

## 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
  
- 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
- 

## • 5-08/007.00 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.

---

- **5-11/000.00 Inmate Body Scanner**

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the operation of the LINEV Systems 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 body scanner is to reveal contraband that may be secreted in clothing or in body cavities without the need to remove an inmate's clothing. The body scanner 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 body scanners shall be trained by 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 body scanners 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 custody assistant personnel shall be the primary operators of the body scanner equipment and shall share the responsibility of working the body scanners with trained deputies. Custody personnel operating the body scanners 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.

Body scanner screening operators, and *any* personnel in a position to directly observe the body scanner 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.

## 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 service by calling the body scanner vendor, LINEV Systems. When a request for service has been submitted, the watch commander or designee shall notify Custody Support Services Bureau (CSSB) via telephone.

### SCANNING PROCEDURES

**Every effort shall be made to ensure that *all* new inmates to the IRC will be searched using the body scanners.**

Below is the list of procedures trained custody personnel shall follow when operating the body scanner:

- For booking front, direct inmates to make a single file line in the “uncuff” cell adjacent to the room where the body scanner 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 body scanner
- Scan the inmate’s wristband using the hand held barcode scanner
- Instruct inmates to stand with their hands to their sides. Hands shall be open and not made into fists
- Advise inmates to remain still until their body scan is completed
- 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 body scanner, 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 body scanner area and proceed to their assigned housing facility

### DETECTED CONTRABAND

If deputy personnel reviewing the body scanner 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 body scanner screening or during an alternate search initiated by an inmate's refusal or inability to enter the body scanner 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 body scanner 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.

Every inmate refusal shall be documented in the electronic Uniform Daily Log (e-UDAL), and the watch commander shall be notified.

If there are no available body scanner trained personnel, or the body scanners are inoperable, the search procedures below shall be followed, and notifications shall be made to the watch commander and entered into the e-UDAL. Any other instance of an inmate not being body scanned (e.g. medical emergency) shall be

reported to the watch commander and handled at their discretion.

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, they 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.

**REVISION 02/20/2026**

---

• **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.

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 mental health processing area. Booking front personnel shall provide the inmate jail issued inmate clothing. The inmate shall be dressed into the appropriate clothing and provided county issued shoes.

The inmate shall be escorted to the IRC clinic where he will continue the medical process. Once processing has been completed, the Central Housing Unit (CHU) is to be notified for bed/housing availability. Thereafter, the inmate shall be expedited and escorted directly to the appropriate Twin Towers transfer center.

For inmates determined by Correctional Health Services (CHS) staff for High Observation Housing (HOH), a sergeant shall be present during the custody personnel attempt to exchange the jail issued clothing for a suicide prevention gown, before escorting them to the Twin Towers transfer centers.

### SUICIDE PREVENTION GOWN REFUSALS

If an inmate refuses to exchange jail issued clothing for a suicide prevention gown, a sergeant shall be present to evaluate the situation. If the sergeant is unsuccessful with the exchange of clothing into a suicide prevention gown, the sergeant shall contact a mental health staff member to assist in gaining compliance. 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 and TTCF transfer center shall be made by the IRC watch commander or their designee 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.

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.

**Revised 03/17/26**

---

### **• 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.

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.

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

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 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
- 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

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 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

- 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]
- 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 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.

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 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 Penal Code Section 296, IRC personnel assigned to DNA Collections shall adhere to the following procedures when an inmate refuses to provide DNA samples.

#### Penal Code Section 296

Pursuant to Penal Code Section 296, 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

#### Court Orders for DNA Collection

Outside of Penal Code Section 296, a court may order that a DNA sample is taken from an individual. IRC shall collect the DNA when all of the following conditions exist:

- The inmate has been remanded to the custody of the Sheriff
- There is a valid, signed court order directing the Sheriff to collect a DNA sample

IRC personnel shall not collect DNA from individuals who have not been remanded to the custody of the Sheriff. IRC will not accept custody of inmates from outside agencies solely to collect DNA samples.

#### 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, 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](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)
- 

## • 5-22/004.00 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](mailto: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](mailto: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.

---

## • 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**.

---

## • **5-24/004.00 United States Immigration and Customs Enforcement Judicial Warrants**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures and criteria for processing United States Immigration and Customs Enforcement (ICE) judicial warrants.

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to, and/or working within, the Inmate Reception Center (IRC).

---

## **ORDER:**

An ICE Judicial Warrant is a true and factual judicial warrant holding the same validity as all other judicial warrants processed at IRC. ICE Judicial Warrants are issued and signed by a United States Magistrate Judge. This differs from federal civil or administrative detainers, which are issued by an ICE Agent (typically using ICE Form I-200 or I-205); Department members shall not transfer inmates into the custody of ICE based solely on civil or administrative detainers.

## **DUTIES:**

United States Immigration and Customs Enforcement (ICE) Judicial Warrant Procedure:

### **Inmate with an ICE Warrant**

- An ICE Judicial Warrant is the same as an out-of-county Warrant hold except:
  1. IRC is unable to accept inmates who have Federal charges only. When arresting a person on Federal charges only, including ICE Judicial Warrants, the inmate shall be taken to the Federal Detention Center, located at 300 N. Los Angeles Street, Los Angeles California, 90012. The phone number is: 213-4830-4925.

For ICE judicial warrants, arresting agencies can also call the Law Enforcement Service Center at 802-872-6020.

2. The "ICE Notification" form shall be used when the hold is placed, and the "ICE Availability" form shall be used when the inmate is made available for pick up. At no time shall the "Notification Hold" form or "Notice of Availability" form be used.

### **Inmates Eligible for Release**

- The Warrants and Detainers Clerk informs ICE that the inmate is available for transfer. Inmate availability does not expire under California Penal Codes 821 and 822.

- ICE agents shall notify the Warrants and Detainers Clerk of their intent to take custody of the inmate on a given date.
- The Warrants and Detainers Clerk will process the Inmate as an “In Custody” release.

### **Custody Line Procedures**

- The Custody Line deputy notifies the Release clerk of the “In Custody” release and returns the record jacket to the Release clerk.
  - Upon receipt of the record jacket, for ICE “In Custody” release inmates, the Document Control Release clerk shall utilize the RL-13 screen in the Automated Justice Information System (AJIS) to facilitate the release of the inmate’s booking number, using the release reason “CUST USIM.”
  - When all aspects of the release process are complete, the inmate shall be released to the ICE agent.
- 

## **• 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:

- 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:

- 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

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

- 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.

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:

<b>Item</b>	<b>Quantity</b>
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.

---

## • • 5-35/000.02 Security of Maintenance Tools

### **PURPOSE OF ORDER:**

The purpose of this order is to ensure tool security 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:**

Per the Custody Division Manual (CDM) Section 3-06/090/00 Security of Tools the issuance and collection of tools must be maintained to ensure maximum security of each custody facility. Accounting for tools ensures inmates do not effect an escape or use them as weapons.

Tools shall be securely stored and marked for identification. Once each shift, tools must also be accounted for.

Inmates shall not use tools without proper supervision by custody personnel.

Inmates shall not retain any tools after their task are completed. Any personnel becoming aware of an inmate's unauthorized possession or access to tools shall immediately secure the tools, and report the incident to their immediate supervisor.

Every maintenance employee shall be required to maintain a tool inventory log on their tool cart. The maintenance employee shall be responsible for accounting for their tools at the start and end of each shift. Any discrepancies shall be immediately reported to the watch commander. Tool carts are subject to search and/or inventory by custody personnel at any time.

---

• **5-35/000.02 Security of Maintenance Tools**

**PURPOSE OF ORDER:**

The purpose of this order is to ensure tool security 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:**

Per the Custody Division Manual (CDM) Section 3-06/090/00 Security of Tools the issuance and collection of tools must be maintained to ensure maximum security of each custody facility. Accounting for tools ensures inmates do not effect an escape or use them as weapons.

Tools shall be securely stored and marked for identification. Once each shift, tools must also be accounted for.

Inmates shall not use tools without proper supervision by custody personnel.

Inmates shall not retain any tools after their task are completed. Any personnel becoming aware of an inmate's unauthorized possession or access to tools shall immediately secure the tools, and report the incident to their immediate supervisor.

Every maintenance employee shall be required to maintain a tool inventory log on their tool cart. The maintenance employee shall be responsible for accounting for their tools at the start and end of each shift. Any discrepancies shall be immediately reported to the watch commander. Tool carts are subject to search and/or inventory by custody personnel at any time.

**06/04/2025**

---

• **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]

---

- **5-37/000.00 Inmate Grievances and Requests**

**PURPOSE OF ORDER**

The purpose of this order is to address the inmate grievance process 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 Inmate Reception Center (IRC).

**ORDER**

California Code of Regulation (C.C.R.), Title 15, Section 1073 requires facilities to implement written procedures whereby any inmate may appeal and have grievances resolved relating to any conditions of confinement.

An adequate supply of inmate grievance forms (SH-J-420) and inmate request forms (SH-J-437) shall be

made available throughout the IRC. All inmates shall be permitted to report a complaint, written or verbal. Completed written forms can be submitted by placing them in any of the secured inmate grievance boxes located throughout the facility, or by handing them to any custody staff member, or supervisor. Inmates shall only place a single grievance on each form.

Inmates who are unable to complete a written form because of a disability, language barrier, or illiteracy may raise grievances verbally, Department personnel shall assist these inmates with completing the form.

If an inmate submits a written grievance on any other form, personnel who retrieve it shall return it to the inmate along with the correct blank form and provide the inmate with assistance to complete it as needed.

Failing to provide an inmate with a grievance or request form when requested, failing to respond appropriately, destroying a form or concealing forms, attempting to intimidate an inmate from filing a form, and retaliating against an inmate who has filed a form, may each be cause for disciplinary action.

The IRC inmate grievance team members shall retrieve all inmate grievance and request forms and scan the collection box located in the IRC 2<sup>nd</sup> floor main control at least once a day, excluding weekends and holidays.

### LINE SERGEANT RESPONSIBILITIES

Line sergeants shall be responsible for retrieving inmate grievance and request forms from the secured collection boxes located within their assigned work locations throughout the IRC, no less than once per shift. The line sergeants shall scan the corresponding boxes with their Title 15 iPod scanner upon collection of its contents. Inmate grievance and request forms shall be reviewed, signed and time stamped by line sergeants.

During review of the inmate grievance form, line sergeants shall identify any forms which concern healthcare, and promptly sign, time stamp and deliver these to the on-duty supervising staff nurse.

All grievances and requests shall be reviewed, signed, time stamped and placed in the secured collection box located in the IRC 2<sup>nd</sup> floor main control pending retrieval and tracking by the IRC Inmate Grievance Team members, once per shift.

In the event that a line sergeant is not available to perform the collection as noted, he or she shall notify the watch commander who shall reassign this task to another line sergeant.

#### WATCH COMMANDER RESPONSIBILITIES

It shall be the watch commander's responsibility to ensure inmate grievance and request forms are collected from secured grievance boxes, no less than once per shift. The watch commander shall regularly review the e-UDAL to ensure the supervisors collecting the forms are scanning the collection boxes as required.

#### EMERGENCY GRIEVANCES

An emergency grievance is defined as an urgent matter wherein a disposition according to the regular time limits could subject the inmate to immediate risk of death, personal injury, or irreparable harm (CDM Section 8-03/010.00).

In cases of an inmate grievance form being marked emergency by the inmate, line sergeants shall determine if the situation requires prompt action to protect the life or safety of the inmate, and, if so, shall take any appropriate action. Line sergeants shall promptly deliver the inmate grievance form to the watch commander for review and signature.

Watch commanders presented with any grievances requiring priority handling shall review them with priority and ensure they are addressed. Watch commanders shall sign, check the appropriate box, time stamp and write a brief summary of actions taken regarding the priority handling of the submitted grievance.

If it is determined an emergency does not exist, the watch commander or designated line sergeant shall notify the inmate of the modification within five (5) calendar days from the date the emergency grievance was filed. The watch commander or designated line sergeant shall sign and time stamp the appropriate area of the inmate grievance form when the notification is made.

## GRIEVANCES OF RETALIATION

Upon acknowledgement of an inmate grievance alleging retaliation, custody personnel shall promptly notify a supervisor of sergeant or above. The immediate supervisor shall conduct a preliminary assessment as to the nature of the allegation and make the immediate proper notification to the IRC Inmate Grievance Team members.

## INMATE REQUESTS

Informal inmate requests can be quickly resolved by a line staff member. When possible, the request shall be handled by line staff during the shift in which it is received. A written response and/or brief summary of actions taken shall be completed on the form.

Examples of informal requests include, but are not limited to:

- Trust Account balance
- A hygiene kit
- Release date
- Court date
- Arrest charge
- Telephone PIN

For additional information, please refer to the Custody Division Manual (*CDM*), *Volume Eight, Inmate Grievance Policy*.

---

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

### **PURPOSE OF ORDER:**

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 does not surpass 24 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/mentally cleared may be assigned temporary housing in Module 231. Inmates housed in Module 231 who are no longer subject to medical or mental health processing but are only awaiting housing shall be allowed access to the outdoor recreation area for up to 3 hours per week. The exception will

be for inmates who have not completed their medical or mental health processing or whose medical or mental health status makes their introduction to the outdoor recreation area unsafe. All offers of recreation time or refusal of recreation time shall be noted in the E-UDAL.

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.

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.

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.

## • 5-47/005.00 Portable Video Camera Procedures

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the possession and usage of portable video cameras by sergeants and supervising line deputies at the Inmate Reception Center (IRC).

### **SCOPE OF ORDER:**

This order shall apply to all sergeants and supervising line deputies assigned to and/or working within the capacity of IRC.

### **ORDER:**

The Sheriff's Department utilizes video cameras in the Custody Services Division to enhance safety and effectiveness for personnel in the performance of their duties, and to provide a reviewable electronic record of incidents.

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

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

### **Sergeant and Supervising Line Deputy Responsibilities**

All sergeants and supervising line deputies shall have their assigned portable video cameras on their person and readily available throughout their shift.

At the beginning of the shift, all sergeants and supervising line deputies who have been issued a portable video camera shall ensure their camera is charged, contains an SD card, and is in good working condition.

If the portable video camera is not functional, the sergeant/supervising line deputy shall borrow an available portable video camera from the watch commander's office for the remainder of the shift. Portable video cameras that are not functional will be replaced through IRC Operations. If a portable video camera is damaged due to misuse or is lost, an Incident Report (SH-R-49) shall be written, and a replacement will be issued.

Outside sergeants working within the capacity of IRC, are responsible for having a portable video camera on their person by borrowing an available video camera from the watch commander's office for their shift. Outside sergeants are subject to the same requirements for capturing incidents as mentioned below.

### **Recording Incidents with a Portable Video Camera**

Sergeants/supervising line deputies shall make reasonable attempts to record significant incidents with a portable video camera including, but not limited to, the following:

- Major inmate disturbances
- Inmate extractions
- Cell placements
- Recalcitrant inmates
- Application of medical restraints
- Application of the Total Appendage Restraint Procedure (TARP), or the Safety Chair, or WRAP restraint
- Medical removals who pose a significant risk or have the potential to become violent
- Use of force by Department personnel
- Any incident/event which may pose risk management and/or liability issues
- All Emergency Response Team (ERT) activations, except for training exercises

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

- Date
- Time
- Location
- Video operator's name, rank, and employee number
- Name, rank, and employee number of the supervisor(s) on scene
- Factual narration during the incident, (e.g. "Emergency Response Team is on scene," etc.)
- Any other necessary or significant details about the incident

Only factual information shall be narrated while recording on video.

In order to establish a timeline for the incident, the video recording should not be paused or stopped until the entire incident has concluded. If the incident becomes active after the recording was concluded, the recording shall be reinitiated immediately. If a battery or memory storage device change becomes necessary while recording an incident, the video operator shall reintroduce their name, rank, employee number, time, and state the reason for the interruption. The recording should include documentation of injuries, evidence, emergency medical treatment, and statements by all concerned parties.

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

For additional information, please refer to the Custody Division Manual (CDM) Section 7-06/010.00 Video and Audio Recording Procedures.

---

## • 5-25/000.00 Utilizing Tray Slots for Handcuffing

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regarding the utilization of the tray slot when placing or removing a hostile or unpredictable inmate from a cell 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:**

Inmates may be handcuffed to ensure the safety of custody personnel, inmates, and the overall security of the facility. Custody personnel shall handcuff or waist-chain inmates when:

- Transporting the inmate outside of the facility
- Inmate is actively violent, or has a known propensity to become violent
- Inmate displayed belligerent behavior
- Inmate has been deemed as an escape risk
- Inmate has caused injury to themselves or others
- Inmate has a high security classification that indicates the need to be handcuffed

Mental health inmates may be handcuffed when necessary to ensure the safety of custody staff, medical/mental health personnel, and other inmates. Except where noted otherwise in this unit order, custody personnel shall use their discretion in handcuffing mentally ill inmates.

If an inmate is deemed to be hostile, aggressive, or has proven to be unpredictable, custody personnel shall utilize the tray slot when handcuffing inmates being placed in or removed from a cell.

Note that inmates who are classified as High Observation Housing inmates can be unpredictable and hostile. All inmates classified as High Observation Housing inmates shall be handcuffed, or waist chained during movement in or out of a cell. When handling these types of inmates, it is important to utilize the tray slot and maintain a position of advantage.

When an inmate has proven to be hostile, aggressive, or unpredictable and has been housed in a cell that is not equipped with a tray slot, or a functioning tray slot, the inmate should be directed to do the following:

- Turn around and face away from the cell door
- Kneel on the floor with ankles crossed
- Placed hands behind their back, *or*
- Order inmate to lie on the floor in a prone position, with their feet facing the door
- The floor sergeant shall be notified and present during the handcuffing

If the inmate is complying but is physically unable to do either of the above, supervisors should use their judgement to handcuff the inmate tactically and safely. In the event of an extraction, the procedures as outlined in Custody Division Manual (CDM) Section 7-01/050.05 Inmate Extraction Procedures, shall be followed and adhered to.

For additional information regarding handcuffing inmates, please refer to Custody Division Manual (CDM) Section 7-03/000.00 General Principles of Security Restraints and Handcuffing Inmates. Procedures outlined in the Custody Division Manual Section 7-02/020.00 Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates, shall be followed and adhered to.

---