

## Chapter 8 - Miscellaneous Line Procedures

---

### • 8-14/000.00 - Facility, Inmate, and Perimeter Searches

#### PURPOSE OF ORDER

The purpose of this order is to establish procedures for conducting searches at the Inmate Reception Center (IRC).

#### SCOPE OF ORDER

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

#### ORDER

The objectives of searches include:

- Controlling the intake of contraband into the facility;
- Recovering missing or stolen property;
- Preserving internal order, and the security and safety of both inmates and custodial personnel;
- Ensuring inmates identified as potentially suicidal or at risk of self-harm do not possess items that would enable them to harm themselves; and

#### FACILITY SEARCHES

All pods of Module 231 shall be searched, at a minimum, of once per month.

All common areas within IRC should be searched at least once a month for any contraband and weapons. Common areas would include, but are not limited to, the clinic, elevators, holding cells, day rooms, indoor/outdoor recreation areas, hallways, etc.

Custody personnel shall obtain authorization for facility searches from a supervisor of the rank of sergeant or above. All searches of an entire module or pod shall be conducted under the direct supervision of a sergeant. All facility searches shall be logged and signed in the Electronic Uniform Daily Activity Log (e-UDAL) by the line sergeant or supervising line deputy. The line sergeant or supervising line deputy shall ensure that an electronic search report is generated and submitted to the watch commander.

All facility search reports shall be processed through the Custody Automated Reporting and Tracking System (CARTS).

The line sergeant or supervising line deputy who supervised the facility search shall remain at the location until the conclusion of the search.

## **INMATE SEARCHES**

### Inmates Entering IRC

New inmates to the Inmate Reception Center will be given a pat down search upon intake at Booking Front. Inmates will be directed to empty their pockets, remove any jackets that button or zip up in the front, and take their shoes and socks off. Custody personnel will search the removed clothing as well as conduct a pat down search of the inmates.

Strip searches or visual cavity searches of new inmates may be conducted following

CDM 5-08/010.00 Searches.

All transgender and intersex searches shall be conducted pursuant to CDM 5-08/010.00 Searches.

Whenever possible, new inmates to the IRC will be searched using the Smith Detection B-SCAN (i.e. body scanner). For further detail refer to ***Unit Order (UO) 5-11/000.00 Inmate Body Scanner.***

#### Inmates Returning From Court

Whenever possible, general population inmates housed at IRC or Men's Central Jail (MCJ) returning to IRC from court shall be searched using the Smith Detection B-SCAN. For further detail refer to ***Unit Order (UO) 5-11/000.00 Inmate Body Scanner.***

Personnel shall not conduct a strip search or body cavity search of any inmate scheduled to be released within a 24 hour period, unless authorized by the unit commander.

Special handle inmates will be searched by escorting personnel from the inmate's housing unit. Strip searches will only be conducted by persons of the same sex as the person being searched.

#### Cross-Gender Search

All strip and visual body cavity searches shall be conducted by personnel of the same gender as the inmate being search, unless exigent or emergency circumstances exist. If a cross-gender search is conducted, other than a pat down search, it shall be documented in the electronic Uniform Daily Activity Log (e-UDAL).

#### Facility Transfers (REMODS)

Whenever inmates return to IRC from another facility other than Men Central Jail (MCJ) or Twin Towers Correctional Facility (TTCF), they will be searched. While strip searches are preferable, circumstances may dictate the use of a less thorough search.

#### Inmate Workers and Random Searches

Inmate workers and unescorted inmates from MCJ or TTCF moving through IRC are an acknowledged means of contraband transfer throughout the jail system. Therefore these inmates should be searched on an aggressively random and on-going basis. Inmate workers will be searched upon arrival to their work location and searched before being returned to their housing.

#### Perimeter Searches

A perimeter check of the IRC Lobby will be conducted by the on duty prowler at least twice per shift and noted Watch Commander's Log. The exterior areas of the Inmate Reception Center Lobby includes gates, doors, elevator, stairwell, restrooms, television monitors, benches, outdoor patio, and service windows. They will be checked for any security risks or fault in the structural integrity, and to ensure all are working properly. First floor main control and Twin Towers facility control shall be notified immediately of any security concerns, needs for maintenance, or situations requiring emergent response or action.

#### Care and Control of Inmate Property

Personnel conducting searches shall take all reasonable measures to ensure the inmates' property is handled with care. If searching an inmate's personal and/or county issued property (excluding mattresses), the property should be searched in the presence of the inmate. When all contraband items are removed, the remainder of the property will be returned to the inmate. All personal property listed in **CDM sections 5-06/010.05** and **5-06/010.10** (including commissary) that does not fit properly inside the inmate property bag will be considered contraband and will be confiscated and disposed of without compensation.

In order to ensure clean and sanitary housing for all inmates, perishable foods, served with inmate meals, not consumed within a four hour period will be considered contraband and will be placed in the trash.

Pictures, drawings, etc., determined to be lewd or overly inappropriate shall be properly disposed of in the designated contraband disposal container.

#### Procedures for Found Contraband

If contraband is identified in a body cavity of an inmate during a strip search or visual body cavity search, personnel shall immediately notify a supervisor (sergeant or higher). Personnel shall verbally encourage the inmate to remove the secreted contraband, but shall not force the inmate to do so.

All actions and procedures following the discovery that an inmate has secreted contraband in a body cavity will be in accordance with **CDM Directive 16-001**, which specifically addresses the procedures for contraband watch.

IRC is a processing facility and does not house inmates. Inmates who are placed under contraband watch cannot be kept at IRC once their medical and mental health processing has been completed.

---

### • **8-16/000.00 - Facility Security and Inspection Plan**

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the security and inspections of all doors, locks, windows, and alarms at the Inmate Reception Center (IRC).

#### **SCOPE OF ORDER:**

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

#### **ORDER:**

IRC personnel shall adhere to the procedures established in this facility security plan.

Exterior Doors and Gates:

Exterior facility security for IRC shall ultimately be the responsibility of the on duty watch commander. However, all personnel must be observant of incidents which could compromise security and immediately report any incident to the first floor main control booth and the watch commander.

Holding Cell Doors:

All holding cells occupied by inmates are to remain closed and locked at all times unless directly supervised by custody personnel. Unoccupied holding cells are to remain closed and locked at all times.

Security Sliders:

Except during normal operations, security sliders shall be secured in the closed position and only opened when access to an area is required by authorized uniformed personnel, authorized non-uniformed personnel displaying an appropriate security pass, or during inmate movement.

These sliders include, but not limited to the following areas:

- Inmate Entry/Receiving
- Booking Front Uncuff Cells
- Booking Front to Class Rear
- Shower A and B
- Shower Area to Clinic
- Release Staging area
- Release Lobby

- Tower I Sallyport
- Tower II Sallyport

#### Fire Escapes and Emergency Corridors:

Fire escapes and emergency corridors shall be secured at all times absent emergent circumstances. These exits are alarmed and monitored at both first floor main control and the Twin Towers Correctional Facility (TTCF) main control. Employees are prohibited from using these exits absent emergent circumstances or prior approval from the on duty watch commander.

#### Closed Circuit Television Cameras (CCTV) and Alarms:

CCTV security cameras are mounted throughout the facility to monitor inmate's activity and movement. The watch commander and deputy personnel assigned to the first floor main control booth and other control booths throughout the facility shall monitor these cameras by using the FLIR software program.

#### Alarms:

Three types of security alarms exist throughout the facility:

- Emergency intercom alarms
- Perimeter door alarms
- Fire sprinkler alarms

Emergency intercom alarms are located in or near holding cells and sliders throughout IRC. Additionally, there are also emergency alarms located in module 231. Alarms sound when the intercom button is pressed. These alarms notify deputy personnel of emergent situations and summon help from first floor main control, second floor main control, and security booths.

Perimeter door alarms sound when a slider or door has been opened or compromised. First floor main control has a full access panel of the entire facility which sounds an alarm whenever a door is opened. Every security booth throughout IRC has a panel

that will sound an alarm when a nearby door is opened.

Whenever alarms are activated, the first floor main control deputy shall dispatch personnel to investigate the alarm activation. Additionally, an attempt to make the voice contact with personnel in the affected area of the nearest adjacent area shall be made to assist in determining the reason for the alarm.

Fire sprinkler alarms are small circular alarms located in the ceiling of most rooms in IRC and will sound an alarm when the battery is low or needs replacing. Personnel inspecting the fire sprinkler alarms during the lock inspection shall look for the green light indicator to ensure they are working.

Any security issues shall be noted, reported to the watch commander, and logged in the watch commander's facility log.

Any request for repair of a lock or alarm shall be submitted immediately to the IRC logistics office and entered into the Maximo maintenance request system via the electronic Uniform Daily Activity Log (e-UDAL).

### Keys

Second floor main control personnel shall ensure the inspection, issuance, collection, and tracking of facility keys occur daily and on every shift.

Prior to going off duty, or when leaving the facility, all personnel who have issued keys, shall return them to second floor main control.

Once per shift, personnel assigned to the second floor main control booth shall conduct an inspection of all the



key blocks and rings to ensure they have not been tampered with and are soldered closed.

If damage is evident, second floor main control personnel shall notify the watch sergeant and watch commander. Following notification, second floor main control personnel shall contact the IRC logistics office to repair or replace the keys. The IRC logistics office shall be responsible for key maintenance and documenting key logs.

For additional information on key security and maintenance, please refer to IRC Unit Order (UO) Section 5-19/002.00, *"Key and Radio Control."*

#### Civilian Entry Control:

Civilian entry control doors shall be secured at all times. All non-uniformed personnel shall provide identification and obtain either an "escort" or "non-escort" security pass. All non-uniformed personnel and visitors shall display their security pass on their person

while in IRC.

#### Inmate Entry Control:

The inmate entry control doors, inmate entry control sliders, sliders to the receiving lobby, slider to booking front, and the slider to court line shall be secured at all times. All non-uniformed personnel shall be required to obtain a security pass to utilize those doors and sliders.

#### Receiving Lobby:

The security of inmates brought into the receiving lobby area will be provided by officers of the arresting agency. Admittance from the receiving lobby into the civilian processing area shall be limited to authorized personnel. Persons seeking entry must be in law enforcement uniform and wearing their identification card or the appropriate security pass from entry control.

Lobby Area:

Security is provided by armed sworn personnel. In case of an emergency or disturbance (e.g., fight), the lobby deputy shall contact the first floor main control deputy. The first floor main control deputy will assess the situation and deploy personnel as required. The first floor main control deputy shall notify the watch commander of the situation and the action taken.

Lobby Access Doors:

There are two access points from the interior of IRC into the public lobby from the security area. These doors include the lobby door from the inmate property station and the lobby door from the release area.

Personnel shall not use the lobby door from the inmate property station as a routine passageway. This lobby door shall only be used to transfer inmate property or to respond to an emergency in the lobby.

Authorized personnel using the lobby door to the release area shall enter the secured area of IRC to take an individual into custody or conduct official business. Official business includes, but is not limited to the following:

- Responding to an emergency in the lobby
- Taking “stays” or work release inmates into custody
- Escorting authorized inmate releases into the lobby area
- Rehab releases
- Conducting “one-on-one” contact with a member of the general public
- Emergency evacuation

Cashier's Office:

The door leading into the cashier's office (R271) shall remain locked at all times. Only authorized personnel shall enter the cashier's office. Authorized personnel include the unit commander, watch commander, watch sergeant, inmate trust operations manager, and on duty cashiering personnel. Due to the lack of cashiering staff available in the receiving lobby on the weekends (Saturdays and Sundays), authorized personnel such as peace officers, parole officers, etc., shall enter the cashier's office to conduct business.

The safe room (R278) in the cashier's office (R279) shall remain locked, unless personnel are actively involved in conducting business in the area. Entry into the safe room is strictly limited to the cashiers and personnel under the direct observation of the inmate trust operations manager, cashier supervisor, or watch commander.

#### Facility Security Inspections:

IRC logistics personnel shall be responsible for conducting a monthly inspection of all facility doors, gates, sliders, windows, locks, keys, and alarms. This inspection shall include both the interior and exterior of the facility.

**Note: During each monthly inspection, logistics personnel shall document the inspection in the inventory log. The inventory log shall include an *item-specific checklist*.**

The facility security inspection shall include, but not be limited to the following:

- Locks on all doors, gates, and sliders to ensure they are operational and have not been tampered with
- Keys and their corresponding door locks to ensure they are not damaged
- Windows to ensure the glass is not shattered
- Overhead access panels (pipe chases, ceiling panels, lighting fixtures)
- Ceiling areas and air vents, to ensure no penetration or tampering has occurred
- Fire sprinklers, to ensure they are operational and working
- A complete check of the facility to locate and remove all items of contraband, including items that could be used as or made into weapons

The inspection shall include all occupied and unoccupied cells to ensure they are being maintained in a locked and operational condition. This shall help focus on identifying contraband and security breaches.

**Note: Following the inspection, IRC logistics personnel shall submit the completed checklist to the watch commander for review. The watch commander shall document inspection checklist in the watch commander's facility log.**

IRC logistics personnel shall maintain a lock inventory and placeman diagram indicating the location of all locks installed throughout IRC. A copy of the placeman diagram shall be made available for reference in the first floor main control booth.

---

## • 8-17/001.00 - Security Passes

### **PURPOSE OF ORDER:**

The purpose of this order is to establish written procedures for the issuance of security passes at the Inmate Reception Center (IRC).

### **SCOPE OF ORDER:**

This order shall apply to all personnel assigned to and/or working in any capacity at IRC, specifically those assigned to work the civilian entry control booth, inmate entry control booth or second floor main control booth.

### **ORDER:**

To maintain a secure facility, custody personnel shall adhere to the following procedures to ensure all persons entering the facility are properly identified, and are authorized to enter. Personnel shall also ensure that a valid photo identification card is exchanged for an internal security pass. Personnel assigned to the security booth shall also document persons entering the facility in the "Visitor Tracking Log." Proper documentation of all persons inside the facility is imperative in the event of an emergency.

### Screening Procedures:

IRC personnel assigned to the civilian entry control booth, inmate entry control booth or second floor main control booth shall properly identify and authorize persons requesting to enter the facility by adhering to the screening procedures listed below:

- Determine if the persons seeking a pass have lawful business within IRC.
- Require persons to provide a valid picture identification card (i.e. state driver's license or identification card, military identification or passport) in exchange for a security pass. The identification card shall be inspected and stored in the security booth until the person's visit is complete
- Determine whether the person seeking entry requires an "escort" or "non-escort" security pass
- Ensure all outside agency officer(s) are wearing a uniform and provide a valid department issued identification card with a picture and badge number
- Ensure deputy and custody assistant personnel entering and exiting the facility are wearing a full uniform or provide a valid custody identification card prior to entering IRC
- Ensure the issuance or retrieval of all security passes are properly logged in the designated "Visitor Tracking Log" maintained in each control booth

After completing a thorough screening effort, IRC custody personnel shall assign a security pass to the person requesting to enter the facility and request an escort if one is needed.

#### Security Passes:

All visitors requiring a security pass to enter IRC shall be advised to wear the pass in plain view and on the front, upper torso. The security pass shall **only** be worn by the person it was assigned to. At **no** time shall a security pass be exchanged or given to another person.

Personnel assigned to the civilian entry control booth, inmate entry control booth or second floor main control booth shall account for passes at the beginning and end of their shift. Any discrepancy must immediately be reported to the watch commander.

Damaged passes shall be returned to the IRC logistics unit for replacement. The employee reporting the damaged security pass shall make a notation in the "Visitor Tracking Log." They shall also relay the information to personnel assigned to work the security booth on the following shift.

Lost or stolen cards shall immediately be reported to the watch commander. The watch commander shall document the lost or stolen pass into the watch commander log and then advise first floor main control to initiate a full lock down of the facility. During the full lock down, custody personnel shall conduct a thorough search of the facility for the security pass. If the security pass is not found, the watch commander shall notify Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) for further investigation. Any lost or stolen card(s) shall be processed accordingly, with the completion of an Incident Report (SH-AD-49). A copy of this report shall be maintained by IRC operations.

For additional information, refer to *Custody Division Manual (CDM) Section 3-10/000.00, Security Passes*.

---

## • 8-19/001.00 - Armory Maintenance, Inspection and Inventory Schedule

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures and guidelines for the regular maintenance, inspection, and inventory of the "armories," special weapons and firearms at the Inmate Reception Center (IRC).

### **SCOPE OF ORDER:**

This order is designed to ensure the special weapons, firearms and equipment located in the IRC armories are fully accounted for and maintained in proper working condition.

### **ORDER:**

[REDACTED TEXT] The IRC training unit is responsible for the maintenance and inventory of the main armory and for the distribution and/or replacement of equipment in the sub-armories.

[REDACTED TEXT]. All armories shall be inspected and inventoried on AM shift daily. The inventory shall include all Emergency Response Team (ERT) equipment, extraction team equipment, emergency equipment, firearms and all special weapons.

This inventory shall be conducted by personnel designated by the first floor sergeant and countersigned by the first floor sergeant. Completed armory inspection forms shall be delivered to the IRC training office once per shift. The training sergeant shall be responsible for verifying the accuracy and retaining the inspection forms for three (3) months.

The AM first floor sergeant shall ensure that each sub-armory has been inspected and ready for use at the beginning of their shift.

The IRC training unit shall be responsible for submitting a completed Office Correspondence (SH-AD-32A) form, documenting the armory inspection report. The report shall be submitted on a quarterly basis during the first week of January, April, July and October to the unit commander and the Advanced Officer Training Unit (AOT); weapons training section, to the attention of the range master. Additionally, on the first Monday of July, a listing of expiring dates of all tear gas containers shall be included in conjunction with the weapons inventory.

It is the responsibility of the IRC training unit to annually inspect and test fire the shotguns and AR-15's at the Weapons Training Unit (WTU). The WTU is responsible for keeping record of the inspection and testing. The subsequent report will be forwarded to the unit commander. A copy shall be posted in the main armory.

Departmental weapons include rifles, shotguns, less lethal weapons, chemical agents, ammunition, and safety equipment.

Other considerations for the training sergeant or his/her designee include:

- All ammunition is to be inspected on a quarterly basis and replaced as necessary. Any outdated or damaged ammunition will be set aside and a memorandum/e-mail will be directed to training, who will exchange it as soon as is practical
- The battery supply is to be inspected on a quarterly basis and replaced as needed
- The shotguns, AR-15's and other firearms will be cleaned as necessary, but no less than semiannually
- If any item is deemed missing or cannot be located, the watch sergeant or his/her designee shall notify the training sergeant and senior deputy immediately. An Incident Report (SH-R-49) shall be written and a copy of that report will be submitted to the training office
- Any equipment and/or weapons discovered to be damaged or non-functional shall immediately be

removed from service. The watch sergeant shall be verbally notified and the training office notified via email for repair or replacement

---

## • 8-19/002.00 - Inventory and Control of Chemical Agents

### **PURPOSE OF ORDER**

The purpose of this order is to establish policies to maintain an accurate inventory of chemical agents used in the capacity of less lethal weapons.

### **SCOPE OF ORDER**

This order applies to all personnel assigned to the Inmate Reception Center (IRC), either permanently or while working on temporary assignments (such as overtime shifts).

### **ORDER**

#### Authorized Chemical Agents

All personnel authorized to use and carry chemical agents shall only carry Department issued chemical agent canisters while inside the secured area of any custody facility. While inside the secured area of the IRC, custody personnel are prohibited from carrying or using any chemical agents not issued directly by the Department, including personal sized canisters of 4oz. or less.

#### Personnel Responsibility

All custody personnel working in the secured area of the IRC shall personally register any permanently issued chemical agent canisters with the facility training unit before carrying or using the canister. Additionally, Department personnel working outside overtime in the IRC shall register any permanently issued chemical agent canisters with an IRC sergeant prior to carrying the canister. This may be achieved while completing



overtime or work time adjustment paperwork for outside personnel. Outside personnel may also choose to check out canisters for the duration of their shift. Canisters are available in the [REDACTED TEXT].

At no time shall a chemical agent, which has not been appropriately registered by the facility training unit, be brought into the secured area of the facility.

Personnel shall only use chemical agents for the purpose they are intended. If chemical agents are used, a supervisor with the rank of sergeant or above shall be notified:

- Per the applicable use of force policies
- When it is used for training purposes
- When personnel discover any chemical agent canister(s) assigned or permanently issued to them are damaged

#### Supervisor Responsibility

When a supervisor (sergeant or above) is informed of the use or damage of any chemical agent canister, the supervisor shall inspect the canister and do the following:

- Turn in any damaged canisters to the IRC training unit
- For any canisters designed to contain 2 oz. of chemical agent or less, obtain a replacement and turn in the used canister to the IRC training unit
- Replace canisters designed to contain more than 4oz. of chemical agent, if that canister is empty, or if it is impossible to determine whether or not the canister contains an effective amount of chemical agent

The supervisor shall further notify the IRC training sergeant or their designee of the following:

- The date and approximate time of use
- The serial number or facility tracking number of the canister
- If the container or canister was designed to contain more than 4oz of chemical agent, determine the approximate percentage of the total volume of the canister remaining or if it needs replacement

- In the case of permanently issued canisters, the supervisor shall also provide the employee number of the employee to whom the canister is assigned.
- If the container or canister was designed to contain 4oz or less of chemical agent initially, the serial number of the newly assigned canister and the employee number of the employee who received it

### IRC Training Unit Responsibility

Inventory and control of chemical agent canisters shall be assigned to the IRC training sergeant or their designee. The IRC training unit shall track each canister utilizing the factory serial number and the Mission Critical Management (MCM) system.

The IRC training unit shall maintain an inventory control log of all chemical agent canisters stored in the sergeant's office and permanently issued to IRC custody personnel, including any personal-sized canisters issued from department logistics or by other units. The following shall be included for each employee on the training unit log:

- Employee's name and employee number
- Canister's serial number
- Date of issuance
- Date the canister was disposed of

**NOTE: For any canisters designed to contain more than 4oz., the log shall provide the dates of use. This shall be updated by the training sergeant or his designee when each use is reported. The log and rosters shall be maintained either on paper or electronically. Each page shall be retained for a minimum of two (2) years from the date of disposal of the last item listed thereon.**

The training sergeant or his designee shall:

- Document any canister purchased by the unit or assigned to personnel into the appropriate logs and

keep these logs current

- Provide a reasonable number of containers designed to contain 4oz. of chemical agent or less to the watch commander for replacement
- Provide instructions for supervisors on how to return chemical agent containers during regular business hours and non-business hours
- Replace and dispose all canisters that were
  - Used and designed to only contain 4oz. of chemical agent or less
  - Expended or damaged
- Update all applicable rosters with the date and time from use of any canister designed to contain more than 4oz and the approximate remaining percentage of the total volume as reported by line supervisory staff
- Update all logs with replacements of any canister designed to contain 4oz. of chemical agent or less
- Report any discrepancies from reported use and its corresponding volume or replacement of any canister to facility operations

In order to accommodate personnel assigned to other facilities or units who are working overtime, the training unit may temporarily provide canisters to personnel for the duration of their overtime shift(s). These canisters shall be inventoried along with other-non-permanently assigned canisters. The assignments can be coordinated with the overtime paperwork process.

### Replacement

All chemical agent canisters damaged, emptied, or largely emptied rendering further use ineffective, shall be replaced with a new and unused canister by the IRC training unit.

---

## • **8-24/000.00 - Public Information Plan**

### **PURPOSE OF ORDER**

The purpose of this order is to establish procedures for the dissemination of information to the public, outside government agencies, and the news media.

### **SCOPE OF ORDER:**

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

**ORDER:**

IRC shall make the Public Information Plan available to the public, outside government agencies, inmate population, and news media.

The Public Information Plan shall include current copies of the State Corrections Authority Minimum Standards for Local Detention Facilities as found in Title 15 of the California Code of Regulations, and facility rules and procedures affecting inmates.

Copies of the Public Information Plan can be found in the IRC operations office, watch commander's office, watch deputy's office, and the facility's lobby security booth.

The IRC operations office shall review, update and disseminate the Public Information Plan.

---

• **8-29/000.00 - Vehicle Usage Log and Searches**

**PURPOSE OF ORDER:**

The purpose of this order is to establish policies and procedures for personnel using facility vehicles assigned by the department to the Inmate Reception Center (IRC).

**SCOPE OF ORDER:**

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

IRC, specifically deputy personnel assigned to the prowler position.

**ORDER:**

IRC personnel and deputies authorized to use department vehicles shall be responsible for completing the Custody Division Vehicle Usage Log. They shall also be responsible for conducting proper search methods by completing the Vehicle Inspection Form to account for any damages and to ensure vehicles are secured.

IRC personnel working first floor main control shall ensure custody personnel checking out marked patrol vehicles or unmarked vehicles, document the following information in the Custody Division Vehicle Usage Log

For additional information, please refer to the *Custody Division Manual (CDM) Section 4-11/070.00 Vehicle Usage Log*).

The Custody Division Vehicle Usage Log shall be maintained in first floor main control. The log requires personnel to furnish the following information:

- Date
- Name
- Call Sign (G4A or G4B)
- Vehicle number
- Purpose
- Time out, time in
- Vehicle mileage
- Pre-shift and post-shift vehicle search

Marked Patrol Vehicles:

All deputy personnel using a marked patrol vehicle shall be wearing full uniforms, including full duty belt and safety vests. Unless approved by the watch commander, any time a patrol vehicle is used, it shall require two

(2) sworn personnel.

Non-sworn personnel in uniform authorized to use a marked patrol vehicle shall display an “out of service” sign visible to the public.

Vehicle Searches:

In addition to completing the Custody Division Vehicle Usage Log (SH-CR-159), deputy personnel assigned as prowlers using marked patrol vehicles shall complete a Vehicle Inspection Form, which are available in first floor main control.

The Vehicle Inspection Form requires deputy personnel to search and inspect the vehicle at the start of shift. Personnel shall search the vehicle for any contraband, damage, maintenance needed, and available equipment.

After the form is complete, it shall be submitted to the watch sergeant for approval. The watch sergeant shall maintain all Vehicle Inspection Forms in his/her office.

After every inmate transport throughout the shift, prowling deputies shall search the back passenger seat of the patrol vehicle for possible contraband left by inmates. At the end of shift, prowling deputies shall conduct a final search and remove any trash.

Non-sworn personnel authorized to use marked patrol vehicles with the “out of service” sign, shall also complete the Custody Division Vehicle Usage Log and Vehicle Inspection Form prior to using the vehicle. Non-sworn personnel shall also follow the above mentioned procedures.

Vehicles other than marked patrol units, shall also be searched prior to use. Personnel shall search and inspect these vehicles to ensure they are operational. The safety and security of personnel is of the utmost importance when operating department issued vehicles.

---

• **8-36/000.00 - Contraband Confiscation and Disposal**

**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for identifying, confiscating and disposing of contraband found at the Inmate Reception Center (IRC).

**SCOPE OF ORDER:**

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

**ORDER:**

Personnel assigned to IRC shall ensure all inmates entering the facility for processing are searched for contraband.

**Note:** All inmates entering the facility for the purpose of being transported to and/or from court shall be allowed to carry items listed in the *Custody Division Manual (CDM) Section 5-06/010.05 Allowable Inmate Property* (male inmates) are acceptable for possession.

Contraband Defined:

As defined in *Custody Division Manual (CDM) Section 5-07/010.00 Contraband Defined*, contraband includes but is not limited to the following:

- Any goods brought illegally into the jail
- Allowable inmate property in excess of authorized limits
- Any item legally possessed which has been altered from its original form,

contents, or purpose

- Any material which is pornography, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts; depicts violent acts, violence or cruelty
- to animals; depicts or describes how to create weapons or defeat jail security; depicts or describes how to commit crimes; or any matter concerning illegal gambling or an unlawful lottery
- Any item illegally in the possession of an inmate, or in violation of posted facility rules
- Possession of illegal drugs, guns, handmade weapons, lethal weapons, knives, shanks, and tattoo equipment
- Any item that is worn, carried or displayed that denotes gang affiliation
- Any gambling paraphernalia such as dice chips, markers and marked decks of cards
- Perishable items, which will be disposed of

At an inmate's first housing location, inmates shall be issued a "new generation inmate property bag." Inmates shall store all personal and county issued property in their property bags. All personal property (excluding bedding) must fit inside one inmate property bag. Property bags are subject to search at any time, any excess property shall be considered contraband. As stated in *Custody Division Manual (CDM) Section 5-06/050.00 Individual Inmate Storage of Personal Effects*, facilities shall not forward excess inmate property to IRC to be placed into an inmate's personal property.

#### Contraband Disposal:

IRC has two contraband containers for disposal of all potential contraband (i.e. glass, metals). One contraband container is located at IRC booking front and the other container is located at IRC custody line. Employees shall ensure contraband items are properly disposed of in either of the two designated contraband containers.

IRC logistics shall be responsible for managing the contraband containers and for the removal and proper disposal of all contraband items.



Once per week designated IRC logistics staff shall open the contraband containers, remove and properly dispose of any item(s) inside the containers.

The weekly maintenance, inspection and removal of items shall be logged in the "IRC Contraband Weekly Removal Log" which is kept inside each of the contraband containers.

The purpose of the log is to verify the weekly maintenance, inspection and removal of items.

Broken and disposable hypodermic needles and syringes shall be disposed of in the appropriate and secured medical container designated by IRC medical staff.

When IRC personnel identify and confiscate weapons and/or narcotics, an incident report (SH-R-49) shall be written and the weapons and/or narcotics shall be placed into evidence.

---

## • **8-40/000.00 - Monitoring and Documenting Temporary Inmate Isolation**

### **PURPOSE OF ORDER**

The purpose of this order is to establish procedures regarding monitoring and documenting the temporary isolation of inmates within the Inmate Reception Center (IRC).

### **SCOPE OF ORDER**

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

### **ORDER**

Any secure area can be used to temporarily isolate an inmate pending further processing.

---

Inmates with the following conditions may need to be isolated:

- Communicable diseases
- Noteworthy case
- High profile
- Inciting other inmates during processing
- Special handling (e.g. [REDACTED TEXT])
- Recalcitrant, insubordinate, hostile, or aggressive behavior

Recalcitrant inmates may include those who have been involved in an altercation, display a potential to become combative, or are generally uncooperative and unable to continue processing through the normal route.

When inmates are temporarily isolated for processing purposes (such as dressing out an inmate into a jail issued uniform) no documentation is required. Inmates should only be placed in a cell for temporary isolation until the processing purpose has been completed, at which point the inmate can resume normal inmate movement.

#### Placing Inmates with a Special Handle Status or Medical Order for Isolation in a Temporary Holding Cell

**NOTE:** The procedures under this section shall only apply to inmates placed in temporary holding cells in booking front, classification rear, the clinic, or new side courtline. Inmates outside of these locations do not require a Special Handle Holding Cell Log.

Custody personnel who place an inmate into a temporary holding cell that is not insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness shall do the following:

- Complete a Special Handle Holding Cell Log
- Manually enter the placement and safety checks in the “Additional Information” section of the electronic Uniform Daily Activity Log (e-UDAL)

- Notify the respective floor/location sergeant
- Notify the watch commander
- Notify medical personnel

Safety checks on special handle/medical isolation inmates shall be conducted every [REDACTED TEXT], unless directed otherwise by medical personnel. If Title 15 scanners are used, these checks can be conducted as a part of the routine Title 15 inmate safety checks and do not need to be documented on the Special Handle Holding Cell Log or manually entered into the e-UDAL. For additional information, refer to ***Custody Division Manual (CDM) Section 4-11/030.00 Inmate Safety Checks***.

When the inmate is removed from the isolation cell, the sergeant shall be notified. The completed Special Handle Holding Cell Log shall be placed in the designated box in the first floor sergeant's office. The removal shall also be entered in the e-UDAL.

#### Placing Inmates Who Are Insubordinate, Recalcitrant, Hostile, Aggressive, or Displaying Mental Illness in a Temporary Holding Cell

The following procedures shall apply when isolating an inmate who is insubordinate, recalcitrant, hostile, aggressive, or displaying signs of mental illness in a temporary holding cell:

- Request appropriate back up as necessary
- Request a sergeant as necessary (Refer to ***CDM Section 7-02/020.00 Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates***)
- Restrain combative inmates using appropriate Department approved techniques and equipment such as handcuffs or waist chains (Refer to ***CDM Section 7-02/020.00 Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates***)
- Utilizing sufficient backup, control and restrain the inmate and escort to a temporary isolation location (Refer to ***CDM Section 7-02/000.00 Escorting Procedures for Combative or Uncooperative Inmates***)
- Remove any property that could be used by the inmate to harm himself

**NOTE:** All recalcitrant/uncooperative inmates shall be searched prior to being placed into a temporary holding cell.

- Begin a Temporary Holding Cell Log, which is to be placed on the holding cell door
- Notify the respective floor/location sergeant
- Notify the watch commander

**NOTE:** The watch commander shall personally sign or initial the Temporary Holding Cell Log, indicating they have received notification that the inmate was isolated in a temporary holding cell.

- Ensure that medical staff evaluates the inmate for any injury or complaint of injury. The evaluation shall be noted on the Temporary Holding Cell Log
- All inmates who are placed into a temporary holding cell for being insubordinate, recalcitrant, hostile, aggressive and/or displaying mental illness, regardless of whether a use of force incident occurred, shall be logged in the e-UDAL. The overseeing sergeant's name shall also be logged in the corresponding e-UDAL entry
- Ensure the safety of temporarily isolated inmates by performing visual checks every [REDACTED TEXT] and recording the time on the Temporary Holding Cell Log and in the e-UDAL.

**NOTE:** The time the safety check was performed shall be noted on the Temporary Holding Cell Log and in the e-UDAL, along with the last name and employee number of personnel conducting the check. Times shall **not** be rounded off or estimated. Information listed on the Temporary Holding Cell Log shall be written legibly.

- Be alert for loud or unusual noises coming from the location of isolation
- Ensure safe, temporary, storage of inmate property

#### Additional Sergeant Responsibilities (Four Hour Extensions)

In instances where inmates are placed inside of a temporary holding cell due to being insubordinate, recalcitrant, hostile, and aggressive or for displaying particular signs of mental illness, the following procedures shall be adhered to.

At least once every four (4) hours, the sergeant shall respond to the location where the inmate is being held in temporary isolation to conduct a safety check. This safety check shall be a physical check of the inmate's well-being, completed in-person.

During the safety check, the sergeant shall also determine if the inmate should receive an extension to remain in temporary isolation for an additional period of time. If the sergeant determines that the inmate shall remain in isolation, the sergeant will sign an extension on the Temporary Holding Cell Log. Under the comments section of the extension, the sergeant shall note the reason for the continued holding of the inmate in temporary isolation and their status in the medical process (e.g. "Inmate Doe is still refusing to cooperate and acting hostile and aggressive. Inmate Doe is pending doctor's line per Nurse Smith").

Unless an emergent situation exists (e.g. inmate is attempting to harm himself), a sergeant shall be present whenever a recalcitrant inmate is removed from temporary isolation for any reason. The sergeant who was present when removing the inmate shall be also noted on the Temporary Holding Cell Log and in the e-UDAL.

#### Temporary Isolation of Restrained Inmates

If an inmate in temporary isolation is restrained in a security restraint, the following additional procedures shall apply (refer to **CDM Section 7-03/000.10 Security Restraints and Separation/Isolation of Inmates**):

**NOTE:** For the purposes of this unit order, a "security restraint" includes handcuffs and waist chains.

- The inmate shall not be placed in a cell or isolated area with any other inmates who are not in security restraints
- An entry shall be made on the Temporary Holding Cell Log and in the "Additional Information section of the e-UDAL indicating that the inmate is in security restraints
- Immediately after the inmate is placed in the cell or isolated area, a sergeant shall evaluate the need for the inmate to remain in security restraints and document their evaluation on the Temporary Holding Cell Log and in the e-UDAL
- The sergeant shall notify the watch commander at the completion of their initial assessment of the inmate
- An inmate restrained and temporarily isolated shall be provided the opportunity to use toilet facilities, consume scheduled meals, and be given access to drinking water. Access to the toilet, meals, and water shall be noted on the Temporary Holding Cell Log and e-UDAL
- A sergeant shall be present if restraints are removed for any reason (absent a medical emergency or

life-threatening situation)

- A sergeant shall personally evaluate the need for continued use of security restraints at least once per hour. These evaluations shall be documented on the Temporary Holding Cell Log and e-UDAL
- After the first one (1) hour evaluation, the sergeant shall notify the watch commander if the inmate is to remain in security restraints. The watch commander shall personally evaluate the behavior of the inmate and determine the next course of action. Their evaluation shall be noted on the Temporary Holding Cell Log
- The watch commander should consider implementing the inmate extraction procedures for inmates who continue to refuse to have security restraints removed after one (1) hour of being temporarily separated/isolated (refer to CDM section 7-01/050.05 "Inmate Extraction Procedures")
- If the watch commander determines that the security restraints should not be removed, the watch commander shall ensure that the following inmate safety checks are completed and documented on the Temporary Holding Cell Log and in the e-UDAL:
  - Custody personnel – Once per [REDACTED TEXT]
  - Sergeant – Once [REDACTED TEXT]
  - Watch commander – Once per [REDACTED TEXT]
- Supervisors conducting these checks shall continue to reassess the need for the inmate to remain handcuffed or waist chained and ensure they are provided the opportunity to use toilet facilities, consume scheduled meals, and given access to drinking water
- All supervisory inmate safety checks shall be documented with a portable video camera. For use of a portable camera and retention period of recordings refer to CDM section 7-06/010.00 "Video Recording Procedures"
- The responsible sergeant shall ensure that medical personnel conducts a medical evaluation once every two (2) hours. Any refusals for a medical evaluation shall be made directly to medical personnel by the inmate. The evaluation or refusal shall be documented on the Temporary Holding Cell Log.
- If security restraints are removed from the inmate this shall be noted on the Temporary Holding Cell Log, and in the e-UDAL

If an inmate remains in security restraints while being separated/isolated in excess of six (6) hours, notification and consultation shall be made with the IRC unit commander. This notification shall be documented in the Watch Commander's Log and the Temporary Holding Cell Log, and in the e-UDAL.

If an inmate remains in security restraints while being separated/isolated in excess of eight (8) hours, notification and consultation shall be made with the IRC area commander. This notification shall be documented in the Watch Commander's Log and the Temporary Holding Cell Log.

#### Processing Temporary Holding Cell Logs

Completed Temporary Holding Cell Logs shall be placed in the designated inbox in the first floor sergeant's office. For additional information, refer to ***IRC Unit Order (UO) 8-40/001.00 Processing Temporary Holding Cell Log***.

---

## • 8-40/002.00 - Fixed Restraints

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for securing an inmate to a fixed object within the Inmate Reception Center (IRC).

### **SCOPE OF ORDER:**

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

### **ORDER:**

The purpose of this unit order is to implement procedures that will ensure healthcare professionals and custody staff assigned to IRC are aware of inmates who are secured by a fixed restraint. Timely movement of these inmates through the facility shall be a priority.

#### Procedures for All Inmates Secured by Fixed Restraints

- An entry shall be made in e-UDAL of the inmate's name, booking number, and reason for securing the inmate to a fixed restraint.
- Handcuffs shall be double locked. If a situation exists where double locking cannot be reasonably accomplished, the handcuffs will be double locked after the situation no longer exists
- Custody personnel shall not use the application of fixed restraint as a form of discipline
- Inmates secured by fixed restraints shall be placed in a location that is in direct and unobstructed visual observation of custody personnel
- Inmates shall not be placed in fixed restraints in an area that jeopardizes the safety and security of the inmate or custody personnel
- Unless the inmate is recalcitrant and the transfer of restraints cannot be accomplished safely, fixed restraints shall be alternated once an hour from one arm/leg to the other, so not to affect the inmate's range of motion. If the hourly fixed restraint alternation is not accomplished, the responsible sergeant

shall be notified

- Upon request, inmates secured with a fixed restraint shall be given the opportunity to use toilet facilities and/or provided with drinking water. If this cannot be accomplished due to the behavior of the inmate, the floor sergeant shall be notified immediately and an entry made into the electronic Uniform Daily Activity Log (e-UDAL) detailing the incident.
- If regularly scheduled meals being served, an inmate in a fixed restraint shall be offered food
- All activities (e.g. restroom breaks, meals, medical or psychological evaluations, etc.) shall be documented in e-UDAL.
- All escorts shall be done with a minimum of 2 personnel for any inmate being placed on the front bench at any work location or an inmate being removed from the bench. Of the two escorting personnel, one shall hold a minimum rank of deputy sheriff generalist. For additional information about the escort of an HOH inmate, refer to UO 8-40/003.00.

Half-way through each shift, and prior to the end of each shift, the floor sergeant shall sign the e-UDAL to ensure inmates secured to a fixed restraint have been offered access to the restroom, wash basin and water fountain, and have been provided food and drink.

## **FIXED RESTRAINTS UTILIZED FOR SECURITY DURING ROUTINE PROCEDURES**

Custody Division Manual section 7-03/000.05, "Fixed Restraints," allows for exceptions to state mandated provisions placing inmates in fixed restraints if the placement is for security procedures during routine procedures, as described below. If an inmate is placed in fixed restraints due to behavior which may result in the destruction of property or the intent to cause physical harm to themselves or others, personnel shall refer to the procedures outlines in the Inmates Secured by a Fixed Restraint for Non-Routine Processing Reasons" section of this unit order.

### Inmates Secured By a Fixed Restraint for Routine Processing in the Clinic or Module 231

Inmates identified as high risk (e.g. suicidal inmates, inmates in the midst of a mental health crisis) and/or pending movement to High Observation Housing (HOH) or the Correctional Treatment Center (CTC) are routinely secured in fixed restraints in the IRC Clinic and Module 231 for their safety and the safety of others.

The lead deputy at the IRC Clinic or Module 231 shall be responsible for monitoring the processing status of



inmates secured by fixed restraints in their location. This is accomplished by partnering with the lead nurse to ensure that when an inmate is secured by a fixed restraint, the lead nurse is immediately notified of the inmate's name, booking number, and reason for placement into fixed restraints. Together, the lead deputy and lead nurse will monitor the status of these inmates and ensure they are processed and moved to their housing location in an expedited manner.

If an inmate secured by a fixed restraint to a chair or bench for routine processing remains in the fixed restraint for more than 12 hours, the floor sergeant and lead nurse shall be notified. Every effort shall be made to transfer the inmate to a housing location as quickly as possible. An entry shall be made in the comments section of e-UDAL with the inmate's name, booking number, length of time secured by a fixed restraint, and the name of the lead nurse who was notified.

#### Inmates Secured by a Fixed Restraint for Routine Processing at Custody Line

**NOTE:** The following procedures shall not apply for inmates secured by a fixed restraint at Custody Line for any reason other than securing the inmate pending in-custody release. If an inmate is secured by a fixed restraint at Custody Line for any other reason (e.g. inmate told personnel he was suicidal pending transfer to housing, recalcitrant inmates) personnel shall follow the procedures outlined in the "Inmates Secured by a Fixed Restraint for Non-Routine Processing Reasons" section of this unit order.

Inmates being processed at Custody Line for in-custody release to mental health facilities (e.g. Patton State Hospital) or inmates being processed at Custody Line who are housed in HOH or CTC shall be placed in a waist-chain and secured by a fixed restraint.

To minimize the time inmates are secured by a fixed restraint, the lead deputy shall coordinate with the location where the inmate is housed. The lead deputy will request that the inmate is brought to Custody Line no earlier than the time required to process the inmate for in-custody release.

If an inmate waiting for in-custody release is secured by a fixed restraint for longer than four (4) hours, the floor sergeant shall be notified of the situation and the estimated time the inmate will be released in-custody.

#### Inmates Secured By a Fixed Restraint for Non-Routine Processing Reasons

**NOTE:** The following procedures do not apply for inmates secured by a fixed restraint for routine processing in the IRC Clinic, Module 231, or Custody Line.

The lead deputy shall promptly notify the supervising sergeant of the reason the inmate was placed in a fixed restraint. The lead deputy will also ensure an entry is made in e-UDAL for all inmates who are secured by a fixed restraint. The e-UDAL entry shall include the inmate's name, booking number, reason for securing the inmate to a fixed restraint, sergeant approving the use of a fixed restraint, personnel who secured the inmate to a fixed restraint and the time of the fixed restraint application. Additionally, all activities (e.g. restroom breaks, meals, medical or psychological evaluations, etc.) shall be documented in e-UDAL.

If an inmate secured in a fixed restraint appears to be in a mental health crisis, custody staff will immediately refer the inmate to mental health personnel.

As soon as practicable, but no later than twenty (20) minutes after the application of the fixed restraint, Department personnel shall initiate documentation of the inmate's monitoring in the Fixed Restraint Log (SH-J-475). At least once every fifteen (15) minutes and until the inmate is removed from the fixed restraint, personnel shall conduct and document a safety check of the inmate, during which they shall verify that the restraint is not causing undue pain, injury, or an obvious medical problem. A medical evaluation shall be conducted within one hour of the inmate's placement in the fixed restraint.

The responsible sergeant shall evaluate the application of fixed restraints and approve their continued use, if reasonable. At least once per hour, a sergeant shall conduct an inmate safety check of all inmates in fixed restraints in areas under their supervision. During this check, the sergeant shall reassess whether or not each inmate needs to remain in fixed restraints and ensure each inmate has been provided access to toilet facilities and drinking water. If regularly scheduled meals are being served, they shall be offered to the inmate in conjunction with this hourly check. The floor sergeant shall electronically sign the e-UDAL each time this check is conducted. This signature shall occur in the comments section of the e-UDAL.

The responsible sergeant shall ensure a medical evaluation is conducted by medical personnel at least once every two (2) hours. Any refusals for medical evaluation shall be made by the inmate directly to medical personnel. The refusal shall be documented by the sergeant in the e-UDAL and by medical personnel in the inmate's Electronic Medical Record (EMR).

After four (4) hours, the watch commander shall be notified and respond to the location of the inmate(s) to evaluate the application of fixed restraints and approve their continued use. The watch commander shall conduct an inmate safety check, similar to that of the sergeant, at least once every four (4) hours. The watch commander shall document this check in the comments section of the e-UDAL. During this check, the watch commander or their designee shall evaluate the necessity of a continued fixed restraint.

If an inmate remains in fixed restraints in excess of six (6) hours, notification and consultation shall be made with the unit commander and documented in the Watch Commander's Log.

If an inmate remains in fixed restraints in excess of eight (8) hours, notification and consultation shall be made with IRC's commander and documented in the Watch Commander's Log. If the inmate cannot be safely removed from fixed restraints after eight (8) hours, the inmate shall be taken to a medical facility for further evaluation.

---

## **• 8-40/003.00 - Escorting of High Observation Housing and Front Bench Inmates**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures when transferring mental health High Observation Housing (HOH)/front bench inmates to another location within the facility or housing.

### **SCOPE OF ORDER:**

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

### **ORDER:**

IRC personnel shall adhere to the following procedures when escorting an inmate from any work location "front bench" or an HOH inmate from a holding cell.

Due to the unpredictable behavior of HOH inmates, there **SHALL** be no less than 2 custody personnel escorting them at all times. Of the two escorting custody personnel, (one) shall hold per the minimum rank of deputy sheriff generalist. If the staffing at the work location does not allow for the described escort of an inmate, personnel shall either delay the escort until proper escort can be conducted, or receive approval from the floor sergeant to conduct a modified escort.

For additional information about escorting HOH and uncooperative inmates, please refer to, Custody Division Manual (CDM) section **7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates."**

---

## • **8-42/000.00 - Facility Maintenance and Maintenance Request Procedures**

### **PURPOSE OF ORDER:**

To establish policy and procedures for all maintenance and repairs at the Inmate Reception Center (IRC).

### **SCOPE OF ORDER:**

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

### **ORDER:**

IRC personnel shall adhere to the following procedures concerning general facility maintenance and request procedures to ensure that the facility's maintenance is regularly upheld and for the overall safety of the inmates and custody staff.

Personnel shall inspect their work areas where they are assigned, for maintenance problems, on a daily basis. Emphasis shall be placed on the showers, toilets, sinks, lighting units, ventilation, heating and cooling systems, and treatment of mold infestations.

### REPORTING GENERAL MAINTENANCE REQUEST – (NON-EMERGENT)

Personnel shall diligently and expeditiously report all general maintenance (non-emergent) request via the electronic Uniform Daily Activity Log (e-UDAL). The general maintenance request shall be reported by every shift until the request is corrected. The maintenance request shall contain detailed information as to the type of problem and exact location, for example, [REDACTED TEXT], toilet clogged.” maintenance request entered into the e-UDAL system will automatically filter to the computerized system Maximo and internally sends Facility Services Bureau (FSB) projects unit the request.

In the event a request can 'not be reported through the e-UDAL maintenance request, or in the event the system is down, a request may be submitted to the logistics unit via e-mail to the **IRC Logistics Repair Request** group. In this circumstance, personnel from the logistics unit will enter the received maintenance request into the computerized system Maximo and ensure the repair is corrected.

**Request that are not corrected in a timely manner** via the e-UDAL shall be reported to the logistics unit via e-mail to the **IRC Logistics Repair Request** group for follow-up with FSB projects unit.

Multiple identified maintenance needs shall be entered into the e-UDAL one at a time and shall not be entered into groups. For example, two stopped up toilets and a leaky water faucet should be entered as three (3) separate entries.

Personnel shall also ensure that the e-UDAL reflects when the repair was made and if the issue was resolved or if follow up is needed.

### REPORTING EMERGENCY MAINTENANCE REQUEST

Identified maintenance request which would affect the function of the facility and/or interrupt the jail standard compliance shall be deemed as emergent request.

NOTE: All emergent maintenance request require watch commander approval and shall be documented in the watch commander log by the watch commander.

Upon identifying an emergent request, the employee reporting the request shall notify the immediate supervisor for reporting to the watch commander. The watch commander or its designee shall report the emergent request to the logistics unit at [REDACTED TEXT]. The logistics unit shall immediately handle the request by contacting FSB to expeditiously respond to the facility for the emergent request.

### **AFTER HOURS (5PM to 7AM) – EMERGENCY MAINTENANCE REQUEST**

After hour emergent requests, shall be reported by the watch commander or its designee to TTCF, via facility control at [REDACTED TEXT]. Facility control personnel will call FSB to expeditiously respond to the emergent request.

Emergency repairs include, but are not limited to the following:

- Gas leaks / odor
- Serious water leaks
- Immediate electrical hazards or power outages
- Serious compromises to the security of the facility
- Failure of emergency communications and telephone
- Physical breach of security from structural failure
- All lighting inside a module; specifically cells, dayrooms, and indoor rec areas
- Broken or malfunctioning doors, door locks, windows (glass)
- Broken or malfunctioning control panel switches
- Broken or malfunctioning elevators

In the event the emergency maintenance repair has not been completed within twenty four (24) hours, the watch commander shall be notified for follow-up with logistic staff or if after hours, TTCF facility control staff.

Personnel assigned to the area where the emergent request exist will be held accountable for reporting the request and for ensuring the request is corrected in a timely manner and shall ensure proper documentation is made in the e-UDAL.

NOTE: All **corrected** emergent maintenance request shall be logged in the watch commander log by the watch commander.

### STRUCTURAL MODIFICATIONS

All work submitted to the Sheriff's FSB project unit requesting structural modifications to IRC shall be reviewed, approved and signed by the unit commander prior to implementation. Upon approval, these requests shall be forwarded to FSB. Thereafter, the unit commander or his designee shall ensure the modification is done in accordance with the work order.

### MECHANICAL REPAIR/ACCESS

Any person other than FSB requiring access inside the facility for servicing, repair or examination of equipment and facilities, shall report to entry control in person.

The maintenance workman requesting entry shall exchange their identification (e.g., California Driver's License, Employment I.D., etc.), for a numbered identification pass. They must state the exact location of the repair and briefly describe what shall be done.

Entry control personnel shall also request to see the maintenance workman's tool inventory list and inform logistics personnel of the maintenance workman's arrival. If logistics personnel are not available, entry personnel shall contact the work area where the repair is needed.

Any maintenance or repair work completed inside security shall require an escort by custodial personnel. The inmates in the area shall be locked down prior to the maintenance workmen entering the area where the repair is needed. When the maintenance workmen have finished their work, custodial personnel shall ascertain that tools or supplies have not been left behind. Maintenance workmen shall verify all tools against their tool inventory list to ensure all tools brought in are taken out.

Once the workmen have left the area, the inmates may come out for normal operation. Any discrepancies shall to be reported to the watch commander immediately.

Inmates shall not be permitted into any mechanical repair area, or corridor. Inmates shall not assist Sheriff's Maintenance personnel or civilian contracted maintenance personnel inside or outside of the facility without specific approval from the watch commander.

### GRAFFITI ABATEMENT

Any graffiti observed shall be immediately reported via e-mail to the IRC Logistics Repair Request group. Graffiti shall be removed by the logistics paint crew as soon as possible in an effort to stem the proliferation of additional graffiti. Gang related graffiti shall be photographed and the photos forwarded to the Operation Safe Jail (OSJ) office. Prior to the removal of any graffiti, the wall or surface from which the graffiti is to be removed should be inspected to ensure the proper cleaning method is used. A number of anti-graffiti solutions have been used on the walls and surfaces of the facility; therefore, painted surfaces, various interior and exterior building walls and masonry walls all require specific cleaning agents and methods of removal.

### GROUNDS KEEPING

Grounds keeping will include keeping the grounds of the compound and public lobby free of debris, disposing of all trash, sweeping and washing stair wells, walkways, elevator and restrooms. The areas of concern shall include both the bottom level and upper level of the public lobby.

### TRASH AND DEBRIS

All trash and debris collected outside the facility shall be closely monitored and taken to the nearest trash receptacle. Any trash item that is recyclable shall be collected and placed in the appropriate bin.

### TOOLS AND EQUIPMENT

Tools and maintenance equipment used by inside and/or outside work crews will be inventoried on a daily basis to ensure that all tools have been returned. Lead deputies or a designee shall ensure that all tools and maintenance equipment checked out by an inside inmate work crew are accounted for at the end of the shift.



## MOLD PREVENTION

Any accumulated moisture found within the facility shall be remedied by having the area immediately cleaned and dried as soon as possible. All plumbing leaks shall be reported to logistics personnel and scheduled to be repaired by FSB personnel upon discovery by custody personnel.

If the presence of mold infestation is suspected within the IRC by any custody personnel, logistics personnel shall be notified. FSB shall be notified immediately, and requested to inspect the affected area. FSB shall take the appropriate steps to treat and prevent the presence of any large mold infestations.

Logistics personnel can be reached via e-mail through the **IRC Logistics Repair Request** group.

---

## • **8-42/001.00 - Cleaning and Sanitation of the Facility**

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for maintaining an acceptable level of cleanliness, sanitation, and repair at the Inmate Reception Center (IRC).

### **SCOPE OF ORDER:**

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

### **ORDER:**

All areas of the facility require thorough cleaning. Areas such as floors, bathrooms, and showers shall be cleaned on a daily basis, while other areas shall require cleaning at varying intervals. At IRC there are two (2) levels of cleaning; the ***deep cleaning*** of the facility, which is scheduled and conducted by logistical personnel; and the daily ***general cleaning*** of the work areas overseen by personnel assigned to the area.

IRC personnel shall adhere to the following procedures to ensure daily compliance with keeping a healthy, sanitary, and safe environment.

## **DEEP CLEANING OF THE FACILITY**

IRC logistics personnel shall be responsible for the regular ***deep cleaning*** of the facility. Deep cleaning duties shall include, but are not limited to the following:

- Sweeping, mopping, and scrubbing floors, including the ramp
- Scrubbing of holding cells and corners
- Scrubbing of all bases around the seating areas
- Waxing of floors
- Vacuuming of carpeted floors
- Washing and cleaning of walls
- Washing and cleaning of cells and windows
- Scrubbing of toilets, urinals, and sinks
- Scrubbing and cleaning of showers where appropriate
- Graffiti removal and painting throughout the facility
- Removal of the facility's trash to the IRC compound
- Washing of large trash receptacles (trash shall be probed prior to being taken out)
- Cleaning of the air vents
- Cleaning of the ceiling
- Washing of the public lobby to include restrooms, pass through counters, windows, stairwells, patio area, elevators, and floors
- Deep cleaning and scrubbing of the non-secure restrooms and work areas to include pass through windows, faucets, and kitchen areas.
- Replacement and stocking of toilet paper, paper towels, and hand sanitizer or soap within the non-secured areas
- Laundry ordering, maintenance, and storage
- Laundry sorting and distribution
- Removal of soiled laundry bins to the IRC compound for pick-up by the Pitchess Detention Center (PDC) laundry facility

Personnel can refer to the logistics cleaning crew work schedule for further information on the deep cleaning of the facility.

## **GENERAL CLEANING OF THE FACILITY AND THE EXTENDED MEDICAL HOLDING AREAS**

IRC deputies and custody assistants assigned to the various work stations throughout the facility shall be responsible for the **general cleaning** and maintenance of their assigned work areas. Each work station shall have a designee for cleaning (established by work station lead, if not indicated on the daily in-service) and inmate workers to assist with the general cleaning duties. Duties shall include daily inspection of the work area to facilitate a cleaning plan for the inmate workers.

All inmate workers shall be supervised when using maintenance equipment. An inventory of the tools and/or maintenance equipment shall take place daily per shift. All tools and/or maintenance equipment shall be logged out when used and back in at the end of the shift to ensure proper accounting of equipment. Every work station's maintenance closet shall contain a binder with the log. The cleaning designee shall use this log daily at the beginning and end of the shift, for proper accounting of the maintenance equipment. All maintenance closets shall remain locked when not in use to control un-supervised inmate access.

IRC logistics personnel shall ensure the logs are being used and completed. The log shall be maintained and made available by logistics personnel when required.

When cleaning work areas and/or extended medical holding areas, emphasis shall be placed on the showers, toilets, urinals, sinks, vents, ceiling, and floors to prevent mold or vermin infestation.

If any *mold*, *vermin*, or *repairs* are noted, proper reporting shall be made via the Electronic Uniform Daily Activity Log (e-UDAL). Please refer to ***IRC Unit Order (UO) 8-24/000.00, "Facility Maintenance and Maintenance Request Procedures."***

General cleaning of the facility shall include, but not be limited to the following:

- Daily sweeping and mopping of floors
- Daily vacuuming of carpeted floors
- Frequent washing of cells and doors
- Frequent washing of walls (with a commitment to remove graffiti)
- Sweeping, cleaning, and polishing of elevators in the extended medical holding areas
- Cleaning and sanitation of telephones and stentofons
- Garbage and trash receptacles shall be emptied and sanitized frequently, unless protected by trash can liners
- Daily removal of all trash in the work stations, clinic, and extended medical holding areas

- Trash shall be taken to the IRC "trash hallway" in between the clinic and bath area
- Cleaning of windows
- Furniture shall be cleaned and disinfected (e.g., tables, chairs, television screen)
- Daily disinfection and cleaning of toilets, urinals, sinks, showers, and basins
- Daily cleaning and sanitation of the clinic and extended medical areas
- Daily stocking of paper towel dispensers
- Hot water shall be available in sinks for personnel and/or inmate workers to wash hands regularly
- Liquid soap and hand sanitizer dispensers shall be available for use and filled regularly
- Identified maintenance repairs shall be documented and reported via the e-UDAL.
- Peeling paint repairs throughout the facility shall be documented in the e-UDAL and reported to the "IRC Logistics Repair Request" e-mail group
- Daily removal of trash in all the work stations, the clinic and extended medical holding areas (trash shall be taken to the "trash hallway" located between the clinic and bath areas)
- Contraband shall be properly disposed of in the designated white mailboxes on each floor (IRC logistics personnel shall remove contraband from mailboxes and properly dispose of items)
- Daily cleaning and sanitation of large facility refrigerators (cleaning of refrigerators shall be done under custody staff supervision)
- Daily cleaning and rotation of inmate food by color (food rotation shall be done under custody staff supervision)
- Taking soiled laundry and/or linen to the appropriate location
- Stocking of clean laundry and/or linen in the work area

## **ISSUANCE OF MAINTENANCE SUPPLIES**

The IRC warehouse personnel assigned to IRC supply, shall provide supplies and equipment necessary for the cleanliness of the facility. If cleaning supplies and equipment are near shortage, line personnel shall be responsible for submitting requests to the "IRC Supply" for the replacement of supplies.

## **INMATE WORKERS**

The Population Management Bureau (PMB) shall be responsible for the screening and assignment of inmate workers to specific cleaning details. Inmate workers shall be directly supervised at all times by custody personnel while cleaning all areas of the facility.

Logistics personnel are responsible for supervising work release inmates who will only clean the non-secured areas of IRC. IRC Logistics personnel are responsible for picking up, accounting for, and the reporting of all work release inmates.

## **CLEANING SUPPLIES AND MAINTENANCE EQUIPMENT**

An inventory of cleaning supplies and maintenance equipment shall be conducted at the beginning of each

shift by personnel responsible for that area. Supplies and equipment shall remain locked in a maintenance closet while not in use.

Cleaning agents that are potentially dangerous shall be secured in locked cabinets/containers and shall be used only under the supervision of custody staff, or general services employees.

If cleaning supplies/equipment are missing, a search of the area should be conducted. If not found, personnel responsible for that area shall report this to their supervisor immediately. If cleaning equipment is damaged, personnel responsible for that area shall report it to the IRC Logistics Unit and documented in the e-UDAL, where applicable. Upon notification, logistics personnel shall have the item removed. Requests for replacement items shall be made through the IRC Supply Unit.

**Cleaning products may become hazardous if mixed together.** It is the responsibility of custody staff to ensure that cleaning supplies are not mixed together. Material Safety Data Sheets (MSDS) for each cleaning product are available in a **yellow** binder labeled "MSDS." Binders are available in the following offices: logistics, operations, watch commanders, watch sergeants, old side booth, and in the warehouse.

Personnel shall read and be familiar with the MSDS for each product used at their work assignment. It shall be the responsibility of personnel who work with and supervise inmate workers using hazardous substances to read and be familiar with the MSDS for each product used at their work assignment.

Currently IRC uses the following cleaning products:

- ODO- BAND (all-purpose and disinfectant cleaner)
- Windex (window cleaner)
- Simple Green (multi-surface cleaner and disinfectant)
- Ajax

## LAUNDRY SANITATION

- Follow guidelines listed above under "General Cleaning of the Facility and the Extended Medical Holding Areas" as applicable
- Blankets shall not be stored directly on the floor
- All clothing items shall be stored properly on shelving and/or in containers

## **ARMORY SANITATION, MAINTENANCE, AND INSPECTION**

- Follow guidelines listed above under “General Cleaning of the Facility and the Extended Medical Holding Areas” as applicable
- The IRC Training Unit or their designee, shall ensure both armories are cleaned and orderly
- The issuing/authorizing supervisor for each Emergency Response Team (ERT) activation or deployment shall ensure all weapons are cleaned after every use
- Inmate workers, including work release inmates, shall not be utilized to clean the armory
- The armory floors shall be clear of debris and/or any obstructions (e.g., weapons on the floor)
- All ordnance shall be stored properly on provided shelving and containers
- Used ordnance shall be disposed of properly immediately after use
- Personal property (other than ERT equipment) shall not be stored in the armory

For specific procedures on armory maintenance refer to ***IRC UO 8-19/001.00, "Armory Maintenance."***

## **ACCOUNTABILITY FOR CLEANING AND SANITATION**

The cleanliness and sanitation of the facility ultimately lies with the supervising sergeant and lead deputy assigned to the work area or, in the case of logistics personnel, the logistics sergeant or their designee. It is their responsibility to ensure that the general cleaning and sanitation or deep cleaning of the facility is taking place daily and regularly by the assigned personnel. They shall ensure that routine cleaning is taking place by inspecting the various work areas, inspecting the supply inventory logs in the maintenance closet, and by reviewing the e-UDAL for proper documentation of the cleaning in the e-UDAL.

The sergeant of each work location is responsible for denoting in the e-UDAL the cleanliness of the work location. The sergeant shall do so twice a shift, specifically once within the first hour of their shift, and once three hours prior to the end of their shift.

For further information regarding cleaning and sanitation, please refer to the above referenced policies, as listed in Custody Division Manual (CDM) and the Manual of Policy and Procedures (MPP).

---

## **• 8-42/002.00 - Communicable Disease Processing**

### **PURPOSE OF ORDER**

The purpose of this order is to establish procedures for the safe processing of inmates during an outbreak of

a highly communicable disease.

## **SCOPE OF ORDER**

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

## **ORDER**

In the event that a public health emergency is declared for a communicable disease outbreak, it is imperative the IRC personnel take extra precautions to prevent the spread of the communicable disease among personnel and inmates. The following procedures shall be followed during a public health emergency for a communicable disease outbreak.

### **General Procedures**

All personnel shall adhere to the guidelines set by the Los Angeles County Department of Public Health (LACDPH), Correctional Health Services (CHS), and Custody Division. These guidelines may vary based on the nature of the disease but may include the use of face coverings and practicing social distancing. Personnel shall avoid grouping except when absolutely necessary for their job duties (e.g. use of force). Proper hygiene practices, including hand washing, shall be adhered to.

N95 masks shall be utilized when personnel are within six (6) feet of an inmate suspected of having a highly contagious disease, person under investigation (PUI), or confirmed to be positive for a communicable disease.

Based on the current outbreak of the disease the Center for Disease Control and Prevention (CDC) has identified a decontamination methodology that allows for the reuse of N95 respirators. N95 masks that have been contaminated with blood, respiratory or nasal secretions, or other bodily fluids shall be immediately disposed of in a bio-hazard disposal container.

All policies and procedures regarding communicable diseases, including Custody Operations Directives and Information Bulletins shall be followed at all times. IRC Training shall ensure all policies and procedures are disseminated through the Schedule Management System (SMS) and track all read receipts.

High traffic areas and work stations shall be regularly sanitized with an appropriate cleaning product. Personnel shall adhere to the manufacturer's instructions when using cleaning products.

If at any time IRC processing personnel notice an inmate displaying signs of illness or infection, including coughing, fever, and other obvious flu-like symptoms, CHS personnel shall be notified immediately. The inmate shall be placed into a single person temporary holding cell pending evaluation by CHS personnel.

### **Entry Control**

All inmates entering the facility shall be pre-screened using the Preliminary Field Medical Screening Form. Inmates determined to be at risk for carrying a communicable disease (e.g. COVID-19) **SHALL NOT** be permitted to enter the facility. Entry control personnel shall contact booking front personnel immediately.

In the event Court Services Transportation (CST) busses get backed up in the compound due to medical screening at booking front, entry control personnel shall implement a queue number system to process CST busses in the order they arrived.

The maximum capacity of the uncuff cell is **THIRTY** inmates. In the event that booking front personnel cannot process inmates promptly (e.g. use of force incident), **DO NOT** allow additional inmates to enter the uncuff cell.

### **Booking Front**



### General Processing

Inmates shall be removed from the uncuff cell as soon as possible. Whenever possible, the body scanners shall be utilized to minimize physical contact. Inmates shall be required to wear facial coverings and maintain social distancing, when practical.

IRC Logistics shall be responsible for obtaining inmate face masks and ensuring booking front has a sufficient supply of masks. The masks shall be made available to inmates.

Temporary holding cells should be limited to no more than ten inmates at one time.

### Processing Inmates with a Communicable Disease

Inmates who arrive at IRC that may have been exposed to a communicable disease (e.g. COVID-19) or are confirmed to have a communicable disease shall be processed as follows:

- Instruct the arresting agency to have the inmate don a mask and remain in the compound
- Don personal protective equipment (Tyvex suit, gloves, eye protection, and an N95 mask)
- Escort CHS personnel to the compound to conduct a preliminary medical evaluation
- Inmates determined to not require special processing shall be allowed to continue into booking front for standard processing
- Inmates determined to require special processing shall have their entire IRC process completed outside, including searching, live scan (if required), 3-point classification, and have CHS personnel complete the medical assessments
- Notify the floor sergeant of the inmate's name, booking number, and final housing assignment
- Transport the inmate to the dock of the designated housing location (CTC dock, Tower 1 dock, or Tower 2 dock)

**NOTE:** The Central Housing Unit (CHU) and CHS will make the final determination as to where to house the inmate.

The inmate's civilian clothing shall be secured into a biohazard bag. Property personnel shall be responsible for the final disposal of the clothing and marking the clothing as "destroyed" in the property management system per the standard soiled clothing process.

The floor sergeant shall immediately notify the Custody Emergency Operations Center (CEOC) of the inmate's name, booking number, and final housing location.

### Communicable Disease Testing

CHS personnel may initiate communicable disease testing during public health emergencies. Testing shall be implemented as follows:

- ALL personnel present in the booking front area shall don N95 masks while testing is being conducted
- Four (4) inmates shall be staged in the booking front triage area, ensuring all LACDPH recommendations (social distancing, facial coverings, etc.) are adhered to
- Overflow inmates shall be staged in holding area B and C, using the social distancing lines to properly separate the inmates
- Each inmate shall be seen by CHS personnel for testing
- CHS will note on the inmate's wristband if they were tested (check mark) or refused ("X") with a marker

**NOTE:** Inmates can refuse testing. **DO NOT** attempt to use force to complete a test.

- Booking front personnel shall document every inmate that was tested and 3-Point classified in a designated testing log
- IRC operations shall collect and document all testing data

### Out of County Warrant Transfers

Inmates received on out of county warrants shall have an Arrestee Medical Screening Form AND a Preliminary Field Medical Screening Form completed by CST personnel. In addition, every inmate shall have a sealed medical transfer summary from the originating agency. These inmates shall be evaluated by CHS

personnel to determine whether they should be processed as normal or processed under the communicable disease process noted above.

Out of county warrant criteria may be adjusted to control the jail population. A Justice Data Interface Controller (JDIC) message will reflect the current acceptance criteria.

### **Classification Rear**

#### Recording Contagious Disease Testing

If CHS personnel are testing inmates for communicable diseases at booking front, and classification rear personnel shall ensure every inmate has been offered a test. CHS personnel will notate a checkmark for inmates tested or an "X" for inmates who refused testing. Inmates without a checkmark or "X" shall be directed to booking front triage.

Classification rear personnel shall ensure every inmate's name, booking number and whether they tested or not is documented in the designated testing log.

IRC Operations shall collect and document all testing data.

### **Clinic**

The clinic lead personnel shall ensure inmates are reminded regularly to maintain social distancing and use face coverings. Inmates who do not have a face-covering shall be provided one.

Once per shift, at a minimum, all common areas shall be cleaned with an approved cleaning solution. All personnel involved in the cleaning shall don an N95 mask, gloves, and eye coverings.

After a High Observation Housing (HOH) inmate is moved from an HOH chair, the chair and handcuffs shall be

thoroughly cleaned with an approved cleaning solution prior to placing a new inmate on the chair.

All waistchains shall be cleaned with an approved cleaning solution after each use.

**[REDACTED TEXT]**

#### CDC Announcement

The [REDACTED TEXT] control booth shall broadcast the prerecorded CDC announcement in English and Spanish to all inmate pods, at a minimum, once per shift and documented in the e-UDAL.

#### Cleaning and Sanitation

Inmates shall have access to hygiene supplies, soap and water at all times while housed in [REDACTED TEXT], unless directed otherwise by CHS personnel (e.g. HOH inmate). In addition, all inmates shall have a face covering and directed to wear it. Inmates who lost, damaged, or soiled their face covering shall be issued a new one.

Once per shift, at a minimum, all day room and common areas shall be cleaned with an approved cleaning solution. All personnel involved in the cleaning shall don an N95 mask, gloves, and eye coverings.

IRC Logistics shall ensure each pod in [REDACTED TEXT] is deep cleaned, at a minimum, once per week, following established cleaning guidelines.

#### Communicable Disease Housing

In general, [REDACTED TEXT] is used as medical overflow. Due to the temporary nature of the module,

coupled with court mandates to expedite inmate movement out of IRC, [REDACTED TEXT] will generally not be used for PUI, quarantine, or positive test inmates.

If an inmate's test result returns positive for communicable disease after they have been temporarily housed in [REDACTED TEXT], the procedures below shall be followed:

- Don an N95 mask, eye protection, and gloves
- Immediately isolate the inmate
- Notify the CHU
- Transport the inmate, with a facial covering, to their permanent housing assignment, as determined by the CHU and CHS
- Clean all areas the inmate was in with an approved cleaning solution (e.g. Turbokill)

If other inmates were potentially exposed and require quarantine, CHS and CHU will determine an appropriate quarantine housing location for the inmates. The inmates shall be moved following the procedures noted above.

### **First Floor Main Control**

At a minimum of once per shift, first floor main control shall broadcast the CDC safety message in English and Spanish.

The watch commander shall document the time the announcement is played.

Criteria for receiving inmates may be modified to reduce the number of inmates entering IRC. First floor main control shall ensure agencies attempting to book inmates at IRC meet the current booking guidelines as outlined in the JDIC message. Additionally, first floor main control shall ensure agencies are not allowed to book inmates at IRC that are charged with a zero (\$0) bail offense. The agency shall be directed to release the inmate on their own recognizance (OR).

### **Custody Line**

Open Ward and 5150 Welfare and Institutions Code (WIC) Release of Quarantined/Positive Inmates

Inmates under quarantine and/or who have tested positive for a communicable disease who need be released on open ward or on a 5150 WIC hold should be processed for release from the compound. Personnel completing the open ward release shall don gloves, an N95 mask, and eye protection prior to responding to the compound. The release can then be processed following the standard open ward/5150 WIC process from the compound.

**Release**

Release of Quarantined/Positive Inmates

Upon notification that an inmate from a PUI, quarantine, or positive test housing location is being escorted to the release area, the following procedures shall be followed:

- Ensure all non-essential personnel leave the release area
- Don gloves, an N95 mask, and eye protection
- Verify the release clerks have completed the booking jacket
- Request IRC property personnel to gather the inmate's property and stage it
- Place the inmate into [REDACTED TEXT]
- Notify classification that an inmate on quarantine, PUI, or who tested positive is being released and request that a special handle is completed
- Live scan the inmate
- Release the inmate as normal, ensuring they have a facial covering

**NOTE:** PMB will notify CEOC of the release.

Ensure [REDACTED TEXT] is thorough cleaned using an approved cleaning solution prior to using the cell again.

## Overall Facility Cleaning

To reduce the risk of the transmission of communicable diseases, ALL work station personnel shall clean all common areas, cells, and work stations with an approved cleaning solution, at a minimum, once per shift. Personnel are highly encouraged to conduct more frequent cleanings, workload permitting.

Personnel shall don an N95 mask, eye protection, and gloves while cleaning. Inmate workers assisting with the cleaning shall be provided, and required to use, an N95 mask, eye protection, and gloves.

In addition to the required cleaning noted above, safeguard cleaning positions has been added to booking front and custody line. These positions shall conduct thorough cleaning of all parts of the facility using an approved cleaning solution. This cleaning shall be done ***in addition to*** the cleaning required for each work station.

## Personal Protective Equipment (PPE) Issuance

The IRC operations sergeant shall be responsible for the overall supply of PPE. The IRC operations sergeant will distribute PPE to the watch commander, who is responsible for the issuance of PPE to personnel as required. The issuance of PPE shall be documented in the watch commander's log.

---

## • 8-54/000.00 - Unit Employee Fund

### PURPOSE OF ORDER

The purpose of this order is to establish guidelines for the administration of the Inmate Reception Center (IRC) unit employee fund.

### SCOPE OF ORDER

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

---

assigned as a member of the unit fund committee.

**ORDER:**

The purpose of the employee fund is to provide a ready source of revenue to assist the unit and to provide benefits to employees not available from other sources. Contributions to the fund made by employees are entirely voluntary and are typically collected via fundraisers or donations.

Expenditure of employee raised funds may include, but not be limited to:

- Sporting and special event entry fees (e.g. Baker to Vegas, Department softball tournaments, Chili Cook Off, etc.)
- Bereavement flowers upon the death of immediate family members of employees (e.g. spouse, parent, sibling, or child)
- Subsidizing the unit holiday party
- Purchasing of common use equipment for the benefit of employees (employee used microwaves, refrigerators, etc.)
- Any worthwhile proposals (approved by the unit commander)

The unit commander is responsible for the IRC unit employee fund, per the Manual of Policy and Procedure (MPP) Section 3-05/090.00, "Employee Maintained Funds." The unit commander shall select two members from the unit to act as a fund administrator and an assistant fund administrator who will fulfill their respective roles per MPP section, 3-05/090.15, "Responsibility."

Cash from periodic donations or collections shall be totaled and recorded at the time of receipt. Cash from coin receptors shall be collected and totaled daily. Cash on-hand, fund check book, and all blank checks shall be kept in a locked safe or drawer per MPP section 3-05/090.10, "Method of Collection."

Monies donated or raised by the unit fund shall be deposited into a bank account as soon as practical. The bank account is titled "Inmate Reception Center Unit Fund." Unit employee raised funds shall not be mixed with County funds, nor shall they be used to purchase supplies normally purchased with County funds, used for maintenance of Department equipment, or utilized to provide loans or salary advances to employees.



In adherence to MPP section 3-05/090.05, "Banking Procedure," withdrawals done by check shall require two signatures: that of the fund administrator and assistant fund administrator, or authorized designated appointee. Petty cash withdrawals shall be reviewed and noted by the fund administrator and assistant fund administrator. All expenditures over \$50.00 shall be approved by the unit commander.

Fund administrators are responsible for examining the record of receipts and expenditures at least once a week and initialing the verification.

Bank statements must be reviewed by the unit employee fund administrator monthly. Additionally, bank statements must be reviewed quarterly by the unit commander. Both the unit employee fund administrator and the unit commander shall initial next to the balance to indicate that the balance on the statement matches the ledger balance. The assistant administrator is responsible for reconciling the bank statements on a monthly basis.

On the first day after each quarter, a financial statement outlining all withdrawals, deposits and the current balance of the fund shall be posted in an area accessible to all employees. The unit commander shall review and initial this statement.

An excel spreadsheet shall be used to keep track of fund transactions and shall be verified against monthly bank statements to ensure they are in agreement. A compact disc (CD) or flash drive shall be used to back up the data file for the fund accounts every time an entry is made, thereby creating a "back-up" file, as required per MPP section 3-05/090.15, in addition to the primary data file. Per MPP section 3-05/090.15, hard copies of required documentation shall be retained by the assistant fund administrator.

A copy of the fund by-laws is available for review with the fund administrator and/or the assistant fund administrator.

---

## • **8-55/000.00 - Facility Tours**

### **PURPOSE OF ORDER**

The purpose of this order is to establish procedures for conducting tours of the Inmate Reception Center

---

(IRC).

## **SCOPE OF ORDER**

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

## **ORDER:**

### Scheduling Tours

Routine public tours of IRC are not conducted. However, tours of IRC may be accommodated with the approval of the unit commander.

The operations lieutenant shall designate personnel to coordinate and conduct approved tours. The number of sworn personnel conducting the tour shall be dictated by the number of tour participants, with an emphasis on providing security to the tour participants. Tours shall be limited to a maximum of 25 participants.

Participants shall be informed that tours last approximately one (1) hour. Tour coordinators shall also provide instructions on parking and where to properly secure personal items prior to arriving for the scheduled tour.

### Tour Guidelines

Each participant shall adhere to the following guidelines:

- Persons under sixteen (16) years of age may not tour IRC without the expressed approval of the watch commander, or higher ranking member

- Present a valid, government issued picture identification card (i.e., state driver's license or identification card, military identification, or passport)
- Have no prior felony convictions
- Have no family, friends, or acquaintances currently housed within the facility
- Must be appropriately dressed. Tank tops, tee shirts, jeans, shorts, gang related attire, or excessively revealing clothing shall not be allowed.
- All participants shall be subject to search and a background record check (to include, at a minimum, a check for warrants and warrants)
- Cell phones or other electronic devices such as audio and/or video recording devices shall not be permitted within the secured area of the facility
- Participants shall park in the public parking garage

**NOTE:** The watch commander has the discretion to refuse the participation of anyone who may potentially compromise facility security or normal facility operations.

#### Tour Agreement and Civil Claims Release Form

On the designated tour date and time, assigned personnel shall meet participants outside of the civilian entry before conducting the tour.

Participants shall then provide valid identification cards to IRC personnel conducting the tour and the civilian entry deputy shall distribute visitor passes to each participant.

Prior to the beginning of the tour, each participant shall be required to complete a "Tour Agreement and Civil Claims Release" form (SH-J-444), which can be found in the LASD Document Center. All tour agreement forms shall be completed prior to conducting the tour and submitted to IRC operations. These agreements shall be maintained by IRC operations for two (2) years.

#### Tour Review

Personnel conducting the tour shall document the tour in the Custody Automated Reporting and Tracking System (CARTS) "Facility Tour" module.

If requested by the unit commander, personnel conducting the tour shall provide a report of the tour including the number of participants in attendance, the date and time, and other pertinent information.

---

## • 8-56/000.00 Rutherford Temporary Restraining Order

### **PURPOSE OF ORDER:**

The purpose of this order is to ensure all personnel assigned to and/or working in any capacity at the IRC understand and adhere to the regulations of the Rutherford Temporary Restraining Order (TRO) issued by the United States District Court.

### **SCOPE OF ORDER:**

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

### **ORDER:**

The following are listed violations of the Rutherford TRO and/or documentation required upon violation:

1. Holding an incarcerated person in the Inmate Reception Center (IRC) for more than 24 hours with the exception of IRC Module 231.

In the event an individual remains continuously in the IRC for more than 24 hours, custody personnel shall document the following:

- a. The date and time the individual first entered the IRC.
- b. The reasons why the individual remained in the IRC longer than 24 hours.
- c. The date and time the individual was removed from the IRC.

- d. The location of the individual after removal from the IRC.

**Note:** In the event that a person leaves the IRC for medical treatment at another facility within or without the LA County Jail System, the 24-hour period shall begin anew if the person returns to the IRC after an absence extending 12 hours or more where the person has been provided a bed off site.

2. Holding an incarcerated person on the IRC Clinic Front Bench, handcuffed, chained, or tethered to a chair or any object, for more than four hours.

In the event an individual remains on the Front Bench for more than four hours, IRC custody personnel shall document the following:

- a. The date and time the individual was first placed on the Front Bench.
  - b. The reason(s) why the individual is on the Front Bench, including the persons' Mental Health Level of Care (P Level).
  - c. The date and time of initial mental health screening.
  - d. The date and time of any subsequent mental health or medical evaluation.
  - e. The date and time each individual was removed from the Front Bench temporarily, how long the person remained untethered, and the reason why (e.g., escort to bathroom, mental health screening).
  - f. The date and time each individual was permanently removed from the Front Bench.
  - g. The location of the individual after removal from the front bench.
3. Holding more people in a holding cell in the IRC than established by the Board of State and Community Corrections (BSCC) holding capacity without first exhausting every other means to avoid placing more people in a holding cell than the holding capacity permits.

**Note:** All holding cell capacity numbers, established by the BSCC, are indicated above the doors of each cell.

- a. The IRC Clinic Cage, when locked, shall have a capacity of 50 people.

- b. Cell 113 shall have a capacity of 16 people.

In the event more people are in a holding cell than holding capacity permits, this event shall be documented in the following manner:

- a. The date and time of placement.
- b. The type of placement.
- c. The date and time of release.
- d. The number of persons in the cell at the time of placement;
- e. The identification of the particular holding cell or cage.

- 4. Holding an incarcerated person in an IRC holding Cell for more than 12 hours total. (Moving an individual from one holding cell in the IRC to another holding cell in the IRC does not re-start the 12-hour clock.)

In the event that an incarcerated person is detained in a holding cell for longer than 12 hours, IRC custody personnel shall document the following:

- a. The date and time of placement.
- b. The reasons why an individual was in a holding cell or cells for more than 12 hours.
- c. The type of cell placement.
- d. The date and time of release.
- e. The number of persons in the cell at the time of placement.
- f. The identification of the particular holding cell.

- 5. Holding an incarcerated person in the IRC Clinic cage, when locked, for more than eight hours total.

In the event that an incarcerated person is held in the IRC Clinic cage, when locked, for more than eight hours, IRC custody personnel shall document the following:

- a. The date and time of placement.
  - b. The reasons why an individual was in the IRC cage for more than eight hours.
  - c. The type of placement.
  - d. The date and time of release.
  - e. The number of persons in the cage at the time of placement.
6. Holding an incarcerated person in the IRC Clinic area, cage, or any cell in the IRC when that location is not in a clean and sanitary condition, with access to functioning toilets, potable drinking water, clean water to wash, and sufficient garbage receptacles.
7. Holding an incarcerated person in the IRC Clinic area, cage, or any cell in the IRC without providing ongoing access to adequate medical and mental health care, including but not limited to regular pill call.

The TRO Four Hour Scribe and TRO Compliance Sergeant positions have been implemented to ensure the above standards are adhered to, and to provide thorough documentation for violations. However, all IRC custody personnel shall adhere to these standards. Custody personnel shall maintain good communication with the TRO Compliance positions in order to provide accurate documentation.

The documentation provided by the TRO Four Hour Scribe and TRO Compliance Sergeant, shall be submitted to IRC Operations upon completion the shift.

---