

Inmate Reception Center Unit Orders

- **Chapter 1 - Inmate Reception Center Introduction**

- • **1-01/000.00 Inmate Reception Center Unit Manual**

PURPOSE OF ORDER:

The purpose of this order is to establish the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

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

ORDER:

The official Unit Manual of IRC is hereby established and is entitled "Inmate Reception Center Unit Manual of Policy and Procedures." The abbreviated title shall be the "IRC Unit Manual." It is a consolidation of unit orders and duty statements governing the operation of IRC.

The IRC Unit Manual sets a minimum standard of performance for personnel assigned to IRC. The standard of performance shall not be less restrictive, nor shall it lower the standard of performance required by Department and/or Division policy.

The IRC Unit Manual shall be prepared, updated and distributed by IRC Operations under the direction of the IRC Operations Lieutenant. It is available to all IRC personnel through the IRC network shared folders.

Statements in this manual found to be in conflict with the Department's Manual of Policy and Procedures

(MPP) and/or the Custody Division Manual (CDM) shall be deemed invalid. However, any section or statement(s) in this manual found to be illegal, incorrect or inapplicable shall not affect the validity of the remaining content.

All personnel assigned to IRC shall familiarize themselves with the contents of the Departmental, Custody Division and IRC Unit Manual, as well as any regulations, orders, directives or memorandums affecting this unit.

Purpose of the Unit Manual

- Standardize policies, rules and procedures within the unit
- Provide a ready reference of rules, policies, and procedures governing unit operations for all persons, both within and outside the unit
- Comply with the Department MPP, CDM, California Code of Regulations (CCR) Title 15 Minimum Jail Standards
- Provide a written reference of unit policies and procedures for Department personnel

Revised Unit Order/Duty Statement

When a unit order or duty statement is revised, a copy of the old unit order/duty statement shall be filed in the designated electronic archive file. IRC Operations shall maintain an archived copy of all unit orders and retain them indefinitely. All unit orders and duty statements archived shall be cross-referenced with their respective unit order/duty statement numbers, allowing for reference in the event unit orders or duty statements are renumbered.

• • 1-01/002.00 Validity of Manual Content

PURPOSE OF ORDER:

The purpose of this order is to establish the validity of the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

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

ORDER:

Any section or statement in the IRC Unit Manual found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining content.

Situations that arise wherein guidelines have not been established will require judgments predicated upon the circumstances, and commensurate with authority and responsibility. Omissions are not to be construed as either permissive or prohibitive. In the event that any section or statement in the IRC Unit Manual conflicts with the Department Manual of Policy and Procedures (MPP) or the Custody Division Manual (CDM), the respective Department or Division manual shall supersede the IRC Unit Manual.

Titles in the IRC Unit Manual shall not govern, limit, modify or affect the scope, meaning or intent of any chapter, section or subsection of the IRC Unit Manual.

• • 1-02/000.00 Manual Organization and Numbering

PURPOSE OF ORDER:

The purpose of this order is to establish the organization, numbering, and cataloging of all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

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

ORDER:

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

“Volumes” shall be designated by one (1) digit, followed by a dash (-). “Chapters” shall be designated by two (2) digits, followed by a slash (/). Numbers of one (1) digit shall be preceded by one (1) zero. “Sections” shall be designated by three (3) digits, followed by a period (.). “Subsections” shall be designated by two (2) numbers. Numbers less than 10 will be preceded by zero.

The following is an example of the format:

1-03/050.20

	<u>Volume</u>	<u>Chapter</u>	<u>Section</u>	<u>Subsection</u>
1-	03/	050.	20	

Each unit order and duty statement shall be assigned to the appropriate volume and chapter, and assigned a section number in sequence. Unit orders and duty statements closely related to existing unit orders and duty statements can be assigned a subsection for organizational clarity. Prior to adding any section, the order’s subject (title) shall be added to the Manual Index as well as to the Alphabetical index.

Each page of each order shall be numbered on the bottom of the page, centered, and formatted as: “__ of __.” (e.g. “1 of 2”) Page one of all orders and statements shall have the unit order or duty statement number on the upper right of the heading. Directly below the unit order or duty statement number the order or statement shall have the effective date, revision date, and review date of the unit order or duty statement.

When revising unit orders or duty statements, it is imperative to document the effective date of the policy, as well as the revision and review dates.

Inmate Reception Center Unit Orders

There are nine (9) volumes to the IRC Manual. Each *volume* contains information specific to the area listed below:

- Volume 1 - Introduces and defines the structure of the IRC Manual
 - Volume 2 - Defines the organization of IRC and areas of responsibility
 - Volume 3 - Performance requirements, scheduling and training
 - Volume 4 - Emergency operations
 - Volume 5 - Inmate processing requirements
 - Volume 6 - Cashiering, property and evidence, and mail processing
 - Volume 7 - Arrest and court document processing requirements
 - Volume 8 - Miscellaneous line procedures
 - Volume 9 - Duty statements
-

• • 1-02/002.00 Manual Review and Updates

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the review and update of all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

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

ORDER:

Inmate Reception Center Unit Orders

It is critical to the operation of IRC that the contents of the manual be reviewed and updated on a routine basis. Therefore, whenever a policy is either implemented or changed at the Department, Division or Unit level, IRC operations shall review and update the manual as required.

The operations deputy and/or unit manual coordinators shall ensure all new or revised unit orders are reviewed by the following personnel as part of a management review:

- Access to Care Sergeant (if the content is applicable to access to care)
- Operations Sergeant
- Operations Lieutenant
- Unit Commander

After the management review is completed the order shall be sent to the Custody Support Services (CSS) unit for review and executive approval. Upon receiving approval, the unit commander or his designee will sign the final approved version. The Unit manual coordinator shall ensure the order is properly numbered, labeled, dated and indexed prior to being included in the manual. The unit manual coordinator shall properly archive the original version of the unit order. The unit manual coordinator shall also ensure the revised orders are properly disseminated to all IRC personnel.

• • 1-02/003.00 Grammatical Construction

PURPOSE OF ORDER:

The purpose of this order is to establish the grammatical rules of all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

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

ORDER:

The content of the IRC Unit Manual shall be interpreted in accordance with the grammatical rules outlined as follows:

- The present tense shall also include past and future
 - The masculine gender also includes the feminine
 - The singular also includes the plural
 - "Shall," "will," and "must" are mandatory, "may" is permissive
 - References to "employees," "members," and "personnel" include all personnel of IRC, both sworn and civilian
 - "Signature" shall refer to both written and electronic (i.e. scanned) signature
-

• • **1-05/000.00 Employee Manual Revisions**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for employees to submit proposals for additions and/or revisions to the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

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

ORDER:

If an employee believes a revision and/or update is required to any existing policy or procedure contained within the IRC Unit Manual, they can submit their suggestions to the IRC Operations Sergeant on an office correspondence (SH-AD-32A). The memorandum should contain the reason for the change, the specific section to be changed, and a draft of the proposed addition and/or revision to the order. If upon reviewing the memorandum the IRC Operations Lieutenant deems the changes to be appropriate, he shall direct the

Operations Sergeant and/or manual coordinator to begin revising the IRC Unit Manual (Refer to **Unit Order (UO) 1-02/002.00 Manual Review and Updates** for additional information).

This unit order 1-05/000.00 Employee Manual Revisions was previously titled "Manual Modifications."

• • **1-06/000.00 Manual Archive**

PURPOSE OF ORDER:

The purpose of this order is to establish the procedures for archiving all unit orders within the Inmate Reception Center (IRC) Unit Manual.

SCOPE OF ORDER:

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

ORDER:

Previous IRC Unit Manual versions shall be stored in the Manual Archive Folder, which is stored electronically in the IRC network shared folders. As existing manual sections are revised, those sections shall also be placed, in full content, in the Manual Archive Folders, stored chronologically by year. IRC Unit Manual sections may be revised more than once. The date of each revision and replacement shall be noted on the copy to be archived and stored in the appropriate electronic folder by year.

When revising unit orders or duty statements, it is imperative to document the effective date of the policy. If the date is not listed on old IRC policy and cannot be determined, the effective date shall be reflected as "Unknown." If unit orders or duty statements have their number changed for organizational purposes, the Manual Coordinator shall keep a record of the old number, the date it was changed, and the new number.

Previous copies of the IRC Unit Manual or any section contained in the Manual Archive may be obtained by

submitting a written request to the IRC Operations Sergeant.

- **Chapter 3 - Scheduling and Training**

- • **3-03/001.05 Mandatory Line Rotation for Custody Personnel**

PURPOSE OF ORDER

The purpose of this order is to establish procedures regarding mandatory job assignment rotation of line personnel. Job rotations are used to develop skills and knowledge of custody personnel by exposing them to a variety of duty assignments.

SCOPE OF ORDER

This order shall apply to all custody personnel assigned to the Inmate Reception Center (IRC).

ORDER:

Mandatory job assignment rotations shall be done in a manner which upholds safety and efficiency, while allowing personnel to learn numerous job functions at different work locations. Compliance with the procedures outlined in this order do not mandate the changing of regular days off or shift assignments. The mandatory rotation of job assignments will occur no less than [REDACTED TEXT]

The unit commander, with the approval of the Chief of Custody Services Division – General Population, may use discretion for exempting key positions (e.g. Main Control) which require additional training and/or experience that may impact the effectiveness of line operations.

IMPLEMENTATION

Inmate Reception Center Unit Orders

- A consistent influx of newly assigned personnel will aid in the mandatory job assignment rotation process.
- The use of compressed work schedules (county doubles) will assist with providing employees different work assignments on a weekly basis.
- Random daily assignments within IRC will provide employees with additional specialized training in the procedures of different work areas.
- Random assignment changes by shift sergeants, coupled with monthly meetings with watch commanders regarding personnel on their shifts and assignment, will ensure supervisors are monitoring and implementing the mandatory job assignment rotation requirements for personnel.
- The scheduling office will maintain an IRC Job Rotation Tracking Matrix to ensure compliance with ***Custody Division Manual (CDM) section 3-01/020.05, "Mandatory Rotation of Line Personnel in Custody."*** Additionally, the scheduling office will also maintain rotation compliance records for two (2) years to show adherence to Departmental policy.
- The unit commander shall review this unit order semi-annually.

[REDACTED TEXT] ROTATION POSITIONS

While the [REDACTED TEXT] rotation applies to all line positions, all non-coveted specialized positions shall rotate every [REDACTED TEXT], unless otherwise specified below.

Old Side

Old Side personnel are required to process approximately 800 to 1300 inmates to and from court every weekday with the responsibility of ensuring ninety-five (95) percent of all inmates designated for court attend. They must ensure there is a failure rate of less than five (5) percent in court attendance, which requires them to coordinate with numerous housing locations and handle inmates of varied classifications at multiple facilities.

Old Side personnel are required to know over sixty (60) court codes to ensure each inmate is transported to the correct court building. This requires them to know the locations of approximately fifty (50) cells designated for different courts, classifications, races, and keep-away statuses.

Old Side personnel are responsible for coordinating inmate movement, and maintaining a good working relationship with Court Services Transportation (CST) personnel. They must also contact the courts, specifically bailiffs, and court security personnel to confirm inmates are present in court. With the amount of inmate movement required for inmate court attendance, Old Side personnel must stay vigilant to account for each inmate that passes through its doors.

Due to the area-specific knowledge required to work IRC Old Side, all positions at this work location, both AM and PM shifts, shall be on a [REDACTED TEXT]

Old Side Custody Line Lead / Old Side Court Line Lead

The Old Side Custody Line Lead is responsible for the intake of inmates scheduled for court. Their duties include controlling inmate movement, the direction of inmates into designated holding cells, coordinating Wayside Transfer Lines, and conducting routine searches on inmate court returnees. The position is fast paced and requires a high level of specialized knowledge and attention to detail.

The Old Side Court Line Lead is responsible for the coordination of inmate transportation to court. This includes accounting for all inmates sent/returned from court. This position requires consistency, unit specific knowledge, and for the assigned deputy to be familiar with court transportation procedures and the refusal process.

For these reasons, the positions are considered specialized and will require minimal rotation. Personnel assigned to these positions shall be rotated every [REDACTED TEXT]

Booking Front Lead Deputy

The Booking Front Lead Deputy is responsible for overseeing all aspects of the booking process for an inmate entering IRC. This position plays a vital role in the facility's operations, and requires familiarization of the area, unit specific knowledge, and experience. For these reasons, this position is considered specialized and will require minimal rotation. Personnel assigned to this position shall be rotated every [REDACTED TEXT]

Class Rear Lead Deputy

The Class Rear Lead Deputy ensures all inmates processing through IRC are live scanned, classified, and showered. They will ensure every inmate has a wristband with the correct classification, and accompanying jail record card (JRC). The Class Rear Lead Deputy will also ensure, each inmate's personal property is accounted for and properly stored prior to delivering it to the clothing and property storage room. This position is vital in processing inmates through IRC, and requires unit specific knowledge and experience to ensure all inmates are classified and processed efficiently and properly. For these reasons, this position is considered specialized and will require minimal rotation. Personnel assigned to this position shall be rotated every [REDACTED TEXT]

231 Temporary Medical Holding Module Lead Deputy

Module 231 exists as an overflow of the main IRC Clinic. This temporary housing location houses inmates who are awaiting further medical evaluation or treatment, as identified during the initial screening process in the main IRC clinic. The 231 Lead Deputy position plays a vital role in the daily processing of inmates awaiting medical clearance at IRC, and requires unit specific knowledge. This position is considered specialized and will require minimal job rotations of every [REDACTED TEXT], to ensure consistency amongst personnel. Having a deputy assigned to this position on an extended rotation will allow them to become familiar with, processing paperwork, monitoring time restrictions, and communicating with supervisors and Correctional Health Services (CHS) staff.

ROTATION EXEMPTIONS

Administrative Positions

The following administrative positions shall be exempt from the mandatory job assignment rotation:

- Operations
- Training
- Scheduling
- Records
- Records watch deputies
- Logistics

First Floor Main Control Watch Deputies

IRC First Floor Main Control is the central hub for information pertaining to IRC and requires a wealth of unit-specific knowledge. The deputies working IRC First Floor Main Control act on the watch commander's behalf to approve new bookings brought into IRC. They are responsible for collecting the inmate count from each Department custody facility, and for coordinating emergency procedures at IRC in the event of a large-scale emergency. First Floor Main Control watch deputies monitor the closed circuit television (CCTV) and coordinate the transportation of records or inmates to various locations at the request of records office personnel and healthcare personnel. IRC First Floor Main Control deputies do not have inmate contact. Personnel assigned to the IRC First Floor Main Control position are exempt from the mandatory job assignment rotation.

Overlap Booking Front (BF) Body Display Scanner Custody Assistant, Scanner Deputy, and Rover

The Overlap Booking Front Body Display Scanner Custody Assistant, Scanner Deputy, and Rover positions require a regularly assigned employee, due to training and tracking of ultra-ray exposure from the body scanner machines. The employees assigned to this position are trained in operating the body scanner machines and in analyzing images. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

Booking Front Body Display Scanner Custody Assistant and Scanner Deputy

The Booking Front Body Display Scanner Custody Assistant and Scanner Deputy positions require a regularly assigned employee, due to training and tracking of ultra-ray exposure from the body scanner machines. The employees assigned are trained at operating the body scanner machines and in analyzing images. For these reasons, this position is considered specialized and is exempt from the mandatory job assignment rotation.

Old Side Body Scanner 1 & 2 and Old Side Body Scanner Display 1

The Old Side Body Scanner positions require regularly assigned employees, due to training and tracking of ultra-ray exposure from the body scanner machines. The employees assigned to this position are trained in operating the body scanner machines and in analyzing images. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

Clinic Lead Deputy

The main clinic is the main hub for processing inmates from the IRC clinic to housing. This position plays a vital role in the daily processing of inmates at IRC and requires unit specific knowledge. The Clinic Lead Deputy position is considered specialized and is exempt from the mandatory job assignment rotation to ensure consistency amongst personnel assigned to this position. Permanently assigning a deputy to this position will allow them to become familiar with processing paperwork and communicating with supervisors and CHS staff. Clinic Lead deputies assist in maintaining compliance with established processing time restrictions by expeditiously clearing inmates for housing.

Custody Line Lead Deputy

The Custody Line Lead Deputy monitors and controls the flow of inmate movement exiting the IRC health screening process, and inmates leaving as open ward releases or in-custody releases. This position requires consistency and experience. The deputy assigned to this position must be familiar with the release process to avoid error.

Additionally, the Custody Line Lead Deputy is responsible for monitoring inmates' cell times to ensure they're being processed to housing or as an in-custody release within a timely manner, as required by the Rutherford TRO. Having a deputy permanently assigned to this position will mitigate risk management concerns associated with the Rutherford TRO and the liability to the department regarding releases. Permanent assignment of this position will allow them to become familiar with processing paperwork, TRO requirements, communicating with supervisors, release clerks, outside agencies, and CHS staff. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

Release Lead Deputy

The Release Lead Deputy monitors and controls the flow of inmate movement in and out of the IRC Release Area. The Release Lead Deputy achieves this by partnering with the release clerks, property workers, and CHS staff. This position requires consistency, unit specific knowledge, and for the assigned deputy to be familiar with the release process to avoid error. The Release Lead Deputy is also responsible for monitoring inmates' cell times to ensure they're being processed in a timely manner, as required by the Rutherford TRO. Having a deputy permanently assigned to this position will mitigate risk management concerns associated with the Rutherford TRO and the liability to the department regarding releases. Permanent assignment of this position will allow them to become familiar with processing paperwork, TRO requirements, communicating with supervisors, release clerks, and CHS staff. For these reasons, this position is considered specialized and is exempt from any mandatory job assignment rotation.

DNA Custody Assistant

The DNA Custody Assistant position collects all DNA samples in the facility, whether court ordered, qualified per the current collection guidelines, or required per the Department of Justice (DOJ). Every DNA sample must be collected and submitted to DOJ. This position requires consistency and familiarization due to the training and expertise in knowing the qualifications and method for DNA collection. For these reasons, this position is considered specialized and is exempt from the mandatory job assignment rotation to ensure consistency amongst personnel assigned to this position. Permanently assigning personnel to this position will allow them to become familiar with identifying inmates needing DNA collection, submitting DNA paperwork, re-ordering DNA kits, and communicating with supervisors when inmates refuse to provide a DNA sample.

Court Liaison Officers

IRC Court Liaison Officers are responsible for ensuring all IRC inmates who are required to go to court, appear in court as scheduled. This is a specialized position scheduled to work during weekdays on EM and AM shifts. Due to the importance of the court process, and the specialized area of procedural knowledge, court liaison officers are considered specialized and are exempt from the mandatory job assignment rotation, to ensure consistency amongst personnel assigned to this position.

Court Refusal Team

The Court Refusal Team is responsible for tracking and monitoring all inmates scheduled to appear in court, medical refusals, and court refusals "miss-outs." The team monitors this procedure for all of the facilities within Custody Services Division. Personnel assigned to this position track, monitor, and retain all court ordered extraction files, document daily court count, and file and distribute tracking lists. Additionally, they communicate with CHS staff, transit services, and judges to ensure inmates scheduled to appear in court are sent to court and are accounted for. This position is considered specialized and is exempt from the mandatory job assignment rotation due to the required expertise and familiarization of the court transportation and refusal process.

Module [REDACTED TEXT] Control Booth

Module [REDACTED TEXT] Control Booth officers are responsible for ensuring all inmates assigned to Module [REDACTED TEXT] are properly housed, coordinating movement for inmates who have passes issued by CHS, monitoring inmates and personnel within the module, coordinating responses to medical emergencies, and acting as a liaison with a variety of units and personnel to ensure inmates with sensitive medical and/or mental health needs are housed appropriately. The position is fast paced and requires a high level of specialized knowledge and attention to detail. As a result, this position is considered specialized and is exempt from the mandatory job assignment rotation.

Release/Rehabs 1 Deputy and Release/Rehabs 2 Custody Assistant

The Release/Rehabs 1 Deputy and Release/Rehabs 2 Custody Assistant positions require a permanently assigned deputy and custody assistant, due to processing, tracking, and communication with outside agencies for the release of inmates into a program. This position requires expertise in the placement of inmates into various court ordered programs and in the release process. The risk of error, both through over detentions and erroneous releases, is significantly higher than standard releases. For these reasons, this position is considered specialized and is exempt from the mandatory job assignment rotation. Permanently assigning personnel to this position will allow them to become familiar with processing paperwork, communicating with supervisors, release clerks, outside agencies, and CHS staff.

[REDACTED TEXT]

- **Chapter 4 - Emergency Operations Procedures**

- • **04-02/000.00 Facility Lockdown**

PURPOSE OF ORDER:

The purpose of this order is to establish operational procedures for a facility lockdown during emergent situations at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

For the safety and security of inmates, personnel, and the facility, IRC may be placed on a **modified** or **full lockdown** depending on the type of emergent situation that arises. A lockdown suspends the normal operation of the facility and requires personnel to immediately secure all inmates for the purpose of gaining control of an affected area(s). Preservation of life, property, and the prevention of an escape are primary concerns when a lockdown is activated.

A lockdown of the facility may be initiated in any situation including, but not limited to:

- Drills
- Inmate disturbances
- Cell extractions
- Lost or stolen key blocks
- Lost or stolen visitor passes
- Riots
- Escapes
- Natural disasters
- Fires
- Loss of power

- Lost items which may pose a safety and/or security risk

Initiating a Lockdown

The IRC watch commander shall be notified by custody personnel of any emergent incident. Almost every facility lockdown will be initiated by the IRC watch commander, at which point, first floor main control shall activate a facility lockdown. First floor main control shall activate a facility lockdown by utilizing the public address (PA) system to notify all IRC custody personnel.

However, situations may arise, causing the need for custody personnel, at any rank, to initiate a facility lockdown. Regardless of the circumstances, it shall be the responsibility of the IRC watch commander to develop and implement a plan to respond to the situation.

Depending on the severity of the situation, IRC may undergo a modified or full lockdown of the facility.

Modified Lockdown Procedures

A modified lockdown is temporary and requires IRC personnel to secure inmates to specific areas throughout the facility. Inmate movement and facility access shall be restricted.

Once inmates are secured, custody personnel shall report back to first floor main control and inform deputy personnel their assigned work area is secured.

During a modified lockdown, inmates shall only move from one area of the facility to another while being escorted by custody personnel. Inmate meal delivery, transports to other facilities, and consultation with medical/mental staff (e.g. IRC clinic processing) may continue at the discretion of the watch commander.

Inmate workers shall also be secured in their assigned work areas unless custody personnel directly

supervises their activity (e.g. feeding of inmates).

Full Lockdown Procedures

During a full lockdown, there shall be no inmate movement. Custody personnel shall not escort any inmate from one area of the facility to another until the full lockdown status is lifted, absent exigent circumstances (e.g., medical emergency, fire).

All inmates, including inmate workers, shall be secured inside cells with the doors locked. Any inmates in areas without available cells shall be handcuffed to benches.

IRC civilian personnel shall not have access to enter or exit any secured areas of IRC without the approval of the watch commander, or until the full lockdown is lifted. When approval by the watch commander is given for personnel to exit the facility during the lockdown, identification of personnel shall take place to ensure no inmate attempts to escape by posing as an employee.

In cases involving fires, earthquakes, major disturbances, or where there is a possibility that loss of life or serious injuries could occur, both civilian and sworn supervisors shall conduct a roll call to account for personnel.

Roll call shall be conducted immediately after inmates have been secured to benches or secured inside cells. Sworn personnel shall report the status of all custody and civilian personnel in their work area to first floor main control.

Activating the Emergency Response Team

Depending on the situation, the IRC watch commander may activate the IRC emergency response team (ERT). Custody personnel assigned to ERT shall have their ERT response gear available in their assigned work location. ERT response gear shall include, but are not limited to the following:

- Riot helmet/face shield
- Gas mask
- CPR mask

Terminating a Lockdown

Only the IRC watch commander, or higher ranking authority, shall order the termination of a facility lockdown.

At the conclusion of the lockdown, custody personnel shall be notified by first floor main control to resume normal operations.

Documentation

All facility lockdowns, shall be documented in the Custody Automated Reporting and Tracking System (CARTS) module titled "Custody Lockdown Notification Form." Personnel documenting the facility lockdown shall be of the rank of sergeant (acting as watch commander) or lieutenant.

The IRC watch commander shall document the facility lockdown in the IRC watch commander facility log immediately after receiving the first floor main control's report of all areas being secured.

Additionally, all facility lockdowns shall be documented in the electronic Uniform Daily Activity Log (e-UDAL) by each workstation's lead deputy.

• • **4-09/000.00 Fire Procedures**

PURPOSE OF ORDER:

To establish guidelines and procedures to be followed by the Inmate Reception Center (IRC) personnel in the event of a fire.

SCOPE OF ORDER:

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

ORDER:

The primary concern in a fire situation shall be the protection of the lives of the inmates and IRC personnel.

Whenever the health and safety of any inmates are in jeopardy, they shall be evacuated to a safe location of refuge and the plan for evacuation shall be implemented.

IRC is equipped with a Simplex Fire Alarm System (SFAS) which can detect and identify smoke, heat or fire. If an alarm is activated in any area of IRC, the local alarm will sound. In addition, an alarm will sound in first floor main control or second floor main control, as well as the Twin Towers Correctional Facility (TTCF) Tower 1 facility control.

To ensure that the electronic notification has been made, deputy or custody assistant personnel shall notify the lead deputy and advise the floor main control of the alarm. If civilian personnel observe a fire or are present when the fire alarm is activated, they shall notify the nearest deputy, custody assistant, or control booth personnel.

Immediately following the notification, involved personnel shall take action to evacuate endangered people. Following the evacuation, emergency efforts shall be restricted to containing the fire. The affected area shall be isolated, and assistance shall be requested from the Los Angeles City Fire Department.

The Los Angeles City Fire Department shall be notified of all fires, visible smoke, or the smell of smoke at IRC. The watch commander shall also be notified immediately of any of the above.

First Floor Main Control:

First floor main control deputies shall be responsible for the following in the event of a fire:

- Ensure the watch sergeant and watch commander are notified
- At the direction of the watch commander, summon ERT 1 and 2 with full turnout gear via Public Address (PA) system. Advise ERT 1 and 2 to respond to the armory located in the sergeants office on the first floor, or the armory located in the hallway between custody line and TTCF Tower 2 transfer center
- Initiate a facility lockdown over the Public Address (PA) system. For additional information on facility lockdowns, please refer to the Unit Order (UO) 4-02/00.00, "Facility Lockdown."
- Notify the Los Angeles City Fire Department by calling (213) 485-6180
 - Report address and location. Describe the type and extent of fire, distinguishing between flames and smoke

Emergency Response Team:

ERT 1 and 2, when directed by first floor main control to respond to a fire, shall be under the supervision of the assigned ERT sergeant. Their main function shall be to assist directly in firefighting and evacuation of inmates, if necessary. Should an evacuation become necessary, the incident commander shall notify main control of proposed actions.

ERT Custody Personnel Responsibilities:

Personnel assigned to ERT shall be responsible for the following in the event of a fire:

- Make every attempt to extinguish the flames and control the fire by utilizing available equipment.
- Utilize air breathing apparatus (air packs) which are stored at each workstation throughout IRC. Additional air packs are available in second floor main control, the armory located in the hallway from custody line to TTCF Tower 2 transfer center and the armory located in the sergeant's office. For additional information on the breathing apparatus, refer to the *Custody Division Manual (CDM) section 3-14/080.00, "Self-Contained Breathing Apparatus."*
- An ERT member shall standby in the compound to escort the fire department to the affected area(s). The ERT member shall be equipped with an air pack, full turnout gear and the necessary keys to access the affected area(s). IRC personnel shall have predesignated access routes and area entry points to the fire. Access routes and entry points can be identified via the Fire Alarm Control System computer, located in TTCF Tower 1.

ERT Sergeant Responsibilities:

The sergeant assigned to ERT shall be responsible for assuming command of the ERT(s) and ensuring the following are adhered to:

- Complete the facility significant incident log
- Assume on-scene command of the incident, if directed by the watch commander

ERT Bonus Deputy Responsibilities:

The bonus deputy assigned to ERT shall be responsible for the following actions:

- Maintain the notification checklist and ensure all notifications are made
- Maintain incident log
- Notify eighth floor Jail Operations staff of the scope and nature of the incident
- Confirm that the necessary key blocks are being issued and accounted for

Custody Personnel in Affected Areas:

Custody personnel in affected areas shall prepare equipment for responding personnel and prepare for evacuation.

Custody Personnel in Unaffected Areas:

Custody personnel in unaffected areas shall lockdown inmates and remain prepared for possible deployment.

Post-Fire Procedures:

It shall be the responsibility of the first floor main control deputies to check all fire equipment used and have it returned to full operational status.

• • **4-01/001.06 Field Booking Team**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the activation and deployment of a Field Booking Team.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Reception Center (IRC).

ORDER:

IRC is responsible for supplying a Field Booking Team during times of major civil disturbances, emergency situations, or pre-planned events where large numbers of arrests are anticipated.

A typical field booking team consists of:

- 1 lieutenant
- 1 or 2 sergeants
- 2 supervising line deputies
- 12 deputy sheriff generalists
- 4 custody assistants

The number of personnel deployed may be adjusted to meet the needs of the operation.

PRE-PLANNED EVENT REQUESTS

For pre-planned events, a Field Booking Team may be requested by the Emergency Operations Bureau (EOB) on the authority of the designated incident commander. A pre-planned event shall have an operations

plan submitted to IRC's unit commander, at a minimum, 72 hours prior to the event for review and approval of the Field Booking Team deployment. Final approval to deploy a Field Booking Team for a pre-planned event is at the discretion of the IRC unit commander.

SPONTANEOUS EVENT REQUESTS

If, during major civil disturbances or emergency situations it becomes apparent that the volume of actual or anticipated arrests will clearly exceed the concerned station's booking capacity, a Field Booking Team may be requested. The IRC watch commander shall be responsible for assembling the team from on-duty personnel assigned to IRC.

At the time of the request, the following information shall be gathered from the incident commander, if available:

- Anticipated number of arrests
- Anticipated duration of the operation
- Location of the incident command post, and phone numbers
- Potential travel routes / areas to avoid
- Potential staging area for the booking team (away from event to not reintroduce involved arrestees back to the area)
- Identity of the incident commander/operations section chief
- Court Services Transportation Notification completed

In addition, the incident commander requesting the Field Booking Team shall be warned that several hours may elapse between activation of a Field Booking Team and their deployment to the incident location.

The exact size and composition of the Field Booking Team shall be based on the nature of the incident.

If, after assembling a Field Booking Team, additional personnel are required to fill the Field Booking Team and/or positions vacated within IRC due to the deployment of IRC personnel, the watch commander shall contact the Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) to request additional personnel. For more information refer to ***Custody Division Manual (CDM) section 3-14/040.05, "Replacement Staffing for the Inmate Reception Center During Emergency Field Booking Team***

Activations.”

Outside law enforcement agencies requesting a Field Booking Team shall be directed to contact the Department Operations Center (DOC) at [REDACTED TEXT]

FIELD BOOKING TEAM SUPPLIES

IRC shall maintain a supply of field booking forms for distribution to other units and agencies as required. If the requesting unit does not have a sufficient supply of field booking forms, the requesting unit shall request additional field booking forms from IRC as part of the Field Booking Team deployment.

While IRC will provide some initial essential supporting equipment (e.g., tables, chairs, pop up tents) to facilitate rapid deployment of the Field Booking Team, it is ultimately the responsibility of the requesting unit to provide sufficient support equipment. For pre-planned events, supporting equipment shall be supplied by EOB and/or the incident commander's staff.

IRC training shall be responsible for resupplying the Field Booking Team vehicles after a deployment and periodically verifying the vehicles are properly supplied.

ARREST PROCEDURES

Prior to accepting custody of any arrestees, Field Booking Team personnel shall ensure that, at a minimum, the following sections of the “Field Arrest, I.D. and Booking Report” form have been completed:

- Arrestee's name
- Charge
- Location of arrest
- Arresting officer's name, serial number, agency, and assignment
- I.D./Flex-cuff number

The Field Booking Team staff member processing the arrestee will complete the “Booking Officer” section, including assignment of a booking number and court arraignment details. Upon completion of the “booking officer” section, the blue copy of the form shall be returned to the arresting officer.

For additional details on arrest procedures as they relate to a Field Booking Team, refer to ***Emergency Operating Procedure (EOP) 4-8, “Emergency Arrest Procedures and Field Booking Team.”***

• • **4-01/001.04 Emergency Response Team**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the activation and deployment of an Emergency Response Team (ERT).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Reception Center (IRC).

ORDER:

The IRC ERT is the designated (internal) emergency response for any incident requiring immediate deployment of additional personnel. These incidents may include, but are not limited to, disturbances, fires, evacuations, escapes, riots, and supplemental security for unusual occurrences.

ACTIVATION

The ERT may be activated by any custody personnel for any perceived emergency. Responding supervisors

shall evaluate the validity of the ERT request and make any appropriate adjustments.

Requests to deploy the IRC ERT to other units shall be made to the IRC watch commander.

The IRC ERT can be activated through the facility's public address (P.A.) system and/or via a radio broadcast. Upon activation, assigned ERT members shall don the appropriate equipment (i.e., [REDACTED TEXT]) and assemble in the designated staging area.

TEAM CONFIGURATION

The ERT shall be composed of personnel taken from the daily in-service sheet. Only personnel trained and certified with the various tactical weaponry shall be authorized to carry and deploy those weapons. A current list of personnel trained in the various weapons is maintained in the IRC training office.

The first floor main control watch deputy is responsible for indicating the ERT status of all personnel on each shift on the daily in-service. Personnel assigned to the ERT will have their assigned team number placed in the ERT column next to the employee's name on the in-service. An ERT roster is attached to the daily in-service to inform each team member of their assigned ordinance or position on the team.

An ERT consists of, at a minimum, [REDACTED TEXT] ERTs deployed within a custody facility shall be constituted as follows:

- [REDACTED TEXT]

An ERT may consist of more personnel with additional weapons, depending on the severity of the incident.

NOTE: Custody assistants ***SHALL NOT*** be assigned to ERTs deploying outside of a custody facility.

IDENTIFICATION OF PERSONNEL

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

ERT RESPONSES OUTSIDE THE [REDACTED TEXT]

- Incident commanders (designated as the facility watch commander) will be rotated among the Basin facilities and assigned based upon shift: [REDACTED TEXT] In the event the assigned facility watch commander is unable to respond due to an emergency within their respective facility, the facility from the proceeding shift will provide their on-duty watch commander to assume the role until properly relieved.
- The incident commander or designee is responsible for contacting the South Court Services Transportation(CST) watch commander [REDACTED TEXT] and requesting the deployment of a CST bus onto [REDACTED TEXT], if needed.
- Coordination shall be made for the use of the yellow crowd control coil barriers by responding ERTs. [REDACTED TEXT] Coils for MCJ/TTCF/IRC are stored in the [REDACTED TEXT] The location is secured by a combination lock and accessible through a combination code provided by the facility watch sergeant.

- [REDACTED TEXT]

PERSONAL PROTECTION AND SAFETY EQUIPMENT

Each member of the ERT shall have the following personal safety equipment available:

- [REDACTED TEXT]

Additional support equipment may be required depending on the nature of the event.

ERT members deployed as a Field Response Team shall have, at a minimum, the following equipment:

- [REDACTED TEXT]

The watch commander shall use their discretion in requiring additional equipment based on the nature of the incident.

IRC 08/08/2022

IRC 02/09/2021

IRC 10/14/2020

• **Chapter 5 - Line Procedures**

- • **5-01/011.00 Release of Inmates with Additional Needs or Mobility Impairment**
-

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the release of inmates with “additional needs” or “mobility impairments” at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to the release area, custody line, or the Additional Needs Desk.

ORDER:

IRC personnel shall adhere to the following procedures when releasing an inmate identified by Correctional Health Services (CHS) personnel to have additional needs and/or a mobility impairment.

IRC personnel shall assist inmates believed to have additional needs and/or mobility impairments, or have been identified by CHS personnel as such, during the inmates’ release from custody.

Inmates classified as “additional needs” by CHS personnel include those who may suffer from dementia, Alzheimer’s disease, vision or hearing impairments, mobility impairment, or any other condition that without proper consultation with the inmate’s family member, social support structure, or referral to a qualified program, may lead to a harmful situation post released.

When an inmate with additional needs is due for release, the housing unit shall notify the Additional Needs Desk at IRC Records at [REDACTED TEXT], for assistance in releasing the inmate.

The housing unit shall escort the inmate to the release area.

IRC personnel assigned to the release area shall document the release of all inmates with additional needs by making an entry in the electronic Uniform Daily Activity Log (e-UDAL). The entry shall include the inmate's name, booking number, and if applicable, the mobility device utilized upon release from custody.

The Additional Needs Desk shall coordinate with CHS personnel to release the inmate to the appropriate party. Personnel assigned to the release area shall work with the Additional Needs Desk and follow any arrangements made by Additional Needs Desk personnel.

Inmates classified as "additional needs" due to mobility impairments include those dependent on a cane, crutch, prosthetic, walker, or wheelchair to be ambulatory. When an inmate with a mobility impairment arrives at the release area, release personnel shall contact the property room to ensure any personal mobility device belonging to the inmate is returned to them prior to their release from custody. If the inmate does not possess a personal mobility device in their stored property, but is ambulatory with the assistance of a crutch or walker, the crutch or walker issued in custody shall be released with the inmate at no charge to the inmates.

If an inmate due for release requires a wheelchair, but does not possess one in their stored property, release area personnel shall attempt to contact a family member or friend of the inmate to deliver a personally owned mobility assistance device, or to assist the inmate to their place of residence. Release area personnel shall escort the inmate to the friend or family member upon their arrival. If attempts to contact an inmate's family or friend are unsuccessful, release area personnel shall notify the Additional Needs Desk.

Additional Needs Desk personnel, or in their absence the watch deputy or head clerk, shall call the arresting agency and/or the emergency contact as indicated on the inmate's booking slip to attempt to locate the inmate's personal wheelchair. It is the responsibility of the arresting agency or the inmate's friend or family member to bring the wheelchair to IRC. If the wheelchair cannot be located and the inmate is homeless or is unable to secure transportation to their residence, release area personnel shall contact a representative of the Community Transition Unit (CTU) at [REDACTED TEXT] CTU personnel shall attempt to arrange for transportation and/or placement of the inmate. If CTU personnel are not available or are unable to find placement for the inmate, release area personnel shall contact the Adult Protective Services 24-hour hotline at (877) 477-3646.

Inmates with additional needs shall be expedited through the release process to adhere to release timelines and avoid over-detention.

Any questions may be directed to the Additional Needs Desk at [REDACTED TEXT].

For further information, please contact the Custody Division American's with Disabilities Act (ADA) Coordinator at [REDACTED TEXT]

• • **5-03/003.05 Administrative Paperwork- Timeless Submission**

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for the timely submission of administrative paperwork by sergeants and lieutenants working at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

IRC supervisory personnel shall adhere to the following as it relates to submission of administrative paperwork to the operations office:

Reports and Submitting Timelines:

- All **Force Packages** shall be completed and submitted to the operations office, compliance section within **ten (10) days** of the occurrence.
- All **Allegation Of Force Packages** shall be completed and submitted to the operations office, compliance section within **ten (10) days** of the occurrence.

- All **Watch Commander's Service Comment Reports (WCSCR)** shall be completed and submitted to the operations office, compliance section within **fourteen (14) days** of being assigned to the supervisor.

WCSCR may be submitted within **thirty (30) days** if there is a pending 10-day letter or if there are other articulated issues and it is approved by the unit commander or the operations sergeant or lieutenant.

- All **Inmate Complaints Against Staff Inquiries** shall be completed and submitted to the operations office, compliance section within **fourteen (14) days** of being assigned to the supervisor. Completion shall include the aggrieved inmate receiving a response from the facility consisting of either a resolution of the grievance or a notification to the aggrieved inmate that the facility was unable to complete the investigation within fourteen (14) days and is initiating an extension or placing the grievance in an interim status.
- All **Unit Level Administrative Investigations** will be completed and submitted to the captain within **ninety (90) days** of being assigned to the investigator.
- All **Employee Injury Packages** shall be submitted to the operations office, return to work section within **twenty-four (24) hours** of the incident.
- All **Traffic Collision Packages** shall be completed and submitted to the operations office's statistical coordinator within **seven (7) days** of the incident. If the package is pending an outside police agency's traffic collision report, the handling supervisor shall complete the supervisor's report with the information provided by the on-scene law enforcement investigator. The handling sergeant shall ensure that the outside agency report is later submitted to the operations office as soon as the report is available.

• • 5-03/009.05 Inmate Count Procedures on "Wayside Lines"

PURPOSE OF ORDER:

The purpose of this policy is to establish procedures for the proper accounting of inmates being received on Court Services Transportation Bureau (CST) "Wayside Lines."

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC and specifically IRC old side.

ORDER:

All inmates being received from Pitchess Detention Center (PDC) via CST buses ("Wayside Lines") need to be accounted for. Proper accounting of inmates from these "Wayside Lines" will prevent possible escapes or inmates being left on CST buses. Approximately five (5) CST "Wayside Line" buses arrive at IRC old side each night.

All inmates at IRC will be accounted for. The following are guidelines and procedures for the accounting of inmates arriving on "Wayside Lines."

All personnel shall adhere to the following procedures regarding these inmates:

- Upon receiving the inmates from CST at IRC old side court line, the inmates shall be scanned into the "IRRA" or "IRNC" Defendant Inmate Movement Management System (DIMMS) location. Once all inmates are scanned in from the CST bus, the count at the IRCF location shall be confirmed in DIMMS to match the count given by CST personnel dropping off the inmates
- CST personnel will be requested to remain at IRC old side until the inmate count is confirmed
- If there are names missing from the transmittal or names on the transmittal of inmates who are not present, IRC personnel will inquire with CST to confirm whether or not the inmates were transported from PDC

Inmate Reception Center Unit Orders

- The CST transmittal sheet of inmates transported from PDC to IRC will immediately be given to IRC old side court line personnel
- The inmates will then be escorted to IRC old side custody line by deputies
- IRC old side custody line personnel will print out a copy of the inmate's SI01
- Inmates shall then be sent to their respective housing areas based on the location listed on their SI01

If there are still SI01s remaining from the CST "Wayside Line" transmittal sheets, after all inmates have been sent to their respective locations, the following procedures shall be followed:

- IRC old side personnel will check the Automated Jail Information System (AJIS) to verify the last location updated for the inmate in question
- IRC old side personnel will then contact the main control of the inmate's last listed facility and confirm with them if this inmate left their facility for IRC
- If these inmates are not located at their respective PDC facility, IRC old side personnel will immediately contact the CST watch sergeant to notify them of an inmate possibly left inside of a CST transport bus
- If IRC and CST cannot locate the inmate, the responsibility of determining the exact location of these inmates shall be made by the inmate's originating facility at PDC

• • 5-11/000.00 Inmate Body Scanner

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the operation of the Smith Detection B-SCAN body

scanners by personnel at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically personnel assigned to booking front and old side court line.

ORDER:

The purpose of the B-SCAN is to reveal contraband that may be secreted in clothing or in body cavities without the need to remove an inmate's clothing. The B-SCAN curtails the supply of contraband entering custody facilities and provides additional privacy during intake and routine searches.

IRC shall have operational body scanners available at booking front and old side court line to screen new inmates and court returnees. **Pre-arraigned inmates have no exemption from the safety screening process.**

In an effort to reduce contraband, inmates may also be screened on a routine basis or when personnel have a suspicion that an inmate may be concealing any form of contraband.

SCAN OPERATORS

Custody personnel operating the B-SCAN shall be trained by the Custody Training and Standards Bureau (CTSB) or the IRC training office. Personnel shall fully understand the operation of the system and how to identify contraband on the display screens.

Personnel not formally trained in the operation of the B-SCAN or personnel who are pregnant *shall not* attempt to operate the body scanner. If trained personnel are not available, the scanner *shall not* be used and alternate searching procedures shall be applied.

IRC deputy personnel shall be the primary operators of the B-SCAN equipment and shall share the responsibility of working the B-SCAN equipment with trained custody assistants. Custody personnel operating the B-SCAN equipment shall also ensure a deputy, or custody assistant under the supervision of sworn personnel, is assigned to provide security by the body scanner at all times.

B-SCAN screening operators, and *any* personnel in a position to directly observe the B-SCAN display monitor, shall be of the same gender as the inmate being screened.

A video camera shall permanently be placed at the IRC booking front staff station and old side court line staff station for use when an inmate becomes recalcitrant. At the beginning of each shift, the booking front lead deputy and the old side court line lead deputy shall inspect the camera to ensure it functions, the battery is full, and recording media are available and have sufficient storage space.

RADIATION DETECTION BADGES - DOSIMETERS

While the amount of x-ray radiation emanating from the B-SCAN is relatively low, radiation detection badges (also known as dosimeters) shall be issued to each operator for purposes of tracking the amount of exposed radiation.

Below is a list of dosimeter guidelines B-SCAN operators shall adhere to:

- Dosimeters shall be worn prior to operating the system
- Dosimeters shall be worn at the neck/chest level
- Dosimeters shall be evaluated regularly and exchanged every six (6) months per the manufacturer's specifications and recommendations
- Dosimeters are assigned to each B-SCAN trained custody personnel and shall remain on their person or in their assigned work lockers when not in use

Note: No x-ray radiation reaches beyond the safety zones clearly marked around the base of the system or through the side panels to each the operations.

TRAINING OFFICER'S RESPONSIBILITY FOR DOSIMETERS

The IRC training office shall be responsible for registering dosimeters with Mirion Technology's "My Dosimeter Report" dosimeter monitoring site. This website provides the user with their current exposure readings as well as year to date and lifetime readings.

Acceptable exposure limits established by the State of California are made available in this report.

NOTE: Any employee whose exposure exceeds the acceptable levels shall immediately notify their direct supervisor.

The IRC training sergeant shall serve as the "Radiation Safety Officer" (RSO) for the facility. The RSO shall review each quarterly report for IRC and immediately notify personnel of any excessive exposure.

All dosimeter records shall be kept in compliance with the United States Nuclear Regulatory Commission requirements listed in Regulatory Guide 8.4.

EQUIPMENT REPAIR

When a body scanner is not functioning properly, custody personnel shall immediately notify their floor sergeant who shall notify the watch commander.

Following this notification, the lead deputies at booking front and/or old side court line shall make an entry in the Electronic Uniform Daily Activity Log (e-UDAL) documenting the maintenance request, as well as contacting IRC logistics for immediate repair.

The IRC logistics personnel shall request for service by calling the B-SCAN vendor, Smith's Detection, at

[REDACTED TEXT] When a request for service has been submitted, the watch commander or designee shall notify Custody Support Services Bureau (CSSB) via telephone

SCANNING PROCEDURES

Below are the list of procedures trained custody personnel shall follow when operating the B-SCAN:

- Ensure dosimeters are worn by B-SCAN operators
- For booking front, direct inmates to make a single file line in the “uncuff” cell adjacent to the room where the B-SCAN is located
- Conduct a hand search of each inmate's person
- Advise inmates of the body scan procedure
- Scan inmates one person at a time
- Place inmate property into the basket. Property shall include jackets, shoes, and court paperwork
- Direct inmates to step onto the conveyor belt
- Scan the inmate’s wristband using the hand held barcode scanner
- Instruct inmates to turn their heads to the right and stand with their hands to their sides. Hands shall be open and not made into fists
- Advise inmates to remain still until their body has moved through the screening system
- Custody personnel trained to analyze the inmate’s body scan shall monitor the display for any signs of contraband
- Direct inmates to step off the conveyor belt, stand on the marked “X,” and face the window until further instructions are given by custody personnel
- For old side court line, custody personnel shall direct inmates returning from court to walk in a single file line through the B-SCAN and proceed to their assigned housing facility

DETECTED CONTRABAND

If deputy personnel reviewing the B-SCAN monitor views an object that appears to be contraband, they shall advise custody personnel to immediately remove the inmate from the body scanner, handcuff the inmate to the front bench (located in front of the deputy desk) and notify the floor sergeant.

The floor sergeant shall then escort the inmate to the Twin Towers Correctional Facility (TTCF) urgent care to

confirm the existence of concealed contraband.

Whenever contraband is discovered as the result of a B-SCAN screening or during an alternate search initiated by an inmate's refusal or inability to enter the B-SCAN screening system, the handling sergeant shall make an entry into the electronic Line Operations Tracking System (e-LOTS), prior to the conclusion of the shift on which the contraband was discovered. The handling sergeant shall also ensure any necessary criminal or disciplinary reports are completed in a timely manner.

CONTRABAND WATCH

The discovery of contraband shall be reported to the IRC watch commander. It shall be the responsibility of the watch commander to ensure all pre-placement procedures for contraband watch, as well as documentation and reporting procedures, are adhered to as delineated in ***Custody Division Manual (CDM) section 5-07/000.05, "Contraband Watch Procedures."***

INMATE REFUSAL

If at any time an inmate refuses to participate in the B-SCAN procedure, the inmate shall be treated as a recalcitrant inmate, per ***(CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."*** Custody personnel shall immediately separate the inmate and request a sergeant or supervising line deputy to respond to the location. Circumstances permitting, they shall make an effort to handcuff the recalcitrant inmate to the front bench.

The total number of inmate refusals shall be documented daily in the shared network file at the following location:

[REDACTED TEXT]

Depending on the type of inmate refusing the body scan (i.e. felony, misdemeanor, infraction), custody personnel shall follow the below list of procedures and guidelines:

FELONY INMATES – VISUAL BODY CAVITY SEARCH

Once a sergeant or supervising line deputy is present, **felony** inmates, including pre-arraigned felony inmates, who refuse to be screened shall be given a visual body cavity search. Inmates who refuse to submit to a visual body cavity search are subject to “major violation” disciplinary procedures per **(CDM) section 5-09/030.00, "Disciplinary Guidelines."**

If the inmate becomes recalcitrant during any part of the screening or subsequent searching process, he shall be handled as advised in **(CDM) section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."**

Inmates who are on parole or post release community supervision (PRCS) shall be handled in the same manner as felony inmates. This includes inmates entering IRC for a flash incarceration (Penal Code §3454).

PRE-ARRAIGNED MISDEMEANOR AND INFRACTION INMATES – VISUAL BODY CAVITY SEARCH

Pre-arraigned misdemeanor and infraction inmates *shall not* be subjected to a visual body cavity search based upon refusal alone. The act of declining the screening option does not meet the “individualized suspicion and articulable facts” required to authorize the visual body cavity search.

If “individualized suspicion and articulable facts” exist, custody personnel *shall* only perform a visual body cavity search upon completion of a “Strip Search Authorization Record” (SH-R-399) with approval from the watch commander.

Inmates who have already been arraigned shall be handled the same as the felony inmates described above.

PHYSICAL DISABILITIES

Inmates who cannot physically stand for the screening process due to crutches, wheelchairs or other mobility problems, as well as those inmates too physically large to pass through the machine (which is approximately seven seconds), shall be searched as described in **(CDM) section 5-08/010.00, "Searches."** Medical personnel shall be consulted if there is any question as to whether or not an inmate can be screened.

• • **5-11/002.00 Administrative Segregation of Special Handle Inmates**

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for processing inmates requiring administrative segregation in a holding cell or on the front bench while processing through the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Custody personnel assigned to IRC shall adhere to the following guidelines concerning inmates who need to be administratively segregated while awaiting to be processed at IRC. Administrative segregation means that the inmate will require segregation in a temporary holding cell or to be placed on a front bench for visual monitoring due to classification as an escape risk, assaultive behavior towards staff, assaultive behavior toward other inmates, or for their own safety due to their classification.

Administrative segregation inmates shall be expedited through the reception process for the safety of the inmate, personnel and the facility.

Inmate Reception Center Unit Orders

The placement of an administrative segregation inmate into a temporary holding cell shall be approved by a supervising line deputy, sergeant or watch commander. For additional information, refer to *Unit Order (UO) Section 8-40/000.00 Monitoring and Documenting Temporary Inmate Isolation*.

Inmates requiring administrative segregation or special handling are those inmates with the following status:

[REDACTED TEXT]

All inmates with the following classification should be considered for administrative segregation:

[REDACTED TEXT]

For additional information, refer to the *Custody Division Manual (CDM)*, **Section 5-01/030.00 Identification and Classification Symbols for Special Handle Inmates**.

Population Management Bureau (PMB) handles the classification for the inmate population and may be contacted if an inmates is identified as needing a "special handling" status or re-classification. If the request for special handle status has been approved by another unit or agency, the request shall immediately be delivered to the floor supervisor for approval by the watch commander. If the request form has not been prepared, the deputy receiving the request shall prepare a request for special handle card.

Administrative segregation is an option afforded to facility administrators for the maintenance of order, safety, and security. It shall not be used as a form of punishment or discipline. Inmates on administrative segregation status shall be afforded the same services while processing through IRC as other inmates unless those services pose a risk to the inmate or personnel.

When an inmate at IRC requires administrative segregation for their safety, the safety of others, or the safety of the facility, the floor sergeant shall be summoned to the location. The sergeant shall assess the inmate with the assistance of custody personnel to ensure the inmate is waist chained, supervised and expedited through the booking process and/or safely escorted to the identified facility's transfer center for housing. The sergeant who is present during the movement shall ensure the movement of the inmate is being video recorded, if required.

Administrative segregation inmates who require additional medical attention in Module 231 (set as an extension of the IRC clinic) shall be segregated in A Pod in a single man cell or placed on the front bench

pending medical clearance and processing. For high risk or assaultive inmates custody personnel shall summon the floor sergeant prior to movement. The floor sergeant shall assess the inmate, notify the watch commander and be present during the movement of the inmate. The movement shall be monitored and video recorded for the safety of the inmate, personnel and the facility.

• • 5-11/002.05 K-10 Inmates Special Handling Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines and procedures for processing inmates with a[REDACTED TEXT]classification at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

As stated in the ***Custody Division Manual (CDM) Section 5-01/010.00 Inmate Classification***, it shall be the responsibility of the Population Management Bureau (PMB) unit commander to ensure that personnel assigned to the classification section determine the risk and housing needs of each newly admitted inmate into the Los Angeles County Jail system.

The PMB classification unit shall conduct the primary classification of an inmate for the purposes of determining the security level. The PMB classification unit shall also determine the general housing assignment for the inmate, which will be consistent with their designated security level. Each inmate shall be assessed and addressed individually, based on objective and identifiable criteria that provides for placement of the inmate in the least restrictive housing unit compatible with his or her assessed risk and needs.

In completing the primary classification interview, PMB classification personnel are expected to:

- Explain the reason for the classification process
- Treat all inmates in a fair and consistent manner
- Thoroughly and accurately complete the primary classification chart
- Properly document the classification status of an inmate in the Automated Justice Information System (AJIS)

When classification personnel identify an inmate to be a high jail security risk based on confirmed information, the inmate will be classified as a [REDACTED TEXT]. Classification personnel shall make entry into the AJIS system indicating the assigned inmate's classification status.

This classification status shall be utilized by the PMB classification personnel for inmates who, based on confirmed information, require administrative segregation from the general population at all times. For additional information refer to **CDM Section 5-01/030.00 Identification and Classification Symbols for Special Handling Inmates**

[REDACTED TEXT] Security, Handling and Escorting

- [REDACTED TEXT] inmates wear a red wristband signifying the high jail security risk
- [REDACTED TEXT] inmates wear a waist chain while being transported [[/R]]
- Any movement and escorting shall be conducted or supervised by a deputy
- [REDACTED TEXT] inmates shall never be escorted with any other inmate
- [REDACTED TEXT] inmates shall be segregated from the general population, pursuant to **CDM Section 5-02/040.00 Administrative Segregation**
- [REDACTED TEXT] Special Handle Holding Cell Logs shall be maintained. For additional information, please refer to *Unit Order (UO) Section 8-40/000.00 Monitoring and Documenting Temporary Inmate Isolation*
- [REDACTED TEXT] If placed inside a cell, due to high risk towards personnel or other inmates, the inmate's welfare shall be checked every 15 minutes as per **CDM Section 5-01/050.00 Handling of Suicidal Inmates** and a temporary inmate isolation log shall be initiated
- [REDACTED TEXT] Personnel *shall not enter or open the door* to a cell of an inmate designated as a "sergeant escort" absent a life threatening emergency or medical rescue, without a sergeant present

Note: Any entry into the cell of any "sergeant escort," for any reason, requires an immediate notification to the floor sergeant.

IRC Custody personnel shall exercise good judgment and take every safety precaution when handling or escorting any inmate identified under the [REDACTED TEXT]classification.

• • **5-11/005.00 Communicable Diseases**

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the identification and processing of inmates with, and reporting of, communicable diseases, including HIV/AIDS, at the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

ORDER

PROCESSING INMATES WITH COMMUNICABLE DISEASES

When inmates arrive to the IRC with a possible communicable disease, they will be given a respiratory protective mask and be instructed to wear it. If it is confirmed that an inmate has a communicable disease and is accepted at the IRC, that inmate shall be expedited through the IRC booking process.

For additional information please refer to the **Unit Order 8-42/002.00 Communicable Disease Processing** for additional information.

Based upon the assessment of medical staff, inmates with communicable diseases that are highly contagious shall be immediately isolated and expedited through the medical and mental health process.

For the safety of all personnel and other inmates, inmates who have shown a propensity to spit or distribute their bodily fluids in a manner that could cause their communicable diseases to spread, shall be immediately isolated and monitored.

When interacting with inmates who possibly have a communicable disease, personnel shall utilize all personal protective equipment (e.g., medical grade gloves, respiratory masks, resuscitation masks, etc.).

Personnel shall treat all materials that have come into contact with the infected inmate as bio-hazardous material and dispose of the materials appropriately. **Refer to IRC Unit Order 5-21/008.00 Soiled Inmate Clothing and Linen.**

REPORTING OF HIV/AIDS AND OTHER COMMUNICABLE DISEASES

Employees Exposure to Communicable Diseases

Any employee who is exposed to a communicable disease through contact with an inmate shall be responsible for the following:

- Immediately notify their immediate supervisor of the exposure;
- Complete and submit a Hazardous Materials Injury/Toxic Substances/Communicable Disease Exposure Report (SH-R-426) to their immediate supervisor without delay
 - When multiple employees have been exposed to the same person, each employee shall complete a separate report unless medical treatment is required by the individual employee at the time of exposure

For additional information, please refer to the **Manual of Policy and Procedures (MPP) Section 3-02/040.25 Employee Exposed to Communicable Disease.**

Employees Exposure to Bodily Fluids

Employees who have been exposed to bodily fluids shall report this to their immediate supervisor and complete a "Report of Request and Decision for HIV Testing (DHS 8459). The report shall be submitted by the end of the employee's shift, but no later than two days after the incident. The unit commander shall cause

the report to be sent by U.S. mail or hand carried to reach the Department of Health Services and the Injury and Health Support Unit within 48 hours.

In cases where an employee requests blood testing of an inmate's bodily fluid, the request will be sent to Correctional Health Services (CHS) personnel in an attempt to obtain a voluntary sample from the inmate. If the contact resulted from a crime against the employee and a blood test cannot be obtained voluntarily, the employee will be given legal forms to petition the court for blood testing. The appropriate forms/reports will then be forwarded to the Injury and Health Support Unit and County Counsel.

Blood testing for persons not in custody shall be processed with the County Department of Health Services.

Supervisors Responsibilities

The employee's immediate supervisor shall be responsible for the following:

- Ensure the necessary report(s) are completed i.e., Incident Report (SH-R-49) or Injury Report (SH-AD-92) and sent to IRC Operations - Return to Work Desk for filing in the employee's medical jacket and processing to the Injury Health Support Unit (IHSU).
- Identify other employees who may have been exposed
- Provide employees information related to the exposure
- Make proper notifications to management if necessary

For additional information, please refer to **Manual of Policy and Procedures (MPP) section 3-02/040.30 Employee Exposure to the Bodily Fluids of Persons in Custody.**

Inmate Victims

In any incident where an inmate is a victim of specific crimes, or in which the inmate has contact with the bodily fluids of another inmate, the inmate has the right to make a written petition to the County Health Officer for the testing of the suspect. The deputy who is handling the first report of the incident must notify the inmate of this right, and upon request, provide the inmate with a blank copy of the State Department of Health Services

"Report of Request and Decision for HIV Testing" form (DHS 8459). A copy of the request shall be submitted with the crime report to the Jail Investigations Unit (JIU) and to the unit commander. A copy of the inmate's request shall be sent to the chief physician of CHS.

Incidents or activity in the jail which are known to transmit AIDS/HIV shall be stopped immediately. The activity shall be documented via an Inmate Incident Report (SH-J-213) and/or Complaint Report (SH-R-49) as appropriate.

For additional information, please refer to the *Manual of policy and Procedures (MPP) section 5-03/175.25 Reporting of Inmates Exposure to AIDS and other Communicable Diseases*, or the **Custody Division Manual (CDM) section 4-09/000.00 Inmate Request for HIV testing of other Inmates**.

Duties and Responsibilities of the Operations Sergeant

The operations sergeant will maintain a log of all reports involving contact with AIDS and other communicable diseases by recording the date, time, URN or unit file number, plus any requests for HIV testing by inmates who may have had inmate to inmate exposure. The operations sergeant must forward a copy of all reports, as soon as possible, to the Department of Health Services and/or the chief physician of CHS.

In the event that the inmate is a crime victim, the operations sergeant must send a copy of the "Inmate's Request for Testing" to JIU along with a copy of the crime report. The operations sergeant will ensure that reports are complete and timely.

• • 5-11/017.00 Exchange of Inmate Clothing for Suicide Prevention Gowns

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the exchange of inmate personal clothing and jail issued inmate clothing for a Department approved suicide prevention gown within the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

ORDER

Custody personnel assigned to IRC shall be responsible for adhering to the following procedures when an inmate is classified or deemed to be “suicidal.”

When an inmate arrives at the booking front location and states during the first triage process he is “suicidal,” he shall be expedited (3 pointed) to the clinic within a reasonable timeframe. Booking front personnel shall provide the inmate a suicide prevention gown, instead of jail issued inmate clothing. The inmate shall be dressed out, provided county issued shoes, and waist chained.

The inmate shall be escorted to the IRC clinic where he will continue the medical process. Once processing has been completed, a courtesy notification shall be made to the Twin Towers Correctional Facility (TTCF) tower one transfer center. Thereafter, the inmate shall be expedited and escorted directly to the tower one transfer center.

For inmates in the clinic who have already dressed into their jail issued clothing and are waiting for high observation housing (HOH), custody personnel shall attempt to exchange the jail issued clothing for a suicide prevention gown, before escorting them to the tower one transfer center.

SUICIDE PREVENTION GOWN REFUSALS

If an inmate refuses to exchange the jail issued clothing for a suicide prevention gown, a sergeant shall be called to evaluate the situation. If the sergeant is unsuccessful with the exchange of clothing into a suicide prevention gown, the watch commander shall be notified. The watch commander will ensure the sergeant has exhausted all possibilities to gain the inmate’s compliance with the clothing exchange. If the exchange of clothing into a suicide prevention gown is unsuccessful, a notification to the TTCF watch commander shall be made by the IRC watch commander to inform them of the suicidal inmate who will arrive in jail issued clothing.

SUICIDE PREVENTION GOWN LOCATION

The main supply of suicide prevention gowns shall be maintained in the clinic. To reduce delay in expediting suicidal inmates, booking front personnel shall maintain a small supply of gowns at the work station.

Logistics personnel assigned to the clothing/laundry duty shall be responsible for ordering and maintaining an adequate number of suicide prevention gowns in the clinic for the facility.

• • **5-11/018.00 Inmates Infested with Parasites/Pest Control**

PURPOSE OF ORDER:

To establish policy and procedures regarding the processing of inmates who are infested with parasites and the utilization of pest control at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Personnel assigned to the IRC shall adhere to the following procedures for vermin and pest infestations including inmates infested with body lice, crabs, mites or any type of parasite to ensure a healthy and sanitary environment.

INMATES INFESTED WITH PARASITES

Personnel observing or receiving a complaint from an inmate that he or another inmate is infested with body lice, crabs, mites or any other parasite shall immediately notify the nursing staff. If, upon examination, medical personnel confirm that an infestation exists, all potentially infested inmates/areas shall be checked as well.

Inmate Reception Center Unit Orders

Prior to being examined and treated, the affected inmate shall remove and place all of his clothing into a clear plastic bag which shall be enclosed inside a second plastic bag. For the *IRC's medical extended areas*, the inmate shall remove and place all of his clothing and bedding linen into a clear plastic bag which shall be enclosed inside a second plastic bag. All bags of infested clothing/bedding shall be sealed and labeled "CONTAMINATED LAUNDRY" and sent to the laundry for proper handling and disposal. Please refer to the facilities ***Unit Order 5-21/008.00 for processing of "Soiled Inmate Clothing."***

After receiving medical treatment, the inmate shall be issued a complete set of clothing and/or bedding linen if held in the extended medical area of the clinic.

The inmate shall also treat the cell, bunk and mattress if held in the extended medical area of the clinic. For all other areas of IRC, the affected holding cell shall be treated by the inmate workers assigned to the work area.

Cleaning solutions needed for treatment of the infested area shall be stored in the work area's maintenance closets.

PEST CONTROL

In the event of an infestation affecting more than two (2) inmates, and/or at the recommendation of medical staff, the entire group of inmates and area shall be deloused. To properly delouse the area, personnel shall, contact the IRC logistics personnel and advise them of the infestation so they may request pest control services.

IRC does not have its own pest control contract and therefore, IRC logistics personnel shall contact facility control at Twin Towers Correctional Facility (TTCF) or main control at Men's Central Jail (MCJ), depending on the location, to report the infestation and request an exterminator.

- For an infestation at the "*newside of IRC*", logistic personnel shall contact TTCF
- For an infestation at "*old side IRC*", logistics personnel shall contact MCJ

TTCF or MCJ will contact the contracted vendor for the pest control services, obtain an estimated time of arrival for the exterminator and correspond back with IRC logistics personnel with the information.

For ***after hours*** or in the event logistic personnel are not available, personnel shall contact the floor supervisor and advise IRC's first floor main control. The first floor main control deputy shall contact TTCF facility control or MCJ's main control and request pest control services.

COMPLIANCE LOG/CHECKLIST

TTCF and MCJ personnel shall be responsible for completing the "Pest Sighting Log" with the information provided by IRC personnel, as IRC falls under their contract. The log will serve to track the request and areas of service.

IRC logistics personnel shall ensure that a "Pest Control Compliance Checklist" is completed and saved in the IRC shared files. The checklist is used to track the location of treatment, chemicals used and the responsible supervisor's information. In the event logistics is not available, first floor main control deputies shall ensure one is filled-out and submitted to logistics.

In the event that pest control services are unavailable, the floor supervisor shall oversee the delousing of the affected area using a solution approved and issued by the Medical Services Bureau, (i.e. RID Lice Control Spray for Bedding and Furniture).

Inmates shall not be returned to the contaminated area until the exterminator has completed treatment in the affected area or until the area is treated. Personnel shall find an alternate holding area for the inmates until the affected area is available.

All infested inmates shall be re-checked by medical services personnel in forty-eight (48) hours, and the previous steps outlined above, repeated as necessary. As IRC is a processing facility, re-examination of the inmate(s) may need to take place in the housing area depending on the location of the inmate at the time of the forty- eight (48) hour mark.

MENTALLY ILL INMATES INFESTED WITH PARASITES

IRC personnel shall contact their immediate supervisor for guidance in dealing with a mentally ill inmate needing examination for infestation or delousing treatment, to prevent any type of incident with the inmate.

All IRC personnel shall take diligent measures to minimize and control any type of vermin or pest infestation of an inmate or in the facility as required by department policy and jail correctional standards.

• • **5-12/002.00 Disputed Warrant Investigation**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the investigation and processing of disputed warrants at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Whenever it is brought to the attention of an IRC employee that a warrant placed on an inmate may not belong to that particular inmate, the employee shall immediately contact the First Floor Sergeant. The First Floor Sergeant shall have the inmate complete an inmate complaint form and initiate a disputed warrant investigation, and direct an employee to complete a "Disputed Warrant Verification Form." For additional information on how to complete a "Disputed Warrant Verification Form," refer to Manual of Policy and Procedures (MPP) section 5-07/110.60, "Procedures When Subject Not Person named in Warrant."

The First Floor Sergeant shall coordinate his/her investigation and findings with the IRC Records Watch Deputy for final disposition of the documents found in the inmate's record jacket and in the Countywide Warrant System (CWS). All Warrant Information Sheets (WIS) and Warrant Abstracts (WA) shall be stamped with the Warrant Verification Stamp at the time the inmate is being served, in order to certify they have acknowledged the warrant service.

Inmate Reception Center Unit Orders

Custody personnel assigned to IRC who are presented with an inmate booked as a Statewide Booking (at IRC Booking Rear), who is served with a WIS/WA and claims he/she is not the subject named on the document(s), shall also follow the above noted guidelines.

FIRST FLOOR SERGEANT PROCEDURES

Anytime a "Disputed Warrant Verification Form" is initiated, the First Floor Sergeant shall have the inmate complete an Inmate Request Form (SH-J-437), which will be handled as an *urgent matter*. The disposition noted on the Inmate Request Form (SH-J-437) will contain the date and time the investigation was initiated, the outcome of the disputed warrant, the date and time the investigation was completed, and the name of the sergeant completing the investigation. The Inmate Request Form (SH-J-437), along with the "Disputed Warrant Verification Form," will be forwarded to IRC Records for entry into the Custody Automated Reporting and Tracking System (CARTS).

If the First Floor Sergeant determines the inmate in question is not the person named on the warrant, the First Floor Sergeant shall contact the on-duty Watch Commander or Records Lieutenant, who may authorize the release of the warrant. The Watch Commander will assume responsibility of final and complete oversight of the investigation and warrant determination.

If a determination as to the identity of the subject named on the warrant cannot be determined, the First Floor Sergeant will coordinate with the IRC Records Watch Deputy to ensure the case is scheduled for court at the earliest possible time.

RECEIVING AREA PROCEDURES

Custody Records Clerks presented with an arrest accompanied by a warrant shall stamp the WIS/WA with the approved Warrant Verification Stamp and will have the booking officer serve the inmate with the WIS/WA, in order to receive the inmate's acknowledgement that they are the person named on the warrant.

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT BOOKINGS

Inmate Reception Center Unit Orders

If the inmate disputes the warrant and the booking officer is a Los Angeles County Sheriff's Department (LASD) employee, they shall be required to complete a "Disputed Warrant Verification Form." The form shall be signed by the First Floor Sergeant prior to accepting the booking. If there is not sufficient evidence to support the warrant booking, the inmate will be declined and the final disposition will be handled by respective station personnel.

OUTSIDE AGENCY BOOKINGS

If the booking is from an outside agency, the booking officer will still be required to have the inmate acknowledge they are the subject named on the document(s). If the inmate disputes the warrant, the outside agency officer shall complete the "Disputed Warrant Verification Form" for final approval by the on-duty Watch Commander. Alternatively, they may complete their own agency's disputed warrant form. However, this may only be done with the concurrence of the on-duty IRC Watch Commander. The IRC Watch Commander must approve the findings prior to accepting the booking.

All WIS/WA documents shall be stamped with the Warrant Verification Stamp at the time the inmate is being served, in order to certify they have acknowledged the warrant service.

Pursuant to ***Penal Code Section 816a***, upon service of the summons (WIS/WA), a copy of the summons shall be delivered to the subject.

• • **5-12/003.00 Inmate Telephone Procedures**

PURPOSE OF ORDER

The purpose of this order is to establish written procedures for inmate telephone use while processing through the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

IRC personnel shall ensure that all inmates have reasonable access to telephones beyond those required by California Penal Code *section 851.5*, "Telephone Call Right of Arrested Person," and California Code of Regulations (CCR), Title 15, section 1067, "Access to Telephone." Custody personnel shall provide inmates access to telephones, which does not conflict with any other activities for at least once per twenty-four (24) hours.

When the use of telephones is cancelled due to a facility emergency or with a sergeant's approval, an entry into the electronic Uniform Daily Activity Log (e-UDAL) shall be made explaining the reason for the cancellation. Any telephone restriction shall require the approval from a supervisor at the rank of sergeant or above. Any telephone restriction, excluding court orders, which extends beyond the first twenty-four (24) hours shall require the written approval from the unit commander.

Personnel should remain cognizant of inmate telephone use to ensure inmates do not misuse or exert control over the telephones.

In the event telephones are vandalized or damaged, a supervisor shall be notified, an investigation conducted, and the appropriate report(s) completed. If a telephone is not working, custody personnel shall generate a work order and document the maintenance request in the e-UDAL.

For further information regarding inmate telephone calls, refer to Custody Division Manual (CDM) *section 5-13/020.00*, "Telephone Calls."

Telephone Locations

Telephones are available in the following locations:

- Booking front cells (A, B, and C)

- Classification rear cells (1, 2, and 3)
- Clinic cells
- Clinic extension area (module 231 – Pods A, B, C, D, E, F)
- Release cells

Telecommunication Device for Inmates with Hearing Disabilities

Communication devices to assist inmates with hearing disabilities are located at the following locations:

- IRC clinic
- Module 232

Additional information regarding the devices is available through the Access to Care Bureau (ACB).

• • **5-16/001.00 Inmate Meals**

PURPOSE OF ORDER:

The purpose of this policy is to establish procedures for the feeding of inmates being processed within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

All inmates processing through IRC shall be fed regularly. The following are guidelines and procedures for

Inmate Reception Center Unit Orders

feeding all inmates, as well as, the ordering, distribution and storage of inmate food.

All personnel shall adhere to the following procedures regarding inmate meals:

- Once per shift, inmates being processed through IRC shall be served one sack lunch and one drink upon arrival at the following locations:
 - Booking Front – upon completion of the medical triage process
 - Clinic
 - Custody Line
 - Release area

- During PM shift, each inmate shall receive at least one hot meal as they enter the booking front sally port and/or as they enter the clinic.

Ordering of Inmate Food

The ordering of inmate food and drinks is the responsibility of the clinic lead or their designee for the first floor and the custody line lead or their designee for the second floor. At the beginning of each shift the assigned personnel shall call the Twin Towers Correctional Facility (TTCF) kitchen at [REDACTED TEXT] to order the required amount of inmate sack lunches, and drinks, ensuring the amount is slightly over the inmate count on the shift.

Quantities are ordered by pallet or crate

- 1 pallet of sack lunches = 42 crates of 25 bags; 1 pallet = 1050 sacks

Inmate Reception Center Unit Orders

- 1 pallet of drinks = 42 crates of 70 cartons; 1 pallet = 2940 drinks
- 1 crate of diabetic lunches = 25 bags

Ordering and Handling of Hot Meals

Hot meals can be ordered at the beginning of each shift to cover the inmate count. Hot meals can also be ordered through the TTCF kitchen at [REDACTED TEXT]

Quantities are ordered by single serve count or by “cambro” (hot food container), depending on the inmate count for the shift.

Cambro containers will hold the following quantity

- 1 cambro = 90 hot burritos

Hot meals delivered in the cambros are good for up to six (6) hours from the time of delivery. Any leftover meals stored in the cambros exceeding the six (6) hour mark shall be discarded. *Unused meals left behind by the inmates are not to be served and shall be discarded immediately.* Inmate workers assigned to each location shall cleanup thirty (30) minutes after serving the meals to ensure that all uneaten food items are discarded.

Diabetic Lunches

Diabetic lunches shall also be requested with the regular food order to accommodate inmates on a diabetic diet. It is the responsibility of custody personnel to ensure that diabetic lunches are delivered. Should TTCF not deliver the diabetic lunches, custody personnel shall make every attempt to make arrangements with the TTCF kitchen to have them made, delivered or picked-up. Entry into the electronic Uniform Daily Activity Log (e-UDAL) shall be made to note the missed diabetic meals and the new accommodation.

Pick-up and Delivery

Inmate Reception Center Unit Orders

Food and drinks will be delivered to the IRC compound by the TTCF food delivery truck at approximately 1100 hours. The first floor sergeant will designate a staff member to respond to the compound to verify that the accurate amount of food and drinks were delivered and sign the manifest. Retrieval of the food crates shall be conducted with the help of inmate workers. Personnel retrieving the food shall be responsible for delivering food items to booking front, the clinic and custody line according to inmate count, and the expected new booking count.

If additional food is needed, personnel may call the TTCF kitchen for sack lunches or hot meals. If the delivery of additional food items is not available by TTCF delivery personnel, IRC personnel shall make arrangements to pick up the food. When ordering additional hot meals, one (1) hour will be needed for the preparation of the food.

Storing of Food and Drinks

Storing of inmate food and drinks is the responsibility of the first floor sergeant or their designee. To ensure the proper storage of food and drinks the following guidelines shall be followed:

- Crates of food and drinks must never come in contact with the floor. There must be a minimum of six (6) inches between the crate and the floor.
- An empty crate can be used as a barrier to keep the crate containing the food or drinks from being placed on the floor.
- Food items (sack lunches) can be stored at room temperature and must be consumed within twenty-four (24) hours.
- Hot food (burritos) must be kept within the cambro container they arrived in from the TTCF kitchen.
- Hot food (burritos) should be served at or above 140 degrees Fahrenheit to limit the growth of bacteria that can cause food related illness. Hot food must be consumed within six (6) hours of the delivery time.
- Juice and milk cartons must be served at or below 41 degrees Fahrenheit to limit the growth of bacteria that can cause food related illness.
- Fruit punch cartons do not need to be refrigerated and must be used by expiration date.
- All cold drinks shall be consumed within five (5) days from delivery.

Sack Lunch Rotation

Sack lunches are delivered with color bands that represent the day of the week they were prepared. The

Inmate Reception Center Unit Orders

purpose for the color bands is to ensure food is discarded after the twenty-four (24) hour mark and not recycled the next day. Inmate workers assigned to the various processing locations within IRC shall be instructed and supervised to ensure proper food rotation and handling. Custody personnel shall ensure that proper protocols are adhered to in regards to the delivery, distribution and storage of food.

NOTE: Adherence to the color band rotation is mandatory and shall be monitored by the first floor sergeant. Any deviation from the color or storage rotation shall be noted and corrected immediately.

FOOD HANDLING - COLOR CHART ROTATION	
<u>DAY OF THE WEEK:</u>	<u>COLOR BAND:</u>
SUNDAY	RED
MONDAY	YELLOW
TUESDAY	GREEN
WEDNESDAY	BLUE
THURSDAY	ORANGE
FRIDAY	WHITE
SATURDAY	GOLD

Return of Cambros/Crates

Inmate Reception Center Unit Orders

- At the end of the six (6) hour time period, all burritos must be distributed or disposed of.
- Empty cambros are to be removed from booking front and the clinic by personnel, and placed in the IRC court line sally port, on the appropriate plastic stands, for sanitation compliance.
- Entry control personnel shall ensure that all empty cambros are collected by the TTCF food delivery person.
- The first floor sergeant is ultimately responsible for ensuring all cambros and crates are returned to the TTCF kitchen.

Module 231

The TTCF Kitchen will telephone Module 231 at 0700 hours during the AM shift and 1500 hours during the PM shift to obtain the inmate lunch count from the custody assistant assigned to the control booth. The inmate lunch count shall be estimated based on the current inmate count to include any incoming inmate count. In the event the TTCF kitchen does not call the control booth for the food count, it shall be the responsibility of the custody assistant assigned to the control booth to call the TTCF kitchen at [REDACTED TEXT]

Pick-up of the food shall be handled by any available custody personnel designated by the lead deputy.

Inmate feeding shall be conducted and supervised by any available custody personnel assigned to the module. Inmate workers assigned to the module will assist in serving the food and drinks, and shall adhere to the food handling training provided by TTCF and the Food Services Unit (FSU).

Module 231 - Feeding Times and Meal Content

- **Breakfast** - 0400 hours - (sack breakfast) cold cereal, two (2) eggs or peanut butter and jelly, bread, milk or juice.
- **Lunch** - 1000 hours - (sack lunch) bologna, bread, carrots, cookies, chips and a drink.
- **Dinner** - 1600 hours - hot meal will be served based on the pre-scheduled menu set by the FSU.

IRC Old Side Meal Pick Up and Distribution

Inmates being processed through IRC old side during the morning hours are fed breakfast by their respective housing units prior to leaving for court and arriving at IRC old side.

AM shift personnel assigned to IRC old side are responsible for picking up sack lunches and drinks from the Men's Central Jail (MCJ) kitchen for the late court inmate count. Inmates will receive one sack lunch and one juice.

IRC old side PM shift personnel will pick up hot meals and drinks from the MCJ kitchen for the inmate count on the shift. Inmates will receive one hot meal and one drink.

Extra food shall not be ordered due to the lack of proper food storage at IRC old side.

Refrigerator Maintenance

IRC personnel must ensure all inmate refrigerators are functioning properly and maintaining an adequate temperature of 41 degrees Fahrenheit. *This shall be noted by each shift in the respective location's e-UDAL.* If a refrigerator is not working properly, personnel shall make note in the e-UDAL and request service through the e-UDAL's maximo maintenance request system. In addition, a follow-up e-mail shall be sent to the IRC logistics repair request user group to ensure the refrigerator is serviced expeditiously.

• • **5-19/002.00 Key and Radio Control**

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for facility keys and radios at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Personnel assigned to IRC, specifically those assigned to a security booth which requires key and radio controls, shall adhere to the following procedures.

To maintain a high security level at IRC, personnel shall ensure the inspection, issuance, collection, and tracking of facility keys and radios occur on every shift, on a daily basis.

Security booths require key and radio controls, therefore; at the beginning of every shift, personnel assigned to a security booth shall inspect and account for all keys, radios and batteries. The accounting and inspection of these keys and radios shall be reported to the first floor main control deputy. The main control deputy shall report the key and radio information to the watch commander. At the beginning of each shift, the watch commander shall make a notation of all accounted facility keys and radios in the watch commander log.

KEYS:

Key Maintenance

All personnel assigned to a security booth shall be responsible for the daily inspection of all key blocks to ensure the rings are not tampered with, and are soldered closed.

Personnel shall also match the number of keys contained on each ring, to the metal tag attached. The metal tag indicates the number of keys soldered to the key ring.

If damage is evident, personnel shall notify the watch sergeant and watch commander. Following notification, IRC logistics shall be contacted to repair or replace the keys.

Assigning of Keys

Personnel assigned to second floor main control shall be responsible for the issuance, assignment and accounting of all keys distributed to personnel assigned to IRC, IRC old side and module 231. Tracking and logging of all issued keys shall be made on the "key log."

The IRC old side security booth also contains old side keys. Personnel assigned to this security booth shall be responsible for the issuance and accounting of these keys and shall properly log them on the IRC old side key log.

Employee Responsibilities

Personnel assigned to IRC work areas requiring keys, shall maintain the keys in their possession at all times. Upon going off duty, or when leaving the facility, all personnel who have been issued keys by second floor main control, shall deliver their keys back to second floor main control personnel. Personnel shall remain at the window until the main control deputy acknowledges receipt of the keys.

Only designated key blocks, such as the lead deputy key blocks may be passed on to another person. Personnel receiving key blocks passed on to them from the previous shift, shall notify the second floor main control. The second floor main control personnel shall then update the key log. Notification of the employee-to-employee lead block exchange shall occur within fifteen (15) minutes of the exchange.

Keys on control panels inside security booths shall remain under a deputy's or custody assistant's direct control at all times. Keys are not to be left unattended on panel switches.

Unaccounted Keys

If a key block is not returned to second floor main control, or any security booths, personnel shall contact the employee assigned to that key block. If the key block is not located, the following actions shall be performed by personnel:

- Notify the watch sergeant and watch commander
- Notify the first floor main control personnel. [REDACTED TEXT]

Inmate Reception Center Unit Orders

- Custody personnel shall then conduct a full search of the facility for the missing key block
- If keys are not located, personnel will then conduct a locker search
- The employee shall then be required to submit a memo to the unit commander explaining how the key block was misplaced, lost, or unaccounted for. If the key block is lost, the watch sergeant shall assign a deputy or custody assistant to document the loss of the key block on an incident report (SH-AD-49).

Personnel assigned to second floor main control and IRC old side shall utilize a key log to ensure all keys are properly assigned, tracked and accounted for. The key log assigned to each booth shall contain a description of the key and the tag number. After distributing keys, personnel shall record the key block number and the name of the employee in the assigned key logs.

Emergency Key Blocks

[REDACTED TEXT]

Civilian Entry Key Log

[REDACTED TEXT]

Reporting of accounted keys in civilian entry shall be made to the first floor main control deputy at the beginning of each shift.

RADIOS AND BATTERIES:

Every radio and battery assigned to a security booth for purposes of daily issuance to line personnel, shall be accounted for on each shift on a daily basis. Second floor main control personnel shall track radios on the assigned radio log by its radio number. When radios are checked out to personnel, second floor main

Inmate Reception Center Unit Orders

personnel shall update the radio number and name of the employee in possession of the radio. The radio shall be returned at the end of shift.

The watch commander is ultimately responsible and shall ensure all keys, radios and batteries are accounted for and "cleared" in every location. The watch commander shall make a notation of this in the watch commander log on every shift, on a daily basis.

Any missing radios or batteries shall be reported to the watch sergeant and watch commander and a facility lock down will be initiated. Refer to the procedures mentioned in the above "Unaccounted Key" section.

For further information, refer to *Custody Division Manual (CDM) Section 3-06/130.00 Key Inventory and Control*.

• • 5-21/001.00 Inmate Workers

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for escorting inmate workers from the Men's Central Jail (MCJ), as well as the accounting, supervision, and return of inmate workers assigned to work throughout the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

In order to maintain a higher level of accountability, security, the cleanliness of the facility, and to properly monitor the inmate workers assigned to work throughout the IRC, the following procedures shall be adhered to:

TYPE OF INMATE WORKERS ASSIGNED TO IRC:

- **Inside Security Inmate workers:** Assigned to work inside secured areas of the facility. Distinguished by their [REDACTED TEXT]“ colored inmate uniform. Inside security inmates shall **not** go anywhere outside of the secured areas of the facility (i.e. bus compound, etc.) at any time.
- **Outside Security Inmate workers:** Assigned to clean exterior areas of the facility. Distinguished by their [REDACTED TEXT]“ colored inmate uniform. Outside security inmate workers are to work outside of the secured areas of the facility only and shall not be intermingled with inmates who are inside security workers.
- **Work Release Inmate workers:** Assigned to work the non-secured area of the facility such as administrative offices. Distinguished by their [REDACTED TEXT]“ “work release” vest

Assigning Inmate Workers

Inmate workers assigned to work inside the secured areas at the IRC shall be assigned by the Population Management Bureau’s (PMB) Prisoner Personnel Office (PPO).

Inmate workers are selected by the PPO based on criteria established within in the Department’s Manual of Policy and Procedures (MPP), and are assigned to work at IRC.

Picking up and Returning Inmate Workers

On AM shift, the lead deputy assigned to Class Rear or their designee, shall be responsible for searching and returning inmate workers from the prior shift to their assigned housing location. If Class Rear is closed, Custody Line shall be responsible for searching and returning inmate workers. On PM and EM shifts, the lead deputy assigned to Custody Line or their designee, shall be responsible for searching and returning inmate workers from the prior shift to their assigned housing location. The employee returning the inmate workers shall also be responsible for picking up the inmate workers for the current shift for all locations within the IRC. Once the inmate workers are picked up and brought to the IRC, inmate workers shall be sent to their assigned work locations with the appropriate paperwork containing their names and assignment information.

Inmate Reception Center Unit Orders

Custody personnel assigned to pick up inmate workers shall ensure that all inmates listed on the IRC assignment list are picked up and not left behind. In the event an inmate worker is sick or unable to work, a replacement volunteer shall be selected. Every inmate worker position at the IRC shall be staffed daily.

Inmate workers assigned to logistics personnel shall be picked up, searched, monitored, accounted for, and returned by the assigned work crew custody assistant.

Inmate workers shall **not** be allowed to take any items back to their assigned housing location, other than one (1) sack lunch. Inmate workers requiring a change of clothes shall be allowed one (1) change of clothing and shall change prior to returning to their assignment. No clean or new inmate clothing is to be carried back by any inmate worker, including shoes.

Prior to leaving the IRC, all inmate workers shall be searched using the Smith Detection B-SCAN Body Scanners, unless all B-SCAN machines are unavailable. Approval to search inmate workers without use of the B-SCAN must be made by the first floor sergeant and documented in the e-UDAL of the work station responsible for searching and returning the inmate workers.

For specific procedures on the body scanner, refer to “**IRC Unit Order (UO) 5-11/000.00 Inmate Body Scanner.**”

Supervision and Accounting of Inmate Workers

The lead deputies assigned within the areas of the IRC shall be ultimately responsible for monitoring and accounting of inmate workers assigned to the work areas. Logistics personnel shall be responsible for inmate work crews assigned for deep cleaning of the facility. Inmate workers shall be continuously supervised and monitored as they perform their cleaning duties especially when using cleaning agents that may potentially be dangerous to oneself or staff. Inmate workers shall not be allowed to leave the work area without a pass or purpose. Inmate workers shall not be given any authority over other inmates. Additionally, inmate workers shall not be allowed to use power tools of any kind while working at the IRC.

For additional information, refer to the **Custody Division Manual (CDM) section 5-01/020.00, “Inmate**

Worker Assignments” and CDM section 5-01/015.00 Inmate Uniforms.

Inmate workers who violate minor jail rules shall be verbally admonished to and advised of the consequences prior to being dismissed or returned to housing. In order to assist the PPO with the staffing of qualified inmate workers, it is imperative that custody staff make every effort to educate inmate workers of jail rules governing facility cleaning.

Prior to being assigned at the IRC, inmate workers shall view a workers orientation and training video from the PPO office, concerning proper food handling, cleaning agents, and/or inmate worker rules.

IRC supervisors shall ensure custody personnel assigned to the facility adhere to these procedures governing inmate workers.

• • 5-21/007.00 Trash Disposal and Probing

PURPOSE OF ORDER

The purpose of this order is to establish guidelines and procedures regarding the collection and disposal of trash within the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

IRC, specifically those supervising inmate worker cleaning crews.

ORDER

To ensure the highest level of security and cleanliness throughout the facility, lead deputies and/or personnel with the responsibility of discarding trash, shall adhere to the following procedures when disposing of trash.

At the end of every shift, the lead deputy at each work location within IRC, shall be responsible for ensuring their work location is clean and ready for the next shift to conduct business. This includes seeing that all trash is collected and disposed of in the designated trash collection area. Personnel shall ensure items which can be fashioned into weapons (i.e., aluminum cans, glass bottles, plastic containers, etc.) are not included within the regular trash. All contraband items, such as those mentioned above, shall be disposed of in the designated contraband containers or trash receptacles outside the secured areas of IRC.

Please refer to IRC's **Unit Order (UO) 8-36/000.00 Contraband Confiscation and Disposal** for additional information on proper contraband disposal.

All other non-contraband trash shall be taken to the facility's designated trash collection area located in the secured corridor between the clinic and bath rear area. This area is designated to hold all the trash within the facility and shall be kept secured when not in use.

Inmates authorized to bring trash to this area shall not be allowed to dispose of trash unsupervised.

Daily Disposal of Facility Trash

Daily, as needed per shift, IRC logistics personnel responsible for disposing of the **facility trash**, shall ensure the following:

- Supervision of all inmates handling the disposal of trash
- The visual inspection of trash within receptacles
- Probing of trash within the receptacles, (probing shall be conducted in a manner to ensure **no** inmate nor person is inside the bottom of the receptacle)
- Proper disposal of facility trash in the designated receptacles located outside the compound

Proper washing and sanitation of the trash receptacles prior to being brought back into the facility

• • **5-21/008.00 Soiled Inmate Clothing and Linen**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the processing of soiled inmate clothing and linen within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically to personnel assigned to the logistics section, handling soiled laundry.

ORDER:

Custody personnel shall ensure clothing items are not mixed with trash during the clean-up following inmate clothing exchange. Custody line, release and the extended medical areas of the clinic (Module 231/241) are provided two trash bins per area. Inmates will separate their trash and any county issued clothing. If inmates are located in the extended medical areas of the clinic (Module 231/241), they shall also separate their trash from county issued clothing and linens. Once separated, under the direct supervision of custody personnel, inmate workers will conduct a secondary search of the trash and retrieve any clothing or linen placed in the trash bin.

Any clothing item, linen, or bedding material that is suspected to be contaminated with a bio-solid material shall be treated as such by inmate workers and personnel. When personnel or inmate workers are handling these materials, they shall wear gloves and wash their hands after completing the task. Additionally, the proper cleaning agent (i.e., Citrus Cide or any appropriate chemical agent issued by IRC Supply), shall be used to properly disinfect contaminated mattresses, cells, walls and/or the floor, if necessary.

Use of (RED) Bio-Hazard Bags for Contaminated Items

All contaminated items shall be placed in the designated (RED) Bio-Hazard, water-soluble bags prior to being sent to the laundry. Bio hazard bags will be kept at each work location by medical staff within IRC. In the event a (RED) Bio-Hazard bag is not available, personnel shall use a clear plastic bag enclosed within a secondary bag, to separate soiled clothing and/or linen. Bags shall be clearly marked, identifying the suspected bio-solid material. These bags shall be separated from general laundry items due to the contamination. The disposition of the items will be determined by laundry staff (i.e. sanitize or destroy).

Custody staff shall request the (RED) Bio-Hazard bags from medical personnel when needed.

Bio-Hazardous Plastic Waste Bag Specifications

The plastic bags (or liners) shall be the appropriate size and shape for use in each designated container. The bag will be red in color, labeled with the international 'BIO-HAZARD' symbol and have warnings written in English and Spanish. The bags will meet the American Society for Testing & Materials (ASTM) 165-gram dart test and Elmedorf tear test.

Laundry infested with lice, crabs, mites or any other parasite shall be placed in a clear plastic bag which shall be enclosed inside a second plastic bag. The bag shall be sealed and labeled "CONTAMINATED LAUNDRY" and sent to the laundry for proper handling and disposal.

Processing of (Full) Laundry Bins

As needed, custody personnel will take full laundry bins to the designated storage area in bath rear.

IRC logistics will pick up the full laundry bins from this area and take them to the back hallway behind custody line for final sorting.

Final Laundry Sorting Process

During the final sorting of laundry, the assigned logistics personnel and inmate workers shall wear gloves and ensure they use caution when sorting through the soiled laundry. Clothing and/or linen shall not be shaken at any time. Extreme caution shall be taken if any clothing is suspected to be contaminated with blood, fecal matter, bodily fluids, or infested with vermin.

Clothing or linen suspected of being contaminated shall be handled in accordance with the procedures outlined in this unit order. Additionally, all clothing and linen that was in contact with the suspected clothing or linen shall be treated as possibly contaminated.

Soiled laundry items are sorted by type, placed on linen sheets and tied in a bundle. Upon completion of sorting soiled laundry, all bundles shall be placed back into the laundry bins, including the (RED) tied/closed Bio-Hazard bags with soiled laundry. The bins shall be delivered to the Twin Towers Correctional Facility (TTCF) Tower Two Dock for pick up by Laundry Services from Pitchess Detention Center.

• • **5-22/001.05 Voluntary Delayed Release Process**

PURPOSE OF ORDER:

The purpose of this order is to set forth policies and procedures regarding the Delayed Release Process (VDR) at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Per Senate Bill (SB) 833, inmates have the right to remain in custody of the Los Angeles County Sheriff's Department for *sixteen* (16) hours (or until normal business hours, whichever is shorter) in order to be discharged to a treatment center or during daytime hours. Normal business hours are; 0700 hours – 1700 hours. This request is voluntary and can be revoked by the inmate at any time. Staff shall not encourage inmates to participate in this Voluntary Delayed Release (VDR) program nor shall staff utilize this program unless an inmate expressly requests its use.

Line Personnel

When an inmate scheduled for release expresses interest in delaying their release per (SB 833), IRC personnel shall relate said information to a supervisor (supervising line deputy or higher) as soon as possible or practicable. IRC personnel shall provide the inmate with a "Written Expressed Consent to Remain in Custody" form to read and sign. Once the form is signed, IRC personnel shall immediately escort the inmate and the signed form to the release area. The form shall be hand delivered to the release deputy. Release personnel shall review the form, then immediately escort the inmate to the VDR holding cell #234. IRC release personnel shall then ensure inmates are given a sack lunch and juice, a bedroll and the opportunity to use the telephone in order to make notifications of their voluntarily decision to remain in custody. Inmates shall not be

delayed in this process.

Release Area Deputy

All inmates upon entry into the release area hallway shall be informed of the VDR program. All inmates are asked to sign the "Written Expressed Consent to Remain in Custody" form and choose whether they want to take part in the program or be released per the normal procedure.

If the inmate requests to take part in the program, he/she will sign the form and check the box stating they want to take part in the program. The form shall also be signed by the release area employee, the watch sergeant and watch commander. The release deputy shall immediately notify the release area clerk of any inmate(s) requesting the VDR program and make a notation on the e-UDAL. Additionally, the release deputy shall update the Automated Justice Information System (AJIS) by utilizing the code "VDR" in the MC07 movement screen; this removes the inmate from the current processing time in the Custody Information Portal (CIP). The inmate shall be escorted to the VDR holding cell #234.

IRC personnel shall then ensure the inmate is given a sack lunch and juice, a bedroll and the opportunity to use the telephone in order to make notifications of their voluntarily decision to remain in custody. The release deputy shall stamp the inmate's record "folder" with the "VDR" stamp and place the signed form inside the folder.

During weekday business hours, the release deputy shall contact the Community Transition Unit (CTU), at [REDACTED TEXT] Monday – Friday from 0700 hours – 1600 hours, and advise their staff of the inmate's name and booking number. CTU will then conduct a follow-up interview with the inmate. After hours or on weekends, release area staff shall provide the inmate with informative brochures from CTU related to transitional services. In addition, the inmate will be informed of the services provided by the CTU's Community Reentry Resource Center. The inmate may continue his/her right to participate in the VDR program, by electing to be released during normal business hours. Inmates on the VDR program shall be processed for release in a timely manner not to exceed the *sixteen* (16) hours or the normal business hours, whichever is shorter.

Revoking the Delayed Release Process

Inmates have the right to revoke their request for a VDR at any time. Although they retain this right, this does not absolve staff from ensuring that all standard release protocols are followed. Inmates that choose to revoke the VDR shall be immediately, and without delay, escorted to the release area. The release area deputy shall retrieve the inmate's record "folder" and remove the signed "Written Expressed Consent to Remain in

Custody” form. The inmate shall write their request to revoke the VDR program in the comments section of the form and by signing their name in the revocation box section. The release deputy shall also write their name and employee number in the revocation box section. The release area deputy shall then process the inmate for release based upon standard release procedures and wait times.

All inmates entering the IRC release area shall be tracked on the “VDR” processing log. Each shift is responsible for maintaining a current log.

Written Expressed Consent to Remain in Custody Forms

IRC personnel can obtain the “Written Expressed Consent to Remain in Custody” forms through outlook under all forms.

• • 5-22/002.00 Conditional Release Process

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the conditional release process of inmates into a “Supervised Release Program” at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the IRC, specifically those assigned to the release area and/or the “release rehabilitation position.”

ORDER:

Personnel assigned to the rehabilitation position in the release area receive a list daily (Monday through Friday), of inmates scheduled to be released to different rehabilitation programs. The release deputy and/or custody assistant shall contact the inmate’s housing location and request for a pass to be issued. In the event an inmate is classified as mental health, the inmate shall be cleared by a Correctional Health Services (CHS) mental health clinician or psychiatrist prior to being escorted to the release area for processing.

Once advised that a representative from a program has arrived, the release deputy and/or custody assistant shall request and retrieve the following documents:

- A copy of the program representative's driver's license.
- A copy of the program's letterhead stating which inmate(s) is to be released to their program.

All inmates live scanned and cleared for release shall be seated on bench one (1) in the secured release area. The release deputy and/or custody assistant shall hand deliver the inmate's record jacket(s) to the release gate deputy, who shall check and confirm the inmate(s) has been released in the Automated Justice Information System (AJIS) in accordance with IRC Unit Order 5-22/001.00, "Processing Releases."

The release deputy and/or custody assistant shall escort the inmates from bench one (1) to the property window to retrieve their property. Once their property is retrieved, the release deputy and/or custody assistant shall ensure that inmates are secured behind the release gate slider [REDACTED TEXT] prior to making contact with the program representative.

The release deputy and/or custody assistant shall make contact with the program representative at the lobby door [REDACTED TEXT]. The program representative shall sign and fill out the appropriate boxes on the back of the booking and property record card. The release deputy and/or custody assistant shall escort the inmate(s) to the program representative in order to ensure the correct inmate is transferred to the program. The release deputy and/or custody assistant shall then sign the back of the booking and property record card under, "Released By."

• • 5-22/003.00 DNA Refusal Procedures

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the collection of DNA samples from arrestees with felony charges at the Inmate Reception Center (IRC). IRC personnel may employ reasonable force to collect blood specimens, saliva samples, and thumb or palm print impressions from inmates who refuse to

provide DNA samples.

SCOPE OF ORDER:

This unit order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to DNA Collections.

ORDER:

Per Proposition 69, a ballot initiative voted into law on November 2, 2004, IRC personnel assigned to DNA Collections shall adhere to the following procedures when an inmate refuses to provide DNA samples.

Proposition 69

Pursuant to Proposition 69, DNA samples shall be collected when one of the following conditions or documents exists:

- A person arrested for a felony offense
- A person arrested who is currently on felony probation or parole
- A person arrested who is currently on any type of probation with a previous felony conviction
- Any person who is required to register under Penal Code Section 290 (sex offender) or Penal Code Section 457.1 (arsonist) or any other provision of Penal Code Section 296(a)(3)
- Court order for a collection
- Search warrant requiring collection
- Judicially signed Probable Cause Declaration (PCD) for a felony arrest

Refusal to Provide DNA Samples (Misdemeanor)

Pursuant to Penal Code Section 298.1, any person who refuses to give any or all of the following: blood specimens, saliva samples, or thumb or palm print impressions as required by this chapter, once he or she has received written notice from the Department of Justice, the Department of Corrections and Rehabilitation, any law enforcement personnel, or officer of the court that he or she is required to provide specimens, samples, and print impressions, pursuant to this chapter is guilty of a misdemeanor.

Punishment

The refusal or failure to give any or all of the following: blood specimens, saliva samples, or thumb or palm print impressions is punishable as a separate offense by both a fine of five hundred dollars (\$500) and imprisonment of up to one year in a county jail, or if the person is already imprisoned in the state prison, by sanctions for misdemeanors according to a schedule determined by the Department of Corrections and Rehabilitation.

Reasonable Force

IRC personnel may use reasonable force to collect blood specimens, saliva samples, and thumb or palm print impressions from persons who, after written or oral request is received, refuse to provide DNA samples. IRC personnel shall consider the following prior to using reasonable force:

- As established in the Manual of Policy and Procedures (MPP) section 3-10/020.00 "Authorized Use of Force" and Custody Division Manual (CDM) section 7-01/020.00 "Authorized Use of Force," personnel shall use "objectively reasonable" force. The "reasonableness" of the use of force must be judged from the perspective of a reasonable officer, rather than with the 20/20 vision of hindsight. Personnel shall consider the facts and circumstances confronting them, without regard to their underlying intent and motivation. All force used by IRC personnel for the purposes of collection DNA specimens, samples or print impressions shall be done in accordance with Department policy.
- The use of force shall be carried out in a manner consistent with regulations and guidelines adopted by the Board of Corrections.
- The use of reasonable force shall not be authorized without the prior authorization of the watch commander, for the purpose of collecting DNA specimens, samples or print impressions after a written or oral request is received, and refused by the arrestee.
- Authorization shall include information that reflects the fact that the inmate was asked to provide the requisite specimen, sample, or impression and refused.
- The use of reasonable force shall be preceded by efforts to secure voluntary compliance.
- The refusal and use of force to obtain a DNA sample shall be videotaped.

Applying Reasonable Force to Collect DNA

Prior to an inmate's arrival to IRC, if that inmate requires DNA collection, the arresting law enforcement agencies shall arrange for the collection with appropriate medical personnel. The IRC watch commander shall be notified when law enforcement agencies are unable to make arrangements with medical personnel due to the inmate's refusal.

Arresting law enforcement agencies shall then request booking approval and complete the "Use of Force to Obtain DNA" form authorizing the use of force to obtain a DNA blood sample.

Once approval has been given by the watch commander, the inmate shall be booked and live scanned prior to being transported to IRC.

In all other cases IRC personnel are required to collect DNA from in-custody inmates. IRC personnel assigned to DNA collections are required to collect saliva samples and thumb or palm print impressions. **The withdrawal of blood samples shall be performed by trained and certified phlebotomists, not Medical Services Bureau personnel.** Blood samples will be sent to the California DNA data bank. The phlebotomists shall not be civilly or criminally liable either for drawing blood when done in accordance with medically accepted procedures.

If an inmate from another facility (i.e. Men's Central Jail (MCJ) or Twin Towers Correctional Facility (TTCF)) is ordered by the courts to provide a blood sample and refuses, the handling facility's sergeant shall assemble deputy personnel to place the inmate in a safety chair and transport the inmate to IRC's phlebotomist. Refer to the *Custody Division Manual (CDM) Section, 7-03/040.00 Safety Chair.*

Once it is determined that the inmate is not going to provide the required DNA sample, personnel shall notify the IRC watch sergeant and watch commander.

The sergeant shall assign personnel to videotape the DNA collection, including the counseling and admonitions given to the inmate prior to the forcible DNA collection. The sergeant shall then ensure custody personnel has secured the inmate into a safety chair, assist with the transport of the inmate to the IRC phlebotomist or DNA Collections custody assistant and direct custody personnel to secure the inmate's body.

The phlebotomist will then collect DNA samples in accordance with medically accepted procedures.

After a blood sample has been obtained, the inmate will be released from the safety chair, unless the inmate's behavior is such that it requires further use of the safety chair. **The inmate shall not be kept in the safety chair for more than two (2) hours, unless exigent circumstances require the need to keep the inmate secured in the safety chair. Approval shall be obtained from the watch commander (of permanent rank of lieutenant or above) in consultation with medical staff. Refer to (CDM) Section, 7-03/040.00 Safety Chair.**

A gurney may be substituted in place of the safety chair. If an IRC phlebotomist is unavailable, the watch commander shall notify Medical Services Bureau and ascertain if an on-duty MSB phlebotomist is available.

Sergeant Responsibilities

The sergeant shall perform the following:

- Assign personnel to assist in video recording the watch sergeant's interview of the inmate's refusal
- While on camera, state:
 - The date, time, and location of the incident
 - The arrestee's full name, date of birth, and booking number
 - The interviewing sergeant's name and employee number
 - The name and employee number of any other personnel present
- Attempt to obtain compliance by fully explaining the requirements of Penal Code Section 296.2(a) to the inmate by reading the following admonishment:

"It is a violation of Penal Code Section 298.1 if you refuse to provide a DNA sample, fingerprints, and palm prints per Penal Code Section 296(a). You may be arrested and booked for this new crime. Refusal to provide these samples may result in increased time in custody. In addition, pursuant to Penal Code Section 298.1, reasonable force may be employed to collect DNA samples and print impressions from individuals who refuse to voluntarily provide those samples or impressions."

- Ask the inmate if he will provide the required DNA sample. Try to elicit a verbal response from the suspect
- Review and complete the "Use of Force to Obtain DNA" form authorizing the use of force to obtain a

sample (SH-R-475) please refer to the following hyperlink for the form
http://intranet.lasd.sheriff.sdn/intranet/sites/rmb/foss/_fods/2005/05-01-dna-forceform.pdf

- The form shall be attached to a letter from IRC operations to the Board of Corrections within 10 days of the use of force incident
 - Ensure that an incident report (SH-R-49) is written for violation of Penal Code Section 298.1, for refusal or failure to provide a DNA specimen (misdemeanor). In the report, include the inmate's advisement and refusal on tape or in the incident report (SH-R-49)
 - All reports generated from personnel shall be assigned to the Jail Investigations Unit (JIU)
-

• • 5-23/006.00 Security and Searches of Personal Property

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the searches of any personal property brought into secured areas within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all persons entering the secured areas of the IRC.

ORDER:

For the purpose of maintaining safety and security, IRC supervisors at the minimum rank of sergeant may, at any time, conduct searches of employees' personal belongings or containers upon entry to the facility or while inside a secured area of the IRC. Such searches shall be logged in the watch commander's log.

A secured area is defined as an area in which inmates may be present or an area that is directly related to inmate processing, such as interior control booths and sally ports.

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

compromise of information. Should personnel elect to bring in any such item, they shall be maintained on their person or stored in a locked compartment.

This policy does not limit persons from bringing into secure areas, items or containers that contain necessary tools, training material or equipment to facilitate the performance of their duties, (i.e., tool chests, medical bags, digital test equipment, etc.), nor does it limit personnel, who are attending training, from entering the facility wearing civilian attire en-route to the Officer's Dining Room (ODR).

All personal property shall be secured at all times, and shall not be stored in any area which may be accessible to inmates. The unit commander has the final authority to determine what personal property is allowed within their facility.

Items allowed upon entering secured areas other than necessary equipment (i.e. authorized flashlights, O.C. spray, handcuffs, TASER, field notebook etc.) include the following:

- Food, beverage items and snacks sufficient for one meal during an eight (8) hour shift.
- Medication needed to cover one eight (8) hour shift.
- One (1) binder/notebook of reference materials (i.e. "brain book").

The IRC watch commander may approve, on a case by case basis, other personal items inside secured areas if sufficient needs and justification exists. Such approval shall be logged into the watch commander's log indicating the employee's information, a description of the items and the justification for the items being brought inside a secured area.

Additional food, beverages and/or medication intended for beyond an eight (8) hour shift shall be kept in the employee's locker, and can be retrieved at some point during the next consecutive shift, such as in the case of an employee working a 16 hour ("double") shift.

Bags/containers brought into any secured area of the IRC shall be constructed with clear panels. A maximum of one clear backpack and one clear bag/lunch box will be allowed per staff member. Clear backpacks shall measure no larger than 21x12x10 inches and clear bags/lunch boxes shall measure no larger than 13x13x9 inches.

Random searches of personal property shall be conducted periodically by a supervisor at the minimum rank of sergeant as necessary, and logged in the watch commander's log.

Specific searches of personal property belonging to an employee shall also, be logged in the watch commander's log with the employee name, employee number, and items/containers searched (e.g., lunch bag, back pack etc.).

For additional information, refer to the *Custody Division Manual (CDM)*, **Section 3-01/090.00 Security of Personal Property**.

• • 5-24/001.05 Title 15 Security/Safety Checks

PURPOSE OF ORDER

The purpose of this order is to establish procedures for assuring timely and quality visual safety checks of inmates being processed at the Inmate Reception Center (IRC).

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned as the Title 15 compliance officer.

ORDER

All inmates processed at IRC shall be visually checked to ensure their safety and welfare.

Procedures for Conducting Safety Checks

Safety checks for all inmates being processed at IRC shall be conducted at least once every 30 minutes, with the exception of inmates who are being isolated in a temporary holding cell for being insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness, which shall be conducted at least once

every 15 minutes. For specific procedures regarding inmates isolated in temporary holding cells refer to ***IRC unit order (UO) 8-40/00.000 Monitoring and Documenting Temporary Inmate Isolation.***

Title 15 compliance officers assigned to conduct Title 15 security checks shall look at the inmate(s) for obvious signs of distress, (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, etc.). Personnel shall conduct these security checks by looking into rooms/cells, entering the dormitories of inmates temporarily housed in Module [REDACTED TEXT], visually inspecting each inmate, and inspecting the general area. If personnel observe any item (e.g., clothing, linen, towel, papers, etc.) obstructing their view into the cell or dormitory, the item(s) shall be removed immediately, with officer and inmate safety in mind. Should there be any doubt regarding an inmate's condition, staff shall attempt to elicit a response as well as request a supervisor and medical staff if necessary. The supervisor and medical staff shall respond to the location and conduct an assessment. First Aid and/or CPR should be administered if necessary. Proper officer safety practices shall be observed at all times.

All Title 15 Security/Safety Checks are tracked through the Mobile Event Tracking System (METS) hand-held scanner, which is to be used during every security check.

If custody personnel are unable to conduct an inmate safety check, a supervisor shall be notified and advised that assistance is required. The supervisor shall ensure that inmate safety checks are completed and there are sufficient personnel to conduct the checks.

Title 15 Compliance Officer

Custody personnel assigned to conduct Title 15 safety checks at any location within the facility shall be responsible for the Title 15 safety checks for the entirety of the shift, unless reassigned by a supervisor at the permanent rank of sergeant or above. Personnel assigned as the Title 15 compliance officer shall be designated on the daily in-service sheet. Each work area shall have a minimum of one person assigned as the Title 15 compliance officer. The Title 15 compliance officer shall personally perform all assigned functions unless properly relieved, or as directed by a supervisor at the permanent rank of sergeant or above.

The Title 15 compliance officer's primary responsibility shall be to comply with Title 15, Article 3, Section 1027, and ***Custody Division Manual (CDM) 4-11/030.00 Inmate Safety Checks.*** The duties of the Title 15 compliance officer include, but are not limited to:

Inmate Reception Center Unit Orders

- Personally conducting the required safety checks for their assigned area or work location, to ensure the safety and welfare of each inmate within that location.
- Conducting a visual and physical inspection of the officer work areas, inmate holding areas, day rooms, and recreation rooms for any items needing repair, replacement, or cleaning (i.e. leaking fixtures, burned out light bulbs, etc.). Additionally, the Title 15 compliance officer shall remove any obstruction (e.g., "curtains," clothing, or other items) which may interfere with the view of inmate living areas or bunks. The Title 15 compliance officer shall ensure corrective actions and maintenance requests are completed.
- If the Title 15 scanner is not operational, or if the area being checked does not contain bar codes, a manual entry (stating that an inmate safety check has been completed) shall be document in the "Additional Information" section of the UDAL/e-UDAL. For additional information or issue regarding the Title 15 scanner, see CDM section 4-11/030.05".

For additional information pertaining to the duties and responsibilities of the Title 15 Compliance Officer, refer to **CDM 5-14/100.00 Title 15 Compliance Officer**.

Temporary Holding Cells

Title 15 compliance officers shall be responsible for safety checks of inmates isolated in temporary holding cells. For the specific procedures related to temporary holding cells refer to **UO 8-40/00.000 Monitoring and Documenting Temporary Inmate Isolation**.

Tracking Title 15 Security/Safety Checks

Title 15 security/safety checks are automatically tracked in the electronic Uniform Daily Activity Log (e-UDAL) through the hand-held scanner and the METS tracking system utilized to conduct Title 15 security/safety checks.

Supervisors Responsibilities

- **Supervising line deputies and sergeants** shall ensure personnel are conducting all Title 15 security/safety checks. Supervisors shall also ensure personnel are making timely checks of all inmates in temporary holding cells, with the time between checks being no more than 15 minutes apart. Supervising line deputies and sergeants shall review and sign each area's e-UDAL using their usernames and passwords, at least once per shift. Supervisors shall arrange to have inmates moved from the temporary holding cells as soon as is safe and practical. Each area sergeant shall conduct an unannounced check of each housing area under their supervision, not less than once per shift, to ensure all inmate safety checks are conducted and properly documented.
- Each **shift watch commander** shall, on a random basis, review e-UDALs at least one time per week. The watch commander shall document this review by signing the e-UDAL using his or her user name and password. The watch commander shall also document the review in the Watch Commander's Log.

All supervisors shall be responsible for taking positive corrective action and providing necessary training when errors or omissions occur in the e-UDAL.

Facility Maintenance

Title 15 compliance officers shall inspect their assigned work area for maintenance problems. Maintenance issues shall be reported as outlined in **UO 8-42/000.00, "Facility Maintenance and Maintenance Request Procedures."**

• • **5-26/000.00 Extradition Orders Issued by the Courts**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the receipt of extraction orders from Court Services Division (CSD) personnel, and the proper dissemination of such orders by personnel at the Inmate Reception Center (IRC), to other custody facilities.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to the IRC Court Refusal/Compliance Team.

ORDER:

CSD personnel shall send a scanned copy of the extraction order to the IRC Court Refusal Team/Compliance Team. The extraction order can be faxed directly to [REDACTED TEXT]

CSD personnel may telephone the IRC watch deputy at [REDACTED TEXT] to confirm receipt of the extraction order.

The IRC Court Refusal Team and/or Court Compliance Team shall e-mail or hand deliver the extraction order to the appropriate watch commander and watch sergeant of the facility where the inmate is housed. The IRC Court Refusal Team and/or Court Compliance Team will be responsible for maintaining proper records of prior, ongoing and future extraction orders.

• • **5-27/000.00 Inmate Personal Care Items and Hygiene**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the distribution of admission kits and the maintenance of personal hygiene by inmates being processed within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Every inmate has the right to be able to maintain their personal hygiene. Additionally, cleanliness is important in maintaining order and personal discipline within a custodial setting. Personnel assigned to Module 231 shall adhere to the following procedures.

Each newly-processed inmate is given the opportunity to shower before proceeding to temporary or permanent housing.

Inmates continuing medical triage in Module 231, considered to be temporary housing, shall at the minimum, be permitted to shower/bathe at least every other day or more if possible. The module officer shall log all showers given on each shift in the electronic Uniform Daily Activity Log (e-UDAL).

Inmates assigned to Module 231 shall receive an admissions kit along with a mattress, clean undergarments, and linen. The module officer shall log the distribution of admissions kits in the e-UDAL. .

Hygiene / Admissions Kits:

As outline in the Custody Division Manual (*CDM*) *Section 5-13/090.00*, all inmates, at the time of housing into a custody facility, shall receive an admissions kit.

All inmates assigned to Module 231 will be supplied with an admissions kit, which includes the following:

Hygiene Kit:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Deodorant

- Shampoo

Obtaining Admissions Kits:

Admissions kits are supplied by the Inmate Services warehouse and shall be picked up, maintained and distributed by IRC supply to Module 231. The lead deputy assigned to Module 231 or their designee, will be responsible for picking up admissions kits from the Inmate Services warehouse and/or the IRC warehouse and shall maintain a regular supply for inmate distribution in the module. All razors shall be collected out of the hygiene kits and placed in a secured area.

Razor Blades:

Due to the potential danger of razor blades, inmates awaiting medical and mental health clearances shall not receive a razor.

Inmates going to court may receive a razor, upon request. The razor shall be collected after its use by custody personnel and properly disposed of.

Any changes and/or deviations to this policy shall be approved by the watch commander.

• • **5-27/001.05 Inmate Clothing/Bedding Issuance and Exchange**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the issuance and exchange of inmate clothing, bedding, and linen while processing within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to Logistics and [REDACTED TEXT]

ORDER:

Personnel at IRC shall adhere to the following guidelines and procedures when issuing and/or exchanging inmate clothing:

The standard issued clothing for non-suicidal inmates upon intake into IRC, shall consist of the following:

- One pair of socks
- One pair of jail-issued shoes
- One inmate uniform (shirt and pants)
- One underpants, and one undershirt
- One thermal shirt and one thermal pants

The standard issue of bedding and linens for each inmate placed in temporary medical housing [REDACTED TEXT], shall consist of:

- One clean serviceable mattress
- One clean sheet or mattress cover
- One clean blanket
- One clean towel

IRC logistics shall be responsible for maintaining a sufficient quantity of clothing, bedding, and linens available for the issuance and/or replacement needs of the facility, as is required by California Code of Regulations (CCR), Title 15.

Unless work, climatic conditions, or illness necessitates, all inmates who are being temporarily housed in [REDACTED TEXT], designated as a temporary medical housing, will be given the following items upon intake to the module:

Inmate Reception Center Unit Orders

- One pair of socks, one shirt and one underpants
- One towel
- One pair of jail issued pants
- One jail issued shirt
- One thermal shirt and one thermal pants

Inmates temporarily housed in [REDACTED TEXT] are typically processed within a **(48)** forty-eight hour period. However, in circumstances where inmate processing exceeds the **(48)** forty-eight hour period, as shown on the medical processing "Time Clock," a change of clothing, undergarment and linen shall be made. An exchange of clothing shall also be made for any inmate who claims their stay in the module has exceeded **(2)** two days, and appears to need a change of clothing.

Personnel shall not deny an inmate from receiving an exchange of clothing due to personal reasons, as a means of punishment, or simply because it is felt that the inmate is not being truthful.

The issuance of clothing, linen, and bedding is **required** as per, CCR, Title 15 and shall not be denied to any inmate. When an exchange of clothing occurs, the change shall be done on a one-for-one basis and at **no** time during the exchange, shall an inmate be allowed to keep or receive extra clothing or linen.

All issuance of clothing and linen should be logged into the electronic Uniform Daily Activity Log (e-UDAL).

The lead deputy assigned to [REDACTED TEXT] is responsible for monitoring of the processing "Time Clock" to ensure the over-stay of an inmate (for more than **(48)** forty-eight hours) does not occur. If the over-stay of an inmate occurs, the lead deputy shall escort the inmate to the first available nurse for evaluation and order a change of clothing and undergarments.

Line supervisors are responsible for ensuring the following:

- All inmates receive the standard issuance of clothing when processing through IRC
- Inmates moved to [REDACTED TEXT] for temporary medical housing receive a new roll of clothing, linen and bedding upon intake

- An exchange of clothing, undergarments and linen occurs when any inmate exceeds the (48) forty-eight hour stay in [REDACTED TEXT] as per the processing "Time Clock"
 - All issuance of clothing, linen and bedding are logged in the e-UDAL by personnel
-

• • **5-27/002.00 Inspection and Sterilization of Waist Chains, Handcuff Restraints and Other Restraints**

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures at the Inmate Reception Center (IRC) regarding the daily inspection and sterilization of waist chains, handcuff restraints or any other restraint devices to ensure operability and prevent the transmission of communicable diseases.

SCOPE OF ORDER:

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

ORDER:

All personnel assigned to IRC shall be guided by the following procedures to ensure waist chains, handcuffs and other restraint devices are inspected and sterilized each shift, as required per the *Custody Division Manual (CDM) Section 7-03/010.00 Waist Chain Procedures*.

Prior to the end of each shift, or if duties permit after each use, line personnel shall be responsible for cleaning and sterilizing the following:

- Waist chains assigned to the work area
- Handcuffs attached to the seating benches or chairs throughout the facility
- Restraint devices that are used during an incident

Inmate Reception Center Unit Orders

Personnel who inspect and sterilize these restraint devices shall document their actions into the electronic Uniform Daily Activity Log (e-UDAL).

Lead deputies shall ensure that by the end of each shift, all restraint devices are inspected and sterilized.

SANITATION INSTRUCTIONS:

Custody personnel shall wear appropriate protective gloves prior to inspecting any soiled waist chains, handcuffs or restraint devices. Additionally, while providing direct supervision, custody personnel may request inmate workers to assist with cleaning and sterilizing waist chains.

Only the approved anti-bacterial Methicillin-resistant Staphylococcus aureus (MRSA) killing solution (i.e. Turbo Kill) shall be utilized. Chains shall be set to air dry after being sprayed with Turbo Kill.

Each work location shall have two (2) clearly marked chain racks, one for "soiled" chains and one for "clean" chains.

After the chains are dry, personnel shall place the clean, sterilized waist chains on the rack marked with the label "clean." Soiled waist chains shall be kept on the chain rack marked "soiled" until they are cleaned by personnel on the shift.

At no time shall clean and soiled chains be mixed. It is incumbent upon each employee to ensure that soiled chains are inspected, sterilized and placed on the appropriate rack to help prevent the transmission of communicable diseases.

Chain racks needing replacement shall be reported to the IRC logistics office with a work order and logged into the e-UDAL.

Waist chains that are damaged shall be immediately delivered to the IRC logistics office for repair. A work order shall be submitted to the IRC logistics office and logged into the e-UDAL.

Handcuffs attached to the seating benches or chairs that are damaged shall be reported through a work order to the IRC logistics office and logged into the e-UDAL.

Daily, on each shift, sergeants shall visually inspect the chain racks for compliance with this policy. Following their inspection, the sergeant shall log their actions in the e-UDAL. Sergeants shall be responsible for ensuring these procedures are conducted daily in their assigned work location.

Record of the inspection and sterilization of restraint devices shall be kept for a minimum of *two (2)* years per the *Custody Division Manual (CDM) Section 4-13/000.00 Retention of Records*.

• • **5-29/000.00 Inmate Visiting Plan**

PURPOSE OF ORDER

The purpose for this order is to establish procedures for inmate visiting at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

The California Code of Regulations (*CCR*), *Title 15, section 1068, "Access to the Courts and Counsel,"* requires Type II facilities to implement written procedures to provide opportunities for inmates to have access to the court and legal counsel, access to confidential consultation with attorneys, and mail. The booking process at IRC typically does not surpass ninety-six (96) hours and it involves inmates cycling through multiple stages of classification and medical screening prior to their assignment at a permanent housing facility. For this reason, a visiting center is not maintained at IRC.

As required by Custody Division Manual (*CDM*) sections 5-10/010.00, "*Inmate Visiting*," and 5-10/030.00,

“Attorney Room Visits and Regulations,” inmates shall be allowed to receive visits while in a custody facility. Inmates shall be given reasonable access to legal and professional representation, at the request of the inmate or any relative of the inmate, pursuant to California Penal Code, *section 825(b)*. Inmates shall also be given reasonable access to appear before a magistrate or an extension of time, pursuant to Penal Code, *section 825(a)(1)*.

Upon arrest, booking or detention for more than two hours of a known or suspected foreign national, custody personnel shall advise the foreign national that they have a right to communicate with an official from the consulate of their country pursuant to Penal Code, *section 834c(a)(1)*. Mandatory notification is required to countries outlined in the Penal Code, *section 834c(d)*, regardless of the request of the foreign national. They shall also be allowed to communicate, correspond with, and be visited by, a consular officer of their country, according to the Penal Code, *section 834c(a)(3)*.

For further information, refer to the CCR Title 15 section, CDM policies, and Penal Code sections listed above.

With the approval of the watch commander and Correctional Health Services (CHS) staff, inmates processing through IRC shall be given the right to receive a visit if summoned by an attorney, bail bondsmen, notary, clergyman, friend, or family member.

VISITING PROCEDURE

When an inmate is summoned for a visit while processing through IRC, the floor sergeant shall be notified. They shall ensure the inmate is medically cleared to attend the visit prior to designating an escort. The inmate shall be escorted to module 232, located at Twin Towers Correctional Facility (TTCF), and shall be monitored by custody staff from IRC during the visit. At the end of the visit, the inmate shall be escorted back to their assigned location at IRC. All visits shall be conducted during regular visiting hours and schedules as maintained by TTCF Visiting Center, at the watch commander’s discretion.

Custody personnel shall ensure the inmate visit information is logged into the electronic Uniform Daily Activity Log (e-UDAL).

If the inmate is unable to attend the visit while processing through IRC due to medical concerns or because

they pose a potential safety risk to custody personnel, the IRC watch commander or their designee shall contact the TTCF watch commander and inform them that the inmate is unable to attend the visit, and provide the reason. The IRC watch commander shall make an entry in the Watch Commander's Log, and custody personnel shall document an entry in their respective area's e-UDAL.

• • **5-30/000.00 Suicide Prevention**

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the handling of suicidal inmates at the Inmate Reception Center (IRC), as well as to provide custody personnel information on the recognition of mentally ill inmates.

SCOPE OF ORDER:

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

ORDER:

All custody and civilian personnel assigned to IRC shall adhere to the following procedures with regard to the prevention of inmate suicides and the recognition of mentally ill inmates. It is the responsibility of all personnel to recognize behavioral patterns which may indicate an inmate is in need of mental health care. If staff determine an inmate is in need of mental healthcare or medical services, the appropriate referrals shall be made for an evaluation, assessment, and treatment.

IRC custody personnel who encounter a potentially suicidal inmate shall make the proper notification to Correctional Health Services (CHS) staff. For further information regarding the handling of suicidal inmates, refer to *CDM section 5-01/050.00, "Handling of Suicidal Inmates."*

Inmates who were identified as suicidal by arresting or transportation officers prior to their arrival at IRC shall have an e-BOMHR or BOMHR completed prior to accepting custody of the inmate. In addition, inmates who are identified as potentially suicidal by CHS during intake screening do not require an e-BOMHR.

In all other circumstances, personnel shall utilize the electronic Behavioral Observation and Mental Health Referral (e-BOHMR) available through the Custody Automated Reporting and Tracking System (CARTS). Custody personnel shall complete the first five (5) sections of the e-BOHMR.

The printed BOHMR report (SH-J-407) shall only be utilized under circumstances when the use of the e-BOHMR is not possible (e.g. system failure, an emergency which significantly affects facility operations, etc.), in accordance with *CDM section, 4-05/000.00, "Behavioral Observation and Mental Health Referral Reports."*

The following reports shall be written in the event of an attempted or completed suicide:

- Incident Report (SH-R-49);
- e-BOMHR Referral;
- Inmate Injury Report (SH-J-212)

When completing an Incident Report (SH-R-49) and all other required reports, custody personnel shall not refer to a suicide attempt as "feigned."

IRC custody personnel shall also attempt to exchange clothing for any inmate who declares or is deemed to be suicidal for a Department approved risk precaution gown. For additional information regarding procedures on the exchange, refer to *IRC Unit Order 5-11/017.00, "Exchange of Inmate Clothing for Risk Precaution Gown."*

IRC custody personnel working in areas where inmates have access to telephones should exercise caution for the possibility of inmate hangings by use of telephone cords. For additional information regarding telephone cord suicide risk, refer to *CDM section 5-01/050.00, "Telephone Suicide Risk."*

POSSIBLE PRECURSORS OF SUICIDE AND ATTEMPTED SUICIDE

Inmate Reception Center Unit Orders

- Talking about dying, self-harm or any mention of dying
- Change in personality, sadness, withdrawn, irritable, anxious, tired, relief and apathetic
- Low self-esteem, feeling worthless, shame, overwhelming guilt, and/or self-hatred
- Giving away possessions or packaging belongings
- Losing interest in most activities such as not coming out of an assigned cell
- Not eating or the lack of interest in food
- Unusual/obscure interest in religion such as the sudden reciting of bible passages
- Feelings of losing self-control, statements of a mental breakdown or harming others
- Previous suicide attempts
- Bad news

(Rejection by family, sickness or death of a family member, infidelity by a spouse)

- Sexual assault
- Confinement for a first time offender
- Harsh (or unexpected) sentence imposed by a court
- Guilt for having committed the crime
- Assault by an inmate or an altercation with staff
- Prolonged confinement in an un-sentenced status during the trial period

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

- Call for back up
- Notify Correctional Health Services staff/request paramedics (if necessary), sergeant, and watch commander
- Lockdown the immediate area
- Obtain the emergency response kit
- In the case of hanging, use the “cut down tool,” from the emergency response kit to immediately cut down the inmate (the preservation of life should be the primary consideration)
- Monitor the inmate’s airway, breathing, and circulation
- Render first aid and/or C.P.R. if necessary

The best preventative measure against a potential suicide attempt by an inmate is early detection. Custody personnel who observe or are notified of an inmate who is exhibiting any of the previously listed warning signs of potential suicide shall immediately escort the inmate to the IRC clinic or IRC module 231 for evaluation by CHS staff.

Inmate Reception Center Unit Orders

Should the inmate die as a result of suicide, the procedures described in CDM section 4-10/050.00, "Inmate Death – Reporting and Review Process," shall be followed.

EMERGENCY RESPONSE KITS

Each work station throughout IRC has been assigned an emergency response kit. All areas shall maintain an emergency response kit. The emergency response kit is contained in a white waterproof container with red stenciling on the sides labeled "EMERGENCY RESPONSE KIT." The emergency response kit shall only be removed from the work station to assist in suicide intervention or during suicide intervention drills.

The emergency response kit contains the following items:

Item	Quantity
Craftsman Handi-Cut (cut down rescue tool)*	1
Cardiopulmonary Resuscitation (CPR) Mask	1
Bag valve mask ("Ambu bag")	1
High risk exam gloves	1 pair
NARCAN Nasal Spray (NALOXONE)	2 units

Towel

2

*Caution should be exercised whenever the emergency response kit is deployed. The cut down tool is a security risk and should be accounted for at all times.

Personnel responsible for the work area shall inspect the emergency response kit at the beginning of their shift to ensure the tamper-resistant tape is intact. This inspection shall be documented in the Uniform Daily Activity Log (e-UDAL). If the tamper-resistant tape is broken or the kit appears to have been opened, notification to a supervisor shall be made. When the emergency response kit has been deployed, or opened for any reason, the supervisor or designee shall contact the training unit. The training unit shall inspect the container to ensure all of the above listed items are present and apply new tamper-resistant tape. If items are missing from the kit, the training unit shall replace the items.

IRC personnel shall receive ongoing training and recurrent briefings regarding suicide prevention.

• • 5-35/000.00 - Security of Medical Supplies, Medication Disposal And Self-Medication

PURPOSE OF ORDER

To establish guidelines and procedures for securing medical supplies and administrative rooms, properly disposing waste medication, and addressing inmates who self-administer medication at the Inmate Reception Center (IRC).

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically in the clinic.

ORDER

Security of Medical Supplies and Administrative Rooms

IRC deputies and custody assistants assigned to the clinic shall ensure supplies, administrative rooms and stock rooms belonging to the Correctional Health Services (CHS) are safe and secured.

Supplies include, but are not limited to, medication, pharmaceutical and associated supplies (i.e. individual eye droppers, IV tubing, etc.). Such supplies are stored in [REDACTED TEXT]

The CHS supervisor's room [REDACTED TEXT]

Per the **Medical Services Bureau Policy #M401.02 Medication – Outlying Facilities Stock**, drug storage rooms, cabinets, shelves or carts shall be kept locked **when not in use**. Therefore, since IRC is a facility that medically processes inmates twenty-four (24) hours per day, **the [REDACTED TEXT] is permitted to remain open**. Similarly, as [REDACTED TEXT], which is utilized by nurses assessing inmates twenty-four (24) hours per day, the cabinet may also remain open.

Note: When an emergency evacuation of the facility occurs, the CHS staff shall ensure the medical rooms, cabinets, shelves and carts are all locked and secured.

The medication stock room, [REDACTED TEXT] shall remain locked at all times, unless it is in use by nursing staff. *Only* authorized personnel shall be allowed to enter. The medical stock room contains medications and additional pharmaceutical supplies. For additional information, please refer to **Medical Services Bureau Policy #M401.01 Medication – Stock Room**.

It shall be the responsibility of IRC custody personnel assigned to the nurse station security post, to ensure no inmate enters the back hallway. For additional information on nurse station security, please refer to the Duty Statement (DS) **9-04/006 Clinic Deputy and Custody Assistant Duties**.

Medication Disposal

Correctional Health Services personnel, specifically the nursing staff, shall be responsible for disposing waste medication. All discarded waste medication shall be placed in a locked box until the items are properly thrown away.

Note: Deputy and custody personnel *shall not* dispose of medication in the trash or down the drain.

Self-Medication

Per **Medical Services Bureau Policy #M205.02 Self Administration – Multi Day Medication Program**, inmates who meet the criteria for this program shall be permitted to self-administer approved medication. Therefore, deputy and custody assistant personnel shall not confiscate or discard such medication.

• • 5-36/000.00 - A Guide Through Custody Pamphlet

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding the distribution of the Los Angeles County Jail “A Guide Through Custody” pamphlets (SH-J-447) within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to work the clinic.

ORDER:

The following procedures shall be followed by custody personnel to ensure inmates receive “A Guide Through Custody” pamphlet (SH-J-447). These pamphlets are produced for Los Angeles County Jails and are essential in providing information to inmates regarding jail rules, regulations, programs and services. Spanish versions of the pamphlet shall also be made available to Spanish speaking inmates.

Distribution

Custody personnel assigned to work in the clinic shall ensure inmates exiting the shower receive “A Guide Through Custody” pamphlet (SH-J-447).

The pamphlets are stored in the clinic in the holding area behind the rear cage for easy distribution to the inmates.

Custody personnel assigned to the clinic shall ensure a sufficient amount of pamphlets are ordered and maintained regularly.

Pamphlets shall be produced by the North County Correctional Facility (NCCF) print shop. Orders can be made through IRC supply by submitting a Printing Request (SH-AD-1).

For a copy of the pamphlet, please refer to the link below.

[REDACTED TEXT]

For a Spanish version of the pamphlet, please refer to the link below.

[REDACTED TEXT]

• • **5-38/000.00 - Inmate Absentee Voting/Registration**

PURPOSE OF ORDER:

Inmate Reception Center Unit Orders

The purpose of this order is to establish procedures for inmate voting, by inmates processing through the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

All inmates may request voting material during their incarceration, and while being processed at IRC. Inmates shall be afforded the opportunity to request voting material for local, state, and federal elections, pursuant to the California Election Code and per the ***Custody Division Manual (CDM), Section 5-13/140.00, "Absentee Voting."***

Although incoming inmates at IRC are typically processed for housing in a short period of time, they may still request a "California Voter Registration Application" and/or a "California Vote-By-Mail Ballot Application." Inmates may request the forms by completing and Inmate Request Form (SH-J-420), or by calling the Los Angeles County Registrar-Recorder/County Clerk's number provided on the posted signs.

Documentation:

Custody personnel responsible for handling the inmate voting requests shall make an entry into the respective location's electronic Uniform Daily Activity Log (e-UDAL) when "California Voter Registration Application" and/or "California Vote-By-Mail Ballot Application" forms are requested and distributed to inmates.

Voting Qualifications:

Inmates inquiring if they are qualified to vote can be informed about the qualification criteria listed. However, LASD personnel shall not use this as a reason to deny an inmate's request to register vote.

- United States Citizen
- California Resident
- Eighteen (18) years of age or older on Election Day
- Not temporarily in County jail while sentenced to a state or federal prison or on parole for the conviction of a felony; and
- Not currently found to be mentally incompetent by a court of law

In Addition to the above criteria, inmates may be eligible to vote if they are:

- Under “mandatory supervision” or “post release community supervision”; or
- Serving a sentence in County jail or on probation for a misdemeanor conviction.

Ordering Additional Voting Forms:

The IRC supply office shall ensure forms are requested through the Registrar-Recorder/County Clerk’s office and a sufficient supply is made available to custody personnel for inmates upon request at IRC.

“California Voter Registration Application” and “California Vote-By-Mail Ballot Application” forms can be obtained in quantity from:

The Los Angeles County Registrar-Recorder/County Clerk

**12400 E. Imperial Hwy. Room 3001
Norwalk, CA 90650
Phone: (562) 462-2362**

Inmates who submit a “California Voter Registration” and/or “California Vote-By-Mail Ballot Application” form while processing through IRC will receive all following voting-related correspondence at their subsequent assigned housing location and shall be notified by custody personnel. Any campaign literature, sample ballots or mail from the Registrar-Recorder addressed to inmates, shall be processed to the inmate’s current housing location without delay.

Notification:

The "Vote-By-Mail Ballot" will be mailed to qualified inmates by the Registrar-Recorder/County Clerk's office. These ballots shall be completed, and sealed by the inmate. The ballots shall *not* be reviewed by custody personnel.

The final determination for voting eligibility shall rest with the Registrar-Recorder/County Clerk. Therefore, no inmate shall be refused an opportunity to receive voting material by custody personnel.

• • **5-42/000.00 - Inmate Exercise and Recreation**

PURPOSE OF ORDER:

The purpose of this order is to address inmate exercise and recreation at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

California Code of Regulations (CCR), Title 15, Section 1065 requires Type II facilities to implement written procedures for exercise and recreation.

The booking process at IRC typically does not surpass 96 hours and involves inmates cycling through multiple stages of classification and medical screening prior to assignment at a permanent housing facility. Inmates are afforded the opportunity to view television in between stages of the booking process, but the nature of this process typically does not allow for recreational time.

Inmates waiting to be medically cleared may be assigned to temporary housing in [REDACTED TEXT], and may potentially surpass the typical 96 hour duration for booking. Inmates housed in [REDACTED TEXT] are afforded the opportunity to participate in recreational time in the dayroom of their assigned housing pod.

Upon completion of the entire booking process, inmates will be assigned to their designated permanent housing facility, where they will have full access to regularly scheduled recreational programs, games, and television. For additional information, please refer to the Custody Division Manual (CDM) Section 5-13/120.00 Exercise and Recreation.

• • **5-43/000.00 - Inmate Library Services**

PURPOSE OF ORDER:

The purpose of this order is to address inmate library services at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

California Code of Regulations, Title 15, section 1064 requires Type II facilities to implement written procedures for inmate library services.

The booking process at IRC typically does not surpass 96 hours and involves inmates cycling through multiple stages of classification and medical screening prior to assignment at a permanent housing facility. For this reason, IRC does not maintain a full service library for inmates engaged in the booking process. However, books that have been left behind by released inmates are collected at custody line and made available to inmates who request reading material during the booking process.

Upon completion of the entire booking process, inmates are assigned to a permanent housing facility, where they shall have full access to a library with legal, religious, educational, and recreational reading materials. For additional information, please refer to the Custody Division Manual (**CDM**) **Section 5-13/150.00 Library Services**.

• • **5-44/000.00 - Inmate Correspondence**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures regarding inmate correspondence at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

California Code of Regulations (CCR), Title 15, section 1063, requires all facilities to implement written procedures in regards to the handling of inmate correspondence.

IRC is a "Type II" facility that does not house inmates, but processes them for movement to permanent housing. Due to the continuous movement of inmates within IRC, and the short period of time in which IRC holds an inmate for processing, the IRC mail room shall forward all inmate correspondence to the assigned permanent housing location. If an inmate has not yet been assigned to a permanent housing location when mail is received for them, the mail will be held by mail room personnel and forwarded to the inmate once they are housed.

All inmates shall be entitled to send and/or receive mail, therefore all personnel shall familiarize themselves with the following procedures to ensure inmates are informed of the guidelines pertaining to inmate correspondence:

- a. There is no limitation on the volume of mail that an inmate may send or receive.
- b. Inmate correspondence may be read when there is a valid security reason and the watch commander approves.
- c. Custody personnel shall not review inmate correspondence to or from state and federal courts, any member of the State Bar or holder of public office, and the Board of State and Community Corrections; however, custody personnel may open and inspect such mail only to search for contraband, cash, checks, or money orders and in the presence of the inmate.
- d. Inmates may correspond, confidentially, with the unit commander.
- e. Those inmates who are without funds shall be permitted at least two postage paid letters each week by their respective housing facility, to permit correspondence with family members and friends but without limitation on the number of postage paid letters to their attorney and to the courts.
- f. Inmates may correspond, through U.S. Mail, with other inmates in all Custody Division facilities or with inmates in other institutions.

For additional information on inmate correspondence, please refer to ***Manual of Policies and Procedures (MPP) section 5-03/195.00, "Confidential/Legal Correspondence of Inmates," and Custody Division Manual (CDM) sections 5-06/020.00, "Inmate Money," 5-06/030.00, "Inmate Reading Material," and 5-06/070.00, "Inmate Correspondence."***

REVISED 08/04/21

05/22/18

• • 5-45/000.00 - 5150 Welfare and Institutions Code Releases

PURPOSE OF ORDER

The purpose of this order is to establish policies and procedures regarding the handling of 5150 Welfare and Institutions Code (WIC) open ward inmate releases at the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

ORDER

Department of Mental Health Assessment

When an inmate is to be released, but is determined by Department of Mental Health (DMH) personnel to meet the criteria for a 5150 WIC hold, custody personnel are to contact personnel from DMH and request an Lanterman-Petris-Short (LPS) designated DMH worker to write a 5150 WIC hold, which will make the inmate ineligible for an open ward release.

Not all DMH personnel are LPS certified. If there are no LPS certified DMH employees available, deputy personnel shall write the 5150 WIC hold, with the approval of the on-duty watch commander. Deputy personnel shall consult with DMH personnel regarding the necessity of a 5150 WIC hold. The DMH worker conducting the assessment shall provide relevant information from their mental health assessment of the inmate for the deputy conducting the 5150 WIC hold. Relevant information for a 5150 WIC hold includes, but is not limited to: the inmate being acutely suicidal, having schizophrenia and taking psychiatric medications, having no known family or community support, among others. The deputy completing the 5150 WIC hold shall conduct a face-to-face assessment of the inmate prior to writing the hold.

Note: The Health Insurance Portability and Accountability Act (HIPAA) allows for the sharing of relevant information to persons involved in providing care to the patient. This includes law enforcement.

Note: The mental health clinician is not allowed to write the hold and have the deputy sign it.

Required Documentation

Packets containing the appropriate forms for a 5150 WIC open ward release can be found in the DMH work area at Module 231. The deputy writing the 5150 WIC hold will ensure the following forms are completed and placed within the 5150 WIC open ward release packet before transport of the inmate occurs:

- Application for 72-hour Detention for Evaluation and Treatment form (MH 302) is to be prepared in triplicate with the Uniform Reporting Number (URN) written in the upper right-hand corner. Distributed as follows:
 - Two copies to be placed inside the packet; and
 - One copy to be attached to the case report;
- Discharge Summary Form, to be completed by DMH personnel;
- Packet face sheet.

The 5150 WIC open ward release packet will be given to the ambulance drivers, who will be responsible for transporting the inmate to the hospital.

The deputy writing the 5150 WIC hold will also be responsible for completing the following forms and submitting them together to the appropriate floor sergeant:

- Incident Report (SH-R-49);
- Generating an URN with a '9' retention number and a stat code of 461;
- One copy of the Application for 72-Hour Detention for Evaluation and Treatment form (MH 302);
- One copy of the Inmate Property Card, once the inmate has signed it;
- One copy of the completed Discharge Summary Form;
- Original copy of Receipt for Transporting Patient (if issued by the hospital).

• • 5-46/000.00 - Identification and Processing of Developmentally Disabled Inmates

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the identification and processing of developmentally disabled inmates at the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

ORDER

Developmentally Disabled

Developmentally disabled refers to those persons who have a disability which originates before an individual attains age eighteen (18) and the disability continues, or can be expected to continue indefinitely. This term includes intellectual disability, cerebral palsy, epilepsy, and autism, as well as disabling conditions found to be closely related to intellectual disability or require treatment similar to that required for intellectually disabled individuals.

Processing

Custody Health Services (CHS) personnel assigned to IRC have numerous procedures in place for the identification, housing, and treatment of inmates who are developmentally disabled. Inmates processed through IRC undergo screening for developmental disabilities, as well as other medical issues, by CHS personnel as part of the intake process.

When custody personnel believe an inmate appears to be developmentally disabled, and have reason to believe the inmate has not yet been identified by CHS personnel, they shall immediately refer the inmate to CHS. Custody personnel shall disclose the reason for the referral, whether it was due to observed behaviors or through the inmate's self-identification as a Regional Center client.

Inmate Reception Center Unit Orders

If the inmate is identified as possibly developmentally disabled prior to the completion of the inmate's medical database process, a verbal notification to CHS personnel is sufficient. However, if the inmate is identified as possibly developmentally disabled after their medical and mental health assessment has been completed by CHS personnel, custody personnel shall complete a Behavioral Observation and Mental Health Referral (BOMHR) form (SH-J-407). In both cases, an entry shall be made into the electronic Uniform Daily Log (e-UDAL) of the location where the inmate was first identified by personnel.

Administrative Segregation

Custody personnel shall provide administrative segregation for all inmates believed to be developmentally disabled. When the disability is believed to be minor enough that the risk to the inmate's safety is minor, custody personnel shall have the inmate sit near the IRC clinic deputy booth to allow for direct visual observation until the inmate's medical and mental health processing has been completed. If the disability is observed to be severe enough to cause concern over the inmate's safety, placing the inmate in a temporary holding cell should be considered. Every effort should be made to expedite the inmate through the medical and mental health process and to escort the inmate to the appropriate housing location.

Inmates Positively Identified As Developmentally Disabled

Once an inmate has been positively identified as developmentally disabled, custody personnel will be provided with a completed BOMHR form (SH-J-407) from medical personnel. The form will clearly indicate the inmate's positive identification as developmentally disabled.

Developmentally disabled inmates shall be issued a [REDACTED TEXT], replacing their previous wristband. An entry will be made by custody personnel into the inmate's Automated Jail Information System [REDACTED TEXT] screen indicating developmentally disabled housing is required. Medical personnel will ultimately determine the appropriate housing location for developmentally disabled inmates.

Notification of Regional Center Liaison

When an inmate is suspected or confirmed to be developmentally disabled, CHS personnel will contact the Twin Towers Regional Center Liaison at [REDACTED TEXT].

REVISED 08/04/21

10/24/17

• • 5-47/000.00 - Body Camera Used by Law Enforcement Personnel Inside Processing Areas

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use of body cameras worn by Department patrol personnel or outside law enforcement agency personnel when booking inmates at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Department patrol personnel and/or personnel from outside law enforcement agencies wearing a body camera may enter the secured reception areas of IRC (e.g., booking front, receiving, or custody line) while in the performance of their duties (e.g., booking, property storage, extraditions, etc.). Body cameras are prohibited in any area where inmates are housed [REDACTED TEXT].

The use or possession of any other video recording device in custody facilities shall adhere to the policies and procedures established in Custody Division Manual (CDM) section 3-01/090.00, "Security of Personal Property," and 7-06/010.00, "Video Recording Procedures."

REVISED 08/04/2021

03/05/2019 IRC

• • 5-48/000.00 - Identification of Medical Court Returnees

PURPOSE OF ORDER:

The purpose of this order is to establish operational procedures regarding the identification and movement of inmates who are required in court and who are undergoing medical processing at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned or working at IRC.

ORDER:

IRC personnel shall be familiar with the processing of inmates identified by the medical staff as requiring medical or mental health care upon their return from court.

All inmates located within IRC who have not completed their medical and/or mental health evaluation process and are required in court will be identified by medical personnel as "Must Return" (black loop) or "No Return" (brown loop) prior to being sent to court. This identification will be relayed to the IRC court liaison officer by the IRC medical staff for documentation prior to the inmate being sent or escorted to IRC Old Side court line. Inmates identified with a black loop will have a black loop attached to their wristband by court liaison personnel and will be updated in the Automated Jail Information System (AJIS) to IRMR (IRC Must Return). Inmates identified with a brown loop will have a brown loop attached to their wristband by court liaison

personnel and will be updated to IRNR (IRC No Return), prior to being sent to court.

Inmates identified with a black loop by medical staff must be returned to IRC at the conclusion of their court appearance for further medical evaluation.

Upon these inmates' return from court at IRC Old Side court line, IRC Old Side staff will direct these inmates to custody line for escort to Module 231 or Module 241, as prescribed by the IRC medical staff.

Inmates identified as having a brown loop by medical staff do not have to be returned to IRC upon the completion of their court appearance, if they qualify for an in-court release. The IRC Records section will ensure that Court Services Division personnel have completed the procedures outlined in ***Court Services Division Manual (CSDM) section 2-11/015.00 "In-Court Release Procedures"*** for these inmates prior to approving their release. If an inmate identified with a brown loop does not qualify for an in-court release, the inmate will be returned to IRC Old Side court line. Old side staff will direct these inmates to Custody Line for escort to Module 231 or Module 241, as prescribed by the IRC medical staff.

• • 5-49/000.00 - Prison Rape Elimination Act (PREA)

PURPOSE OF ORDER:

The purpose of this order is to establish policy and procedures for ensuring Inmate Reception Center (IRC) is in compliance with the standards and mandates set forth in the Prison Rape Elimination Act (PREA).

SCOPE OF ORDER:

PREA was enacted by Congress in 2003, with the goals to establish the prevention of sexual abuse, develop standards of practice and procedure, collect data and increase accountability to all custodial facilities whether it is federal, state, or local jails. PREA is intended to address key issues from detection, prevention, reduction, and prosecution of all sexual abuse in any type of custodial facility.

Inmate Reception Center Unit Orders

PREA's standards were developed by the National Prison Rape Elimination Commission appointed by Congress. They were revised by the U.S. Attorney General (USAG) after public comment periods, and went into effect when signed by the USAG in 2012.

There is a zero tolerance for sexual abuse within the Los Angeles County Sheriff's Department. IRC employees at the facility will be trained in ways to identify and subsequently prevent sexually assaultive behavior among inmates processed through our facility.

ORDER:

The IRC Operations Lieutenant and Operations Sergeant will be the PREA compliance coordinators.

The IRC Operations Lieutenant and Operations Sergeant shall be responsible for ensuring that the Department's policies and procedures related to PREA are enforced.

IRC has developed a policy consistent with the Prison Rape Elimination Act of 2003 for the purpose of minimizing the number of sexual assaults by inmates or staff on other inmates.

In accordance with California Penal Code Section 673, Department personnel are required to care for and protect inmates remanded to the custody of the Sheriff. Violation of Penal Code 673 is a misdemeanor.

All cases of sexual abuse shall be documented and forwarded to the IRC PREA compliance coordinator.

The PREA compliance coordinator shall ensure that the incident documentation is filed and stored in the Operations archives.

The PREA compliance coordinator shall disseminate all policy and training updates to supervisors who are responsible for recurrent briefings to custody personnel.

• • **5-08/007.00 Taking “Stays” Into Custody**

PURPOSE OF ORDER

The purpose of this order is to set forth procedures regarding the acceptance and booking of a “stay” into custody at the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

ORDER

A “stay” is an individual convicted of a crime who the court has ordered to surrender to a custodial facility at a designated date and time to serve their sentence. Male inmates ordered to serve time in the Los Angeles County Jail will surrender themselves at IRC.

The time of the “stay’s” arrival at the IRC will be documented by the Lobby deputy on the top right hand corner of the commitment paperwork. The individual shall be processed into custody within four hours of arrival. Individuals who surrender themselves on a “stay” must present the proper paperwork from the court. The paperwork will be a Los Angeles County Court commitment form (either white, yellow, or blue) which must have the official court seal.

“Stays” must surrender themselves on the date indicated on the commitment paperwork. If the court designates a surrender “ON” date, the individual **cannot** be taken into custody before or after that date. Only if the commitment indicates “ON or BEFORE” can the individual surrender themselves early. In most cases, a copy of the commitment form will also be on file in the Community Based Alternatives to Custody (CBAC) Unit. **The paperwork must indicate the surrender is to the Los Angeles County Jail. Commitment papers for surrender to any city jail will not be accepted.**

If the surrendering individual’s paperwork does not have a court seal, the lobby deputy shall check with CBAC

personnel, who may have a copy of the original containing the seal. If the paperwork does not contain a court seal on either the copy or the original, or if the paperwork does not meet the required surrender date, the individual shall not be accepted into custody. Instead, the Lobby deputy shall give the individual a "Return to Court" letter (available at the Lobby desk or through CBAC) and explain to the "stay" that they need to return to court to correct his surrender paperwork. The "stay" will then be directed to return home. The Lobby deputy shall email "PMB CBAC" personnel with the individual's name, date of birth, court case number, and an explanation as to why the "stay" was refused. Additionally, the lobby deputy shall send a copy of the "stay's" paperwork and the "Return to Court" letter to the CBAC Unit. The Lobby deputy shall also document the refusal to accept the "stay" in the Lobby electronic Uniform Daily Activity Log (e-UDAL).

If the individual arrives after hours without the proper court seal on their paperwork, the Lobby deputy or any available line personnel shall check the weekender desk area in the CBAC second floor office for the original paperwork. The paperwork will be separated by the date the individuals are to turn themselves in.

If the individual does not have proper identification, **THEY SHALL NOT BE TURNED AWAY.**

Identification is not required, as the individual will be Livescanned. If there are any uncertainties in regards to an individual's identification, they shall be questioned further to better determine their true identity.

If CBAC personnel are not already present, the Lobby deputy shall notify CBAC personnel of all arriving "stays." CBAC personnel will process these individuals for program placement. Only those "stays" who are disqualified from the program, refuse to participate in the program, or have physical limitations will be taken into custody by IRC personnel.

The Lobby deputy shall advise First Floor Main Control personnel of a "stay" that needs to be taken into custody. They will then contact the first available rover deputy. The Lobby deputy shall ensure the individual is processed into custody within four (4) hours. The Lobby deputy shall notify the watch commander if the individual is not processed into custody within the designated four (4) hour time period. In the absence of CBAC personnel, or when individuals surrender between 2100-0600 hours, the individual shall automatically be taken into custody. The individual will be interviewed for a program, if qualified, by CBAC personnel upon their arrival to work.

"Stay" inmates who are taken into custody shall be searched and their personal property inventoried and stored by the personnel taking them into custody. The "stay" shall be escorted to the receiving clerks' area, along with their property and paperwork. Once the paperwork has been completed, the individual shall be escorted to Booking Front. "Stay" inmates shall be booked and processed like newly booked inmates.

Any female who surrenders herself as a "stay" at the IRC shall be directed to surrender herself to the Century Regional Detention Facility (CRDF) if she is remanded to serve her time in the Los Angeles County Jail.

• • **5-22/004.00 Release of Conserved Inmates**

PURPOSE OF ORDER

This order establishes procedures for releasing inmates who are under temporary or permanent Lanterman-Petris Short ("LPS") Act conservatorship.

SCOPE OF ORDER

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

ORDER

Except as stated in the next paragraph, no person shall be detained, and no person shall have their release from custody delayed based on their status as a conservatee under the LPS Act. Neither conservatorship commitment orders nor letters of conservatorship, temporary or permanent, are sufficient to keep an inmate in custody.

Inmates under a Murphy conservatorship (Welf. & Inst. Code, § 5008, subd. (h)(1)(b)) are the only exception. They shall not be released without a court order expressly authorizing their release. IRC personnel who are uncertain whether an inmate's conservatorship is a Murphy conservatorship shall ask County Counsel by sending an email to lpdocs@counsel.lacounty.gov, to which should be attached a copy of each of the inmate / conservatee's release orders.

When an inmate who is under temporary or permanent conservatorship becomes subject to release from custody under this order, every effort shall be made to contact the Public Guardian's Office and/or the private conservator in order to arrange for a pick-up of the inmate/conservatee.

If, however, the Public Guardian's Office or private conservator cannot be contacted or is contacted but does not pick up the inmate by the following morning (weekends and holidays excluded), then release nevertheless shall proceed. Consistent with standard procedures, conservatees shall be assessed by a Correctional Health Services mental health provider prior to release. IRC Records Unit personnel shall follow the time frames for release set forth in the *Riley* settlement agreement (weekends and holidays excluded for these particular releases). If the time frame under *Riley* expires outside the standard release hours, then the inmate / conservatee shall be released promptly the next morning (weekends and holidays excluded); inmates shall only be released during standard release hours.

If the checkbox for "conditional release" is checked on an Order for Release (Crim 136), then IRC Records Unit personnel shall follow the instructions on it. If the only instruction on such a conditional release order is "release to" the Public Guardian's Office (or a similar government entity of a different county) or a private conservator, then IRC Records Unit personnel shall contact the office which. or person who is specified on the release order and arrange for a pick-up of the inmate/conservatee by the conservator or their representative. If the Public Guardian's Office or private conservator cannot pick up the inmate / conservatee within the *Riley* time frames (weekends and holidays excluded), then IRC Records Unit personnel shall contact County Counsel for guidance by email to lpdocs@counsel.lacounty.gov .

IRC Records personnel shall maintain a "Red Book" in the IRC Records Unit in which they shall document the date and time of each effort to comply with the instructions specified in an Order of Release in which the checkbox for "conditional release" is checked and for each entry and shall record what efforts were made by whom.

• Chapter 6 - Inmate Services

• • 6-01/008.00 - Re-Routed Inmate Mail

PURPOSE OF ORDER:

The purpose of this order is to establish procedures within the Inmate Reception Center (IRC) for handling re-routed inmate mail.

SCOPE OF ORDER:

Inmate Reception Center Unit Orders

This order shall apply to all personnel assigned to and/or working in any capacity within IRC, specifically the mail room.

ORDER:

The re-routing of inmate mail will occur when an inmate is moved more than once from a housing location. Re-routed inmate mail shall be processed as follows:

Note: All mail, including previously opened/inspected mail, will be re-inspected prior to being re-routed

- Verify via the Automated Justice Information System (AJIS) that the inmate is still in custody and confirm their current housing location

- If the housing location is the same, mail shall be re-routed back to the same facility

- If the inmate's housing location has changed, the mail shall be routed to their current assigned housing location

- If the inmate was released, the mail shall be returned to the sender
 - If the sender's return address is not listed, the mail room will hold the mail for no less than two (2) weeks. If the mail is not claimed or picked up within the given timeframe, the mail shall be destroyed as outlined in ***IRC's Unit Order 6-05/010.00 Dead Mail***

Mail addressed to inmates who have been released to the custody of an outside agency (e.g. California Department of Corrections and Rehabilitation) may be forwarded to the appropriate facility with the approval of the IRC unit commande

• • 6-01/012.00 - Mail Room Tasks

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the completion of all mail room tasks and/or assignments within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity within the mail room at IRC.

ORDER:

IRC mail room personnel have the general duty of inspecting and processing inmate mail in addition to completing the following listed mail room tasks:

- Stamp and process outgoing mail
- Maintain all receipts used in numerical order
- Record UPS, express, special delivery and certified mail in the mail log book

Mail Inspections:

All non-legal correspondence shall be opened and inspected for contraband, drugs, prohibited items, and negotiable instruments by mail room personnel.

Mail inspection must consists of the following:

- Opening all envelopes
- Inspect for prohibited materials and negotiable instruments

Inmate Reception Center Unit Orders

- Tearing out the lining of the envelopes and discarding it
- Securing loose items in the envelope after inspection
- Writing “photos only” on envelopes containing only photographs

Following the inspection of the correspondence, the clerk will:

- Underline the booking number
- Rewrite illegible names, booking numbers, and misspelled names to correspond exactly with data in the Automated Justice Information (AJIS)
- If correspondence is received with an “also known as” (AKA) name, line out the AKA and write in the correct name and booking number
- Mail received in window envelopes; write the inmate’s name, booking number and facility location on the envelope
- Do not write information on the envelope if it is legal mail or voting materials other than sample ballots

After the mail has been inspected, it shall be sorted by facility. Due to the large volume of mail for Men’s Central Jail (MCJ), mail addressed to MCJ shall be sorted by module.

Prohibited Mail Received:

Inmates are not allowed to receive items through the mail that can be purchased from jail stores. Items such as pornographic photographs and certain greeting cards are unacceptable for delivery. Examples of these items are:

- Musical cards
- Oversized cards
- Decorative glitter type cards
- Three dimensional cards
- Contraband

Any mail containing a driver license, California ID, social security card, bank books, jewelry, religious objects, etc., received with correspondence, shall be returned to the sender. If there is no return address, or the item is deemed unacceptable for delivery, the item must be placed in the inmate's booked property.

A Record of Valuables triplicate form (SH-J-370) will be completed whenever items are removed from any received correspondence. A copy of the Record of Valuables form will go into the inmate's booked property to outline the disposition of the property. The property room as well as, the mail room, shall maintain a copy on file.

All narcotic contraband and questionable items shall be given to the mail room supervisor who is responsible for turning it over to the civilian entry deputy with the appropriate memo.

All rejected and undeliverable mail will be returned to the Post Office. A log will be maintained of returned packages.

• • **6-02/007.20 - Acceptable Released Inmate Identification â€œ Cashier Section**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for cashiering personnel assigned to the Inmate Reception Center (IRC) in the identification of inmates processing for release.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those working in the IRC cashier's office.

ORDER:

Inmate Reception Center Unit Orders

IRC Cashiering personnel shall adhere to the following procedures regarding acceptable identification for inmates who are processing for release from custody. Inmates who are processing for release shall be directed to the cashiering windows by custody personnel, for retrieval of all monies in their inmate accounts.

All released inmates requesting money should be wearing a Los Angeles County Jail wristband. In the absence of a wristband, the following is considered acceptable for the purposes of identification to release money:

- Valid driver's license
- Valid Government issued identification card
- Alien registration card
- Passport
- Picture Identification from a penal institution

If the inmate is unable to provide any of the above listed forms of identification, cashiers may obtain, through the Automated Justice Information System (AJIS), distinct information which is specific to the inmate (i.e., birth date, driver's license number, and arrest charge).

Additionally, cashiers may use physical descriptors depicted/listed in the Los Angeles County Regional Identification System (LACRIS) to assist in positively identifying the inmate. If the amount of money to be released is exceptionally large, cashiers should consider calling upon sworn personnel to assist in the identification process by fingerprinting the person at the window and comparing this to the fingerprints on file in their booking jacket.

For additional information on inmate trust funds or inmate money, please refer to ***Custody Division Manual (CDM) Section 5-06/015.00 Inmate Trust Funds*** or ***CDM Section 5-06/020.00 Inmate Money***.

• • Inmate Trust Fund Deposits by Approved Vendors

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the acceptance of deposits into an Inmate's Trust Account by an approved vendor who has been vetted by the Department. The vetting shall consist of a review of vendors' business practices and credentials presented by the vendor to the IRC executives ensuring compliance with applicable laws. Additionally, the vendor will be required to sign an agreement with the IRC

Inmate Trust Unit which will outline the parameters of service.

SCOPE OF ORDER

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

ORDER

Inmates will be allowed to have a maximum of \$300 in a trust fund account for their use during their stay in a custody facility. Trust fund account expenditures include, but are not limited to, phone cards, vending, commissary, and third-party withdrawals. An exception to the \$300 trust fund account limit shall be made for inmates who had more than \$300 in their possession at the time of their arrest and did not release that money during the booking process. Such inmates shall not be allowed to receive deposits until their account contains less than \$300. Deposits that place an account over the \$300 limit shall be refused or mailed back to the sender. The maximum amount that an inmate may withdraw for personal use is \$195 a week. This includes money spent for phone cards, vending, and commissary. There is no maximum transaction (i.e., deposits) limits by approved vendors (listed) per day. All third party deposits made at the Cashier window will require a valid governmental identification, with photo. This includes all identification issued by foreign governments, as well as those issued by local, state, or the federal government. For each transaction made by a third party whose identification is one other than a California identification card or driver license, cashier personnel shall make a color copy of the identification document and attach it to the deposit or withdrawal slip. Additionally, the approved vendor representative shall present their vendor credentials. The Trust Account parameters noted above pursuant to Custody Division Manual 5-06/015.00, Inmate Trust Funds shall be adhered to. A list of approved vendors is noted below.

1- Inmate Money Express (Cash 2 Jail).

• Chapter 7 - Records

• • 7-18/000.00 - 180 Day Early Release

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the calculation of percentage releases where the remaining balance of an inmate's statutory sentence is greater than 180 days.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Reception Center (IRC) or the IRC Records Section.

Inmates serving sentences non- traditional county sentences (e.g. post release community supervision flash incarceration) or for designated “M-7” charges are not eligible for percentage releases. The full list of “M-7” charges and other release criteria are available upon request to the IRC Records office.

ORDER:

When calculating a percentage release, if an inmate’s remaining statutory sentence (as shown in AJIS) is greater than 180 days, the inmate shall serve their sentence until they have less than 180 days remaining.

Example 1: If today is September 12, 2018, 180 days from today would be March 11, 2019. An inmate with a statutory release date of February 26, 2019, may be released as a percentage release because the statutory release date is less than 180 days from today’s date.

Example 2: If today is September 12, 2018, 180 days from today would be March 11, 2019. An inmate with a statutory release date greater than 180 days from now (e.g. any date after March 11, 2019), must wait until after March 11th to be released. In these occurrences, the percentage the inmate serves may be higher than the designated release percentage.

• **Chapter 8 - Miscellaneous Line Procedures**

• • **8-14/000.00 - Facility, Inmate, and Perimeter Searches**

PURPOSE OF ORDER

The purpose of this order is to establish procedures for conducting searches at the Inmate Reception Center

(IRC).

SCOPE OF ORDER

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

ORDER

The objectives of searches include:

- Controlling the intake of contraband into the facility;
- Recovering missing or stolen property;
- Preserving internal order, and the security and safety of both inmates and custodial personnel;
- Ensuring inmates identified as potentially suicidal or at risk of self-harm do not possess items that would enable them to harm themselves; and

FACILITY SEARCHES

All pods of Module 231 shall be searched, at a minimum, of once per month.

All common areas within IRC should be searched at least once a month for any contraband and weapons. Common areas would include, but are not limited to, the clinic, elevators, holding cells, day rooms, indoor/outdoor recreation areas, hallways, etc.

Custody personnel shall obtain authorization for facility searches from a supervisor of the rank of sergeant or above. All searches of an entire module or pod shall be conducted under the direct supervision of a sergeant. All facility searches shall be logged and signed in the Electronic Uniform Daily Activity Log (e-UDAL) by the line sergeant or supervising line deputy. The line sergeant or supervising line deputy shall ensure that an electronic search report is generated and submitted to the watch commander.

All facility search reports shall be processed through the Custody Automated Reporting and Tracking System (CARTS).

The line sergeant or supervising line deputy who supervised the facility search shall remain at the location until the conclusion of the search.

INMATE SEARCHES

Inmates Entering IRC

New inmates to the Inmate Reception Center will be given a pat down search upon intake at Booking Front. Inmates will be directed to empty their pockets, remove any jackets that button or zip up in the front, and take their shoes and socks off. Custody personnel will search the removed clothing as well as conduct a pat down search of the inmates.

Strip searches or visual cavity searches of new inmates may be conducted following

CDM 5-08/010.00 Searches.

All transgender and intersex searches shall be conducted pursuant to CDM 5-08/010.00 Searches.

Whenever possible, new inmates to the IRC will be searched using the Smith Detection B-SCAN (i.e. body scanner). For further detail refer to ***Unit Order (UO) 5-11/000.00 Inmate Body Scanner***.

Inmates Returning From Court

Whenever possible, general population inmates housed at IRC or Men's Central Jail (MCJ) returning to IRC

Inmate Reception Center Unit Orders

from court shall be searched using the Smith Detection B-SCAN. For further detail refer to ***Unit Order (UO) 5-11/000.00 Inmate Body Scanner.***

Personnel shall not conduct a strip search or body cavity search of any inmate scheduled to be released within a 24 hour period, unless authorized by the unit commander.

Special handle inmates will be searched by escorting personnel from the inmate's housing unit. Strip searches will only be conducted by persons of the same sex as the person being searched.

Cross-Gender Search

All strip and visual body cavity searches shall be conducted by personnel of the same gender as the inmate being search, unless exigent or emergency circumstances exist. If a cross-gender search is conducted, other than a pat down search, it shall be documented in the electronic Uniform Daily Activity Log (e-UDAL).

Facility Transfers (REMODS)

Whenever inmates return to IRC from another facility other than Men Central Jail (MCJ) or Twin Towers Correctional Facility (TTCF), they will be searched. While strip searches are preferable, circumstances may dictate the use of a less thorough search.

Inmate Workers and Random Searches

Inmate Reception Center Unit Orders

Inmate workers and unescorted inmates from MCJ or TTCF moving through IRC are an acknowledged means of contraband transfer throughout the jail system. Therefore these inmates should be searched on an aggressively random and on-going basis. Inmate workers will be searched upon arrival to their work location and searched before being returned to their housing.

Perimeter Searches

A perimeter check of the IRC Lobby will be conducted by the on duty prowler at least twice per shift and noted Watch Commander's Log. The exterior areas of the Inmate Reception Center Lobby includes gates, doors, elevator, stairwell, restrooms, television monitors, benches, outdoor patio, and service windows. They will be checked for any security risks or fault in the structural integrity, and to ensure all are working properly. First floor main control and Twin Towers facility control shall be notified immediately of any security concerns, needs for maintenance, or situations requiring emergent response or action.

Care and Control of Inmate Property

Personnel conducting searches shall take all reasonable measures to ensure the inmates' property is handled with care. If searching an inmate's personal and/or county issued property (excluding mattresses), the property should be searched in the presence of the inmate. When all contraband items are removed, the remainder of the property will be returned to the inmate. All personal property listed in **CDM sections 5-06/010.05** and **5-06/010.10** (including commissary) that does not fit properly inside the inmate property bag will be considered contraband and will be confiscated and disposed of without compensation.

In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a four hour period will be considered contraband and will be placed in the trash.

Pictures, drawings, etc., determined to be lewd or overly inappropriate shall be properly disposed of in the designated contraband disposal container.

Procedures for Found Contraband

If contraband is identified in a body cavity of an inmate during a strip search or visual body cavity search, personnel shall immediately notify a supervisor (sergeant or higher). Personnel shall verbally encourage the inmate to remove the secreted contraband, but shall not force the inmate to do so.

All actions and procedures following the discovery that an inmate has secreted contraband in a body cavity will be in accordance with **CDM Directive 16-001**, which specifically addresses the procedures for contraband watch.

IRC is a processing facility and does not house inmates. Inmates who are placed under contraband watch cannot be kept at IRC once their medical and mental health processing has been completed.

• • 8-16/000.00 - Facility Security and Inspection Plan

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the security and inspections of all doors, locks, windows, and alarms at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

IRC personnel shall adhere to the procedures established in this facility security plan.

Exterior Doors and Gates:

Inmate Reception Center Unit Orders

Exterior facility security for IRC shall ultimately be the responsibility of the on duty watch commander. However, all personnel must be observant of incidents which could compromise security and immediately report any incident to the first floor main control booth and the watch commander.

Holding Cell Doors:

All holding cells occupied by inmates are to remain closed and locked at all times unless directly supervised by custody personnel. Unoccupied holding cells are to remain closed and locked at all times.

Security Sliders:

Except during normal operations, security sliders shall be secured in the closed position and only opened when access to an area is required by authorized uniformed personnel, authorized non-uniformed personnel displaying an appropriate security pass, or during inmate movement.

These sliders include, but not limited to the following areas:

- Inmate Entry/Receiving
- Booking Front Uncuff Cells
- Booking Front to Class Rear
- Shower A and B
- Shower Area to Clinic
- Release Staging area
- Release Lobby
- Tower I Sallyport
- Tower II Sallyport

Fire Escapes and Emergency Corridors:

Fire escapes and emergency corridors shall be secured at all times absent emergent circumstances. These

exits are alarmed and monitored at both first floor main control and the Twin Towers Correctional Facility (TTCF) main control. Employees are prohibited from using these exits absent emergent circumstances or prior approval from the on duty watch commander.

Closed Circuit Television Cameras (CCTV) and Alarms:

CCTV security cameras are mounted throughout the facility to monitor inmate's activity and movement. The watch commander and deputy personnel assigned to the first floor main control booth and other control booths throughout the facility shall monitor these cameras by using the FLIR software program.

Alarms:

Three types of security alarms exist throughout the facility:

- Emergency intercom alarms
- Perimeter door alarms
- Fire sprinkler alarms

Emergency intercom alarms are located in or near holding cells and sliders throughout IRC. Additionally, there are also emergency alarms located in module 231. Alarms sound when the intercom button is pressed. These alarms notify deputy personnel of emergent situations and summon help from first floor main control, second floor main control, and security booths.

Perimeter door alarms sound when a slider or door has been opened or compromised. First floor main control has a full access panel of the entire facility which sounds an alarm whenever a door is opened. Every security booth throughout IRC has a panel

that will sound an alarm when a nearby door is opened.

Inmate Reception Center Unit Orders

Whenever alarms are activated, the first floor main control deputy shall dispatch personnel to investigate the alarm activation. Additionally, an attempt to make the voice contact with personnel in the affected area of the nearest adjacent area shall be made to assist in determining the reason for the alarm.

Fire sprinkler alarms are small circular alarms located in the ceiling of most rooms in IRC and will sound an alarm when the battery is low or needs replacing. Personnel inspecting the fire sprinkler alarms during the lock inspection shall look for the green light indicator to ensure they are working.

Any security issues shall be noted, reported to the watch commander, and logged in the watch commander's facility log.

Any request for repair of a lock or alarm shall be submitted immediately to the IRC logistics office and entered into the Maximo maintenance request system via the electronic Uniform Daily Activity Log (e-UDAL).

Keys

Second floor main control personnel shall ensure the inspection, issuance, collection, and tracking of facility keys occur daily and on every shift.

Prior to going off duty, or when leaving the facility, all personnel who have issued keys, shall return them to second floor main control.

Once per shift, personnel assigned to the second floor main control booth shall conduct an inspection of all the key blocks and rings to ensure they have not been tampered with and are soldered closed.

If damage is evident, second floor main control personnel shall notify the watch sergeant and watch commander. Following notification, second floor main control personnel shall contact the IRC logistics office to repair or replace the keys. The IRC logistics office shall be responsible for key maintenance and documenting key logs.

Inmate Reception Center Unit Orders

For additional information on key security and maintenance, please refer to IRC Unit Order (UO) Section 5-19/002.00, "*Key and Radio Control.*"

Civilian Entry Control:

Civilian entry control doors shall be secured at all times. All non-uniformed personnel shall provide identification and obtain either an "escort" or "non-escort" security pass. All non-uniformed personnel and visitors shall display their security pass on their person

while in IRC.

Inmate Entry Control:

The inmate entry control doors, inmate entry control sliders, sliders to the receiving lobby, slider to booking front, and the slider to court line shall be secured at all times. All non-uniformed personnel shall be required to obtain a security pass to utilize those doors and sliders.

Receiving Lobby:

The security of inmates brought into the receiving lobby area will be provided by officers of the arresting agency. Admittance from the receiving lobby into the civilian processing area shall be limited to authorized personnel. Persons seeking entry must be in law enforcement uniform and wearing their identification card or the appropriate security pass from entry control.

Lobby Area:

Security is provided by armed sworn personnel. In case of an emergency or disturbance (e.g., fight), the lobby deputy shall contact the first floor main control deputy. The first floor main control deputy will assess the situation and deploy personnel as required. The first floor main control deputy shall notify the watch commander of the situation and the action taken.

Lobby Access Doors:

There are two access points from the interior of IRC into the public lobby from the security area. These doors include the lobby door from the inmate property station and the lobby door from the release area.

Personnel shall not use the lobby door from the inmate property station as a routine passageway. This lobby door shall only be used to transfer inmate property or to respond to an emergency in the lobby.

Authorized personnel using the lobby door to the release area shall enter the secured area of IRC to take an individual into custody or conduct official business. Official business includes, but is not limited to the following:

- Responding to an emergency in the lobby
- Taking “stays” or work release inmates into custody
- Escorting authorized inmate releases into the lobby area
- Rehab releases
- Conducting “one-on-one” contact with a member of the general public
- Emergency evacuation

Cashier's Office:

The door leading into the cashier's office (R271) shall remain locked at all times. Only authorized personnel shall enter the cashier's office. Authorized personnel include the unit commander, watch commander, watch sergeant, inmate trust operations manager, and on duty cashiering personnel. Due to the lack of cashiering staff available in the receiving lobby on the weekends (Saturdays and Sundays), authorized personnel such as peace officers, parole officers, etc., shall enter the cashier's office to conduct business.

The safe room (R278) in the cashier's office (R279) shall remain locked, unless personnel are actively involved in conducting business in the area. Entry into the safe room is strictly limited to the cashiers and

Inmate Reception Center Unit Orders

personnel under the direct observation of the inmate trust operations manager, cashier supervisor, or watch commander.

Facility Security Inspections:

IRC logistics personnel shall be responsible for conducting a monthly inspection of all facility doors, gates, sliders, windows, locks, keys, and alarms. This inspection shall include both the interior and exterior of the facility.

Note: During each monthly inspection, logistics personnel shall document the inspection in the inventory log. The inventory log shall include an *item-specific checklist*.

The facility security inspection shall include, but not be limited to the following:

- Locks on all doors, gates, and sliders to ensure they are operational and have not been tampered with
- Keys and their corresponding door locks to ensure they are not damaged
- Windows to ensure the glass is not shattered
- Overhead access panels (pipe chases, ceiling panels, lighting fixtures)
- Ceiling areas and air vents, to ensure no penetration or tampering has occurred
- Fire sprinklers, to ensure they are operational and working
- A complete check of the facility to locate and remove all items of contraband, including items that could be used as or made into weapons

The inspection shall include all occupied and unoccupied cells to ensure they are being maintained in a locked and operational condition. This shall help focus on identifying contraband and security breaches.

Note: Following the inspection, IRC logistics personnel shall submit the completed checklist to the watch commander for review. The watch commander shall document inspection checklist in the watch commander's facility log.

IRC logistics personnel shall maintain a lock inventory and placeman diagram indicating the location of all locks installed throughout IRC. A copy of the placeman diagram shall be made available for reference in the first floor main control booth.

• • **8-17/001.00 - Security Passes**

PURPOSE OF ORDER:

The purpose of this order is to establish written procedures for the issuance of security passes at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to work the civilian entry control booth, inmate entry control booth or second floor main control booth.

ORDER:

To maintain a secure facility, custody personnel shall adhere to the following procedures to ensure all persons entering the facility are properly identified, and are authorized to enter. Personnel shall also ensure that a valid photo identification card is exchanged for an internal security pass. Personnel assigned to the security booth shall also document persons entering the facility in the "Visitor Tracking Log." Proper documentation of all persons inside the facility is imperative in the event of an emergency.

Screening Procedures:

IRC personnel assigned to the civilian entry control booth, inmate entry control booth or second floor main control booth shall properly identify and authorize persons requesting to enter the facility by adhering to the screening procedures listed below:

- Determine if the persons seeking a pass have lawful business within IRC.

- Require persons to provide a valid picture identification card (i.e. state driver's license or identification card, military identification or passport) in exchange for a security pass. The identification card shall be inspected and stored in the security booth until the person's visit is complete
- Determine whether the person seeking entry requires an "escort" or "non-escort" security pass
- Ensure all outside agency officer(s) are wearing a uniform and provide a valid department issued identification card with a picture and badge number
- Ensure deputy and custody assistant personnel entering and exiting the facility are wearing a full uniform or provide a valid custody identification card prior to entering IRC
- Ensure the issuance or retrieval of all security passes are properly logged in the designated "Visitor Tracking Log" maintained in each control booth

After completing a thorough screening effort, IRC custody personnel shall assign a security pass to the person requesting to enter the facility and request an escort if one is needed.

Security Passes:

All visitors requiring a security pass to enter IRC shall be advised to wear the pass in plain view and on the front, upper torso. The security pass shall **only** be worn by the person it was assigned to. At **no** time shall a security pass be exchanged or given to another person.

Personnel assigned to the civilian entry control booth, inmate entry control booth or second floor main control booth shall account for passes at the beginning and end of their shift. Any discrepancy must immediately be reported to the watch commander.

Damaged passes shall be returned to the IRC logistics unit for replacement. The employee reporting the damaged security pass shall make a notation in the "Visitor Tracking Log." They shall also relay the information to personnel assigned to work the security booth on the following shift.

Lost or stolen cards shall immediately be reported to the watch commander. The watch commander shall document the lost or stolen pass into the watch commander log and then advise first floor main control to initiate a full lock down of the facility. During the full lock down, custody personnel shall conduct a thorough search of the facility for the security pass. If the security pass is not found, the watch commander shall notify Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) for further investigation. Any lost or stolen card(s) shall be processed accordingly, with the completion of an Incident Report (SH-AD-49). A copy of this report shall be maintained by IRC operations.

For additional information, refer to *Custody Division Manual (CDM) Section 3-10/000.00, Security Passes*.

• • **8-19/001.00 - Armory Maintenance, Inspection and Inventory Schedule**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures and guidelines for the regular maintenance, inspection, and inventory of the "armories," special weapons and firearms at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This order is designed to ensure the special weapons, firearms and equipment located in the IRC armories are fully accounted for and maintained in proper working condition.

ORDER:

[REDACTED TEXT] The IRC training unit is responsible for the maintenance and inventory of the main armory and for the distribution and/or replacement of equipment in the sub-armories.

[REDACTED TEXT]. All armories shall be inspected and inventoried on AM shift daily. The inventory shall include all Emergency Response Team (ERT) equipment, extraction team equipment, emergency equipment, firearms and all special weapons.

Inmate Reception Center Unit Orders

This inventory shall be conducted by personnel designated by the first floor sergeant and countersigned by the first floor sergeant. Completed armory inspection forms shall be delivered to the IRC training office once per shift. The training sergeant shall be responsible for verifying the accuracy and retaining the inspection forms for three (3) months.

The AM first floor sergeant shall ensure that each sub-armory has been inspected and ready for use at the beginning of their shift.

The IRC training unit shall be responsible for submitting a completed Office Correspondence (SH-AD-32A) form, documenting the armory inspection report. The report shall be submitted on a quarterly basis during the first week of January, April, July and October to the unit commander and the Advanced Officer Training Unit (AOT); weapons training section, to the attention of the range master. Additionally, on the first Monday of July, a listing of expiring dates of all tear gas containers shall be included in conjunction with the weapons inventory.

It is the responsibility of the IRC training unit to annually inspect and test fire the shotguns and AR-15's at the Weapons Training Unit (WTU). The WTU is responsible for keeping record of the inspection and testing. The subsequent report will be forwarded to the unit commander. A copy shall be posted in the main armory.

Departmental weapons include rifles, shotguns, less lethal weapons, chemical agents, ammunition, and safety equipment.

Other considerations for the training sergeant or his/her designee include:

- All ammunition is to be inspected on a quarterly basis and replaced as necessary. Any outdated or damaged ammunition will be set aside and a memorandum/e-mail will be directed to training, who will exchange it as soon as is practical
- The battery supply is to be inspected on a quarterly basis and replaced as needed
- The shotguns, AR-15's and other firearms will be cleaned as necessary, but no less than semiannually
- If any item is deemed missing or cannot be located, the watch sergeant or his/her designee shall notify the training sergeant and senior deputy immediately. An Incident Report (SH-R-49) shall be written and a copy of that report will be submitted to the training office
- Any equipment and/or weapons discovered to be damaged or non-functional shall immediately be removed from service. The watch sergeant shall be verbally notified and the training office notified via email for repair or replacement

• • **8-19/002.00 - Inventory and Control of Chemical Agents**

PURPOSE OF ORDER

The purpose of this order is to establish policies to maintain an accurate inventory of chemical agents used in the capacity of less lethal weapons.

SCOPE OF ORDER

This order applies to all personnel assigned to the Inmate Reception Center (IRC), either permanently or while working on temporary assignments (such as overtime shifts).

ORDER

Authorized Chemical Agents

All personnel authorized to use and carry chemical agents shall only carry Department issued chemical agent canisters while inside the secured area of any custody facility. While inside the secured area of the IRC, custody personnel are prohibited from carrying or using any chemical agents not issued directly by the Department, including personal sized canisters of 4oz. or less.

Personnel Responsibility

All custody personnel working in the secured area of the IRC shall personally register any permanently issued chemical agent canisters with the facility training unit before carrying or using the canister. Additionally, Department personnel working outside overtime in the IRC shall register any permanently issued chemical agent canisters with an IRC sergeant prior to carrying the canister. This may be achieved while completing overtime or work time adjustment paperwork for outside personnel. Outside personnel may also choose to check out canisters for the duration of their shift. Canisters are available in the [REDACTED TEXT].

At no time shall a chemical agent, which has not been appropriately registered by the facility training unit, be brought into the secured area of the facility.

Personnel shall only use chemical agents for the purpose they are intended. If chemical agents are used, a supervisor with the rank of sergeant or above shall be notified:

- Per the applicable use of force policies
- When it is used for training purposes
- When personnel discover any chemical agent canister(s) assigned or permanently issued to them are damaged

Supervisor Responsibility

When a supervisor (sergeant or above) is informed of the use or damage of any chemical agent canister, the supervisor shall inspect the canister and do the following:

- Turn in any damaged canisters to the IRC training unit
- For any canisters designed to contain 2 oz. of chemical agent or less, obtain a replacement and turn in the used canister to the IRC training unit
- Replace canisters designed to contain more than 4oz. of chemical agent, if that canister is empty, or if it is impossible to determine whether or not the canister contains an effective amount of chemical agent

The supervisor shall further notify the IRC training sergeant or their designee of the following:

- The date and approximate time of use
- The serial number or facility tracking number of the canister
- If the container or canister was designed to contain more than 4oz of chemical agent, determine the approximate percentage of the total volume of the canister remaining or if it needs replacement
- In the case of permanently issued canisters, the supervisor shall also provide the employee number of the employee to whom the canister is assigned.

- If the container or canister was designed to contain 4oz or less of chemical agent initially, the serial number of the newly assigned canister and the employee number of the employee who received it

IRC Training Unit Responsibility

Inventory and control of chemical agent canisters shall be assigned to the IRC training sergeant or their designee. The IRC training unit shall track each canister utilizing the factory serial number and the Mission Critical Management (MCM) system.

The IRC training unit shall maintain an inventory control log of all chemical agent canisters stored in the sergeant's office and permanently issued to IRC custody personnel, including any personal-sized canisters issued from department logistics or by other units. The following shall be included for each employee on the training unit log:

- Employee's name and employee number
- Canister's serial number
- Date of issuance
- Date the canister was disposed of

NOTE: For any canisters designed to contain more than 4oz., the log shall provide the dates of use. This shall be updated by the training sergeant or his designee when each use is reported. The log and rosters shall be maintained either on paper or electronically. Each page shall be retained for a minimum of two (2) years from the date of disposal of the last item listed thereon.

The training sergeant or his designee shall:

- Document any canister purchased by the unit or assigned to personnel into the appropriate logs and keep these logs current
- Provide a reasonable number of containers designed to contain 4oz. of chemical agent or less to the

- watch commander for replacement
- Provide instructions for supervisors on how to return chemical agent containers during regular business hours and non-business hours
 - Replace and dispose all canisters that were
 - Used and designed to only contain 4oz. of chemical agent or less
 - Expended or damaged
 - Update all applicable rosters with the date and time from use of any canister designed to contain more than 4oz and the approximate remaining percentage of the total volume as reported by line supervisory staff
 - Update all logs with replacements of any canister designed to contain 4oz. of chemical agent or less
 - Report any discrepancies from reported use and its corresponding volume or replacement of any canister to facility operations

In order to accommodate personnel assigned to other facilities or units who are working overtime, the training unit may temporarily provide canisters to personnel for the duration of their overtime shift(s). These canisters shall be inventoried along with other-non-permanently assigned canisters. The assignments can be coordinated with the overtime paperwork process.

Replacement

All chemical agent canisters damaged, emptied, or largely emptied rendering further use ineffective, shall be replaced with a new and unused canister by the IRC training unit.

• • 8-24/000.00 - Public Information Plan

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the dissemination of information to the public, outside government agencies, and the news media.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working in any capacity at Inmate Reception Center

(IRC).

ORDER:

IRC shall make the Public Information Plan available to the public, outside government agencies, inmate population, and news media.

The Public Information Plan shall include current copies of the State Corrections Authority Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations, and facility rules and procedures affecting inmates.

Copies of the Public Information Plan can be found in the IRC operations office, watch commander's office, watch deputy's office, and the facility's lobby security booth.

The IRC operations office shall review, update and disseminate the Public Information Plan.

• • **8-29/000.00 - Vehicle Usage Log and Searches**

PURPOSE OF ORDER:

The purpose of this order is to establish policies and procedures for personnel using facility vehicles assigned by the department to the Inmate Reception Center (IRC).

SCOPE OF ORDER:

This unit order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically deputy personnel assigned to the prowler position.

ORDER:

IRC personnel and deputies authorized to use department vehicles shall be responsible for completing the Custody Division Vehicle Usage Log. They shall also be responsible for conducting proper search methods by completing the Vehicle Inspection Form to account for any damages and to ensure vehicles are secured.

IRC personnel working first floor main control shall ensure custody personnel checking out marked patrol vehicles or unmarked vehicles, document the following information in the Custody Division Vehicle Usage Log

For additional information, please refer to the *Custody Division Manual (CDM) Section 4-11/070.00 Vehicle Usage Log*).

The Custody Division Vehicle Usage Log shall be maintained in first floor main control. The log requires personnel to furnish the following information:

- Date
- Name
- Call Sign (G4A or G4B)
- Vehicle number
- Purpose
- Time out, time in
- Vehicle mileage
- Pre-shift and post-shift vehicle search

Marked Patrol Vehicles:

All deputy personnel using a marked patrol vehicle shall be wearing full uniforms, including full duty belt and safety vests. Unless approved by the watch commander, any time a patrol vehicle is used, it shall require two (2) sworn personnel.

Non-sworn personnel in uniform authorized to use a marked patrol vehicle shall display an “out of service” sign visible to the public.

Vehicle Searches:

In addition to completing the Custody Division Vehicle Usage Log (SH-CR-159), deputy personnel assigned as prowlers using marked patrol vehicles shall complete a Vehicle Inspection Form, which are available in first floor main control.

The Vehicle Inspection Form requires deputy personnel to search and inspect the vehicle at the start of shift. Personnel shall search the vehicle for any contraband, damage, maintenance needed, and available equipment.

After the form is complete, it shall be submitted to the watch sergeant for approval. The watch sergeant shall maintain all Vehicle Inspection Forms in his/her office.

After every inmate transport throughout the shift, prowling deputies shall search the back passenger seat of the patrol vehicle for possible contraband left by inmates. At the end of shift, prowling deputies shall conduct a final search and remove any trash.

Non-sworn personnel authorized to use marked patrol vehicles with the “out of service” sign, shall also complete the Custody Division Vehicle Usage Log and Vehicle Inspection Form prior to using the vehicle. Non-sworn personnel shall also follow the above mentioned procedures.

Vehicles other than marked patrol units, shall also be searched prior to use. Personnel shall search and inspect these vehicles to ensure they are operational. The safety and security of personnel is of the utmost importance when operating department issued vehicles.

• • **8-36/000.00 - Contraband Confiscation and Disposal**

PURPOSE OF ORDER:

The purpose of this order is to establish guidelines for identifying, confiscating and disposing of contraband found at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

Personnel assigned to IRC shall ensure all inmates entering the facility for processing are searched for contraband.

Note: All inmates entering the facility for the purpose of being transported to and/or from court shall be allowed to carry items listed in the *Custody Division Manual (CDM) Section 5-06/010.05 Allowable Inmate Property* (male inmates) are acceptable for possession.

Contraband Defined:

As defined in *Custody Division Manual (CDM) Section 5-07/010.00 Contraband Defined*, contraband includes but is not limited to the following:

- 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,

contents, or purpose

- Any material which is pornography, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts; depicts violent acts, violence or cruelty

Inmate Reception Center Unit Orders

- to animals; depicts or describes how to create weapons or defeat jail security; depicts or describes how to commit crimes; or any matter concerning illegal gambling or an unlawful lottery
- Any item illegally in the possession of an inmate, or in violation of posted facility rules
- Possession of illegal drugs, guns, handmade weapons, lethal weapons, knives, shanks, and tattoo equipment
- Any item that is worn, carried or displayed that denotes gang affiliation
- Any gambling paraphernalia such as dice chips, markers and marked decks of cards
- Perishable items, which will be disposed of

At an inmate's first housing location, inmates shall be issued a "new generation inmate property bag." Inmates shall store all personal and county issued property in their property bags. All personal property (excluding bedding) must fit inside one inmate property bag. Property bags are subject to search at any time, any excess property shall be considered contraband. As stated in *Custody Division Manual (CDM) Section 5-06/050.00 Individual Inmate Storage of Personal Effects*, facilities shall not forward excess inmate property to IRC to be placed into an inmate's personal property.

Contraband Disposal:

IRC has two contraband containers for disposal of all potential contraband (i.e. glass, metals). One contraband container is located at IRC booking front and the other container is located at IRC custody line. Employees shall ensure contraband items are properly disposed of in either of the two designated contraband containers.

IRC logistics shall be responsible for managing the contraband containers and for the removal and proper disposal of all contraband items.

Once per week designated IRC logistics staff shall open the contraband containers, remove and properly dispose of any item(s) inside the containers.

The weekly maintenance, inspection and removal of items shall be logged in the "IRC Contraband Weekly Removal Log" which is kept inside each of the contraband containers.

The purpose of the log is to verify the weekly maintenance, inspection and removal of items.

Broken and disposable hypodermic needles and syringes shall be disposed of in the appropriate and secured medical container designated by IRC medical staff.

When IRC personnel identify and confiscate weapons and/or narcotics, an incident report (SH-R-49) shall be written and the weapons and/or narcotics shall be placed into evidence.

• • **8-40/000.00 - Monitoring and Documenting Temporary Inmate Isolation**

PURPOSE OF ORDER

The purpose of this order is to establish procedures regarding monitoring and documenting the temporary isolation of inmates within the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

ORDER

Any secure area can be used to temporarily isolate an inmate pending further processing.

Inmates with the following conditions may need to be isolated:

- Communicable diseases
- Noteworthy case
- High profile
- Inciting other inmates during processing
- Special handling (e.g. [REDACTED TEXT])
- Recalcitrant, insubordinate, hostile, or aggressive behavior

Recalcitrant inmates may include those who have been involved in an altercation, display a potential to become combative, or are generally uncooperative and unable to continue processing through the normal route.

When inmates are temporarily isolated for processing purposes (such as dressing out an inmate into a jail issued uniform) no documentation is required. Inmates should only be placed in a cell for temporary isolation until the processing purpose has been completed, at which point the inmate can resume normal inmate movement.

Placing Inmates with a Special Handle Status or Medical Order for Isolation in a Temporary Holding Cell

NOTE: The procedures under this section shall only apply to inmates placed in temporary holding cells in booking front, classification rear, the clinic, or new side courtline. Inmates outside of these locations do not require a Special Handle Holding Cell Log.

Custody personnel who place an inmate into a temporary holding cell that is not insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness shall do the following:

- Complete a Special Handle Holding Cell Log
- Manually enter the placement and safety checks in the “Additional Information” section of the electronic Uniform Daily Activity Log (e-UDAL)
- Notify the respective floor/location sergeant
- Notify the watch commander

- Notify medical personnel

Safety checks on special handle/medical isolation inmates shall be conducted every [REDACTED TEXT], unless directed otherwise by medical personnel. If Title 15 scanners are used, these checks can be conducted as a part of the routine Title 15 inmate safety checks and do not need to be documented on the Special Handle Holding Cell Log or manually entered into the e-UDAL. For additional information, refer to ***Custody Division Manual (CDM) Section 4-11/030.00 Inmate Safety Checks.***

When the inmate is removed from the isolation cell, the sergeant shall be notified. The completed Special Handle Holding Cell Log shall be placed in the designated box in the first floor sergeant's office. The removal shall also be entered in the e-UDAL.

Placing Inmates Who Are Insubordinate, Recalcitrant, Hostile, Aggressive, or Displaying Mental Illness in a Temporary Holding Cell

The following procedures shall apply when isolating an inmate who is insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness in a temporary holding cell:

- Request appropriate back up as necessary
- Request a sergeant as necessary (Refer to ***CDM Section 7-02/020.00 Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates***)
- Restrain combative inmates using appropriate Department approved techniques and equipment such as handcuffs or waist chains (Refer to ***CDM Section 7-02/020.00 Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates***)
- Utilizing sufficient backup, control and restrain the inmate and escort to a temporary isolation location (Refer to ***CDM Section 7-02/000.00 Escorting Procedures for Combative or Uncooperative Inmates***)
- Remove any property that could be used by the inmate to harm himself

NOTE: All recalcitrant/uncooperative inmates shall be searched prior to being placed into a temporary holding cell.

Inmate Reception Center Unit Orders

- Begin a Temporary Holding Cell Log, which is to be placed on the holding cell door
- Notify the respective floor/location sergeant
- Notify the watch commander

NOTE: The watch commander shall personally sign or initial the Temporary Holding Cell Log, indicating they have received notification that the inmate was isolated in a temporary holding cell.

- Ensure that medical staff evaluates the inmate for any injury or complaint of injury. The evaluation shall be noted on the Temporary Holding Cell Log
- All inmates who are placed into a temporary holding cell for being insubordinate, recalcitrant, hostile, aggressive and/or displaying mental illness, regardless of whether a use of force incident occurred, shall be logged in the e-UDAL. The overseeing sergeant's name shall also be logged in the corresponding e-UDAL entry
- Ensure the safety of temporarily isolated inmates by performing visual checks every [REDACTED TEXT] and recording the time on the Temporary Holding Cell Log and in the e-UDAL.

NOTE: The time the safety check was performed shall be noted on the Temporary Holding Cell Log and in the e-UDAL, along with the last name and employee number of personnel conducting the check. Times shall **not** be rounded off or estimated. Information listed on the Temporary Holding Cell Log shall be written legibly.

- Be alert for loud or unusual noises coming from the location of isolation
- Ensure safe, temporary, storage of inmate property

Additional Sergeant Responsibilities (Four Hour Extensions)

In instances where inmates are placed inside of a temporary holding cell due to being insubordinate, recalcitrant, hostile, and aggressive or for displaying particular signs of mental illness, the following procedures shall be adhered to.

At least once every four (4) hours, the sergeant shall respond to the location where the inmate is being held in temporary isolation to conduct a safety check. This safety check shall be a physical check of the inmate's well-being, completed in-person.

During the safety check, the sergeant shall also determine if the inmate should receive an extension to remain in temporary isolation for an additional period of time. If the sergeant determines that the inmate shall remain in isolation, the sergeant will sign an extension on the Temporary Holding Cell Log. Under the comments section of the extension, the sergeant shall note the reason for the continued holding of the inmate in temporary isolation and their status in the medical process (e.g. "Inmate Doe is still refusing to cooperate and acting hostile and aggressive. Inmate Doe is pending doctor's line per Nurse Smith").

Unless an emergent situation exists (e.g. inmate is attempting to harm himself), a sergeant shall be present whenever a recalcitrant inmate is removed from temporary isolation for any reason. The sergeant who was present when removing the inmate shall be also noted on the Temporary Holding Cell Log and in the e-UDAL.

Temporary Isolation of Restrained Inmates

If an inmate in temporary isolation is restrained in a security restraint, the following additional procedures shall apply (refer to ***CDM Section 7-03/000.10 Security Restraints and Separation/Isolation of Inmates***):

NOTE: For the purposes of this unit order, a "security restraint" includes handcuffs and waist chains.

- The inmate shall not be placed in a cell or isolated area with any other inmates who are not in security restraints
- An entry shall be made on the Temporary Holding Cell Log and in the "Additional Information section of the e-UDAL indicating that the inmate is in security restraints
- Immediately after the inmate is placed in the cell or isolated area, a sergeant shall evaluate the need for the inmate to remain in security restraints and document their evaluation on the Temporary Holding Cell Log and in the e-UDAL
- The sergeant shall notify the watch commander at the completion of their initial assessment of the inmate
- An inmate restrained and temporarily isolated shall be provided the opportunity to use toilet facilities, consume scheduled meals, and be given access to drinking water. Access to the toilet, meals, and water shall be noted on the Temporary Holding Cell Log and e-UDAL
- A sergeant shall be present if restraints are removed for any reason (absent a medical emergency or life-threatening situation)
- A sergeant shall personally evaluate the need for continued use of security restraints at least once per

Inmate Reception Center Unit Orders

- hour. These evaluations shall be documented on the Temporary Holding Cell Log and e-UDAL
- After the first one (1) hour evaluation, the sergeant shall notify the watch commander if the inmate is to remain in security restraints. The watch commander shall personally evaluate the behavior of the inmate and determine the next course of action. Their evaluation shall be noted on the Temporary Holding Cell Log
 - The watch commander should consider implementing the inmate extraction procedures for inmates who continue to refuse to have security restraints removed after one (1) hour of being temporarily separated/isolated (refer to CDM section 7-01/050.05 "Inmate Extraction Procedures")
 - If the watch commander determines that the security restraints should not be removed, the watch commander shall ensure that the following inmate safety checks are completed and documented on the Temporary Holding Cell Log and in the e-UDAL:
 - Custody personnel – Once per [REDACTED TEXT]
 - Sergeant – Once [REDACTED TEXT]
 - Watch commander – Once per [REDACTED TEXT]
 - Supervisors conducting these checks shall continue to reassess the need for the inmate to remain handcuffed or waist chained and ensure they are provided the opportunity to use toilet facilities, consume scheduled meals, and given access to drinking water
 - All supervisory inmate safety checks shall be documented with a portable video camera. For use of a portable camera and retention period of recordings refer to CDM section 7-06/010.00 "Video Recording Procedures"
 - The responsible sergeant shall ensure that medical personnel conducts a medical evaluation once every two (2) hours. Any refusals for a medical evaluation shall be made directly to medical personnel by the inmate. The evaluation or refusal shall be documented on the Temporary Holding Cell Log.
 - If security restraints are removed from the inmate this shall be noted on the Temporary Holding Cell Log, and in the e-UDAL

If an inmate remains in security restraints while being separated/isolated in excess of six (6) hours, notification and consultation shall be made with the IRC unit commander. This notification shall be documented in the Watch Commander's Log and the Temporary Holding Cell Log, and in the e-UDAL.

If an inmate remains in security restraints while being separated/isolated in excess of eight (8) hours, notification and consultation shall be made with the IRC area commander. This notification shall be documented in the Watch Commander's Log and the Temporary Holding Cell Log.

Processing Temporary Holding Cell Logs

Completed Temporary Holding Cell Logs shall be placed in the designated inbox in the first floor sergeant's office. For additional information, refer to ***IRC Unit Order (UO) 8-40/001.00 Processing Temporary Holding Cell Log.***

• • **8-40/002.00 - Fixed Restraints**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for securing an inmate to a fixed object within the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

The purpose of this unit order is to implement procedures that will ensure healthcare professionals and custody staff assigned to IRC are aware of inmates who are secured by a fixed restraint. Timely movement of these inmates through the facility shall be a priority.

Procedures for All Inmates Secured by Fixed Restraints

- An entry shall be made in e-UDAL of the inmate's name, booking number, and reason for securing the inmate to a fixed restraint.
- Handcuffs shall be double locked. If a situation exists where double locking cannot be reasonably accomplished, the handcuffs will be double locked after the situation no longer exists
- Custody personnel shall not use the application of fixed restraint as a form of discipline
- Inmates secured by fixed restraints shall be placed in a location that is in direct and unobstructed visual observation of custody personnel
- Inmates shall not be placed in fixed restraints in an area that jeopardizes the safety and security of the inmate or custody personnel
- Unless the inmate is recalcitrant and the transfer of restraints cannot be accomplished safely, fixed restraints shall be alternated once an hour from one arm/leg to the other, so not to affect the inmate's range of motion. If the hourly fixed restraint alternation is not accomplished, the responsible sergeant shall be notified
- Upon request, inmates secured with a fixed restraint shall be given the opportunity to use toilet facilities

and/or provided with drinking water. If this cannot be accomplished due to the behavior of the inmate, the floor sergeant shall be notified immediately and an entry made into the electronic Uniform Daily Activity Log (e-UDAL) detailing the incident.

- If regularly scheduled meals being served, an inmate in a fixed restraint shall be offered food
- All activities (e.g. restroom breaks, meals, medical or psychological evaluations, etc.) shall be documented in e-UDAL.
- All escorts shall be done with a minimum of 2 personnel for any inmate being placed on the front bench at any work location or an inmate being removed from the bench. Of the two escorting personnel, one shall hold a minimum rank of deputy sheriff generalist. For additional information about the escort of an HOH inmate, refer to UO 8-40/003.00.

Half-way through each shift, and prior to the end of each shift, the floor sergeant shall sign the e-UDAL to ensure inmates secured to a fixed restraint have been offered access to the restroom, wash basin and water fountain, and have been provided food and drink.

FIXED RESTRAINTS UTILIZED FOR SECURITY DURING ROUTINE PROCEDURES

Custody Division Manual section 7-03/000.05, "Fixed Restraints," allows for exceptions to state mandated provisions placing inmates in fixed restraints if the placement is for security procedures during routine procedures, as described below. If an inmate is placed in fixed restraints due to behavior which may result in the destruction of property or the intent to cause physical harm to themselves or others, personnel shall refer to the procedures outlines in the Inmates Secured by a Fixed Restraint for Non-Routine Processing Reasons" section of this unit order.

Inmates Secured By a Fixed Restraint for Routine Processing in the Clinic or Module 231

Inmates identified as high risk (e.g. suicidal inmates, inmates in the midst of a mental health crisis) and/or pending movement to High Observation Housing (HOH) or the Correctional Treatment Center (CTC) are routinely secured in fixed restraints in the IRC Clinic and Module 231 for their safety and the safety of others.

The lead deputy at the IRC Clinic or Module 231 shall be responsible for monitoring the processing status of inmates secured by fixed restraints in their location. This is accomplished by partnering with the lead nurse to ensure that when an inmate is secured by a fixed restraint, the lead nurse is immediately notified of the

Inmate Reception Center Unit Orders

inmate's name, booking number, and reason for placement into fixed restraints. Together, the lead deputy and lead nurse will monitor the status of these inmates and ensure they are processed and moved to their housing location in an expedited manner.

If an inmate secured by a fixed restraint to a chair or bench for routine processing remains in the fixed restraint for more than 12 hours, the floor sergeant and lead nurse shall be notified. Every effort shall be made to transfer the inmate to a housing location as quickly as possible. An entry shall be made in the comments section of e-UDAL with the inmate's name, booking number, length of time secured by a fixed restraint, and the name of the lead nurse who was notified.

Inmates Secured by a Fixed Restraint for Routine Processing at Custody Line

NOTE: The following procedures shall not apply for inmates secured by a fixed restraint at Custody Line for any reason other than securing the inmate pending in-custody release. If an inmate is secured by a fixed restraint at Custody Line for any other reason (e.g. inmate told personnel he was suicidal pending transfer to housing, recalcitrant inmates) personnel shall follow the procedures outlined in the "Inmates Secured by a Fixed Restraint for Non-Routine Processing Reasons" section of this unit order.

Inmates being processed at Custody Line for in-custody release to mental health facilities (e.g. Patton State Hospital) or inmates being processed at Custody Line who are housed in HOH or CTC shall be placed in a waist-chain and secured by a fixed restraint.

To minimize the time inmates are secured by a fixed restraint, the lead deputy shall coordinate with the location where the inmate is housed. The lead deputy will request that the inmate is brought to Custody Line no earlier than the time required to process the inmate for in-custody release.

If an inmate waiting for in-custody release is secured by a fixed restraint for longer than four (4) hours, the floor sergeant shall be notified of the situation and the estimated time the inmate will be released in-custody.

Inmates Secured By a Fixed Restraint for Non-Routine Processing Reasons

Inmate Reception Center Unit Orders

NOTE: The following procedures do not apply for inmates secured by a fixed restraint for routine processing in the IRC Clinic, Module 231, or Custody Line.

The lead deputy shall promptly notify the supervising sergeant of the reason the inmate was placed in a fixed restraint. The lead deputy will also ensure an entry is made in e-UDAL for all inmates who are secured by a fixed restraint. The e-UDAL entry shall include the inmate's name, booking number, reason for securing the inmate to a fixed restraint, sergeant approving the use of a fixed restraint, personnel who secured the inmate to a fixed restraint and the time of the fixed restraint application. Additionally, all activities (e.g. restroom breaks, meals, medical or psychological evaluations, etc.) shall be documented in e-UDAL.

If an inmate secured in a fixed restraint appears to be in a mental health crisis, custody staff will immediately refer the inmate to mental health personnel.

As soon as practicable, but no later than twenty (20) minutes after the application of the fixed restraint, Department personnel shall initiate documentation of the inmate's monitoring in the Fixed Restraint Log (SH-J-475). At least once every fifteen (15) minutes and until the inmate is removed from the fixed restraint, personnel shall conduct and document a safety check of the inmate, during which they shall verify that the restraint is not causing undue pain, injury, or an obvious medical problem. A medical evaluation shall be conducted within one hour of the inmate's placement in the fixed restraint.

The responsible sergeant shall evaluate the application of fixed restraints and approve their continued use, if reasonable. At least once per hour, a sergeant shall conduct an inmate safety check of all inmates in fixed restraints in areas under their supervision. During this check, the sergeant shall reassess whether or not each inmate needs to remain in fixed restraints and ensure each inmate has been provided access to toilet facilities and drinking water. If regularly scheduled meals are being served, they shall be offered to the inmate in conjunction with this hourly check. The floor sergeant shall electronically sign the e-UDAL each time this check is conducted. This signature shall occur in the comments section of the e-UDAL.

The responsible sergeant shall ensure a medical evaluation is conducted by medical personnel at least once every two (2) hours. Any refusals for medical evaluation shall be made by the inmate directly to medical personnel. The refusal shall be documented by the sergeant in the e-UDAL and by medical personnel in the inmate's Electronic Medical Record (EMR).

After four (4) hours, the watch commander shall be notified and respond to the location of the inmate(s) to evaluate the application of fixed restraints and approve their continued use. The watch commander shall

conduct an inmate safety check, similar to that of the sergeant, at least once every four (4) hours. The watch commander shall document this check in the comments section of the e-UDAL. During this check, the watch commander or their designee shall evaluate the necessity of a continued fixed restraint.

If an inmate remains in fixed restraints in excess of six (6) hours, notification and consultation shall be made with the unit commander and documented in the Watch Commander's Log.

If an inmate remains in fixed restraints in excess of eight (8) hours, notification and consultation shall be made with IRC's commander and documented in the Watch Commander's Log. If the inmate cannot be safely removed from fixed restraints after eight (8) hours, the inmate shall be taken to a medical facility for further evaluation.

• • **8-40/003.00 - Escorting of High Observation Housing and Front Bench Inmates**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures when transferring mental health High Observation Housing (HOH)/front bench inmates to another location within the facility or housing.

SCOPE OF ORDER:

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

ORDER:

IRC personnel shall adhere to the following procedures when escorting an inmate from any work location "front bench" or an HOH inmate from a holding cell.

Due to the unpredictable behavior of HOH inmates, there **SHALL** be no less than 2 custody personnel escorting them at all times. Of the two escorting custody personnel, (one) shall hold per the minimum rank of

deputy sheriff generalist. If the staffing at the work location does not allow for the described escort of an inmate, personnel shall either delay the escort until proper escort can be conducted, or receive approval from the floor sergeant to conduct a modified escort.

For additional information about escorting HOH and uncooperative inmates, please refer to, Custody Division Manual (CDM) section **7-02/020.00**, “**Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates.**”

• • **8-42/000.00 - Facility Maintenance and Maintenance Request Procedures**

PURPOSE OF ORDER:

To establish policy and procedures for all maintenance and repairs at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

IRC personnel shall adhere to the following procedures concerning general facility maintenance and request procedures to ensure that the facility’s maintenance is regularly upheld and for the overall safety of the inmates and custody staff.

Personnel shall inspect their work areas where they are assigned, for maintenance problems, on a daily basis. Emphasis shall be placed on the showers, toilets, sinks, lighting units, ventilation, heating and cooling systems, and treatment of mold infestations.

REPORTING GENERAL MAINTENANCE REQUEST – (NON-EMERGENT)

Personnel shall diligently and expeditiously report all general maintenance (non-emergent) request via the electronic Uniform Daily Activity Log (e-UDAL). The general maintenance request shall be reported by every shift until the request is corrected. The maintenance request shall contain detailed information as to the type of problem and exact location, for example, [REDACTED TEXT], toilet clogged.” maintenance request entered into the e-UDAL system will automatically filter to the computerized system Maximo and internally sends Facility Services Bureau (FSB) projects unit the request.

In the event a request can not be reported through the e-UDAL maintenance request, or in the event the system is down, a request may be submitted to the logistics unit via e-mail to the **IRC Logistics Repair Request** group. In this circumstance, personnel from the logistics unit will enter the received maintenance request into the computerized system Maximo and ensure the repair is corrected.

Request that are not corrected in a timely manner via the e-UDAL shall be reported to the logistics unit via e-mail to the **IRC Logistics Repair Request** group for follow-up with FSB projects unit.

Multiple identified maintenance needs shall be entered into the e-UDAL one at a time and shall not be entered into groups. For example, two stopped up toilets and a leaky water faucet should be entered as three (3) separate entries.

Personnel shall also ensure that the e-UDAL reflects when the repair was made and if the issue was resolved or if follow up is needed.

REPORTING EMERGENCY MAINTENANCE REQUEST

Identified maintenance request which would affect the function of the facility and/or interrupt the jail standard compliance shall be deemed as emergent request.

NOTE: All emergent maintenance request require watch commander approval and shall be documented in the watch commander log by the watch commander.

Upon identifying an emergent request, the employee reporting the request shall notify the immediate supervisor for reporting to the watch commander. The watch commander or its designee shall report the emergent request to the logistics unit at [REDACTED TEXT]. The logistics unit shall immediately handle the request by contacting FSB to expeditiously respond to the facility for the emergent request.

AFTER HOURS (5PM to 7AM) – EMERGENCY MAINTENANCE REQUEST

After hour emergent requests, shall be reported by the watch commander or its designee to TTCF, via facility control at [REDACTED TEXT]. Facility control personnel will call FSB to expeditiously respond to the emergent request.

Emergency repairs include, but are not limited to the following:

- Gas leaks / odor
- Serious water leaks
- Immediate electrical hazards or power outages
- Serious compromises to the security of the facility
- Failure of emergency communications and telephone
- Physical breach of security from structural failure
- All lighting inside a module; specifically cells, dayrooms, and indoor rec areas
- Broken or malfunctioning doors, door locks, windows (glass)
- Broken or malfunctioning control panel switches
- Broken or malfunctioning elevators

In the event the emergency maintenance repair has not been completed within twenty four (24) hours, the watch commander shall be notified for follow-up with logistic staff or if after hours, TTCF facility control staff.

Personnel assigned to the area where the emergent request exist will be held accountable for reporting the request and for ensuring the request is corrected in a timely manner and shall ensure proper documentation is made in the e-UDAL.

NOTE: All **corrected** emergent maintenance request shall be logged in the watch commander log by the

watch commander.

STRUCTURAL MODIFICATIONS

All work submitted to the Sheriff's FSB project unit requesting structural modifications to IRC shall be reviewed, approved and signed by the unit commander prior to implementation. Upon approval, these requests shall be forwarded to FSB. Thereafter, the unit commander or his designee shall ensure the modification is done in accordance with the work order.

MECHANICAL REPAIR/ACCESS

Any person other than FSB requiring access inside the facility for servicing, repair or examination of equipment and facilities, shall report to entry control in person.

The maintenance workman requesting entry shall exchange their identification (e.g., California Driver's License, Employment I.D., etc.), for a numbered identification pass. They must state the exact location of the repair and briefly describe what shall be done.

Entry control personnel shall also request to see the maintenance workman's tool inventory list and inform logistics personnel of the maintenance workman's arrival. If logistics personnel are not available, entry personnel shall contact the work area where the repair is needed.

Any maintenance or repair work completed inside security shall require an escort by custodial personnel. The inmates in the area shall be locked down prior to the maintenance workmen entering the area where the repair is needed. When the maintenance workmen have finished their work, custodial personnel shall ascertain that tools or supplies have not been left behind. Maintenance workmen shall verify all tools against their tool inventory list to ensure all tools brought in are taken out.

Once the workmen have left the area, the inmates may come out for normal operation. Any discrepancies shall to be reported to the watch commander immediately.

Inmates shall not be permitted into any mechanical repair area, or corridor. Inmates shall not assist Sheriff's Maintenance personnel or civilian contracted maintenance personnel inside or outside of the facility without specific approval from the watch commander.

GRAFFITI ABATEMENT

Any graffiti observed shall be immediately reported via e-mail to the IRC Logistics Repair Request group. Graffiti shall be removed by the logistics paint crew as soon as possible in an effort to stem the proliferation of additional graffiti. Gang related graffiti shall be photographed and the photos forwarded to the Operation Safe Jail (OSJ) office. Prior to the removal of any graffiti, the wall or surface from which the graffiti is to be removed should be inspected to ensure the proper cleaning method is used. A number of anti-graffiti solutions have been used on the walls and surfaces of the facility; therefore, painted surfaces, various interior and exterior building walls and masonry walls all require specific cleaning agents and methods of removal.

GROUNDS KEEPING

Grounds keeping will include keeping the grounds of the compound and public lobby free of debris, disposing of all trash, sweeping and washing stair wells, walkways, elevator and restrooms. The areas of concern shall include both the bottom level and upper level of the public lobby.

TRASH AND DEBRIS

All trash and debris collected outside the facility shall be closely monitored and taken to the nearest trash receptacle. Any trash item that is recyclable shall be collected and placed in the appropriate bin.

TOOLS AND EQUIPMENT

Tools and maintenance equipment used by inside and/or outside work crews will be inventoried on a daily basis to ensure that all tools have been returned. Lead deputies or a designee shall ensure that all tools and maintenance equipment checked out by an inside inmate work crew are accounted for at the end of the shift.

MOLD PREVENTION

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

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

Logistics personnel can be reached via e-mail through the **IRC Logistics Repair Request** group.

• • **8-42/001.00 - Cleaning and Sanitation of the Facility**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for maintaining an acceptable level of cleanliness, sanitation, and repair at the Inmate Reception Center (IRC).

SCOPE OF ORDER:

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

ORDER:

All areas of the facility require thorough cleaning. Areas such as floors, bathrooms, and showers shall be cleaned on a daily basis, while other areas shall require cleaning at varying intervals. At IRC there are two (2) levels of cleaning; the ***deep cleaning*** of the facility, which is scheduled and conducted by logistical personnel; and the daily ***general cleaning*** of the work areas overseen by personnel assigned to the area.

IRC personnel shall adhere to the following procedures to ensure daily compliance with keeping a healthy, sanitary, and safe environment.

DEEP CLEANING OF THE FACILITY

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

- Sweeping, mopping, and scrubbing floors, including the ramp
- Scrubbing of holding cells and corners
- Scrubbing of all bases around the seating areas
- Waxing of floors
- Vacuuming of carpeted floors
- Washing and cleaning of walls
- Washing and cleaning of cells and windows
- Scrubbing of toilets, urinals, and sinks
- Scrubbing and cleaning of showers where appropriate
- Graffiti removal and painting throughout the facility
- Removal of the facility's trash to the IRC compound
- Washing of large trash receptacles (trash shall be probed prior to being taken out)
- Cleaning of the air vents
- Cleaning of the ceiling
- Washing of the public lobby to include restrooms, pass through counters, windows, stairwells, patio area, elevators, and floors
- Deep cleaning and scrubbing of the non-secure restrooms and work areas to include pass through windows, faucets, and kitchen areas.
- Replacement and stocking of toilet paper, paper towels, and hand sanitizer or soap within the non-secured areas
- Laundry ordering, maintenance, and storage
- Laundry sorting and distribution
- Removal of soiled laundry bins to the IRC compound for pick-up by the Pitchess Detention Center (PDC) laundry facility

Personnel can refer to the logistics cleaning crew work schedule for further information on the deep cleaning of the facility.

GENERAL CLEANING OF THE FACILITY AND THE EXTENDED MEDICAL HOLDING AREAS

Inmate Reception Center Unit Orders

IRC deputies and custody assistants assigned to the various work stations throughout the facility shall be responsible for the **general cleaning** and maintenance of their assigned work areas. Each work station shall have a designee for cleaning (established by work station lead, if not indicated on the daily in-service) and inmate workers to assist with the general cleaning duties. Duties shall include daily inspection of the work area to facilitate a cleaning plan for the inmate workers.

All inmate workers shall be supervised when using maintenance equipment. An inventory of the tools and/or maintenance equipment shall take place daily per shift. All tools and/or maintenance equipment shall be logged out when used and back in at the end of the shift to ensure proper accounting of equipment. Every work station's maintenance closet shall contain a binder with the log. The cleaning designee shall use this log daily at the beginning and end of the shift, for proper accounting of the maintenance equipment. All maintenance closets shall remain locked when not in use to control un-supervised inmate access.

IRC logistics personnel shall ensure the logs are being used and completed. The log shall be maintained and made available by logistics personnel when required.

When cleaning work areas and/or extended medical holding areas, emphasis shall be placed on the showers, toilets, urinals, sinks, vents, ceiling, and floors to prevent mold or vermin infestation.

If any *mold*, *vermin*, or *repairs* are noted, proper reporting shall be made via the Electronic Uniform Daily Activity Log (e-UDAL). Please refer to ***IRC Unit Order (UO) 8-24/000.00, "Facility Maintenance and Maintenance Request Procedures."***

General cleaning of the facility shall include, but not be limited to the following:

- Daily sweeping and mopping of floors
- Daily vacuuming of carpeted floors
- Frequent washing of cells and doors
- Frequent washing of walls (with a commitment to remove graffiti)
- Sweeping, cleaning, and polishing of elevators in the extended medical holding areas
- Cleaning and sanitation of telephones and stentofons
- Garbage and trash receptacles shall be emptied and sanitized frequently, unless protected by trash can liners
- Daily removal of all trash in the work stations, clinic, and extended medical holding areas

Inmate Reception Center Unit Orders

- Trash shall be taken to the IRC "trash hallway" in between the clinic and bath area
- Cleaning of windows
- Furniture shall be cleaned and disinfected (e.g., tables, chairs, television screen)
- Daily disinfection and cleaning of toilets, urinals, sinks, showers, and basins
- Daily cleaning and sanitation of the clinic and extended medical areas
- Daily stocking of paper towel dispensers
- Hot water shall be available in sinks for personnel and/or inmate workers to wash hands regularly
- Liquid soap and hand sanitizer dispensers shall be available for use and filled regularly
- Identified maintenance repairs shall be documented and reported via the e-UDAL.
- Peeling paint repairs throughout the facility shall be documented in the e-UDAL and reported to the "IRC Logistics Repair Request" e-mail group
- Daily removal of trash in all the work stations, the clinic and extended medical holding areas (trash shall be taken to the "trash hallway" located between the clinic and bath areas)
- Contraband shall be properly disposed of in the designated white mailboxes on each floor (IRC logistics personnel shall remove contraband from mailboxes and properly dispose of items)
- Daily cleaning and sanitation of large facility refrigerators (cleaning of refrigerators shall be done under custody staff supervision)
- Daily cleaning and rotation of inmate food by color (food rotation shall be done under custody staff supervision)
- Taking soiled laundry and/or linen to the appropriate location
- Stocking of clean laundry and/or linen in the work area

ISSUANCE OF MAINTENANCE SUPPLIES

The IRC warehouse personnel assigned to IRC supply, shall provide supplies and equipment necessary for the cleanliness of the facility. If cleaning supplies and equipment are near shortage, line personnel shall be responsible for submitting requests to the "IRC Supply" for the replacement of supplies.

INMATE WORKERS

The Population Management Bureau (PMB) shall be responsible for the screening and assignment of inmate workers to specific cleaning details. Inmate workers shall be directly supervised at all times by custody personnel while cleaning all areas of the facility.

Logistics personnel are responsible for supervising work release inmates who will only clean the non-secured areas of IRC. IRC Logistics personnel are responsible for picking up, accounting for, and the reporting of all work release inmates.

CLEANING SUPPLIES AND MAINTENANCE EQUIPMENT

An inventory of cleaning supplies and maintenance equipment shall be conducted at the beginning of each

shift by personnel responsible for that area. Supplies and equipment shall remain locked in a maintenance closet while not in use.

Cleaning agents that are potentially dangerous shall be secured in locked cabinets/containers and shall be used only under the supervision of custody staff, or general services employees.

If cleaning supplies/equipment are missing, a search of the area should be conducted. If not found, personnel responsible for that area shall report this to their supervisor immediately. If cleaning equipment is damaged, personnel responsible for that area shall report it to the IRC Logistics Unit and documented in the e-UDAL, where applicable. Upon notification, logistics personnel shall have the item removed. Requests for replacement items shall be made through the IRC Supply Unit.

Cleaning products may become hazardous if mixed together. It is the responsibility of custody staff to ensure that cleaning supplies are not mixed together. Material Safety Data Sheets (MSDS) for each cleaning product are available in a **yellow** binder labeled "MSDS." Binders are available in the following offices: logistics, operations, watch commanders, watch sergeants, old side booth, and in the warehouse.

Personnel shall read and be familiar with the MSDS for each product used at their work assignment. It shall be the responsibility of personnel who work with and supervise inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.

Currently IRC uses the following cleaning products:

- ODO- BAND (all-purpose and disinfectant cleaner)
- Windex (window cleaner)
- Simple Green (multi-surface cleaner and disinfectant)
- Ajax

LAUNDRY SANITATION

- Follow guidelines listed above under "General Cleaning of the Facility and the Extended Medical Holding Areas" as applicable
- Blankets shall not be stored directly on the floor
- All clothing items shall be stored properly on shelving and/or in containers

ARMORY SANITATION, MAINTENANCE, AND INSPECTION

- Follow guidelines listed above under “General Cleaning of the Facility and the Extended Medical Holding Areas” as applicable
- The IRC Training Unit or their designee, shall ensure both armories are cleaned and orderly
- The issuing/authorizing supervisor for each Emergency Response Team (ERT) activation or deployment shall ensure all weapons are cleaned after every use
- Inmate workers, including work release inmates, shall not be utilized to clean the armory
- The armory floors shall be clear of debris and/or any obstructions (e.g., weapons on the floor)
- All ordnance shall be stored properly on provided shelving and containers
- Used ordnance shall be disposed of properly immediately after use
- Personal property (other than ERT equipment) shall not be stored in the armory

For specific procedures on armory maintenance refer to ***IRC UO 8-19/001.00, "Armory Maintenance."***

ACCOUNTABILITY FOR CLEANING AND SANITATION

The cleanliness and sanitation of the facility ultimately lies with the supervising sergeant and lead deputy assigned to the work area or, in the case of logistics personnel, the logistics sergeant or their designee. It is their responsibility to ensure that the general cleaning and sanitation or deep cleaning of the facility is taking place daily and regularly by the assigned personnel. They shall ensure that routine cleaning is taking place by inspecting the various work areas, inspecting the supply inventory logs in the maintenance closet, and by reviewing the e-UDAL for proper documentation of the cleaning in the e-UDAL.

The sergeant of each work location is responsible for denoting in the e-UDAL the cleanliness of the work location. The sergeant shall do so twice a shift, specifically once within the first hour of their shift, and once three hours prior to the end of their shift.

For further information regarding cleaning and sanitation, please refer to the above referenced policies, as listed in Custody Division Manual (CDM) and the Manual of Policy and Procedures (MPP).

• • 8-42/002.00 - Communicable Disease Processing

PURPOSE OF ORDER

The purpose of this order is to establish procedures for the safe processing of inmates during an outbreak of

a highly communicable disease.

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at the Inmate Reception Center (IRC).

ORDER

In the event that a public health emergency is declared for a communicable disease outbreak, it is imperative the IRC personnel take extra precautions to prevent the spread of the communicable disease among personnel and inmates. The following procedures shall be followed during a public health emergency for a communicable disease outbreak.

General Procedures

All personnel shall adhere to the guidelines set by the Los Angeles County Department of Public Health (LACDPH), Correctional Health Services (CHS), and Custody Division. These guidelines may vary based on the nature of the disease but may include the use of face coverings and practicing social distancing. Personnel shall avoid grouping except when absolutely necessary for their job duties (e.g. use of force). Proper hygiene practices, including hand washing, shall be adhered to.

N95 masks shall be utilized when personnel are within six (6) feet of an inmate suspected of having a highly contagious disease, person under investigation (PUI), or confirmed to be positive for a communicable disease.

Based on the current outbreak of the disease the Center for Disease Control and Prevention (CDC) has identified a decontamination methodology that allows for the reuse of N95 respirators. N95 masks that have been contaminated with blood, respiratory or nasal secretions, or other bodily fluids shall be immediately disposed of in a bio-hazard disposal container.

Inmate Reception Center Unit Orders

All policies and procedures regarding communicable diseases, including Custody Operations Directives and Information Bulletins shall be followed at all times. IRC Training shall ensure all policies and procedures are disseminated through the Schedule Management System (SMS) and track all read receipts.

High traffic areas and work stations shall be regularly sanitized with an appropriate cleaning product. Personnel shall adhere to the manufacturer's instructions when using cleaning products.

If at any time IRC processing personnel notice an inmate displaying signs of illness or infection, including coughing, fever, and other obvious flu-like symptoms, CHS personnel shall be notified immediately. The inmate shall be placed into a single person temporary holding cell pending evaluation by CHS personnel.

Entry Control

All inmates entering the facility shall be pre-screened using the Preliminary Field Medical Screening Form. Inmates determined to be at risk for carrying a communicable disease (e.g. COVID-19) **SHALL NOT** be permitted to enter the facility. Entry control personnel shall contact booking front personnel immediately.

In the event Court Services Transportation (CST) busses get backed up in the compound due to medical screening at booking front, entry control personnel shall implement a queue number system to process CST busses in the order they arrived.

The maximum capacity of the uncuff cell is **THIRTY** inmates. In the event that booking front personnel cannot process inmates promptly (e.g. use of force incident), **DO NOT** allow additional inmates to enter the uncuff cell.

Booking Front

General Processing

Inmates shall be removed from the uncuff cell as soon as possible. Whenever possible, the body scanners shall be utilized to minimize physical contact. Inmates shall be required to wear facial coverings and maintain social distancing, when practical.

IRC Logistics shall be responsible for obtaining inmate face masks and ensuring booking front has a sufficient supply of masks. The masks shall be made available to inmates.

Temporary holding cells should be limited to no more than ten inmates at one time.

Processing Inmates with a Communicable Disease

Inmates who arrive at IRC that may have been exposed to a communicable disease (e.g. COVID-19) or are confirmed to have a communicable disease shall be processed as follows:

- Instruct the arresting agency to have the inmate don a mask and remain in the compound
- Don personal protective equipment (Tyvex suit, gloves, eye protection, and an N95 mask)
- Escort CHS personnel to the compound to conduct a preliminary medical evaluation
- Inmates determined to not require special processing shall be allowed to continue into booking front for standard processing
- Inmates determined to require special processing shall have their entire IRC process completed outside, including searching, live scan (if required), 3-point classification, and have CHS personnel complete the medical assessments
- Notify the floor sergeant of the inmate's name, booking number, and final housing assignment
- Transport the inmate to the dock of the designated housing location (CTC dock, Tower 1 dock, or Tower 2 dock)

NOTE: The Central Housing Unit (CHU) and CHS will make the final determination as to where to house the inmate.

Inmate Reception Center Unit Orders

The inmate's civilian clothing shall be secured into a biohazard bag. Property personnel shall be responsible for the final disposal of the clothing and marking the clothing as "destroyed" in the property management system per the standard soiled clothing process.

The floor sergeant shall immediately notify the Custody Emergency Operations Center (CEOC) of the inmate's name, booking number, and final housing location.

Communicable Disease Testing

CHS personnel may initiate communicable disease testing during public health emergencies. Testing shall be implemented as follows:

- ALL personnel present in the booking front area shall don N95 masks while testing is being conducted
- Four (4) inmates shall be staged in the booking front triage area, ensuring all LACDPH recommendations (social distancing, facial coverings, etc.) are adhered to
- Overflow inmates shall be staged in holding area B and C, using the social distancing lines to properly separate the inmates
- Each inmate shall be seen by CHS personnel for testing
- CHS will note on the inmate's wristband if they were tested (check mark) or refused ("X") with a marker

NOTE: Inmates can refuse testing. **DO NOT** attempt to use force to complete a test.

- Booking front personnel shall document every inmate that was tested and 3-Point classified in a designated testing log
- IRC operations shall collect and document all testing data

Out of County Warrant Transfers

Inmates received on out of county warrants shall have an Arrestee Medical Screening Form AND a Preliminary Field Medical Screening Form completed by CST personnel. In addition, every inmate shall have a sealed medical transfer summary from the originating agency. These inmates shall be evaluated by CHS

personnel to determine whether they should be processed as normal or processed under the communicable disease process noted above.

Out of county warrant criteria may be adjusted to control the jail population. A Justice Data Interface Controller (JDIC) message will reflect the current acceptance criteria.

Classification Rear

Recording Contagious Disease Testing

If CHS personnel are testing inmates for communicable diseases at booking front, and classification rear personnel shall ensure every inmate has been offered a test. CHS personnel will notate a checkmark for inmates tested or an "X" for inmates who refused testing. Inmates without a checkmark or "X" shall be directed to booking front triage.

Classification rear personnel shall ensure every inmate's name, booking number and whether they tested or not is documented in the designated testing log.

IRC Operations shall collect and document all testing data.

Clinic

The clinic lead personnel shall ensure inmates are reminded regularly to maintain social distancing and use face coverings. Inmates who do not have a face-covering shall be provided one.

Once per shift, at a minimum, all common areas shall be cleaned with an approved cleaning solution. All personnel involved in the cleaning shall don an N95 mask, gloves, and eye coverings.

After a High Observation Housing (HOH) inmate is moved from an HOH chair, the chair and handcuffs shall be

thoroughly cleaned with an approved cleaning solution prior to placing a new inmate on the chair.

All waistchains shall be cleaned with an approved cleaning solution after each use.

[REDACTED TEXT]

CDC Announcement

The [REDACTED TEXT] control booth shall broadcast the prerecorded CDC announcement in English and Spanish to all inmate pods, at a minimum, once per shift and documented in the e-UDAL.

Cleaning and Sanitation

Inmates shall have access to hygiene supplies, soap and water at all times while housed in [REDACTED TEXT], unless directed otherwise by CHS personnel (e.g. HOH inmate). In addition, all inmates shall have a face covering and directed to wear it. Inmates who lost, damaged, or soiled their face covering shall be issued a new one.

Once per shift, at a minimum, all day room and common areas shall be cleaned with an approved cleaning solution. All personnel involved in the cleaning shall don an N95 mask, gloves, and eye coverings.

IRC Logistics shall ensure each pod in [REDACTED TEXT] is deep cleaned, at a minimum, once per week, following established cleaning guidelines.

Communicable Disease Housing

In general, [REDACTED TEXT] is used as medical overflow. Due to the temporary nature of the module,

Inmate Reception Center Unit Orders

coupled with court mandates to expedite inmate movement out of IRC, [REDACTED TEXT] will generally not be used for PUI, quarantine, or positive test inmates.

If an inmate's test result returns positive for communicable disease after they have been temporarily housed in [REDACTED TEXT], the procedures below shall be followed:

- Don an N95 mask, eye protection, and gloves
- Immediately isolate the inmate
- Notify the CHU
- Transport the inmate, with a facial covering, to their permanent housing assignment, as determined by the CHU and CHS
- Clean all areas the inmate was in with an approved cleaning solution (e.g. Turbokill)

If other inmates were potentially exposed and require quarantine, CHS and CHU will determine an appropriate quarantine housing location for the inmates. The inmates shall be moved following the procedures noted above.

First Floor Main Control

At a minimum of once per shift, first floor main control shall broadcast the CDC safety message in English and Spanish.

The watch commander shall document the time the announcement is played.

Criteria for receiving inmates may be modified to reduce the number of inmates entering IRC. First floor main control shall ensure agencies attempting to book inmates at IRC meet the current booking guidelines as outlined in the JDIC message. Additionally, first floor main control shall ensure agencies are not allowed to book inmates at IRC that are charged with a zero (\$0) bail offense. The agency shall be directed to release the inmate on their own recognizance (OR).

Custody Line

Open Ward and 5150 Welfare and Institutions Code (WIC) Release of Quarantined/Positive Inmates

Inmates under quarantine and/or who have tested positive for a communicable disease who need be released on open ward or on a 5150 WIC hold should be processed for release from the compound. Personnel completing the open ward release shall don gloves, an N95 mask, and eye protection prior to responding to the compound. The release can then be processed following the standard open ward/5150 WIC process from the compound.

Release

Release of Quarantined/Positive Inmates

Upon notification that an inmate from a PUI, quarantine, or positive test housing location is being escorted to the release area, the following procedures shall be followed:

- Ensure all non-essential personnel leave the release area
- Don gloves, an N95 mask, and eye protection
- Verify the release clerks have completed the booking jacket
- Request IRC property personnel to gather the inmate's property and stage it
- Place the inmate into [REDACTED TEXT]
- Notify classification that an inmate on quarantine, PUI, or who tested positive is being released and request that a special handle is completed
- Live scan the inmate
- Release the inmate as normal, ensuring they have a facial covering

NOTE: PMB will notify CEOC of the release.

Ensure [REDACTED TEXT] is thorough cleaned using an approved cleaning solution prior to using the cell again.

Overall Facility Cleaning

To reduce the risk of the transmission of communicable diseases, ALL work station personnel shall clean all common areas, cells, and work stations with an approved cleaning solution, at a minimum, once per shift. Personnel are highly encouraged to conduct more frequent cleanings, workload permitting.

Personnel shall don an N95 mask, eye protection, and gloves while cleaning. Inmate workers assisting with the cleaning shall be provided, and required to use, an N95 mask, eye protection, and gloves.

In addition to the required cleaning noted above, safeguard cleaning positions has been added to booking front and custody line. These positions shall conduct thorough cleaning of all parts of the facility using an approved cleaning solution. This cleaning shall be done ***in addition to*** the cleaning required for each work station.

Personal Protective Equipment (PPE) Issuance

The IRC operations sergeant shall be responsible for the overall supply of PPE. The IRC operations sergeant will distribute PPE to the watch commander, who is responsible for the issuance of PPE to personnel as required. The issuance of PPE shall be documented in the watch commander's log.

• • 8-54/000.00 - Unit Employee Fund

PURPOSE OF ORDER

The purpose of this order is to establish guidelines for the administration of the Inmate Reception Center (IRC) unit employee fund.

SCOPE OF ORDER

This order shall apply to all personnel assigned to and/or working in any capacity at IRC specifically those

assigned as a member of the unit fund committee.

ORDER:

The purpose of the employee fund is to provide a ready source of revenue to assist the unit and to provide benefits to employees not available from other sources. Contributions to the fund made by employees are entirely voluntary and are typically collected via fundraisers or donations.

Expenditure of employee raised funds may include, but not be limited to:

- Sporting and special event entry fees (e.g. Baker to Vegas, Department softball tournaments, Chili Cook Off, etc.)
- Bereavement flowers upon the death of immediate family members of employees (e.g. spouse, parent, sibling, or child)
- Subsidizing the unit holiday party
- Purchasing of common use equipment for the benefit of employees (employee used microwaves, refrigerators, etc.)
- Any worthwhile proposals (approved by the unit commander)

The unit commander is responsible for the IRC unit employee fund, per the Manual of Policy and Procedure (MPP) Section 3-05/090.00, "Employee Maintained Funds." The unit commander shall select two members from the unit to act as a fund administrator and an assistant fund administrator who will fulfill their respective roles per MPP section, 3-05/090.15, "Responsibility."

Cash from periodic donations or collections shall be totaled and recorded at the time of receipt. Cash from coin receptors shall be collected and totaled daily. Cash on-hand, fund check book, and all blank checks shall be kept in a locked safe or drawer per MPP section 3-05/090.10, "Method of Collection."

Monies donated or raised by the unit fund shall be deposited into a bank account as soon as practical. The bank account is titled "Inmate Reception Center Unit Fund." Unit employee raised funds shall not be mixed with County funds, nor shall they be used to purchase supplies normally purchased with County funds, used for maintenance of Department equipment, or utilized to provide loans or salary advances to employees.

In adherence to MPP section 3-05/090.05, "Banking Procedure," withdrawals done by check shall require two signatures: that of the fund administrator and assistant fund administrator, or authorized designated appointee. Petty cash withdrawals shall be reviewed and noted by the fund administrator and assistant fund administrator. All expenditures over \$50.00 shall be approved by the unit commander.

Fund administrators are responsible for examining the record of receipts and expenditures at least once a week and initialing the verification.

Bank statements must be reviewed by the unit employee fund administrator monthly. Additionally, bank statements must be reviewed quarterly by the unit commander. Both the unit employee fund administrator and the unit commander shall initial next to the balance to indicate that the balance on the statement matches the ledger balance. The assistant administrator is responsible for reconciling the bank statements on a monthly basis.

On the first day after each quarter, a financial statement outlining all withdrawals, deposits and the current balance of the fund shall be posted in an area accessible to all employees. The unit commander shall review and initial this statement.

An excel spreadsheet shall be used to keep track of fund transactions and shall be verified against monthly bank statements to ensure they are in agreement. A compact disc (CD) or flash drive shall be used to back up the data file for the fund accounts every time an entry is made, thereby creating a "back-up" file, as required per MPP section 3-05/090.15, in addition to the primary data file. Per MPP section 3-05/090.15, hard copies of required documentation shall be retained by the assistant fund administrator.

A copy of the fund by-laws is available for review with the fund administrator and/or the assistant fund administrator.

• • 8-55/000.00 - Facility Tours

PURPOSE OF ORDER

The purpose of this order is to establish procedures for conducting tours of the Inmate Reception Center

(IRC).

SCOPE OF ORDER

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

ORDER:

Scheduling Tours

Routine public tours of IRC are not conducted. However, tours of IRC may be accommodated with the approval of the unit commander.

The operations lieutenant shall designate personnel to coordinate and conduct approved tours. The number of sworn personnel conducting the tour shall be dictated by the number of tour participants, with an emphasis on providing security to the tour participants. Tours shall be limited to a maximum of 25 participants.

Participants shall be informed that tours last approximately one (1) hour. Tour coordinators shall also provide instructions on parking and where to properly secure personal items prior to arriving for the scheduled tour.

Tour Guidelines

Each participant shall adhere to the following guidelines:

- Persons under sixteen (16) years of age may not tour IRC without the expressed approval of the watch commander, or higher ranking member

Inmate Reception Center Unit Orders

- Present a valid, government issued picture identification card (i.e., state driver's license or identification card, military identification, or passport)
- Have no prior felony convictions
- Have no family, friends, or acquaintances currently housed within the facility
- Must be appropriately dressed. Tank tops, tee shirts, jeans, shorts, gang related attire, or excessively revealing clothing shall not be allowed.
- All participants shall be subject to search and a background record check (to include, at a minimum, a check for warrants and warrants)
- Cell phones or other electronic devices such as audio and/or video recording devices shall not be permitted within the secured area of the facility
- Participants shall park in the public parking garage

NOTE: The watch commander has the discretion to refuse the participation of anyone who may potentially compromise facility security or normal facility operations.

Tour Agreement and Civil Claims Release Form

On the designated tour date and time, assigned personnel shall meet participants outside of the civilian entry before conducting the tour.

Participants shall then provide valid identification cards to IRC personnel conducting the tour and the civilian entry deputy shall distribute visitor passes to each participant.

Prior to the beginning of the tour, each participant shall be required to complete a "Tour Agreement and Civil Claims Release" form (SH-J-444), which can be found in the LASD Document Center. All tour agreement forms shall be completed prior to conducting the tour and submitted to IRC operations. These agreements shall be maintained by IRC operations for two (2) years.

Tour Review

Personnel conducting the tour shall document the tour in the Custody Automated Reporting and Tracking System (CARTS) "Facility Tour" module.

If requested by the unit commander, personnel conducting the tour shall provide a report of the tour including the number of participants in attendance, the date and time, and other pertinent information.

• • **8-56/000.00 Rutherford Temporary Restraining Order**

PURPOSE OF ORDER:

The purpose of this order is to ensure all personnel assigned to and/or working in any capacity at the IRC understand and adhere to the regulations of the Rutherford Temporary Restraining Order (TRO) issued by the United States District Court.

SCOPE OF ORDER:

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

ORDER:

The following are listed violations of the Rutherford TRO and/or documentation required upon violation:

1. Holding an incarcerated person in the Inmate Reception Center (IRC) for more than 24 hours with the exception of IRC Module 231.

In the event an individual remains continuously in the IRC for more than 24 hours, custody personnel shall document the following:

- a. The date and time the individual first entered the IRC.
- b. The reasons why the individual remained in the IRC longer than 24 hours.
- c. The date and time the individual was removed from the IRC.

- d. The location of the individual after removal from the IRC.

Note: In the event that a person leaves the IRC for medical treatment at another facility within or without the LA County Jail System, the 24-hour period shall begin anew if the person returns to the IRC after an absence extending 12 hours or more where the person has been provided a bed off site.

2. Holding an incarcerated person on the IRC Clinic Front Bench, handcuffed, chained, or tethered to a chair or any object, for more than four hours.

In the event an individual remains on the Front Bench for more than four hours, IRC custody personnel shall document the following:

- a. The date and time the individual was first placed on the Front Bench.
 - b. The reason(s) why the individual is on the Front Bench, including the persons' Mental Health Level of Care (P Level).
 - c. The date and time of initial mental health screening.
 - d. The date and time of any subsequent mental health or medical evaluation.
 - e. The date and time each individual was removed from the Front Bench temporarily, how long the person remained untethered, and the reason why (e.g., escort to bathroom, mental health screening).
 - f. The date and time each individual was permanently removed from the Front Bench.
 - g. The location of the individual after removal from the front bench.
3. Holding more people in a holding cell in the IRC than established by the Board of State and Community Corrections (BSCC) holding capacity without first exhausting every other means to avoid placing more people in a holding cell than the holding capacity permits.

Note: All holding cell capacity numbers, established by the BSCC, are indicated above the doors of each cell.

- a. The IRC Clinic Cage, when locked, shall have a capacity of 50 people.

- b. Cell 113 shall have a capacity of 16 people.

In the event more people are in a holding cell than holding capacity permits, this event shall be documented in the following manner:

- a. The date and time of placement.
- b. The type of placement.
- c. The date and time of release.
- d. The number of persons in the cell at the time of placement;
- e. The identification of the particular holding cell or cage.

- 4. Holding an incarcerated person in an IRC holding Cell for more than 12 hours total. (Moving an individual from one holding cell in the IRC to another holding cell in the IRC does not re-start the 12-hour clock.)

In the event that an incarcerated person is detained in a holding cell for longer than 12 hours, IRC custody personnel shall document the following:

- a. The date and time of placement.
- b. The reasons why an individual was in a holding cell or cells for more than 12 hours.
- c. The type of cell placement.
- d. The date and time of release.
- e. The number of persons in the cell at the time of placement.
- f. The identification of the particular holding cell.

- 5. Holding an incarcerated person in the IRC Clinic cage, when locked, for more than eight hours total.

Inmate Reception Center Unit Orders

In the event that an incarcerated person is held in the IRC Clinic cage, when locked, for more than eight hours, IRC custody personnel shall document the following:

- a. The date and time of placement.
 - b. The reasons why an individual was in the IRC cage for more than eight hours.
 - c. The type of placement.
 - d. The date and time of release.
 - e. The number of persons in the cage at the time of placement.
6. Holding an incarcerated person in the IRC Clinic area, cage, or any cell in the IRC when that location is not in a clean and sanitary condition, with access to functioning toilets, potable drinking water, clean water to wash, and sufficient garbage receptacles.
7. Holding an incarcerated person in the IRC Clinic area, cage, or any cell in the IRC without providing ongoing access to adequate medical and mental health care, including but not limited to regular pill call.

The TRO Four Hour Scribe and TRO Compliance Sergeant positions have been implemented to ensure the above standards are adhered to, and to provide thorough documentation for violations. However, all IRC custody personnel shall adhere to these standards. Custody personnel shall maintain good communication with the TRO Compliance positions in order to provide accurate documentation.

The documentation provided by the TRO Four Hour Scribe and TRO Compliance Sergeant, shall be submitted to IRC Operations upon completion the shift.
