

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]
