputted into the Supervisor Interview Section of the IRTS report. The information may be inputted into the IRTS report by the hearing officer designee or Module Officer/Deputy.

Post Hearing Procedures

If the inmate is found guilty of his offense the module officer/deputy shall complete and give the inmate the "Notice of Action by Disciplinary Review Board" form. The Notice of Action form shall contain the name and employee number of the hearing officers and the date in which the inmate is to be released from disciplinary isolation if so ordered.

If the inmates are housed of pre-discipline row, the module officer/deputy will rehouse the inmate in the disciplinary housing. If the inmate is not currently housed on Pre-Discipline row, he will be directed to gather his personal belongings and will be escorted by a supervisor to the Discipline Module where he will be processed for housing.

INMATE PROPERTY

An inmate housed in Discipline Module will be issued the following clothing and bedding items and allowed to keep indicated personal items:

A. Clothing:

One two piece jumpsuit
One pair of soft slippers
One mattress
Two blankets
One towel

Two sets of underwear (socks, T-shirt, undershorts)

B. Personal Property:

Personal hygiene items: soap, deodorant, toothpaste, toothbrush.

Writing Material: writing tablet, pencil, dictionary, stamps, envelope

C. Bible

D. Legal Material

E. Authorized medication

Property Storage

The packaging and storing of the inmates property shall be the responsibility of module personnel. The inmate's property is to be taken from him/her, inventoried, and placed in a storage bin inside the storage locker. The property will be inventoried in the present of the inmate and recorded on a Discipline Module Property Receipt. In cases when inmates have no personal property, a Property Receipt form shall be completed and "no property" will be noted on the form and signed by the inmate.

The inmate will also sign the waiver portion of the form stating he understands that any defacing or destroying of county property inside the cell with result in additional charges being filed against him/her. (Violation 4600 P.C.)

APPEAL

An inmate has the right to appeal the decision of the DRB to the watch commander. He/she may notify the review board hearing officer of his desire orally at the conclusion of his hearing or in writing with 72 hours of the disposition. The watch commander shall be notified when an inmate's announces his desires to appeal the decision. The watch commander will contact the inmate and render a final decision which will be reviewed by the unit commander. The watch commander shall indicate the final disposition in the IRTS report.

Imposition of the discipline sentence shall be suspended until final disposition of the appeal.

MASS DISCIPLINE

If large number of inmates are involved in the same violation of facility rules (fighting during a major disturbance, etc.) they will not be mass disciplined. Each inmate committing the violation must be handled individually. Entire modules or pods may be used as a discipline pod or module as long as each inmate has an individual DRB. This does not preclude the temporary taking away of televisions, telephones, and recreation time, with the approval of the watch commander, in order to maintain security.

DISCIPLINARY DIET

A disciplinary diet may be assessed in conjunction with disciplinary segregation/isolation time for the purpose of addressing issues such as prior offenses, recalcitrance, violations while in disciplinary segregation/isolation, or any case where enhancement of the basic assessment is deemed necessary in order to gain the compliance of the inmate. Further, the discipline may be utilized for an inmate committing a serious violation of jail regulations or major offense, such as starting a fire, assault on a deputy, possession of weapons or narcotics. (See CDM 5-09/060.00 inmate disciplinary diet)

Prior to the implementation of the disciplinary diet, the unit commander or his designee shall review the propriety of the recommendation to serve the disciplinary diet. This review shall include an evaluation by medical personnel to determine the inmate's suitability for the disciplinary diet.

Such a diet shall be served twice in a 24- hour period. This diet shall not be continued for longer than 72 hours without the written approval of a physician and Unit Commander. To avoid this situation, discipline diets at TTCF will not be served on Mondays and Fridays. On those days, the inmates' will receive that standard three meals a day.

Form-Original Distribution

The Inmate Discipline Diet form will be submitted along with a copy of the IRTS report to the watch commander for review. The original will be forwarded to the unit commander. The unit commander will review and, if appropriate, approve the discipline diet.

The original will be submitted to the unit commander's secretariat. The secretariat will distribute it as follows:

- Original in records file
- Copy of the signed original will be forwarded to Watch Sergeant
- Copy of the signed original will be Discipline Module Officer/Deputy.

Discipline diets will not be administered until the approved copy is obtained in by the module personnel.

Floor Sergeant Discipline Diet Daily Review

On a daily basis, the floor sergeant will review the module discipline information sheets to ensure that any Discipline Diets have received proper approval.

30 CONSECUTIVE DAYS IN DISCIPLINE

Inmate shall not be held in discipline longer than thirty consecutive days without a finding on an additional violation of facility rules and regulations. If an inmate is given 30 consecutive days of discipline or additional hearings result in a cumulative discipline of 30 or more days, then the hearing officer (sergeant) will complete "Inmate Discipline Diet or 30 Day Authorization form " form. The inmate must be medically examined by the medical staff and have a psychiatric examination prior to continuing past the 30 day period. The 30 Day Authorization form will be submitted along with a copy of the IRTS report to the watch commander for review and the unit commander for approval. Such an examination shall be conducted every fifteen days thereafter until the disciplinary status has ended.

It will be the responsibility of the module officer/deputy assigned to discipline to ensure that the medical and mental examinations are completed.

COMMISSARY

Inmates on discipline are allowed to retain some inmate property. These include basic hygiene items, self-medication, and correspondence items. Inmates on discipline status shall be allowed to order or receive these basic items while on discipline status. There is a specific disciplinary commissary order form that the inmates shall be allowed to order while on discipline status. While on discipline status, if an inmate receives store items that are not the allowed basic items, then the items will be stored and given to the inmate upon his release discipline.

DISCIPLINE MODULE OPERATIONS

All inmates assigned to a discipline module shall be handcuffed behind their back and any time they are out of their cell. This shall be accomplished by using the cell doors tray slot. Handcuffs shall not be removed until the inmate is re-secured within their cell.

Module Deputy will be responsible for escorting inmates to and from their cells. In cases, when the module officer is escorting an inmate there shall be a deputy present in the module.

Other services, such as sick and pill, shall be brought to the inmates inside the module. Module Officer/Deputy shall provide security for these services at all times.

Daily Tank Sheet

All inmates transferred into a discipline module shall be logged into the Daily Tank Sheet. The log will serve as documentation as to which inmates are housed in Pre-discipline and Disciplinary Daily Tank sheet is updated at the beginning of each shift. The following information will be logged on the Daily Tank Sheet:

- Inmate's Name
- Booking Number
- Arrival Date
- Schedule Date of Release from Discipline
- Prior Housing Location
- Violation
- Sentencing Time
- Disciplinary Diet assessed

It will be the responsibility of the supervisor to check and ensure that the Daily Tank Sheet is updated and current on each shift.

• 5-22-011 Minor Infraction Report

PURPOSE OF ORDER:

The ability to keep order of and properly discipline inmates in the jail is important for security reasons.

Personnel must also be secure in the knowledge that they have effective tools available to them to accomplish this. The Minor Infraction Report will serve as an option to the Inmate Discipline Report (SH-J-213).

SCOPE OF ORDER:

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

ORDER:

Non-Conformance / Minor Infraction Report

It is essential that housing officers be allowed sufficient authority to supervise their housing area and handle minor infractions. In order to maximize the control of the inmate's behavior, supervisors should support the recommendation of disciplinary action(s) by the housing officers, while ensuring consistent application of sanctions.

NOTE: It is important to note that certain violations are listed in both major incident and minor infraction categories. This is to allow for greater discretion in administering discipline. Employees are encouraged to document inappropriate inmate behavior when necessary.

When an officer determines that extra duty, loss of privilege, cell restriction or transfer to another housing area is appropriate, he shall notify his Floor Bonus Deputy prior to administering the discipline. The Floor Bonus Deputy shall ensure the discipline imposed is consistent and conforms with established guidelines. Minor infractions and sanctions shall be recorded by completing a Minor Infraction Report. If the inmate requests an appeal of the proposed discipline, the Floor Sergeant shall act as the disciplinary review officer.

Cell restriction shall not include restrictions on any of the following activities:

- Attorney or personal visits,
- Regular meals or feeding routine (an inmate may be fed in their cell),
- Clothing/linen exchange,
- Pill Call or Sick Call.

The Minor Infraction Report shall be processed in the following manner:

- The report form shall be filled out by the officer assigning the minor infraction discipline.
- The report shall be kept where the offense occurred, in a folder adjacent to where JRC's are kept, until the minor discipline term has been completed by the inmate.
- The officer supervising the inmate at the time of completion of the discipline shall sign the form indicating the inmate has completed the discipline and attach the form to the back of the inmate's JRC.
- After 30 days, the Minor Infraction Violation Form shall be forwarded to the TTCF Operations Office - 8th floor.

EXAMPLE: Jane Doe #123456 abuses the use of sanitary napkins, Deputy Smith advises the inmate that she has violated inmate rules and is given a minor infraction. Deputy Smith notifies the Floor Bonus Deputy and completes a Non-Conformance / Minor Infraction Report. The Bonus Deputy must sign the form

approving the discipline. The inmate is advised that she will be put on either cell restriction or extra duty. Upon completion of the discipline, the module officer shall sign the form as "TIME SERVED" and attach the form to the JRC where it will remain for 30 days.

Inmates with an accumulation of three minor incidents within a 30 day period, shall be written up and transferred to Discipline housing. Such actions shall be documented on an Inmate Discipline Report as a major incident.

Sanctions for Minor Infractions

Minor Infractions may result in the following sanctions:

EXTRA CELL
DUTY OR RESTRICTION
4 HOURS 4-24 HOURS

Unmade Bunk	4 - 8	4 - 8	
Talking Outside Housing Area		4 - 8	4 - 12
Excess Clothing / Linen	4 - 8	4 - 8	
Improper Dress	4 - 8	4 - 8	
Touching T.V.	4 - 8	4 - 12	
Covered Vent / Light	4 - 8	4 - 12	
Altering Door Locking Mechanisms		4 - 8	8 - 24
Delaying Lock down	4 - 8	12 - 24	
Misuse of Call Button	4 - 8	12 - 24	
Abuse of Sanitary Napkins	4 - 8	12 - 24	
Insubordination	4 - 8	4 - 24	

CCR Title 15, Section 1081, Plan for Inmate Discipline

(b) Minor acts of non conformance or minor violations of institution rules may be handled informally by any staff member by counseling or advising the inmate of expected conduct, assignment to an extra work detail, or removal from a work assignment without loss of work time credit. In addition, temporary loss of privileges such as, but not limited to, access to television, telephones, or commissary, or lockdown for less than 24 hours, may be considered minor discipline if such acts are accompanied by written documentation, and a policy of review and appeal to a supervisor.

• 5-22-015 Security Level 8's (General Population) and 9's (SHU)

PURPOSE OF ORDER:

The purpose of this order is to establish policy regarding the handling of high security inmates who are confined within the Twin Towers Correctional Facility (TTCF). This policy has been established for the safety of all personnel working in the Security Housing Unit (SHU) which houses level 9 inmates and general population modules which house security level 8 inmates.

SCOPE OF ORDER:

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

ORDER:

For purposes of definition, inmate recreation time will be referred to as "program" and shall include activities pursuant to Title 15 requirements. All program time or refusal of participation shall be thoroughly documented in the Recreation Activity Log within the applicable module.

NOTE: Procedures specified in this unit order are subject to change as deemed necessary in order to enhance officer safety with the prior approval of a sergeant. Depending on the existing circumstances, a sergeant's approval may be required for certain procedures, i.e., indoor/outdoor recreation. Personnel may stop the program when exigent circumstances arise where officer or inmate safety is being compromised. The sergeant shall be notified immediately when the program has been discontinued. Consideration must be given to the safety of all involved, and the security of the facility.

DAY ROOM TIME

During day room time, showers, television, and phones will be available. All inmates shall wear a minimum of their county issued shirts, pants, and shoes.

Security Level 8 Inmates

Inmates shall be allowed maximum indoor recreation time during both AM and PM shifts, unless specified otherwise: each pod will receive day room time for up to two hours per day, seven days per week. The entire pod population, as a group, will be given access to the day room. All cell doors shall be secured during day room time to prevent unauthorized gatherings within a cell, and to prevent theft. Module personnel will ensure the ethnicity of the inmates participating in day room time is fairly balanced.

NOTE: Three pods will simultaneously have day room time. However, the pods receiving day room time will be alternating in the event a tactical entry is necessary (i.e., pods A, C, and E or pods B, D, and F will receive day room time simultaneously).

Security Level 9 Inmates

Inmates are allowed day room time on a daily basis for thirty minutes; only one cell at a time (maximum two inmates). Those participating shall secure their cell door. All remaining inmates housed in the module shall be locked in their cells except for supervised movement. Inmates out for day room time shall be locked down until those inmates that are being moved are out of the pod. Each inmate released out of the cell shall be directed to secure the cell door behind them.

NOTE: EM shift shall verify all eligible inmates (level 8 and 9 inmates) were afforded the opportunity to participate in day room time during the previous shifts. EM shift personnel may provide recreational program to the inmates who did not receive day room time during the previous shifts, if time permits and upon agreement (inmates must waive their Title 15 requirement of 8 hours of sleep per night).

OUTDOOR RECREATION

Sessions of outdoor recreation for both security level inmates may vary in duration, but the weekly cumulative

total must be a minimum of three hours. All inmates shall wear a minimum of their county issued shirts, pants, and shoes, while being escorted from their cell to the outdoor recreation area.

Security Level 8 Inmates

The entire pod, taking into consideration the safe balance of Hispanic or "Southsider" influence, will be given access to the outdoor recreation area at various times during the week, consistent with resources and daily operations. All inmates will be released one cell (two inmates) at a time. The inmates will be directed, under constant supervision, to the outdoor recreation area. The number of inmates should not exceed the number of deputies involved in the movement and the maximum amount of inmates out shall not exceed 32.

Security Level 9 Inmates

A maximum of 16 inmates will be allowed outdoor recreation at any given time. Control booth personnel shall open one cell (two inmates) at a time. All inmates shall be handcuffed at the pod door prior to exiting the pod. The inmates shall be searched and scanned with the hand held metal detector, and escorted to the recreation area. Handcuffs shall be removed utilizing the cuffing ports of the outdoor recreation area.

MOVEMENT and BLACK BOX CLASSIFICATION ("A")

Deputy personnel will utilize the black box safety handcuffing device on all security level 9 inmates leaving gang modules for court, parole hearings, or any off facility movement.

Security Level 8 Inmates

Ordinary or routine inmate movement within a module or within TTCF does not necessitate handcuffing unless deemed necessary. As dictated in TTCF Unit Order, #5-03-010, Inmate Movement and Escorting Procedures, personnel shall not escort more than 3 uncuffed inmates for every 1 staff member.

Security Level 9 Inmates

Inmates escorted to visiting, off floor passes, etc. must be individually handcuffed or added to a four man (CST) chain prior to opening the pod door. As dictated in TTCF Unit Order, #5-03-010, personnel shall not escort more than four handcuffed inmates per staff member. At no time shall any inmate handcuffed with the black box safety device be allowed to intermix with inmates not handcuffed as such, or with inmates specially segregated as a safety precaution.

NOTE: Under no circumstances will any inmate housed within SHU be allowed outside of the pod door without prior handcuffing via the cuffing port.

COURT LINE MOVEMENT

Security Level 8 and 9 Inmates

Court line movement to and from the Inmate Reception Center (I.R.C.), or other off floor movement involving Security Level 8 and 9 inmates will have additional safety measures in place prior to inmate movement. Security Level 8 inmates are not required to be handcuffed unless deemed necessary by custody personnel. EM Shift will assess and determine the most tactical and efficient manner of conducting court movement for these inmates.

Upon returning from court, all Security Level 8 and 9 inmates shall be strip searched for any contraband. Any

perishable items not consumed prior to arrival at TTCF shall be disposed of.

FOOD SERVING

Deputy personnel must be physically present to supervise inmate workers during food preparation and the serving of all meals.

Security Level 8 Inmates

The entire pod population, as a group, will be fed meals during day room time. All inmates will assemble on the stairs and receive their meal at the pod door. Meal delivery will be provided by trusty inmates and supervised by custody personnel.

Security Level 9 Inmates

Meal delivery will be provided by inmate workers and supervised by custody personnel. A sufficient amount of meals will be available outside the pod door. Inmates will be let out of their cells and advised to receive their food one cell at a time. This shall be done in a manner that is both measured and coordinated with Custody personnel who are supervising meal delivery at the pod door.

CLOTHING AND LINEN EXCHANGE

Laundry and linen exchange shall be done on a schedule established by the TTCF Laundry Unit. The exchange shall be done on an even exchange basis (e.g., one set of blues out of the cell in exchange for one clean set of blues into the cell). Deputy personnel must be present and ensure each inmate is exchanging all items and placing exchanged items in the appropriate pile for laundry assortment (i.e., blues, whites, sheets, blankets). Laundry items will be delivered by inmate workers and the process will be supervised by custody personnel.

NOTE: Variations of this procedure are permissible in furtherance of more efficient module operations.

Security Level 8 Inmates

Linen exchange shall be done one tier at a time. Inmates shall assemble at the pod door and receive their issued laundry items after like items have been exchanged. Laundry items will be delivered by inmate workers and supervised by custody personnel.

Security Level 9 Inmates

Linen exchange shall be done one cell at a time. Inmates will be instructed on exchange procedures and released from their cells by the control booth personnel, in a manner that is both measured and coordinated with custody personnel supervising at the pod door. Laundry items will be delivered to the inmates by inmate workers once like items have been exchanged.

RAZORS

Security Level 8 and 9 Inmates

Inmates may not have any razors inside of their cells. Razors may be handed out during shower periods. At the end of the shower period, module deputies shall be held accountable for collecting the amount of razors which were distributed. Additionally, staff must ensure the razor is returned with the blade intact.

PILL CALL/SICK CALL

Deputies shall assist medical staff with pill call/sick call by monitoring and supervising the distribution of medication to specific inmates. The medication will be packaged and distributed to the inmate via cell door or cuffing port. Inmates shall run their index finger along the gum line to ensure the medication has been ingested.

Security Level 8 Inmates

Inmates requiring medication shall line up at the day room door and consume their medication in the presence of medical and deputy personnel. The number of inmates to be released at any time will be based on the current circumstances, but shall not exceed 16 inmates.

Security Level 9 Inmates

Control booth personnel shall announce pill call to the inmates. Inmates will be instructed and released, one cell at a time, by the control booth personnel, in a manner that is both measured and coordinated with Custody personnel who are supervising pill call at the pod door.

SEARCHES

Security Level 8 and 9 Inmates

Each shift shall conduct a daily search of a minimum of two random cells per module. A minimum of three deputies will be required to effect a cell search. At least one deputy will be armed with a taser gun. Inmates will be given verbal instructions at their secured cell door in order to gain compliance for the search. Once the cell door is opened, both inmates will be handcuffed and escorted from the cell while the search takes place.

It is recommended that the inmates be seated at the pod tables while their cell is searched for weapons, narcotics, jail made alcohol, excess clothing, linen, and/or any other contraband. The cell searches shall be documented in the UDAL and Recreation Activity Log.

NOTE: Personnel shall not approach recalcitrant inmates or attempt to open the cell door of any inmate displaying a recalcitrant behavior, as dictated in TTCF Unit Order #3-02-300, Contact with Insubordinate/Recalcitrant Inmates.

COMMISSARY

Security Level 8 and 9 Inmates

Inmates housed in these modules will be provided with a restricted list of commissary items which they may choose to purchase. The restricted list of items for Security level 8 and 9 inmates limits the quantity of items which may be purchased.

Orders placed will be delivered on PM shift for distribution to the inmate. This is contingent upon circumstances such as facility lockdowns which may delay delivery of the items. Deputy personnel will be present to assist the vendor with the distribution of commissary items. Deputies will visually inspect each clear plastic delivery bag from canteen services to ensure that it contains only items allowed on the SHU commissary list. It is imperative to ensure that items such as razors are not inadvertently included in the commissary bags for the inmates. The commissary bags will be delivered to the inmates' cell by the deputies and the vendor associate.

DISCIPLINE

Security Level 8 and 9 Inmates

Module personnel may document minor violations on a half sheet minor violation report. The inmate(s) involved in the violation(s) may be disciplined by lockdown status in their assigned cell with the approval of the assigned sergeant.

Incidents involving major violations of jail policy will be documented via the Inmate Report Tracking System (I.R.T.S.). The violation(s) shall be acted on no longer than 72 hours after an inmate has been informed of the charge(s) in writing.

Depending on the nature of the violation(s), a SH-R-49 report may also be required. Inmates involved in major violations of jail policy may be transferred to the discipline module where they will be housed for a period of time, in lockdown status, consistent with the severity of the violation(s). Transfer to the discipline module will require the approval of the assigned tower sergeant.

CLEANING

Security Level 8 and 9 Inmates

Module personnel shall utilize the module inmate worker system of pod cleaning. All cleaning materials, brooms, mops, etc., are to be inspected by staff. All of these items must be removed from the pod upon completion of cleaning. Inmates assigned to pod maintenance may receive additional "program" time after the pod is cleaned.

VISITING

Security Level 8 Inmates

Once a visiting pass is generated, module personnel shall ensure inmates in the visiting area at the same time are of the same security level. Inmates participating in visiting shall be escorted to the visiting area by deputy personnel. Deputy personnel will ensure that each inmate is secured by being handcuffed to the stool.

Security Level 9 Inmates

Once a visiting pass is generated, module personnel shall ensure inmates in the visiting area at the same time are of the same security level. Control booth personnel shall open the cell doors of the inmates that are participating in visiting, one cell at a time. No more than two inmates shall be out of their cell at any given time.

Deputy personnel will handcuff and escort the inmates appropriately, as dictated in the "MOVEMENT and BLACK BOX CLASSIFICATION" section of this unit order.

RELIGIOUS ACTIVITIES

Religious services are offered to inmates on a voluntarily basis. Various ministries provide chaplaincy services to inmates within the facility. Services or activities may include, but are not limited to: worship service, Bible study class, or individual counseling.

Security Level 8 Inmates

It is recommended that groups of inmates be assembled and monitored within the confines of the outdoor/indoor recreation area. Services or activities which are of a group nature, will be offered to all inmates until the maximum number of inmates allowed to gather in a common area are met.

Security Level 9 Inmates

All inmates will be given the opportunity, as presented by the chaplaincy staff, to participate in individual counseling or ministry sessions. These sessions will take place at an inmate's cell door, or on rare occasion, an alternate location for privacy. In those instances, Custody personnel will designate the location for privacy, its duration, and feasibility, taking into consideration the safety of all involved, and the security of the facility.

• 5-22-040 Parolee Misconduct

PURPOSE OF ORDER:

This order establishes the policy which shall ensure timely notification to the Board of Prison Terms for incidents of misconduct by Twin Towers Correctional Facility inmates with parole holds. Penal Code Section 3057 provides the Board of Prison Terms authority to extend the period of confinement of parolees for in-custody misconduct.

SCOPE OF ORDER:

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

ORDER:

When encountering acts of misconduct by inmates, TTCF personnel shall comply with existing discipline procedures. (Refer to Unit Order 5-22-010, Inmate Discipline Procedures.) In event the act warrants disciplinary action, the handling officer shall fill out an Inmate Incident Report (SH-J 213).

Prior to submitting the report to the Bonus Deputy, the officer initiating the report shall conduct an inquiry, via the JDS terminal, to verify the inmate's parole status. The officer shall make the appropriate notation, "PAROLE HOLD" or "NO PAROLE HOLD" in the upper right margin of the Inmate Incident Report. Parole holds will be reflected by the charge 3056 P.C. This charge may be the only charge against the inmate or may appear in conjunction with other charge(s).

It shall be the responsibility of the Bonus Deputy to ensure that the Inmate Incident Report is complete and the appropriate parole hold information is properly recorded in the upper right margin.

The Watch Commander has the responsibility of reviewing all Incident Reports prior to their being submitted to the Unit Commander for approval of disciplinary action. In the event an Incident Report reflects that the concerned inmate is an active parolee, the Watch Commander shall advise the Operation's Staff via e-mail to prepare a brief correspondence to be forwarded to the Board of Prison Terms.

Copies of all reports pertaining to the incident shall be attached to the correspondence and forwarded to the Unit Commander for approval. Upon the Unit Commander's approval, the correspondence and accompanying reports shall be forwarded via U.S. mail to:

Board of Prison Terms

Region III
107 South Broadway, Room 3003
Los Angeles, California 90012
Attn: Regional Administrator

• 5-23-020 Educational Programs

PURPOSE OF ORDER:

To establish procedures for inmates housed at Twin Towers Correctional Facility (TTCF) to participate in inmate educational programs offered by the Education Based Incarceration Unit (EBI).

SCOPE OF ORDER:

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

PROCEDURE:

All educational programs are administered by the EBI. Inmates will be advised of and offered educational opportunities during the orientation process. A pre-screened/pre-approved inmate that has been cleared by the Department of Mental Health (DMH), Medical Services Bureau, and Inmate Reception Center (IRC) Classification may attend any class offered. EBI will facilitate the coordination of learning plans for inmates wishing to participate in educational, vocational, and life skills programming.

Learning and training programs consist of the following;

- Academic Education: Includes classes for earning a high school diploma and community college units.
- Vocational (Career Technical) Education Programs: Includes classes for job skills and specialty certificates
- Life Skills: Includes classes that enhance the inmates coping skills and productivity in their communities such as anger management, substance abuse, and parenting

Educational programs may be provided in a classroom setting or in group classes in the Indoor Recreation area

Module personnel shall conduct security for all classes taking place in their respective modules

• 5-23-040 Commissary

PURPOSE OF ORDER:

To establish a policy regarding commissary service at Twin Towers Correctional Facility.

SCOPE OF ORDER:

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

ORDER:

Inmates are given the opportunity to purchase snacks and personal hygiene items, on a weekly basis, by filling out a commissary menu (Scantron) provided by the vendor. The commissary items ordered will be delivered on the next scheduled delivery day, if possible. Vending sales are also available to the inmates in their housing area through vending cards.

Inmates shall maintain a receipt, on their person, for all commissary items in their possession. Commissary items that cannot be accounted for with a receipt shall be considered contraband and confiscated accordingly without compensation. Inmates who fail to maintain a receipt for all commissary items, in their possession, shall be subject to disciplinary action.

The commissary service will make every attempt to deliver the items ordered pursuant to their contractual agreement. Inmates who order items through commissary and are not available to receive these items for delivery due to court appearances, hospital appointments, etc., will receive a credit to their spending account for the total monetary amount of the commissary items not delivered to the inmate and the inmate will have to reorder the items.

The vendor has agreed to deliver pre-ordered commissary/stores every Friday evening to inmates housed in Tower I, Tower II, and CTC. The vendor will provide order forms to every inmate. Inmates may select as many items as they wish from the order form not to exceed \$135 per week. Vending cards are not to exceed \$20, and phone cards are not to exceed \$40. Commissary items worth in excess of \$135, or quantities greater than allowed by jail rules, will be considered contraband.

Employees of the Commissary vendor are subject to a search of their person and commissary cart upon demand. They shall only wear clothing which is appropriate for a maximum jail facility and approved by the On Duty Watch Commander. No purses, fanny packs, briefcases, cell phones or personal packages are allowed to be brought into the facility at any time.

Process

The process by which TTCF inmates will be supplied with commissary/stores by the commissary vendor is as follows:

- Every Thursday, the Tower II PM Line Seniors shall pick up a sufficient number of commissary order forms from the Watch Sergeant's office and distribute them to the Title 15 Compliance Officers working his shift. The Tower II PM Line Seniors are also responsible for distribution of Acommissary order forms to CTC.
- Every Thursday, the Tower I PM Line Seniors shall pick up a sufficient number of commissary order forms from the Watch Sergeant's office and distribute them to the Title 15 Compliance Officers working his shift.
- At the beginning of their shift, the PM Title 15 Compliance Officers will give the commissary order forms to every inmate in their module who desires to purchase items from commissary. The inmate will complete the form and return it to the module officer by the end of shift.
- The Line Senior shall pick-up the completed order forms from each module and delivers them to the Watch Sergeant's office no later than 2000 hours.
- At approximately 2100 hours, a representative from the commissary vendor will pick-up the completed forms from the Watch Sergeant's office and take them for processing.
- Between 1630 and 1730 hours on Friday evening, the commissary vendor will deliver the completed orders to Twin Towers Correctional Facility. The delivery truck will be inspected by the PM officer assigned to Trash and Freight and allowed into the Tower II loading dock area.

- The commissary orders will be in covered carts, one cart for every module. The PM officer, assigned to Trash and Freight will inspect the carts for contraband as they come off the truck. Individual inmate commissary bags will not be opened or searched, as a matter of routine. Carts may be placed in the commissary storage room, #S196, until the commissary clerks arrive.
- While the carts are being unloaded at the receiving dock, the vendor commissary clerks will be checking in with Tower II Control. They will identify themselves and display the appropriate facility pass. The Tower II Control Officer will conduct a cursory search of their person for contraband, if necessary.
- The clerks will be directed to Tower II via the dock area secured hallway to the commissary storage room, #S196, adjacent to the Tower II loading dock. The clerks will take control of a cart and push it to the proper module for distribution.
- Available movement and module officers shall monitor the clerks' movements through the facility to ensure they arrive at their destination safely.
- Prior to the delivery of commissary, the Watch Deputy shall notify all module officers of their pending arrival. The module officers shall turn off the telephones and showers. The volume on the television shall be turned down. All inmates shall be instructed to sit on their bunks and remain quiet for commissary delivery. The only inmate movement allowed will be to use the restroom facilities.
- When complete control of the module has been established, the clerk may begin distributing the individual packages to the proper inmate, one at a time. An inmate worker assigned to the dorm shall be utilized to call out inmate names and booking numbers, if necessary. The inmate receiving the commissary package shall check it to ensure the order is correct. He/she will then sign the receipt to verify delivery. If an inmate advises that he/she was charged for an item that he/she did not receive, staff shall instruct the inmate to complete an Inmate Complaint form. The Inmate Complaint form shall be forwarded to the Inmate Services Unit for disposition.
- Any inmate attempting to impersonate another inmate in order to buy another inmate's order shall be subject to disciplinary proceedings.
- After all commissary packages have been delivered, the module officer will run the booking numbers of those inmates who have transferred to a different floor or module. The clerk will be informed of where he can locate the inmate and deliver his commissary.

If an inmate is at court, his package will be held in a hold-over cart by vendor staff until that inmate returns later that night when it will be delivered. Any commissary that is undeliverable will be returned to the commissary vendor and the inmate's account credited by 7 a.m. the next morning.

When the clerks have finished with their deliveries, they shall return their carts to the loading dock for inspection by the PM Officer assigned to Trash & Freight. Once the carts have been inspected and reloaded back into the delivery truck, the clerks may now exit the building through Tower II Control.

Module Custody Assistants shall log all jail commissary activities in the Electronic Uniform Daily Activity Log (e-UDAL). Only the on duty Watch Commander may cancel or delay the delivery of order forms or commissary packages to inmates housed at the TTCF. If an emergency lockdown should occur during the

commissary period, the clerk will take the commissary cart and return to the dock area until normal operations resume.

Use of Microwaves

- Microwaves are to be used for commissary microwaveable items only.
- Water cannot be heated in microwave.
- Microwave=s must be kept clean and sanitized at all times.
- No more than one item can be cooked in microwave at a time.
- Do not put foil, metal or any objects that are not considered microwaveable in the microwave.
- The microwave will be removed indefinitely if there are any signs of vandalism, misuse or abuse.
- The Los Angeles County Sheriff=s Department can revoke microwave privileges indefinitely, at any time.
- Module Officers are responsible for ensuring that a copy of the microwave policy is posted above each unit.

CTC

Commissary procedures are identical to Tower II.

Discipline

Inmates housed in discipline are not eligible to order commissary/stores.

Exceptions:

- Inmates on administrative segregation.
- Inmates who had orders submitted prior to their transfer to discipline.

Their commissary shall be stored in the discipline property room, along with other personal items they are unable to have, while in discipline.

EVERY EFFORT SHALL BE MADE TO DELIVER AN INMATE=S COMMISSARY/STORE ORDER WHEN IT ARRIVES.

COMMISSARY SCHEDULE FOR TWIN TOWERS
CORRECTIONAL FACILITY

TOWER I, TOWER II, & CTC

THURSDAY
THURSDAY
FRIDAY

1330 hrs. - The PM Line Senior picks up commissary order forms from Watch Sgt=s. Office for distribution via Title 15 Compliance Officers working his shift. The Senior will collect all completed forms from every module and return them to the Watch Sgt=s. Office no later than 2000 hrs.

2100 hrs. - Commissary vendor workers will pick up forms from Watch Sgt=s. Office for processing.

1630 Commissary vendor delivers filled orders to Tower II loading dock for distribution.

APPROVED BY: ON FILE
 ANTHONY WARD, CAPTAIN

DATE: 08-14-08
LOS ANGELES COUNTY
MICROWAVE POLICY

1. MICROWAVES ARE TO BE USED FOR COMMISSARY MICROWAVEABLE ITEMS ONLY.
2. WATER CANNOT BE HEATED IN MICROWAVE.
3. MICROWAVE=S MUST BE KEPT CLEAN AND SANITIZED AT ALL TIMES.
4. NO MORE THAN ONE ITEM CAN BE COOKED IN MICROWAVE AT A TIME.
5. DO NOT PUT FOIL, METAL OR ANY OBJECTS THAT ARE NOT CONSIDERED MICROWAVEABLE IN THE MICROWAVE.
6. THE MICROWAVE WILL BE REMOVED INDEFINITELY IF THERE ARE ANY SIGNS OF VANDALISM, MISUSE OR ABUSE.
7. LOS ANGELES COUNTY SHERIFF=S DEPARTMENT CAN REVOKE MICROWAVE PRIVILEGES INDEFINITELY, AT ANY TIME.

• 5-23-070 TTCF Master Activity Schedule

PURPOSE OF ORDER:

A TTCF Master Activity Schedule has been developed to rectify scheduling conflicts and to establish the day-to-day inmate activities for all employees to follow. The philosophy of inmate programs as a partnership and cooperative effort among all support services employees and custodial personnel is the desired effect from this schedule.

SCOPE OF ORDER:

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

ORDER:

Inmate programs shall be facilitated in a timely manner. All custodial employees shall adhere to the TTCF Master Activity Schedule. Any exceptions to this schedule shall be approved by the on-duty watch commander.

This schedule shall be readily available as a computer file accessible on the computer terminal in each module control booth. It shall be the source document that establishes the day-to-day inmate activities pattern for all employees to follow. Module officers shall consult the schedule in order to rectify any scheduling conflicts that may arise. The schedule is in Microsoft Outlook via Public Folders/All Public Folders/Custody & Correctional Division Information/Twin Towers Correctional Facility/Master Activity Schedule.

If an inmate programs employee, e.g., DMH, Chaplain, Education, misses his scheduled activity time, module personnel may allow other activities during that time. However, if the specific inmate programs employee arrives late, they shall be allowed to use the remainder of their scheduled time. Any activity that module personnel may have initiated must be terminated in order to facilitate the inmate programs employees scheduled time.

NOTE: Programs shall not be routinely started early, e.g., inmate meals.

It may be necessary to have overlapping activities within the module, e.g., school on the ABC side and chaplain services on the DEF side, to accomplish our goal of facilitating inmate programs.

Escorting of Inmate Programs Employees

Any county employee, civilian or sworn, who has security clearance may escort an inmate programs employee or visitor, who requires escorting, throughout the building.

Lockdowns

- In the case of a modified lockdown, i.e., briefing, inmate programs shall continue without delay.
- If an Emergency Response Team from a particular tower is called out, the affected tower's inmate programs shall be suspended while the unaffected tower's programs shall continue.

Revision and Retention

Problem resolution sessions shall be conducted at the monthly Twin Towers Facility Staff Meeting by all regular attendees. These sessions should facilitate scheduling future programs through the forum established by Twin Towers staff wherein minutes are recorded and agendas are discussed.

All updates to the schedule shall be made by the TTCF Facilities Lieutenant, or designee. The old version shall be archived and retained for a period of two (2) years. Each update shall include a new revision date.

• **5-24-020 TTCF Legal Unit**

PURPOSE OF ORDER:

To establish procedures for the Twin Towers Correctional Facility Legal Unit.

SCOPE OF ORDER:

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

ORDER:

Twin Towers Correctional Facility personnel shall refer the issues below to the Legal Unit and cooperate in carrying out the assigned duties. In order to mitigate liability with respect to compliance issues, the Legal Unit shall coordinate the primary aspects of the following:

- Court Orders
- Legal Mail
- Law Library
- Pro Per Inmates
- Subpoena Duces Tecum
- Sexual Violent Predator Inmates

The Legal Unit shall keep a copy of the Los Angeles County Superior Court Pro Per Policy Memorandum on file for reference.

• **5-24-300 Over-Detention**

PURPOSE OF ORDER:

Over-Detentions are one of the standards by which our efficiency is judged. It is imperative that we make every effort to comply with issued release passes and to be responsive to inmates who allege over-detention so that we can be pro-active in our risk management.

SCOPE OF ORDER:

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

ORDER:

Any member receiving a complaint from an inmate claiming his release date has passed shall investigate the claim to the fullest extent of his ability and relay that information to his immediate supervisor who, in turn, shall notify the Watch Commander. Any member investigating a claim of over-detention shall contact the IRC Document Control Supervisor. Once the Document Control Supervisor has researched the claim, the findings

shall be relayed to the inmate.

If the investigation proves the inmate's claim, he shall be processed for release and escorted to IRC for release without delay. The Watch Commander shall ensure a memo is submitted to the Unit Commander whenever there is a founded over-detention.

• 5-26-010 Use of Safety Chair (S. C.)

PURPOSE OF ORDER:

To establish policy and procedures for the use of the Safety Chair (S.C.). The S.C. is intended for short term transport of violent or high security risk inmates.

SCOPE OF ORDER:

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

ORDER:

The Safety Chair is designed to safeguard inmates by providing temporary control of inmates during transport. The S.C. immobilizes an inmate's extremities, limiting their overall mobility.

Purpose of Safety Chair

The S.C. should be utilized when less restrictive alternatives have failed, appear likely to fail, or it is apparent that they will be ineffective in controlling the inmate.

The S.C. should be used to control and transport an inmate to another area within the facility such as the clinic for examination/treatment, or to another facility better suited to meet their needs, i.e., LAC/USC Medical Center, contract hospitals, etc.

Use of Safety Chair

- Except in exigent circumstances, prior approval shall be obtained from a supervisor at the permanent rank of Sergeant or above who shall be present during the inmate's placement in the S.C.
- In exigent circumstances, the S.C. may be utilized without the prior approval of the Sergeant. Immediate notification to the Sergeant shall occur at the completion of the inmate transport and/or placement in the S.C.
- Whenever possible, the inmate's cooperation shall be sought. If uncooperative, they can be forcibly placed in the S.C.
- Personnel should ensure all the inmate's personal property, with the exception of jail clothing, has been removed, i.e., jewelry, glasses, shoes, boots, socks, etc.

- An inmate can be secured in the S.C. and remain handcuffed, or their handcuffs can be removed and their hands secured to the arms of the S.C.
- Pregnant females shall not be placed in the S.C.
- The entire procedure shall be video taped.
- If an inmate complains of pain, the inmate shall be medically evaluated immediately after placement in the S.C.

Safety checks

- The inmate, at all times, shall be in direct visual contact and constantly monitored by designated Department personnel.
- Custody personnel shall document direct visual observations twice every 30 minutes and shall include the health and physical condition of the inmate, i.e., “combative,” “inmate hostile,” “aggressive,” etc.
- S.C. components shall be checked every 15 minutes to ensure they are properly secured, and present no obvious physical signs of circulatory restrictions to the inmate’s extremities.
- The maximum time an inmate shall be in the S.C. is 2 hours.
- If observations indicate the inmate is and has been calm for a minimum of 30 minutes, a supervisor at the permanent rank of sergeant or above shall be summoned to observe the inmate and determine if the inmate should be removed.
- Inmates held in the S.C. for two hours shall be removed from the S.C. for a minimum of 30 minutes prior to any re-application.
- Inmates in the S.C. shall not be denied food, beverage, prescribed medications, or access to a bathroom, unless there is substantial cause to do so. If there is cause for denying an inmate the above, the watch commander shall obtain the concurrence of medical staff.
- All observations and actions shall be documented in the “Safety Chair: Inmate Security Check Log” and the Uniform Daily Activity Log.
- Inmates placed in/released from the S.C. who have not been injured prior to or during placement in the S.C. should not, as a matter of routine, be medically evaluated.
- An inmate released from the S.C., who complains of pain or has any visual signs of injury, shall be medically evaluated.

Reporting Use of Force

Any reportable force used, i.e., inmate struggles/resists prior to or while securing an inmate in the S.C., shall be reported and documented per Department policy. A reference number shall be placed on the "Safety Chair: Inmate Security Check Log" and a copy forwarded to the statistical coordinator. The videotape and all paperwork shall be maintained at the unit for four years. If the inmate is injured or there is a significant risk management factor, documentation shall be maintained indefinitely.

• 5-50-010 Facility Control Operating Procedures

PURPOSE OF ORDER:

To define the electronic capabilities of the low voltage systems in Facility control.

SCOPE OF ORDER:

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

ORDER:

Personnel assigned to Facility Control shall be responsible for operating and monitoring various low voltage systems throughout Tower II concerning:

- Communications
- Visual/video surveillance
- Electronic security
- Emergency systems

The following are basic explanations of these systems:

Radio System

This is a multi-channel radio system with a base station in each Tower Control Booth. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. Facility Control has the ability to override all communications on both the routine and tactical frequencies by activating the transmit switch on the master radio panel. Channel 6 is used for routine radio transmissions, channels 10 through 13 are tactical channels and channel 14 is for SRC emergency access. SRC approval must be obtained before using the tactical channels. Channel 14 is to be used only in the event of an emergency outside the facility as it is a county-wide SRC access channel.

Radio Paging System (Belt Pagers)

Facility Control has a master radio paging panel. This panel allows Facility Control personnel to activate any belt pager assigned to the facility. This panel also allows Facility Control personnel to page groups of people for ERT or other emergency responses.

Master Antenna Television (MATV) System

Facility Control Personnel, through the use of the MATV system, have the ability to determine the television programming (cable, broadcast, or video tape transmission), shown on the inmate television system.

Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the facility. Facility Control has the capability to view all of the cameras in the entire facility. Facility Control is equipped with a keyboard which allows personnel to call up any camera for viewing on a dedicated monitor. Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. Facility Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode. All taping is to be done in the twenty-four hour mode.

Tapes shall be changed each day at 0800 hours by the Facility Control Bonus Deputy. When a new tape is inserted, the box shall be labeled with the date and exact time inserted and the tape deck that it is recording. When a tape is removed, the box shall be labeled with the date and exact time removed. Tapes shall be retained for thirty days. At the end of the thirty day retention period tapes may be relabeled and reused.

Public Address (PA) System

The Facility Control Master Paging panel will broadcast to any single zone, combination of zones, or the entire tower. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting if the need arises.

Routine Door Control Panels

Facility Control has a control panel to operate sallyport doors, Facility Control entry door, and their corresponding intercoms.

Fire Alarm System

Facility Control has fire alarm annunciator panels and a fire alarm computer equipped with a touch screen. When a smoke detector, heat detector or manual pull station is activated, Facility Control personnel will acknowledge the alarm on the touch screen. This action will activate a pre-programmed set of instructions which will appear on the screen and be printed on the fire alarm system printer.

The facility air handling panel monitors the operation of the air handling system and provides Manual override of the system should the need arise. To evacuate smoke in the event of fire.

The fire annunciator panels monitor the site water mains and the fire sprinkler to ensure there are no abnormalities in water pressure in these systems.

Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between Facility Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout the facility. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing Facility Control to visually monitor an area. As soon as Facility Control personnel acknowledge the alarm, two-way voice communication is established allowing Facility Control personnel to communicate with the personnel involved.

Emergency Graphic Control Panels

Facility Control is equipped with emergency graphic control panels for each tower, the CTC and IRC allowing remote operation of the facility from a central location. These panels allow Facility Control personnel to operate critical doors and gates in the facility to allow movement in the event of an emergency. These panels also control the access and perimeter doors of all the fire towers on all levels of the tower allowing access into or out of the fire towers.

The graphic panels can be used to open all module Deputy Station entry doors, outdoor recreation area connect doors and outer visiting area connect doors on all levels of the facility. These panels will not open individual cell doors in the modules.

Certain electrical rooms, janitor rooms and security doors are equipped with door alarms. When activated, a light on the graphic panel illuminates and an audible tone sounds alerting personnel of the intrusion. An acknowledge button can be depressed to silence the audible tone, and a reset button is provided to extinguish the light after the alarm has been verified.

Elevator Control Panel

Facility Control is equipped with an elevator control panel which allows remote operation of the Tower 1 elevators. This panel shall be used in the event of emergencies or under emergency power situations. Facility Control also has an elevator status panel which shows the location and operating status of each elevator in the facility at any given time.

Clinic Duress Alarm Panel

The clinic duress alarm system works exactly like the Emergency Intercom system. This system is located in the clinic area and is for use by Medical Services staff in the event of an emergency. Facility Control has a main monitoring panel for this system. Once an alarm has been acknowledged, two-way voice communication is established with the remote station allowing Facility Control personnel to monitor the situation and take appropriate action.

Custody Intercom

The Custody Intercom is an internal telephone system that operates much like a conventional telephone. There is a remote station in each Deputy Station and in certain offices throughout the facility. This system can be used as a speaker-phone or conventional hand held telephone. It can be used in the event that the regular telephone system becomes inoperative. The master panel for this system is located in Facility Control and can be used to call one station or a combination of stations much like a conference call.

Emergency Generator Status Panel

An emergency Generator Status Panel is located in Facility Control. This panel contains audio and visual alarms to identify emergency operating conditions affecting the generator system.

• **5-50-020 Facility Paging System**

PURPOSE OF ORDER:

To establish procedures for the use of the Twin Towers Correctional Facility paging system.

SCOPE OF ORDER:

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

ORDER:

Public Address (PA) System

The Facility Control Master Paging panel will broadcast to any single zone, combination of zones, or the entire tower. Since this panel has the capability to override any zone or combination of zones that are simultaneously broadcasting, an "ALL CALL" page which broadcasts into IRC should be avoided unless an "ALL CALL" is requested by IRC or an emergent situation exists requiring an "ALL CALL" page.

Tower I, Tower II, CTC, and IRC utilize their own paging system for routine paging.

Tower I Facility Control uses the Fire Alarm "ALL CALL" Paging System for emergency situations only. Paging on the 8th floor in non-emergent situations requires approval from the Watch Commander or personnel of higher rank.

Each module is equipped with a paging and intercom system which allows personnel to page into a cell, a day room, an indoor recreation area, an outdoor recreation area or throughout the entire module.

Use of Facility and Module Paging

Personnel utilizing either the TTCF paging system or the module paging system shall adhere to the following regulations:

Personnel shall ensure that all broadcasts over any paging system are professional in tone and content. Personnel shall use language that complies with Departmental, Divisional and TTCF policy regarding sexual harassment, racial discrimination and hazing. This precludes the use of slang, profanity and other inappropriate terms such as derogatory references to mentally ill, homosexual or other specific population of inmates.

The paging system shall not be utilized to harass or discipline an inmate or group of inmates.

The module paging system shall not be used after Wristband Count on EM shift. Module paging will resume at the start of Day shift.

The volume control shall not be adjusted to a tone higher than necessary for an appropriate level of conversation.

• 5-50-030 Tower II Control Operating Procedures

PURPOSE OF ORDER:

To establish the operating procedures and capabilities of Tower II Control.

SCOPE OF ORDER:

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

ORDER:

Personnel assigned to Tower II Control shall be responsible for operating and monitoring various low voltage systems throughout Tower II concerning:

- Communications
- Visual/video surveillance
- Electronic security
- Emergency systems

The following are basic explanations of these systems:

Radio System

This is a multi-channel radio system with a base station in Tower II Control. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. Tower II Control has the ability to override all communications on both the routine and tactical frequencies by activating the transmit switch on the master radio panel. Channel 6 is used for routine radio transmissions, channels 10 through 13 are tactical channels and channel 14 is for SRC emergency access. SRC approval must be obtained before using the tactical channels. Channel 14 is to be used only in the event of an emergency outside the facility as it is a county-wide SRC access channel.

Radio Paging System (Belt Pagers)

Tower II Control has a master radio paging panel. This panel allows Tower II Control personnel to activate any belt pager assigned to the facility. This panel also allows Tower II Control personnel to page groups of people for ERT or other emergency responses.

Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the facility. Tower II Control has the capability to view all of the cameras in Tower II. Tower II Control is equipped with a keyboard which allows personnel to call up any camera in the tower for viewing on a dedicated monitor. Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. Tower II Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode.

All Tower II cameras are recorded in Facility Control. Tapes shall be changed each day at 0800 hours by the Facility Control Bonus Deputy. When a new tape is inserted, the box shall be labeled with the date and exact time inserted and the tape deck that it is recording. When a tape is removed, the box shall be labeled with the date and exact time removed. Tapes shall be retained for thirty days. At the end of the thirty day retention period tapes may be relabeled and reused.

Public Address (PA) System

This system will broadcast to any single zone, combination of zones, or the entire tower from the Tower II Paging Panel. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting in Tower II, if the need arises.

Routine Door Control Panels

Tower II Control has two routine control panels that operate the sallyport doors, Tower II Control entry door, and their corresponding intercoms.

Fire Alarm System

Tower II Control is equipped with a fire annunciation panel and computer. When a smoke detector, heat detector or manual pull station is activated, Tower II Control personnel will receive remote detection on the fire alarm computer.

The fire annunciator panel will provide a printed readout of the exact location and type of device that alarmed and must be reset at Facility Control to put the system back into normal operating mode. Facility Control shall be notified to reset the alarm once the situation is rectified.

Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between Tower II Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout Tower II. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing Tower II Control to visually monitor the situation. As soon as Tower II Control personnel acknowledge the alarm, two-way voice communication is established allowing them to communicate with the personnel involved.

Emergency Graphic Control Panels

Tower II Control is equipped with emergency graphic control panels for each level of the tower allowing remote

operation of the tower from a central location. These panels allow Tower II Control personnel to operate critical doors and gates in the tower to allow movement in the event of an emergency. These panels also control the access and perimeter doors of all the fire towers on all levels of the tower allowing access into or out of the fire towers.

The graphic panels can be used to open all module Deputy Station entry doors, outdoor recreation area connect doors and visiting area connect doors on all levels of the tower. These panels will not open individual cell doors in the modules.

Tower II is equipped with door alarms on certain electrical rooms, janitor rooms and security doors. When activated, a light on the graphic panel illuminates and an audible tone sounds alerting personnel of the intrusion. An acknowledge button can be depressed to silence the audible tone, and a reset button is provided to extinguish the light after the alarm has been verified.

Elevator Control Panel

Tower II Control is equipped with a panel which allows remote operation of the elevators in Tower II. This panel shall be used in the event of emergencies or under emergency power situations.

Clinic Duress Alarm Panel

The clinic duress alarm system works exactly like the Emergency Intercom system. This system is located in the clinic area and is for use by Medical Services staff in the event of an emergency. Tower II Control has a main monitoring panel for this system. Once an alarm has been acknowledged, two-way voice communication is established with the remote station allowing Tower II Control personnel to monitor the situation and take appropriate action.

Custody Intercom

The Custody Intercom is an internal telephone system that operates much like a conventional telephone. There is a remote station in each Deputy Station and in certain offices throughout the facility. This system can be used as a speaker-phone or conventional hand held telephone, but operates as a stand alone system and can be used in the event that the regular telephone system becomes inoperative. Tower II Control has a master panel for this system that can be used to call one station or a combination of stations in Tower II, much like a conference call.

• 5-50-040 CTC Control Operating Procedures

PURPOSE OF ORDER:

To establish the operating procedures and capabilities of CTC Control.

SCOPE OF ORDER:

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

Facility.

ORDER:

Personnel assigned to CTC Control shall be responsible for operating and monitoring various low voltage systems throughout the CTC concerning:

- Communications
- Visual/video surveillance
- Electronic security
- Emergency systems

The following are basic explanations of these systems:

Radio System

This is a multi-channel radio system with a base station in CTC Control. TTCF's system utilizes six radio channels for routine and tactical communication, and SRC access. CTC Control has the ability to override all communications on both the routine and tactical frequencies by activating the transmit switch on the master radio panel. Channel 6 is used for routine radio transmissions, channels 10 through 13 are tactical channels and channel 14 is for SRC emergency access. SRC approval must be obtained before using the tactical channels. Channel 14 is to be used only in the event of an emergency outside the facility as it is a county wide SRC access channel.

Closed Circuit Television (CCTV) System

The CCTV system is used to monitor various movement corridors, doorways and gates throughout the CTC. CTC Control has the capability to view all of the cameras in the building. CTC Control is equipped with a keyboard which allows personnel to call up any camera for viewing on a dedicated monitor. Certain Emergency Intercoms in the facility have CCTV cameras that activate in conjunction with the Emergency Intercom activation. CTC Control personnel can monitor the location of the Emergency Intercom activation before returning the CCTV system to its normal sequencing mode. All CTC cameras are recorded in Facility Control. Tapes shall be changed each day at 0005 hours by the Facility Control Bonus Deputy. When a new tape is inserted, the box shall be labeled with the date and exact time inserted and the tape deck that it is recording. When a tape is removed, the box shall be labeled with the date and exact time removed. Tapes shall be retained for thirty days. At the end of the thirty day retention period tapes may be relabeled and reused.

Public Address (PA) System

This system will broadcast to any single zone, combination of zones, or the entire tower from the Master Paging Panel. This panel has the capability to override any zone or combination of zones that are simultaneously broadcasting.

Routine Door Control Panels

CTC Control has two control panels to operate the sallyport doors, CTC Control entry door, and their corresponding intercoms that allow access to the security portion of the building.

Fire Alarm System

CTC Control is equipped with a Fire Annunciation Panel and Computer. When a smoke detector, heat detector or manual pull station is activated, CTC Control personnel shall receive remote detection on the fire alarm computer. The Fire Annunciation Panel will provide a printed readout of the exact location and type of device that alarmed and must be reset at Facility Control to put the system back into normal operating mode. Facility Control personnel shall be notified to reset the alarm once the situation is rectified.

Emergency Intercom System

This system will allow two-way audio and in some cases video imaging between CTC Control and remote locations such as Deputy Stations, movement corridors, discipline modules, etc., throughout the facility. In certain areas, CCTV cameras will activate with Emergency Intercom stations allowing CTC Control to visually monitor the situation.

As soon as CTC Control personnel acknowledge the alarm, two-way voice communication is established allowing them to communicate with the personnel involved.

Emergency Graphic Control Panels

CTC Control is equipped with emergency graphic control panels for each level of the building allowing remote operation of the building from a central location. These panels allow CTC Control personnel to operate critical doors and gates in the facility to allow movement in the event of an emergency. These panels also control the access and perimeter doors of all the fire towers on all levels of the building allowing access into or out of the fire towers.

The graphic panels can be used to open all Deputy Station entry doors on all levels of the building and all doors in the visiting area. These panels will not open individual cell doors in the modules.

The facility is equipped with door alarms on certain electrical rooms, janitor rooms and security doors. When activated, a light on the graphic panel illuminates and an audible tone sounds alerting personnel of the intrusion. An acknowledge button can be depressed to silence the audible tone, and a reset button is provided to extinguish the light after the alarm has been verified.

Elevator Control Panel

CTC Control is equipped with a panel which allows remote operation of the elevators in the CTC. This panel shall be used in the event of emergencies or under emergency power situations.

Custody Intercom

The Custody Intercom is an internal telephone system that operates much like a conventional telephone. There is a remote station in each Deputy Station and in certain offices throughout the facility.

This system can be used as a speaker-phone or conventional hand held telephone, but operates as a stand alone system and can be used in the event that the regular telephone system becomes inoperative. CTC Control has a master panel for this system that can be used to call one station or a combination of stations in the CTC, much like a conference call.

• **5-50-080 Loading Dock Sally Port Slider Operations**

PURPOSE OF ORDER:

To establish the operating procedures for the Sally Port Sliders at the Twin Towers Correctional Facility Loading Dock.

SCOPE OF ORDER:

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

ORDER:

Twin Towers Correctional Facility (TTCF) has two loading docks. The Tower I loading dock shall be used exclusively for receiving Food Services supplies and removal of trash. The Tower II loading dock shall be used for trash removal and for receiving the following supplies:

- Laundry,
- Warehouse supplies,
- Inmate Services supplies,
- Mechanical or Facilities Maintenance supplies,
- Medical supplies,
- Delivery Services (Federal Express, UPS etc.).

Access into TTCF, by way of the dock area, can be gained by first entering through the exterior sally port security slider door, which leads to an interior sally port slider door. The interior and exterior sally port slider doors, shall only be opened at the same time under exigent circumstances with prior authorization from the on-duty watch commander or his designee.

GENERAL GUIDELINES

The Day shift dock officers for Tower I and II are responsible for obtaining the exterior dock key block from the appropriate Tower Control. For security reasons, the dock officer for Tower I and II shall exit the building through the employee entrance (Executive Parking) on his way to his assigned area. The Day shift dock officer shall not enter security to gain access to his post.

The PM shift dock officer shall make his relief on a one-to-one basis. Refer to TTCF Unit Order #3-08-040, Key Security. He shall receive his keys from the off-going Day shift dock officer. The PM shift dock officers for

Tower I and II shall not enter security to return the exterior dock key block to either Facility Control or Tower II Control.

NOTE: The interior and exterior dock key blocks shall never be together at any time.

The dock officer shall be responsible for opening the exterior sally port slider door, with the exterior dock key block. The dock officer shall never enter security with the exterior dock key block in his possession.

The trash and freight officer shall be responsible for opening the interior sally port slider door, with the interior key block. The trash and freight officer shall never exit security with the interior dock key block.

NOTE: The exterior and interior dock sally port slider doors shall never be opened at the same time, except with watch commander approval.

Dock Officer Responsibilities

All inmate dock workers shall be thoroughly searched by the dock officer before entering or leaving the loading dock area. At no time shall inmate dock workers enter the facility, unless escorted by the trash and freight officer or other designated personnel.

Due to the shipping and receiving of goods at both dock areas, delivery trucks may arrive and depart at various times throughout the day. Constant supervision of all inmate dock workers is imperative due to the value of the goods being delivered or shipped. The dock officer is responsible for all dock operations and equipment.

Truck drivers shall adhere to the following:

- Drivers are not to leave their vehicles unattended.
- Drivers are not to leave the engine running.
- Drivers are not to leave their vehicles unlocked.

Search and Inspection

The dock officer shall ensure that all incoming containers are physically searched for contraband and the contents noted. The dock officer shall provide security for all items until they are picked up by the appropriate personnel. This shall be recorded in the Loading Dock Log.

The loading dock areas are a high risk security work assignment due to their quick access to freedom in facilitating an escape. Due to this, the trash and freight officer shall physically search all trash and laundry containers prior to placing them in the dock sally port. The method of searching the containers shall be by way of using a broom handle which is to be used as a probe. Probing the containers ensures that no inmate is hidden in them.

The dock officer shall visually inspect all containers leaving TTCF prior to taking them out of the dock sally port.

Medical Supplies

Whenever medical supplies arrive at TTCF, there shall be a representative from the Medical Services staff present for the offloading and storing of these supplies. Medical staff may be contacted at ext. #5509. Refer to TTCF Unit Order #5-08-190, Pharmaceutical Deliveries.

Access to Loading Docks

Personnel requesting access to the loading dock shall coordinate this through the trash and freight officers. All persons entering or exiting the facility via the dock sally port must be on the Dock Access Roster (See attachment).

NOTE: The loading docks are high security areas, therefore, these areas are not to be used for breaks, smoking areas, shortcuts, parking of personal vehicles or as an employee entrance.

If personnel require access through the dock sally port when the dock officer and freight officer are off duty, they will need to contact the appropriate TTCF control center via the intercom for entry or exit. Only personnel on the Dock Access Roster shall be given access, unless they have prior approval by the watch commander. During normal operations and staffing of their position, Facility Control and Tower II Control shall not open the slider gate pursuant to a request via the intercom. Only persons on the Dock Access Roster shall be allowed access to the dock areas.

DOCK ACCESS ROSTER

The following list of personnel or job classification have been approved for the Dock Access Roster. Only those persons whose names appear on the Dock Access Roster shall be permitted access to the dock areas.

- Maintenance/Plumbers
- Laundry personnel
- Chaplain personnel
- Central Supply (Star Center)
- Warehouse personnel
- Inmate Programs personnel
- Commissary personnel (Tues. & Thurs.)
- Water service
- Dock officer
- Trash and freight officer (may have inmate work crew with him)
- Food Service workers
- Dewey Pest Control
- Logistics Personnel
- Medical Disposal
- Any uniformed personnel conducting business in the dock area, or with specific authorization from the on-duty watch commander or his designee.

• **5-50-100 Control Booth Security**

PURPOSE OF ORDER:

To set forth policy regarding control booths to ensure the security of the facility is not compromised.

SCOPE OF ORDER:

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

ORDER:

In order to ensure the security of the facility, all personnel working a control booth at TTCF, e.g., module control booth, Facility Control, Tower II Control, CTC Control, CTC Entry Control, Kitchen control booth, Transfer Center control booth, shall remain at their assigned post unless one of the following occurs:

- They are properly relieved,
- An emergency (must be able to justify to the watch commander),
- At the direction of the watch commander.

Facility Control and Tower II Control shall have a minimum of two personnel working at any given time.

• **5-50-110 Sally Port Gate and Control Booth Security**

PURPOSE OF ORDER:

The following policy has been established to ensure the security of the facility is maintained through proper use of sallyport gates.

SCOPE OF ORDER:

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

ORDER:

There shall never be more than one sally port slider gate at a specific control center opened except:

- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

All sally port gates shall always remain closed and secured unless:

- They are opened to allow ingress and/or egress of authorized persons,
- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

The manual override switches for the sally port gates at Facility Control and Tower II Control shall not be activated for any reason except:

- In extreme emergencies and the watch commander is notified as soon as possible of the incident or
- With the expressed approval of the watch commander.

The Facility Control and Tower II Control booth doors shall remain closed and secured at all times unless:

- They are opened to allow ingress and/or egress of authorized persons,
- In extreme emergencies and the watch commander is notified as soon as possible of the incident or,
- With the expressed approval of the watch commander.

NOTE: The Tower II Control booth door shall not be opened unless all three slider gates to the sally port are closed, except for emergencies.

If employees fail to comply with the above security protocols for emergent reasons, they must be able to fully justify it to the watch commander.

• 5-50-120 Inmate Television Programming

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the programming of Inmate Television within the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Inmate Television will be controlled by personnel assigned to each Facility Control (Tower One and Tower Two) booth and monitored by the Watch Deputy.

Inmate programs will provide a weekly prepared programming schedule to be distributed and maintained at each Facility Control. A list of daily programs for the week will be chosen by the Inmate Programs Supervising Line Deputy.

Regular television broadcasts shown to the inmate population will be monitored by Facility Control personnel. Even though regular television programs and movies are selected and edited to comply with FCC standards, some programming will not be suitable for inmate population viewing.

Movies broadcasted that were not pre-approved by the Inmate Programs Supervising Line Deputy must be approved by the Watch Commander.

Any deviation from the scheduled programming shall only be at the discretion of the Watch Commander.

Movies shown by video which are excessively violent, excessively inflammatory, sexual in nature, or blatantly offensive to any racial, ethnic, religious, gender, cultural group or news broadcasts shall not be shown.

Televisions are to be turned on after breakfast and turned off for count and meals.

• 5-15-015 Merit Master Inmate Contact Visits

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for contact visits with the Forensic In-Patient (FIP) Step Down Merit Master Inmates at the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Non-barrier contact visitations shall only be conducted in the interim room in Module [REDACTED TEXT]. Contact visitations shall be limited to the FIP Step Down Merit Master Inmates housed at the TTCF.

Contact Visiting Hours:

Wednesday, Thursday, or Friday: 0700 – 1230 hours; 1430 – 1600 hours

The duration for visits shall be 30 minutes and shall be scheduled in advance to accommodate each Merit Master during the designated hours of operation.

NOTE: Contact visitations shall be closed between the hours of 1300 to 1400 to allow for shift change and count without interruptions. The last visiting request for the day shall be scheduled no later than 1530 hours.

Contact Visiting Schedule

Contact visits will be granted **once** a month on Professional Visiting days.

Contact visits shall be pre-scheduled by the TTCF Visiting Unit. The Merit Master Inmates shall provide a list

of potential visitors to the FIP Step Down deputies. The list of potential visitors shall be sent to the TTCF Visiting Unit for review. After reviewing the list of visitors and approving them, the TTCF Visiting Unit shall contact the visitors and schedule a visiting date.

A maximum of one adult and one child are allowed to participate in a contact visit.

Each visit shall be staggered so no more than one visit occurs at any given time. The contact visiting schedule shall be provided to the Merit Master visitors by the Visiting Unit's supervising line deputy on a monthly basis. The Visiting Unit's supervising line deputy shall also maintain a current list of approved visitors.

"Walk-in" or un-scheduled contact visits are prohibited.

The TTCF Visiting Unit will work with the TTCF Legal Unit to prevent any conflict between contact visits, and attorney or professional visits.

The Merit Master Inmates are still eligible to receive their two weekly visits per Title 15 Section 1062, "Visiting."

Contact Visitor Requirements

- Visitors must meet the TTCF's COVID-19 guidelines established by the Los Angeles County Health Department and Center for Disease Control.
- Face masks are required prior to entering TTCF, and **shall** be worn at all times.
- Visitors must be fully vaccinated, provide a negative COVID-19 test (**within 72 hours before visit**), or show proof of having had COVID-19 within the last 90 days.
- Each visitor shall sign the Los Angeles County Sheriff's Department Visitation and Civil Claims Release form prior to entry.
- Juveniles under the age of 18 years must be accompanied by a parent or legal guardian, and sign waiver on their behalf.
- Visitors must be in compliance with the dress code established for the contact visit.
 - The following attire is prohibited: loose or tight-fitting clothing, extra layers, and/or bulky jackets outside of inclement weather, revealing or provocative clothing, open toed shoes, high-heel/pumps, and bras with metal underwire*, or gang-related attire.
 - *Bras with metal underwire may cause metal detectors and detection wands to sounds, indicating the visitors in possession of weapons or other contraband.
- Contact visitors will be limited to the Merit Masters' parent(s), grandparent(s), spouses/fiancé, and/or children.

Identification

- Each visitor's names will be provided to visiting personnel, and have **prior** clearance/approval for the contact visit.
- Each visitor shall be screened via the Justice Data Interface Controller (JDIC) for warrants, restraining orders against the inmate, and outstanding tickets for initial approval, and once again upon arrival for the scheduled visit.

- Visitors with wants or warrants, restraining orders against the inmate and/or outstanding tickets will not be allowed to participate in the visit.

All visitors entering the TTCF, excluding minors, must present an authentic, current, and valid photo identification, including but not limited to:

- State driver's License
- State identification card
- Interim driver's license only, when accompanied by a scanned photo issued by the California Department of Motor Vehicles (DMV)
- Military Identification
- Passport
- Alien Registration Card (ARC)
- Identification Card issued by any Country Consulate's Office
- School identification for anyone appearing to be 18 years old, but representing themselves as a minor.
 - **Damaged/altered/expired** identification cards are not accepted.

Procedures for Visitors

- Persons named on a visiting appointment requesting a visit with an inmate must be present, at least **30 minutes** prior to their appointment, otherwise the visit shall be documented as a "no show" resulting in a canceled visit. The canceled visit shall be counted toward the Merit Master Inmate's one contact visit for the month.
- Prior to entry, all visitors shall exchange their personal mask, disposable or reusable, for a disposable mask provided by the TTCF visiting personnel. Any visitor with a reusable mask shall secure their mask in a locker with any personal items prior to entry.
- Visitors shall submit to a pat down search and are required to pass through a metal detector prior to being escorted into Module [REDACTED TEXT].
- Visitors with a pacemaker are exempt from going through a metal detector, but are still required to submit to a pat down search.
- Visitors refusing to be searched shall be denied their visit and be escorted out of the facility. The visitor may still be searched prior to being escorted out of the facility. If contraband is found, the visitor may be charged with violation of penal code 4573.5.
- Visitors may make minimal physical contact (limited to a hug or handshake) with the Merit Master Inmate at the beginning and end of the visit.

Visiting Area Rules

Any violation of the following rules may result in the visitor's removal from the facility and the cancellation of visiting privileges:

- Visitors shall follow directives given by Department personnel.
- Visitors shall not engage in any activity that may violate the security of the facility or threaten the safety of Department personnel or inmates.
- Cameras, recording devices, radios, and all electronic devices are prohibited within the visiting areas.
- The use, possession of, or evidence of being under the influence of any alcoholic beverage, illegal drug,

narcotic or other substance shall not be allowed in the facility and will subject the visitor to arrest.

- Visitors shall not engage in lewd conduct or indecent exposure.
- Parent/guardian must maintain control of their child in the visiting area.
- The use of gang colors, signs, language, or any gang paraphernalia used to show gang affiliation is prohibited.

Individuals cleared for contact visits must comply with all rules. Violation(s) will result in the visitor being banned from further contact visits.

Convicted/Parolees and Persons on Probation

- Persons previously convicted of a felony, parolees, and/or persons on probation shall require prior approval, in writing, from the **Division chief or their designee to participate in contact visits.**
- Anyone requesting a visit who has been incarcerated in the Los Angeles County jail system, shall not be denied visitation privileges based on their previous incarceration status.

Inmate Requirements

- Inmates have the right to refuse a visit. The inmate's refusal shall be documented in the Inmate Video Visitation System and the electronic Uniform Daily Activity Logs (e-UDAL).
- Inmates shall be properly dressed in their issued Los Angeles County jail clothing when going to or coming from a visit.
- Inmates shall obey all facility rules and regulations. Any violation of the jail rules shall result in the termination of the inmate's visit as well as disciplinary action.
- Inmates shall not engage in any lewd conduct or indecent exposure.

Procedures for Merit Master Inmates

- Module [REDACTED TEXT] floor personnel shall conduct a strip search of the Merit Master Inmates prior to escorting them to the [REDACTED TEXT] interim room. The Merit Master Inmates shall also be stripped searched upon completion of the visit to ensure no contraband was passed into the facility.

Cancellation of Visits

Visits may be cancelled if:

- Visitor(s)/inmate engage in any inappropriate behavior
- Visitor(s)/inmate refuse to be searched
- Contraband is found on the visitor/inmate
- Visitor(s)/inmate who disrupt the visiting process in any manner
- Visitor(s) shall not enter the facility under the influence of drugs or alcohol
- An inmate is on restricted status (Covid-19 related quarantine/discipline)

- Security conditions of the facility

Department Personnel Responsibilities

- The Visiting Unit shall ensure all contact visitors have been searched for contraband prior to entering Module [REDACTED TEXT].
- The Visiting Deputy shall escort the contact visitor into Module [REDACTED TEXT].
- Module [REDACTED TEXT] floor personnel shall escort the Merit Master Inmates to Module [REDACTED TEXT], and shall assist with monitoring the 30 minute visit.
- Module [REDACTED TEXT] floor personnel shall secure *all* inmates housed in Module [REDACTED TEXT] until the completion of the contact visits.
- If additional deputy personnel are required to provide security and monitor the scheduled contact visits in Module [REDACTED TEXT], the Visiting supervising line deputy and/or the respective floor sergeant shall designate the appropriate security personnel prior to the visit.
- All contact visits shall be documented in the e-UDAL Module [REDACTED TEXT] and Module [REDACTED TEXT] floor personnel.

• 5-16-030 Exchange of Inmate Clothing

PURPOSE OF ORDER:

To establish the policy of this unit regarding the supply, issuance and ,exchange of inmate clothing, bedding, and linen.

SCOPE OF ORDER:

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

ORDER:

The TTCF logistics unit shall oversee the laundry unit which is responsible for the supply, issuance, and exchange of inmate clothing, bedding, and linen.

Every Wednesday, the TTCF laundry unit shall request the amount and type of clothing, linen, and bedding required to meet the coming week's anticipated needs from Pitchess Detention Center's main laundry for the issuance and replacement needs of the facility as is required by CCR Title 15.

The TTCF laundry unit shall order and maintain an ample supply of thermal clothing to provide accommodations to inmates with mobility impairments tracked by Automated Justice Information System (AJIS) sub-classification codes "U" (prosthetics, walkers, and crutches) and "W" (wheelchairs.)

A linen and clothing exchange calendar is issued a month in advance and maintained in the laundry and logistics offices. A written plan for the scheduled exchange of clean clothing, freshly laundered and/or sanitized bedding and linen to each inmate shall be established and maintained by the laundry unit. The plan shall be incorporated into the TTCF master activity schedule

The master activity schedule shall establish the weekly procedures for clothing and linen exchange for each module. Regularly assigned personnel and relief personnel are required to distribute clothing and linen according to this schedule.

The standard issue for inmates shall consist of:

- One (1) mattress
- One (1) sheet or mattress cover
- One (1) blanket
- Two (2) blankets, but NO sheets for single man cells or High Observation Housing (HOH)/suicide risk housing

- One (1) towel
- One (1) pair of socks
- One (1) pair of jail-issued shoes
- One (1) inmate uniform (shirts and pants)
- One (1) pair of thermal clothing as accommodation for inmates with mobility impairments identified by AJIS code "U" or "W."

- For males - one (1) underpants, and one undershirt
- For females – two pairs of underwear and one (1) bra
- For transgender inmates – one (1) bra Exchange:

Unless work, climatic conditions, or illness necessitates more frequent exchanges:

- Outer garments, except footwear, shall be exchanged at least twice each week.
- Undergarments and socks shall be exchanged twice each week.

- Washable items such as sheets and towels shall be exchanged at least twice a week.
- Blankets shall be exchanged at least twice a month or every other week.
- Thermal clothing shall be exchanged weekly to accommodate inmates with mobility impairments identified by the Americans with Disabilities Act (ADA).

Correction Treatment Center (CTC) Thermal Procedures

Inmates with a medical order shall receive clothing and/or linen exchanges as determined by medical personnel.

To ensure inmates can regulate their body temperature while housed in a hospital setting, they will be issued a thermal shirt upon admission. Property restrictions for inmates in mental health housing shall be determined by a mental health professional after a clinical assessment has been conducted (refer to CDM section 05-01/050.15, "Property Restrictions for Mentally Ill Inmates")

When implemented, the weekly Meticillin-Resistant Staphylococcus Aureus (MRSA) clothing exchange shall duplicate the clothing exchanges listed above.

Weekly clothing exchange shall be conducted by personnel of the same sex as the inmates receiving the clothing. Personnel of the opposite sex of the inmates shall not be in a position where they would be able to observe the clothing exchange.

Supervisors shall be responsible for the temporary adjustment of assigned personnel to ensure compliance with this order.

Clothing, linen, and bedding exchanges are intended to take place on a one for one basis. However, line supervisors shall ensure that all inmates receive the proper replacement item in the event that they do not have a soiled item to exchange. Floor supervisors shall make frequent inspections to ensure that inmates are not hoarding or destroying items, and that appropriate disciplinary measures are taken for violations of this order.

Soiled items collected by each facility shall be sorted individually and placed into bags. Inmate uniforms (shirt and pants) shall be sorted by individual color. If sufficient carts or bags are not available, like items shall be placed into blankets and tied into bundles.

Worn or unserviceable items shall be bagged and tagged as rags. The laundry staff shall determine whether the items are repairable and either repair or dispose of them items.

Unit Commander Responsibilities

It shall be the responsibility of the watch commander to notify the unit commander if temperatures cannot be maintained within a reasonable range. The watch commander shall ensure deputy personnel documents any unusual occurrence in the electronic Uniform Daily Activity Log (e-UDAL) and submit a work order if necessary.

Unit Commanders may augment the standard clothing issue during extreme weather conditions or other unusual occurrences.

• **5-15-050 Inmate Video Visitation System**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the Inmate Video Visitation System (IWS).

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:

It shall be the responsibility of custody personnel working the module to escort inmates to and from their scheduled MVS appointments.

TTCF Operational Procedure:

- IWS personnel email a report of future appointments to TTCF personnel.
 - A pass will be automatically generated in the inmate's housing location to inform custody personnel of an upcoming appointment.
 - TTCF personnel assigned to the inmate's housing location shall escort the inmate to the correct video monitor/location printed on the report or pass.
-

- TTCF personnel assigned to the inmate's housing location shall escort the inmate back to their housing location at the conclusion of their appointment.
- In the event an inmate refuses to participate, or an appointment cannot be accommodated due to security concerns (e.g., lockdown, medical emergency, force incident, etc.), custody personnel shall immediately notify their assigned supervisor and MVS personnel.
- The refusal/missed appointment shall be documented in the "Additional Info" section of the electronic-Uniform Daily Activity Log.

All professional and investigative visitors requesting to visit or interview inmates are required to have an active visitation account. All professional and investigative visitation accounts shall contain updated information and a current photo and/or identification.

All visits shall be recorded in the MVS system.

Visiting staff shall follow all general procedures as indicated in Custody Division Manual (CDM) section 5-10/010.05, "Inmate Video Visitation System."

03-04-25 TTCF

• 5-23-011 HOH Unrestrained Pod Out-of-Cell Time

PURPOSE OF ORDER:

To establish updated procedures for High Observation Housing (HOH) Unrestrained Out of Cell Time at Twin Towers Correctional Facility (TTCF) aligned with the Transitional Housing Model outlined in Unit Order 3-08-050. This order supports the provision of therapeutic, unrestrained out-of-cell time in accordance with Department of Justice Provisions #70 and #80.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at TTCF. Floor sergeants shall ensure personnel assigned to their modules follow this order and correctly document program time in the eUDAL.

ORDER:

The HOH Pod Housing program will provide treatment to mentally ill patients in a less restrictive setting and environment, which will promote increased activity and pro-social behavior, including enhanced out-of-cell time and reduced use of security restraints. HOH inmates participating in this program shall meet or exceed Department of Justice Substantive Provisions #70 (policies on restraints) and #80 (required minimum of 10 hours each of structured and unstructured programming).

PROCEDURE:

Custody personnel shall adhere to the following HOH Unrestrained pod out-of-cell time program procedures and out-of-cell schedules:

Unrestrained HOH Pod Housing Locations

The occupants will spend more time out of their cell than in their cell. Generally, it is expected that occupants will be required to be in their cells only at night, during shift changes, during CHS structured programming if the inmate declines to participate, and if necessary, during unusual circumstances or for safety reasons, with the approval of the Floor Sergeant or Watch Commander. The approvals for the exceptions shall be logged in to the e-UDAL with the name of the Sergeant or Watch Commander who approved the safety exception.

HOH Unrestrained Housing out-of-cell time, group therapy, pill call, inmate meals, and programming shall generally be unrestrained.

HOH Unrestrained Out of Cell Times and Locations

The following out-of-cell timelines shall be utilized by the floor staff and logged in the e-UDAL during the week (Monday-Friday) by the SMY Deputy, and on weekends (Saturday and Sunday) by the booth officer.

Weekdays (Logged in e-UDAL by SMY Deputy)

All inmates housed in HOH Unrestrained pods will be allowed to program out of their cells inside their respective pods or the outdoor recreation area:

- AM's: 0700-1200 hours
- PM's: 1500-2000 hours

Weekends (Logged in e-UDAL by Booth Officer)

All inmates housed in HOH Unrestrained pods will be allowed to program out of their cells inside their assigned pod. Due to reduced custody staffing on weekends, the following modifications shall be utilized to ensure the safety of inmates and security of the facility:

Saturday:

- AM's: Upper Tier 0700-1200 hours
- PM's Lower Tier 1500-2000 hours

Sunday:

- AM's: Upper Tier 1500-2000 hours
- PM's: Lower Tier 0700-1200 hours

Clothed inmates and Gown inmates in approved Unrestrained HOH Gown pods participating in unrestrained out-of-cell time may be programmed in their pod dayroom or in the outdoor recreation yard.

Note: Clothed and Gown inmates may not program together.

- When inmates are placed in the outdoor recreation yard, the yard shall be checked at time intervals consistent with Custody Division Manual section 4-11/030.00, "Inmate Safety Checks," for any safety or security concerns. All doors within the outdoor recreation yard shall be checked and secured in accordance with TTCF UO 3-08-050, "Security, Perimeter, and Fire Prevention."
- During unrestrained out-of-cell time, staff shall secure the cell doors and tray slots for all inmates who

decline to program and choose to remain inside their cells, unless emergent circumstances exist.

- The chosen location shall not conflict with group therapy, pill call, or meals.

Recording HOH Unrestrained Out-of-Cell Time

- Weekdays: Assigned SMY staff shall record unrestrained out-of-cell time in the e-UDAL.
- Weekends: Booth Officer staff shall record unrestrained out-of-cell time in the e-UDAL
- **Floor sergeants shall ensure personnel assigned to their modules follow this order and correctly document program time in the e-UDAL.**

For further information regarding the use of the e-UDAL, custody personnel shall refer to the “Los Angeles County Sheriff’s Department Title 15 e-UDAL Manual” and CDM, section 4-11/025.00, “Electronic Uniform Daily Activity Log.”

• **5-08-020 Access to Health Care**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures governing inmate access to health care 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 TTCF.

ORDER:

Inmates requiring access to health care shall not be denied or discouraged by custody personnel. It is the

responsibility of medical personnel, mental health personnel, and custody personnel to work together to ensure all inmates receive appropriate health care services within a reasonable time period. In order to manage the volume of inmates requiring access to health care, custody personnel shall adhere to the following procedures:

PILL CALL:

Pill call is scheduled three (3) times a day by Correctional Health Services (CHS) staff in each inmate housing location. Prior to pill call, the module booth officer shall advise the inmates when it is time for pill call by utilizing the public address system. Custody personnel shall log pill call in the electronic-Uniform Daily Activity Log (e-UDAL). The module booth officer shall be responsible for maintaining security within the module by keeping visual contact with personnel conducting pill call.

When CHS staff administer prescribed medication to inmates, custody personnel shall stand in **close proximity** and provide security to CHS staff for the duration of pill call.

Custody personnel providing security shall adhere to the following procedures:

- For inmates housed in a cell, custody personnel shall order the inmate(s) to stand and walk to the cell door, in order for CHS staff to conduct a visual examination of the inmate(s) and administer their medication;
- For inmates housed in multi-person housing areas, custody personnel shall order the inmate(s) to stand and walk to the dayroom door, in order for CHS staff to conduct a visual examination of the inmate(s) and administer their medication;
- Custody personnel providing security shall utilize the tray slot of the cell door or dayroom door, when CHS staff dispense their medication to the inmate(s);

- Custody personnel shall assist CHS staff by making a reasonable effort to confirm the inmate(s) ingest their medication and have not retained it as contraband; however, it is the responsibility of CHS staff to ensure each inmate places provided medication in their mouth and drinks water, as needed;
- Unless an inmate is on self-medication, the inmate shall consume their medication in the presence of CHS staff.

SPECIAL PROCEDURES FOR PILL CALL:

Custody personnel shall ensure access to pill call is available to all inmates. All attempts shall be made by custody personnel, in conjunction with CHS staff, to ensure inmates receive their prescribed medications.

In the event an inmate is unavailable during pill call and they are not in their assigned housing location (e.g. court, inmate work assignment, medical facility, etc.), custody personnel shall adhere to the following procedures:

Inmate Workers

- All attempts shall be made by CHS staff, in conjunction with custody personnel, to ensure an inmate worker receives their medication prior to their work assignment;
- If CHS staff determines an inmate worker requires their medication, custody personnel shall escort the inmate to a health care area, as directed by CHS staff;
- If CHS staff determines the inmate worker does not need their medication, custody personnel shall advise the inmate worker of the same;
- Upon notification from an inmate worker who needs their medication, custody personnel shall advise CHS staff and escort the inmate to a health care area, as directed by CHS staff;

- Custody personnel responsible for releasing inmate workers to custodians, shall advise the custodian to immediately notify custody personnel assigned to the inmate's housing location, in the event an inmate worker requires their medication during their work assignment.

Non-Working Inmates

- Custody personnel shall notify CHS staff of where the inmate is located and when the inmate is scheduled to return back to their housing location;
- Upon the inmate's return, custody personnel shall deliver the inmate to the designated health care area, as directed by CHS staff.

SELF-MEDICATION PROCEDURES:

Inmates identified by CHS staff, as participants in the Self-Medication Program, are allowed to be in possession of approved medications distributed by CHS staff.

Inmates who are prescribed the following medications do not qualify for the Self-Medication Program: psychotropic, narcotic medication, and other mind altering drugs.

Custody personnel who supervise inmates participating in the Self-Medication Program shall adhere to the following procedures:

- Custody personnel shall notify CHS staff, when they cannot determine if an inmate is participating in the Self-Medication Program;
- CHS staff will monitor inmate patients for compliance with the Self- Medication Program;
- If an inmate abuses the program or declines to participate in the program any longer, self-medications

will be confiscated and CHS staff will start administering each dose individually;

- Inmates will be responsible for taking medications as prescribed by CHS staff;
- Inmates shall take their medications regardless of lockdowns, or other security situations in the facility (e.g., family visits, attorney meetings, religious services, educational programs, court appearances, or other inmate programs).

In the event the pharmacy is unable to supply a specific medication for an inmate, CHS staff may request the inmate to arrange for the medication to be brought to the facility. This process will be completed between the TTCF medical liaison officer and CHS staff.

NURSE CLINIC:

Nurse clinic is the process through which medical personnel identify, examine, and/or care for inmate illnesses or injuries, and/or make appropriate referrals for specialized health care treatment. CHS staff provide nurse clinic, Monday through Friday, while any urgent and emergent services are provided on a continuous basis. Inmates can submit their non-emergency health services request by completing the CHS "Health Services Request Form—Non-Emergency" form. Inmates may also direct their requests to CHS staff during scheduled pill call times.

Custody personnel shall adhere to the following nurse clinic procedures:

- Custody personnel shall not attempt to diagnose an inmate's medical condition;
- In the event an inmate complains of a medical, dental, or physical problem, CHS staff shall be immediately notified in order for medical personnel to diagnose the inmate's medical condition;
- In the event of a medical emergency or an injury/illness involving an inmate, custody personnel shall adhere to all procedures outlined in Custody Division Manual (CDM) section 5-03/060.00, "Response to Inmate Medical Emergencies," and section 4-01/020.05, "Inmate Injury/Illness Reporting";

- The CHS “Health Services Request Form—Non-Emergency” form shall be fully stocked in each inmate housing location.

SPECIAL PROCEDURES FOR NURSE CLINIC:

In the event an inmate submitted a “Health Services Request Form—Non-Emergency” form and medical staff request custody personnel to deliver the inmate to be medically evaluated, custody personnel shall adhere to the following procedures:

- Based on the severity of the potential illness, inmate workers (e.g. cleaning crew, Inmate Answering Service, etc.), shall remain in their housing location until the inmate is evaluated by CHS staff;
- For non-working inmates and inmate workers, custody personnel shall immediately escort the inmate to the designated health care area, as directed by CHS staff;
- If the inmate is out of the facility (e.g. court, medical facility, etc.), custody personnel shall notify CHS staff of where the inmate is located and when the inmate is scheduled to return to their housing location;
- Upon the inmate’s return to their housing location, custody personnel shall deliver the inmate to the designated health care area, as directed by CHS staff.

HEALTH CARE PASSES:

“Health Care Passes” refer to any CHS order to deliver an inmate for health care services (e.g. phlebotomy, x-ray, etc.). All health care passes shall take precedence over all other inmate programs. Upon receiving a health care pass, TTCF custody personnel shall immediately escort the inmate to the respective health care area indicated on the pass.

In the event an inmate is not in their housing location when a health care pass is issued, custody personnel shall adhere to the following procedures:

- If the inmate is within the facility, custody personnel assigned to the inmate's housing location, shall immediately escort the inmate to the specified health care location indicated on the pass;
- If the inmate is not in the facility (e.g. court, medical facility, etc.), custody personnel shall notify CHS staff of the inmate's location and when the inmate is scheduled to return back to the facility;
- Upon the inmate's return to their housing location, custody personnel shall immediately escort the inmate to the designated health care area indicated on the pass.

URGENT HEALTH CARE PASSES:

Urgent health care passes refer to any CHS order to deliver an inmate to a health care provider (e.g. TTCF urgent care, outside medical facility, etc.) to be medically evaluated and/or treated. Custody personnel responsible for urgent health care passes shall follow the same procedures as indicated for health care passes. Urgent health care passes shall be considered a high priority. Custody personnel shall ensure the inmate is brought to the designated location immediately, or as soon as duties permit.

PSYCHIATRIC AND PSYCHOLOGICAL SERVICES:

CHS provides psychological and psychiatric services to all inmates at TTCF. CHS offers mental health services and programs provided by a team of professionals, including recreational therapists, community workers, psychiatric technicians, mental health counselors, psychiatrists, and psychologists.

Custody personnel who identify through observation or receive information from another person (e.g. custodian, clergy, visitor, etc.) of an inmate who has a potential need for mental health care, or who threatens or exhibits self-injurious behavior, shall utilize the electronic Behavioral Observation and Mental Health Referral (e-BOMHR) form.

In the event the e-BOMHR is not available, custody personnel shall utilize the "Behavioral Observation and Mental Health Referral" form (SH-J-407) and adhere to CDM, section 4-05/000.00, "Behavioral Observation and Mental Health Referral Reports."

NON-EMERGENCY OPTICAL AND DENTAL SERVICES:

Custody personnel shall ensure all non-emergency optical and dental services are made available to inmates who meet the following requirements:

- Inmates must have sufficient funds on deposit with the Inmate Reception Center (IRC) Cashier's Office to cover expenses and materials;
- Inmates must be sentenced and have a balance of at least sixty (60) days to serve on their sentence;
- Inmates must be certified by medical staff as being in need of the service.

Indigent inmates who are unable to afford reading glasses may order a pair of glasses through commissary. The reading glasses will be provided to the indigent inmate; however, the total cost of the glasses will be deducted from the inmate's trust fund account any time their funds become available.

TTCF Legal Office personnel will consult with CHS staff regarding the issuance of prescription eye wear or hearing aids, or repairs to existing dentures and bridges, for inmates who have court orders.

REFUSALS:

An inmate has the right to refuse medications, medical treatment, or to respond to a pass for health care services, including care by an outside medical provider; however, custody personnel shall inform the inmate that refusals for health care service must be made directly to medical personnel. In the event an inmate

refuses their medications or medical treatment, custody personnel shall adhere to all refusal procedures outlined in CDM, section 5-03/050.00, "Access to Health Care."

Custody personnel shall document all health care-related events, incidents, and any actions taken in response to procedures outlined in this unit order in the e-UDAL. Additionally, when notifying CHS staff, custody personnel must record the name and employee number of the CHS supervisor or their designee in the e-UDAL.

09/25/25

04/23/19

05/24/05

09/09/98

03/27/97

• 5-03-071 Obstructive View Protocols for HOH and MOH Inmates - "Boarding"

PURPOSE OF ORDER:

The purpose of this order is to ensure the continuous safety and well-being of High Observation Housing (HOH) and Moderate Observation Housing (MOH) inmates by maintaining unobstructed visibility into their cells. When full visibility is not immediately possible, enhanced monitoring protocols shall be implemented without delay.

SCOPE OF ORDER:

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

ORDER:

All inmates at TTCF must be visually checked at intervals of 15 or 30 minutes, depending on their classification and housing assignment, in accordance with established safety and welfare check procedures.

PROCEDURE:

Obstructed View in Cells/Bunks

When any item (e.g., linen, paper, towels, etc.) is observed obstructing the view into a cell or dormitory, the following actions shall be taken:

Initial Response:

- Staff shall direct the inmate to **immediately remove the obstruction**.
- If the inmate **refuses** or is **non-responsive**, the **floor sergeant shall be notified immediately via County-issued radio**.
- Prior to conducting a welfare check, staff shall **immediately request the Emergency Response Kit and AED** be brought to the location **via county-issued radio**.
- The **sergeant shall respond immediately**, attempt to gain a **verbal response**, and order the **removal of the obstruction**.
- If the inmate remains unresponsive, the **sergeant shall formulate an immediate entry plan** and direct personnel to enter the cell to assess the inmate's welfare.
- If the inmate is verbal but continues to refuse to remove the obstruction, **Enhanced Monitoring Protocols** shall be initiated.

ENHANCED MONITORING PROTOCOLS (Obstructed View):

a. Enhanced Observation Measures:

- Continuously monitor the inmate for audible signs of activity and maintain verbal engagement.
- Utilize the module's designated cordless video camera to obtain real-time visual of the cell interior.
- If safe, deploy the rolling shield and open the tray slot to attempt visual contact with the inmate.

b. Escalation Protocol:

- If the inmate shows signs of self-harm, the sergeant shall immediately initiate a rescue plan and direct personnel to make entry.
- If the inmate does not appear to be engaging in self-harm but continues to refuse to remove the obstruction:
 - The sergeant shall inform the inmate of the intent to extract.
 - While maintaining continuous observation and verbal communication, the Watch Commander's Extraction Checklist shall be completed.
 - Upon approval, a cell extraction shall be conducted.

EXIGENT CIRCUMSTANCES:

- If the inmate **engages in self-injurious behavior at any point**, staff shall **immediately initiate an emergency entry and rescue plan**.
- If the inmate becomes **unresponsive**, staff shall treat it as a medical emergency and **immediately make entry** to assess and render aid.
- Custody personnel shall ensure there are sufficient personnel present prior to entering any location where an inmate is having a medical emergency. When there are officer safety concerns and/or the scene is not safe, a sergeant shall be notified immediately.

DOCUMENTATING BOARDING INCIDENTS:

- Upon **voluntary compliance**, staff shall complete an **IRTS** documenting the incident and behavioral change.
- Following a **cell extraction**, a **BOMHR** shall be completed and all required documentation submitted per policy.

02/25/2026

Revision Date (07/22/2025)

**• 5-03-071 Obstructive View Protocols for HOH and MOH Inmates -
"Boarding"**

PURPOSE OF ORDER:

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 - The sergeant shall inform the inmate of the intent to extract.
 - While maintaining continuous observation and verbal communication, the Watch Commander's Extraction Checklist shall be completed.
 - Upon approval, a cell extraction shall be conducted.

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- If the inmate **engages in self-injurious behavior at any point**, staff shall **immediately initiate an emergency entry and rescue plan**.
- If the inmate becomes **unresponsive**, staff shall treat it as a medical emergency and **immediately make entry** to assess and render aid.
- Custody personnel shall ensure there are sufficient personnel present prior to entering any location where an inmate is having a medical emergency. When there are officer safety concerns and/or the scene is not safe, a sergeant shall be notified immediately.

DOCUMENTATING BOARDING INCIDENTS:

- Upon **voluntary compliance**, staff shall complete an **IRTS** documenting the incident and behavioral change.
- Following a **cell extraction**, a **BOMHR** shall be completed and all required documentation submitted per policy.

- **5-12-300 Inmate Grievance Procedures**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for accepting and processing inmate grievances 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 TTCF.

ORDER:

All inmates shall be permitted to report and submit an inmate grievance whether written or verbal. At which time, all appropriate actions shall be taken. All inmates shall be able to submit their completed grievance forms without fear of interference, alteration, or delay by any person.

An adequate supply of "Inmate Grievance" forms (SH-J-420) and "Inmate Request" forms (SH-J-437) shall be made available, and inmates shall have unrestricted access to them. A TTCF supervisor, at the rank of sergeant or higher, shall be appointed as the Inmate Grievance Coordinator.

In conformance with Custody Division Manual (CDM), section 8-01/005.00, "Inmate Complaints", any inmate shall be allowed to appeal, and have resolved, grievances relating to any condition of confinement.

Processing of Inmate Grievances

The TTCF Grievance Team will enter all grievances, requests, referred inmate grievances, appeals (excluding medical and mental health) into the Custody Inmate Grievance Application (CIGA), which will automatically assign reference numbers for tracking purposes. The TTCF Grievance Team will ensure dispositions for

grievances against staff are delivered to the inmate in a timely manner and the inmate signature obtained.

TTCF Inmate Grievance Team

The TTCF Grievance Team will be responsible for the overall administrative processing of inmate grievances, requests, and appeals. The TTCF Grievance Team is also responsible for the following duties:

- Daily collection of the inmate grievance and request forms from locked inmate grievance team collection boxes located in the supervising line deputies in Tower I, the 6th floor line sergeant's office in Tower II, Correctional Treatment Center (CTC), and watch sergeant's office;
- Identifying duplicate grievances and documenting them appropriately in CIGA.

The TTCF Grievance Team will be scheduled to operate during normal business hours.

Line Personnel Responsibilities

It shall be the responsibility of the personnel working the module to check the supply of the inmate grievance and request forms, and to replenish them as needed. After performing this duty, the appropriate area on the electronic-Uniform Daily Activity Log (e-UDAL) shall be noted.

Supervising Line Deputies Responsibilities

Supervising line deputies shall handle inmate requests and general grievances. All notes/dispositions pertaining to general grievances and requests shall be documented in CIGA appropriately. The supervising line deputy shall deliver the inmate disposition and appeal form (for general grievances only) to the inmate, along with getting the inmate's signature, if necessary. The signed disposition form shall be placed in the locked inmate grievance box located in the watch sergeant's office and/or forwarded to the TTCF Grievance Team.

Line Sergeant Responsibilities and Inmate Grievance Retrieval

The line sergeants, or a designee at the rank of supervising line deputy, shall retrieve the submitted inmate grievance forms from the locked inmate grievance boxes located in the inmate housing pods.

Upon retrieval of the grievance forms, the sergeant, or a designee at the rank of supervising line deputy, shall sign the e-UDAL, along with completing the Grievance Collection Log documenting by category, the types of grievances collected or if there were none collected.

The grievance forms shall immediately be reviewed and time stamped by the sergeant, or a designee at the rank of supervising line deputy, collecting the inmate grievance forms to determine if any fall into the category of being a "priority or "emergent." If a sergeant identifies a priority or emergent grievance, that sergeant shall sign his/her name along with their employee number on the form. Priority complaints are those dealing with serious or potentially life-threatening health issues. Examples of priority issues include, but are not limited to:

- Emergency medical care;
- Mental health treatment issues;
- Allegations of use of force;
- Serious threats to an inmate's safety and/or well-being.

Grievances determined to be priority shall be handled immediately and brought to the attention of the watch commander. The watch commander shall be responsible for ensuring priority grievances are investigated and handled in an expeditious manner in accordance with department policy and in the best interest of the inmate. Medical inmate grievances shall be immediately hand delivered by the floor sergeant to the supervising nurse in the Tower I or Tower II clinic for handling.

NOTE: If an emergency medical condition exists with the inmate, he shall be escorted immediately to the clinic area.

Grievances concerning conditions or personnel at another unit shall be handled by those units respectively. Custody personnel shall refer to CDM, section 5-12/000.00, "Inmate Complaints" for specific procedures.

In the event there are multiple unrelated grievances listed on one grievance form, the handling sergeant shall return the grievance form to the inmate and advise him/her to use a separate form for each unrelated grievance.

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

Grievance Sergeant Responsibilities

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

Watch Commander Responsibilities

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

The on-duty watch commander on each shift shall also be responsible for the following duties:

- Review the electronic watch commander's queue located in CIGA, to ensure the prompt handling of any emergent and/or priority grievances.
- Promptly review and assess all grievances against staff in a timely manner to ensure a proper response is initiated, whether it be immediate or routine;
- The watch commander or other facility lieutenant shall ensure all grievances against staff are assigned to a supervisor at the permanent rank of sergeant, or above who is not the employee in which the

grievance is directed.

- The assigning lieutenant shall ensure the grievance is entered into CIGA, a supervisory inquiry is completed, and the filing inmate is notified of the disposition within fifteen (15) calendar days from the date of submission.
- The on-duty watch commander shall be responsible for coordinating all appeals received after hours.
- The on-duty watch commander, or their designee during exigent circumstances, shall be responsible for completing a "Referred Inmate Grievance" form (SH-J-438) whether it's received in-person, telephonically, or via correspondence.
- If the watch commander receives a grievance involving an inmate not housed at the contacted facility or unit, he/she shall complete the "Referred Inmate Grievance" form and electronically forward it to the watch commander of the concerned inmate's housing facility without delay.

Unit Commander Responsibilities

The unit commander, or their designee, shall be responsible for reviewing all supervisory inquiry memorandums related to grievances against staff. The unit commander shall have the final approval of the disposition as well as if a grievance against staff is downgraded to a service complaint.

Resolution of the Grievance

Inmates shall be advised of their grievance disposition within ten (10) days after adjudication by the inmate grievance team for grievances against staff.

Every attempt shall be made to investigate all inmate grievances within fifteen (15) days of receipt, unless justifiable reasons exist to delay the final disposition. At which time, a fifteen (15) day extension shall be entered into CIGA by a member of the Grievance Team.

All investigative notes and findings shall be documented in CIGA in the appropriate area. The assigned sergeant shall make the determination with one of the following dispositions:

- Exoneration.
- Employees' conduct appears reasonable.
- Appears employees' conduct could have been better.
- Employees' conduct should have been different.
- Unable to make a determination.
- Resolved through conflict resolution.”

Notification of Disposition and Right to Appeal

The acknowledgment at the bottom of the complaint form shall be discussed with the inmate by the assigned investigator. The inmate shall sign the acknowledgment indicating that the results of the investigation have been discussed with him. If the inmate refuses to sign, or is unable to, the assigned investigator and a second staff member shall indicate such with their signatures. The completed form shall then be placed in the watch commander's in-tray for further processing. Refer to the "Inmate Grievance Disposition Data Form" section of this unit order for further information.

All completed and logged complaints and any proposed written replies shall be placed in the operations lieutenant's in-tray for final review, typing, distribution and unit commander's signature.

NOTE: Refer to the Complaints "Grievances Against Staff" section of this Unit Order.

Sub-Unit Inmate Grievances

All grievances and requests related to mail, indigent kits, recreational activities/ equipment, personal grooming, vending and commissary complaints shall be handled by TTCF Inmate Programs, inmate worker requests shall be handled by the TTCF Prisoner Personnel Office (PPO), educational requests shall be handled by the Education Based Incarceration (EBI) sub-unit at TTCF, and chaplain grievances and requests shall be handled by Religious and Volunteer Services (RVS) sub-unit.

Appeal Process

Inmates shall be permitted to appeal any denied grievance. The unit commander will make the Level One final determination as to whether the appeal will be granted or denied. The unit commander, or his designee, through the regular process of reviewing all inmate grievances, may approve the watch commander's decision or return the complaint to the watch commander who handled the appeal for additional investigation or review.

Inmate Notification Form Distribution

- The TTCF mail room personnel shall be responsible for distributing the inmate "Grievance Acknowledgement" forms daily.
- The TTCF Grievance Team shall be responsible for distributing the "Disposition/Inmate Summary Signature" forms for grievances against staff.
- The handling sergeant, or their designee, shall be responsible for distributing extension and interim notification forms to the inmate(s).
- The handling sergeant and supervising line deputies shall also be responsible for distributing general grievance and requests dispositions to the inmate(s).

Jurisdiction

Any question of complaint jurisdiction within a jail facility will be settled by the unit commander. Any question of jurisdiction within Custody Division shall be settled by the Division Chief.

Grievances against Staff

The TTCF Grievance Team shall have discretion to determine what constitutes a grievance against staff and will assign the grievance accordingly. Grievances with specific screening factors, including use of force allegations, use of profanity, or specific complaints of abuse, torture, or misconduct, shall be automatically constituted as a grievance against staff and registered as such.

When an inmate grievance involves the conduct of any line staff personnel, the results of any investigation regarding the employee shall not be disclosed in any form, including written responses to inmate grievances (per § 832.7 PC).

For the purpose of this policy, the disclosure of any results of inquiries pertaining to staff conduct (deputy or otherwise) shall be limited to the following information:

- Acknowledgment of the complaint.
- Statement that the grievance was received and thoroughly investigated Assurance that appropriate administrative action has been taken (if applicable).

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

When an inquiry into the conduct of any personnel results in the initiation of a unit level or Internal Affairs Bureau (IAB) investigation, the supervisor conducting the inquiry into the inmate grievance will complete the appropriate areas in CIGA, indicating interim status disposition as "Unit Level Investigation" or "P.T.D. Investigation." Inmate grievances shall be retained for a period of five (5) years.

Restriction of Filing Privileges

Inmates found to be abusing the grievance process shall be given a written warning by a member of the Grievance Team. If the abuse continues beyond the warning, the Inmate Grievance Coordinator shall meet with the inmate to provide instruction in the proper use of the grievance and appeals process. This meeting shall be documented in CIGA.

If the abuse continues beyond the verbal warning, the unit commander, with the concurrence of the division chief, may restrict the inmate's grievance and appeals filing privileges to one (1) non-emergency grievance

every fourteen (14) calendar days for up to twelve (12) months, or other restrictions deemed appropriate by the chief.

Examples of abuse of the grievance system include, but are not limited to:

- Submitting duplicate grievances or appeals without allowing sufficient time for a disposition of the original grievance, or that have already been addressed or resolved.
- Submitting repeated grievances over a period that are frivolous, malicious, or containing information known to be false to the grievant.
- Submitting repeated grievances over a period that contain abusive, foul, or obscene language.
- A period will generally mean a two (2) to three (3) month period but can be determined on a case-by-case basis.

REVISED 03/06/2025

03/02/2016 TTCF

• **5-15-010 Public Visiting**

PURPOSE OF ORDER:

Title 15 requires no fewer than two visits totaling at least one hour per inmate each week. In order to comply with state law, TTCF has established policies and procedures governing the operation of the visiting areas.

SCOPE OF ORDER:

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

ORDER:

Public visitations shall be conducted on the following holidays if the holiday is on a public visitation day:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

The visiting area designated for inmates in each module shall be used for visiting purposes only.

PUBLIC VISITING HOURS:

Tower I:	Saturday and Sunday:	0730- 1600 hours
	Monday and Tuesday:	0930-1800 hours
Tower II:	Saturday and Sunday	0730- 1600 hours
	Monday and Tuesday	0930-1800 hours
Inmate Workers:	Monday through Friday	0930-1800 hours

CTC: Walk-in appointments only

Male Inmates: Saturday 0730- 1600 hours

Monday 0930-1800 hours

Female Inmates: Sunday 0730- 1600 hours

Tuesday 0930-1800 hours

To accommodate the needs of the public, the visiting lobbies shall be open at the following times:

Tower I & II: Saturday and Sunday: 0700- 1630 hours

Monday through Friday: 0900-1830 hours

NOTE: The processing of visiting passes shall not commence until the normal hours of visiting operations begin.

To allow for proper cleaning of the lobbies, public visitors will be asked to briefly exit the lobby and/or wait in the second lobby area while the first lobby is being cleaned. The same procedure shall apply for both lobbies. Inmate workers shall clean the lobbies while inmates are receiving their dinner meal (PM shift). Once each lobby is cleaned, the public shall be invited inside pending the resumption of normal visiting operations.

The last visiting request for the day shall be taken no later than 1530 hours for Tower I or Tower II inmate visits and 1530 hours for CTC inmate visits on Saturday and Sunday.

The last visiting request for the day shall be taken no later than 1730 hours for Tower I or Tower II inmate visits and 1730 hours for CTC inmate visits on Monday and Tuesday.

Renovo Visitation Scheduled Appointment

Visits at Twin Tower's Correctional Facility are by appointment only. Visitors may schedule their visits 7 days in advance by logging onto <https://visit.lasd.org>. "Walk-in" or unscheduled visits are available on a very limited basis.

All visitors, including minors, must register into the visitation system before they can schedule a visit or be a walk-in visitor.

Kiosks are available for the public to create an account at TTCF, MCJ, CRDF.

Visitors with a scheduled appointment must arrive (1) one hour before their visit for check-in. Visitors will be given a 30-minute grace period to account for traffic or other delays.

The visiting staff will stop processing appointments 30 minutes prior to the visiting hour.

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

Inmates will not be brought out for a visit twice in one day for a regular visit, NO EXCEPTIONS.

Scheduled appointments are subject to cancellation at any time due to housing reassignments, court appearance, or discipline housing restrictions. Visitors who wish to cancel their appointments must do so 6 hours in advance.

VISITOR REQUIREMENTS

- Inmates are allowed two 30-minute visits per week, with no more than one visit per day.
- Inmate workers are allowed one visit each day visiting is open:
- A maximum of two people are allowed to visit an inmate during each visiting session. A child counts as a person, regardless of age. Inmate workers may have a maximum of three people only on non-visiting days.
- Appropriate attire must be worn at all times. No undergarments or private parts visible, including buttock crease. No see thru attire, low cut tops, short dresses/ short shorts and no gang attire.
- Unescorted visitors must be at least sixteen years old. Minors shall always be under the close supervision of an adult. However, minors (aged 12 to 15) visiting their incarcerated parent(s) are entitled to visit without adult supervision with the approval of the Facility Unit Commander. Minors are not to be left un-attended in the visiting lobby or visiting areas. This shall result in the cancellation of the visit. A visitor shall not leave a minor in the visiting lobby to supervise other minor(s).
- Visitors will not be allowed to visit if they have a prior felony conviction, are a supervised parolee, probationer, have wants or warrants or have a failure to appear.

Ex-felons/Parolees and Recently Released Inmates

- Ex-felons/Parolees may visit an inmate at Twin Towers Correctional Facility with a letter of approval from the Unit Commander. The letter shall be presented to the visiting staff when the visiting pass is submitted.
- Regardless of their date of release, anyone requesting a visit who has been incarcerated in the Los Angeles County jail system, shall not be denied visitation privileges.

Identification

All persons requesting visitation privileges, except for minors, must present an authentic, current, and valid photo identification which includes any of the following:

- State Driver's License
- State Identification Card
- Interim Driver's License only when accompanied by a scanned photo issued by the California DMV
- Military Identification

- Passport
- Resident Alien Identification Card
- Identification Card issued by any Country Consulate's Office
- School ID for anyone appearing to be 18 years old but representing themselves as a minor.
- Damage/ altered/ expired identification cards are not accepted.

Visitors who fail to present any of the above identification shall not be allowed access into the visiting areas. Disputes shall be resolved by the visiting supervisor. The visiting staff shall conduct a records check via JDIC/CLETS to verify a visitor's identity prior to allowing them into the visiting areas if doubt exists about the validity of the identification.

Procedures for Visitors

- People named on a visiting appointment requesting a visit with an inmate must be present, at the time of check-in, in order for the visiting staff to verify each visitor's identification.
- If the visitor does not check in at a minimum of 30 minutes prior to their appointment, the visit shall be documented as a "no show" resulting in a canceled visit and the visit shall be counted toward the inmate's two visits allotment (two visits per week).
- To ensure the expeditious process of searching all visitors for contraband, visitors shall secure all personal property, except for an identification card and a locker key or a single vehicle key, prior to passing through the metal detectors.

Personal property includes, but is not limited to, the following:

- Purses/wallets/fanny packs
- Backpacks/briefcases/bags
- Keys/paper currency/metal currency
- Electronic items
- Food/tobacco items
- Literature/pictures/letters
- Writing instruments

- Small containers, i.e., lipstick, lipbalm
- No head gear, i.e., hats, beanies, do-rags
- Sunglasses (unless prescribed)

Search of Visitors

- All visitors are subject to search at any time while on the jail grounds or inside the jail facility.
- Visitors are required to pass through a metal detector and may be required to submit to a pat down search prior to entering the visiting area.
- Visitors with a pacemaker are exempt from going through a metal detector but are required to submit to a pat down search.
- Visitors refusing to be searched may be searched regardless. If no contraband is found, the visitor shall be denied a visit and be escorted off the facility. Searching guidelines shall be based on applicable statutory and case law.

INMATE REQUIREMENTS

General Guidelines

- Inmates have the right to refuse a visit. When an inmate exercises this right, the visiting pass shall reflect this by having REFUSED written on it. The refused visit shall not be counted toward the two-visit allotment.
- Inmates requesting to restrict a visitor(s) shall submit a written request to the visiting supervisor for such removal.
- Inmates on pre-discipline status, but housed in discipline modules, shall be allowed to receive public visits. Inmates on discipline status shall not receive public visits.
- Inmates shall not receive visits during their work hours. Inmate workers shall inform their visitors to visit them when they are not assigned to work.
- Inmates who respond late shall be allowed to receive only the remainder of the 30-minute visit. Inmates who fail to respond shall have their visit canceled.
- Inmates shall be properly dressed in their issued L. A. County jail clothing when going to or coming from a visit.
- Every inmate in the visiting area shall be handcuffed to a single-cuff chain attached to each stool.

Custody personnel shall ensure each inmate is securely handcuffed to the chain. This requirement also applies to inmates in the handicap visiting area and the attorney room.

- Inmates shall obey all facility rules and regulations. Any violation of the jail rules shall result in the termination of the inmate's visit as well as disciplinary action.

Cancellation of Visits

Visiting privileges may be changed or canceled at any time as circumstances warrant. These may include, but are not limited to, the following:

- Medical/Mental Health staff clearance is not issued.
- An inmate is on restricted status.
- Security conditions of the facility preclude visiting for a temporary period of time.
- Visitors/inmates engage in any inappropriate behavior.
- Visitors refuse to be searched.
- Visitors who disrupt the visiting process in any manner.
- Visitors shall not be allowed on county grounds or in the visiting area under the influence of drugs or alcohol.

VISITING STAFF REQUIREMENTS

General Guidelines

- The visiting staff shall ensure that all visitors pass through the metal detector and conduct pat down searches, if necessary, immediately prior to the start of each visiting session.
- The visiting staff shall send a group of visitors only when all modules are ready to receive visits. This is to avoid having to track multiple visiting sessions with different starting and ending times. It is the visiting staff's responsibility to track the duration of each visiting session and to instruct each module when to end each visiting session.

Security Checks

The visiting staff shall conduct a security check of the lobby and each visiting floor:

- At the beginning of the shift prior to opening for business;
 - During visiting hours after each group is finished with their visiting session;
 - At the end of the shift after all visitors have vacated the facility.
 - As needed.
-
- A security check shall include, but is not limited to, the following:
 - Maintain a visual check of all visitors inside and around the visiting lobby;
 - Make sure visitors are on the floor visiting the inmate they stated on the pass at the beginning of the session;
 - Make sure all doors and sally ports in the visiting area are secure;
 - Note any non-working lights or inoperable visiting phones;
 - Make sure all visitors clear the visiting floor after each session;
 - Make sure visitors and inmates do not engage in activity that violates any laws, TTCF rules or the visiting policy;
 - Check and clear the restrooms and lockers at the end of the visiting day.

VISITING AREA RULES

Any violation of the following rules may result in the visitor's removal from the facility and the cancellation of visiting privileges:

- Visitors shall not speak in a loud or boisterous manner or use abusive language to Sheriff's Department personnel and/or to other visitors.
- Visitors shall follow directives given by Department personnel to end the visiting session and to return to the visiting lobby.
- Visitors are to visit only with the inmate named on the pass they submitted for that session. Visitors who visit with another inmate not named on their visiting pass, or visit with other visitors shall have their visit canceled and be escorted off the jail facility.
- Visitors shall not engage in any activity that violates the security of the facility or threatens the safety of

Department personnel or inmates. Smoking is prohibited inside the facility.

- Cameras, recording devices, radios, and all electronic devices are prohibited within the visiting areas.
- No weapons shall be brought onto jail grounds.
- The use, possession of, or evidence of being under the influence of any alcoholic beverage, illegal drug, narcotic or other substance shall not be allowed in the facility and will subject the violation to arrest.
- Visitors shall not behave in a way that creates a disturbance.
- Visitors shall not engage in lewd conduct or indecent exposure.
- Parents/guardians must maintain immediate control of the children.
- Food and beverages are not permitted in the visiting area.
- The use of gang colors, signs, language, or any gang paraphernalia used to show gang affiliation is prohibited.

GUIDELINES FOR TERMINATION OF VISITING PRIVILEGES

- Minor offenses such as littering, smoking in the lobby, lewd conduct, and arguments with other visitors/staff shall result in the termination of the visiting privileges for that day, up to one week. Two offenses in a 30 day period shall result in the loss of visiting privileges for one week to 30 days.
- Offenses such as fighting, defacing county property or insubordination towards staff, shall result in termination of the visiting privilege for two weeks. Two violations in a 30 day period will result in a loss of visiting privileges for 30 days.
- Major offenses, such as attempting to bring narcotics or weapons into the facility, or other felonies, shall result in the loss of visiting privileges determined by the Watch Commander.
- Termination of visiting privileges for one week shall require the Watch Commander's approval. Termination of visiting privileges longer than one week shall require the Unit Commander's approval.
- All terminations of visiting privileges shall be logged in the Visiting Log Book by the Visiting Supervisor or his designee.

DISABLED VISITORS

The visiting staff shall make every effort to assist those visitors who require accommodation due to some disability.

LOST ITEMS

The Tower I and Tower II visiting lobbies shall have a designated temporary storage area located in the visiting office of each tower for lost items (of no value) to be placed in. The temporary storage area shall be purged on a weekly basis. Unclaimed items shall be either discarded or entered as found property as

determined by the Visiting Senior.

Found items of value shall be logged into storage as Found Property accompanied by a SH-R-49. These reports shall be completed by the visiting staff

• 5-13-010 Inmate Telephone Procedures

PURPOSE OF ORDER:

To establish procedures for the daily access/use of telephones by 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 TTCF.

ORDER:

This unit order shall ensure inmates are given access to the telephones, which does not conflict with any other activities (e.g., showers, commissary, pill call, etc.), at least once a day.

Inmates shall be permitted access to the telephones on a daily basis. A daily log entry shall be made in the Electronic Uniform Daily Activity Log (e-UDAL) documenting the time of day the inmates were allowed access to the telephones. Telephone use is to be made available to the inmates during regular dayroom use hours (0800 - 2000 hours). If telephone use is cancelled due to a facility emergency, or with a sergeant's approval, an e-UDAL entry shall be made explaining the cancellation. Information from any unusual events such as theft, vandalism or a malfunctioning machine shall also be logged in the e-UDAL.

Each housing area has telephones available for inmate use. The inmates can place calls using a phone card purchased through commissary, or by placing a collect call. Each call shall be limited to a reasonable amount

of time to allow other inmates access to the telephones. Module personnel shall ensure that all inmates have reasonable access to a telephone.

Inmate telephones are located in the following areas in each module:

- Four in each pod dayroom (floor level)
- Four in each indoor recreation area
- Four in each outside recreation area

Any restriction on telephone use shall require the approval from a supervisor at the rank of sergeant or above. Any restriction on telephone use, excluding court orders that go beyond the first 24 hours shall require the written approval of the unit commander.

Personnel should be aware of inmate telephone use to ensure inmates do not misuse or exert control over the telephones. Each shift and prior to inmate use, custody personnel shall check and document in the e-UDAL that all inmate telephones are in working order and have not been vandalized. In the event of vandalism or damage, supervisors shall be notified, investigations conducted, and appropriate report(s) completed. If a telephone is not working, custody personnel shall generate a proper work order, and document it in the e-UDAL.

Telecommunication Device for the Deaf (TTY)

“TTY” telephones are located in Tower I, Module T-121, and Tower II, Module T-232.

• **5-08-023 Pill Call Audits**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for supervising line deputies to audit pill call activities within the Twin Towers Correctional Facility (TTCF).

SCOPE OF ORDER:

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

ORDER:

Pill call is the process where TTCF inmates receive prescribed medication from qualified medical professionals. Pill call is conducted en masse throughout TTCF three (3) times per day, at approximately 0730, 1130, and 1800 hours. Additionally, individual pill calls may take place at other times throughout the day as directed by prescribing physicians.

In accordance with Custody Division Manual (CDM) section 5-03/050.00, "Access to Health Care":

- Custody personnel or the assigned booth officer shall log pill call in the electronic Uniform Daily Activity Log (e-UDAL);
- Custody personnel shall provide security for medical personnel by standing in close proximity to nursing staff for the duration of pill call;
- It is the responsibility of medical personnel to ensure each inmate has placed provided medication in their mouth. However, custody personnel shall assist medical personnel by making a reasonable effort to ensure the inmate ingests the medication.

AUDITS:

A designated supervising line shall conduct an audit of a specified pill call session to ensure the above outlined procedures are adhered to. The location of the pill call to be audited is indicated on the Pill Call Audit schedule, and the audit shall be conducted by the supervising line deputy assigned to that location.

The pill call audits shall:

- Be conducted in person by the concerned supervising line deputy (audits conducted remotely using closed circuit television (CCTV) feeds are not an acceptable practice for satisfying this requirement)
- Be conducted on each shift (EM, AM, PM) once per week (Sunday through Saturday)
- Be documented in the Custody Pill Call Audit form, and:
 - Reviewed by the respective shift watch commander, and
 - Saved in the designated shared file
- Be logged by audited floor staff in the e-UDAL

During the course of the audit, if the supervising line deputy observes any deficiencies, they shall note them on the Custody Pill Call Audit form, along with any corrective actions taken.
