# Population Management Bureau Unit Orders

## • 005 - Conservation Work Program Procedures

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the Conservation Work Program (CWP).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Population Management Bureau

(PMB).

**Overview**

The CWP will award inmates who are sentenced to time in County Jail ("County time") or sentenced to time in prison to be served in County Jail under Penal Code 11?0(h), additional time credits for participating in an in-custody work or job training program pursuant to Penal Code section 4019.1(a), in lieu of the traditional credits as outlined in Penal Code section 4019. Pre-sentenced inmates are also eligible to participate, but will not earn the additional credits until they are sentenced.

The CWP is designed to reduce jail violence and recidivism, increase inmate productivity, and improve safety within the Custody Division. The program will require inmates to complete their adjusted sentence while working in various job classifications, giving them the skills and work discipline necessary to increase their chances of success once released.

**Inmate Work Program Philosophy**

Inmate workers fulfill a multitude of functions for the cleanliness and upkeep of the jail facilities. These functions teach work skills and Activities of Daily Living (ADLs), a term used in healthcare to refer to people's daily self-care activities. Health professionals often use a person's ability or inability to perform ADLs as a measurement of their functional status, particularly in regard to people with disabilities and the elderly.

**Inmate Worker Philosophy**

More meaningfully, inmate workers engage in Instrumental Activities of Daily Living (IADLs). These IADLs are not necessary for fundamental functioning, but teach skills that allow individuals to live independently in their communities. Common IADLs include household tasks, serving meals, meal cleanup, preparing simple foods, telephone usage, laundry sorting, laundry distribution, basic building maintenance, and landscaping.

### Quality of Life Assistance

Inmate peers may use a number of different ways to assist other inmates if appropriate and approved. Inmates may find it easier to learn a particular task if they are assisted by inmate worker peers in the place where the task will usually be done. Inmate worker peers will assist in tasks with step-by-step instructions. Often, dividing a task into small steps and helping one step at a time can make it easier for an inmate to learn the whole activity.

### Identifying Inmate Workers

The PPO personnel at PMB will identify current jobs at each facility which may qualify for the CWP, and inmate workers that do not qualify for the CWP. All inmates will be made aware of the programs through inmate orientation and town hall meetings.

Representatives of PPO shall visit housing locations where inmates with mobility, visual and hearing impairments are assigned, at least once per month, to invite participation in inmate work programs.

Inmates requesting admission into the program shall complete an Inmate Request Form (SH-J-420.) The form will be forwarded to PPO personnel from each facility's Grievance Team who will collect and scan the request into the Custody Automated Report Tracking System (CARTS). PPO personnel shall maintain data about applicants with mobility, visual and hearing impairments including, but not limited to, the reason they were denied, if any.

### Evaluation and Review

The Program Placement Team (PPT), Community Transition Unit (CTU), PMB Classification Unit, and each facility's PPO office shall maintain statistical data and prepare detailed reports to be reviewed regularly by the PMB Data Analysis Team. The reports shall include, but are not limited to, the number of screened applicants, ADA applicants, security levels, disqualification reasons, number of participants currently enrolled in the program, number of days active in the program, and any Inmate Report Tracking System (IRTS) with Discipline Review Board (ORB) decisions. The data collected will be used to track the participants' progress, utilization of services, program compliance or non-compliance, as well as analyze and monitor the inmates' progress in order to improve services, overall productivity, and reduce recidivism.

### Qualifying Guidelines for Additional Credits

In order to earn CWP credits, the following eligibility requirements shall be met for participation:

- Inmates shall be fully sentenced, County, or AB109, and willing to participate
- Have at least 90 days left to serve
- Appropriately screened through the PPT at each facility
- Be classified with a security level of 7 or below
- No major disciplinary incidents while incarcerated
- Fully understand and sign the CWP acknowledgement form prior to starting the program (Inmates who refuse to sign will not be allowed in the program)
- All inmates are subject to discretionary review
- Must have assessment form completed and on file

Those inmates who meet the qualifying criteria shall be placed on an approved list for available job placement. Inmates who are disqualified at a particular facility may qualify for a job at another facility. A list of disqualified inmates shall be forwarded to CWP personnel for further review and possible job placement at another facility.

### Disqualifying Guidelines for Participation

The following list is intended to define the disqualification guidelines which will preclude an inmate from participating in the CWP.

- Court ordered returnees
- Security level of 8 or higher
- Repeated disciplinary incidents while incarcerated
- Previously documented poor work habits
- Refusing to sign the CWP agreement form
- Sentenced inmates remanded to State Prison as noted in the Automated Jail Information System (AJIS) as "SP"
- Special Handle, as indicated by the unit commander/designee
- Sentenced inmates with a current "M-7" conviction charge:

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| 187 PC*** | Murder |
| 192 PC*** | Manslaughter |
| 203 PC*** | Mayhem |
| 207 PC*** | Kidnapping |
| 211 PC*** | Robbery |

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| 212.5 PC*** | 1st & 2nd Degree Robbery |
| 215 PC | Carjacking |
| 245 PC*** | Assault with a Deadly Weapon |
| 246.3 PC | Discharge of Firearm |
| 261 PC*** | Rape |
| 261.5 PC*** | Unlawful Sex with Minor |
| 262 PC*** | Spousal Rape by Force Violence/Fear |
| 273(0) PC | Corporal Injury to Child |
| 273.6 PC*** | Viol. of Restraining Order/Intentional |
| 288 PC *** (SVP's) | Child Molestation |
| 290 PC*** | Sex Offender Registration Act |
| 422 PC*** | Terrorist/ Criminal Threats |
| 646.9 PC*** | Stalking |
| 647.6 PC*** | Annoying or Molesting Children |

(***) indicates all subsections of the charge

The following list of charges do not automatically disqualify an inmate from participating in the CWP, but shall be vetted by PPO personnel on a case by case basis. Inmates with the following charges shall only be considered for assignments within security and not be considered for assignments outside of security:

- 243(E) PC Battery Ex-Spouse/Girlfriend
- 243(E)(1) PC Battery Ex-Spousal
- 273.5 PC*** Corporal Injury on Spouse/Cohabitant

**Inmates with Medical or Mental Health Needs**

If an inmate, per custody hiring criteria, is otherwise eligible for work, the inmate's mental health diagnosis or prescription for medication shall not preclude that inmate from participating in said programming. When an inmate is disqualified by medical or mental health personnel for medical or mental health reasons, custody

personnel in charge of hiring inmate workers shall maintain records that indicate the name and date of the medical or mental health personnel who disqualified the inmate from working. It shall be the responsibility of medical and mental health personnel to document the medical or mental health reason (e.g., open wounds, medical condition, delusional, mental incompetency, etc.) for disqualifying an inmate from work status.

### Inmate Worker Assignments

The following list is representative of possible Conservation Work Programs that are available for all inmates, including inmates with disabilities. Actual assignments vary by facility and need. Reasonable accommodations shall be made to enable inmates with disabilities to participate.

- Stage clean clothing rolls for incoming inmates
- Distribute meals to all inmates
- Assist medical staff with refilling water during all pill calls
- Sweep the indoor recreation and staging areas
- Remove dirty linen that is inside the pods, place in bins for laundry pick up
- Assist custody staff in performing linen exchange on assigned days
- Mop the indoor recreation and staging areas
- Empty trashcans in the module including but not limited to pods, staff booths, staging areas, and medical corridors
- Clean before and after meals
- Clean custody administration areas, restrooms, and offices
- Clean all inmate and staff common areas in a module
- Assist deputy and custody assistants with serving meals
- Assist medical staff with pill call
- Clean and disinfect showers
- Clean and disinfect facility common areas, restrooms, cells and clinic areas
- Assemble clothing rolls and distribution of rolls throughout the facility
- Assist custody staff in performing linen exchange on assigned days
- Once computer trained, assist the public with limited accessible information via telephone
- Meal preparation
- Prepare shower area and provide soap to inmates
- Steam clean common areas, restrooms, and cells
- Provide inmate haircuts
- Assist PPO personnel with filing and sorting inmate worker packets

### Inmate Incidents, Discipline and Grievance Procedures

Any inmate that is subjected to disciplinary action which results in their removal from the program will only be awarded time credits for the time the inmate participated in the program. Inmates, who are removed from the

program due to their failure to conform to the institutional rules, shall be handled in accordance with COM section 5-09/010.00, "Inmate Discipline," and COM section 5-09/040.00, "Disciplinary Review Process." Additionally, any inmates removed from the PMP for disciplinary reasons will be advised at their Disciplinary Review Board (ORB) hearing of the potential for the loss of earned work time/good time credits. Refer to COM section 5- 09/090.10, "Loss of Credits Earned."

Sergeants conducting the ORB shall ensure that the inmate is advised of their right to appeal the revocation of loss credits. If the inmate requests an appeal, the Restrictive Housing Panel (RHP) shall convene and review the inmate's credit appeal.

**Post Discipline Review**

Inmates who were removed from the CWP due to **minor** rule violations may be re evaluated after 30 days to return to the program. The facility sergeant shall recommend the inmate's re-instatement in or exclusion from programs to the concerned program's lieutenant who will have the final decision.

## • 006 - Inmates With Charges of Sex Crimes Against Children

**PURPOSE OR ORDER:**

The purpose of this order is to establish the charges which qualify an inmate for "K-6Y Administrative Segregation, Inmate Arrested for 288 P.C. Charge" housing.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Population Management Bureau's (PMB) Classification Unit.

**ORDER:**

Custody Division Manual 5-02/060.00 "Inmates with Charges of Sex Crimes Against Children," establishes the classification and housing process for K-6Y inmates. The following list establishes the charges that are

considered "sex crimes against children."

**SEX CRIMES HOUSING CHARGE**

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| 207(B)PC MOLESTATION | KIDNAP CHIILD UNDER 14 YRS FOR THE PURPOSE OF CHILD |
| 220PC288 | ASSAULT TO COMMIT LEWD AND LASCIVIOUS ACT ON CHILD |
| 261.5PC | SEX WITH MINOR FEMALE |
| 261.5(A)PC | UNLAWFUL SEX WITH A MINOR UNDER 18 |
| 261.5(B)PC | SEX WITH A MINOR WITH 3 YR AGE DIFFERENCE |
| 261.5(C)PC DIFFERENCE | SEX WITH A MINOR BY PERSON WITH MORE THAN 3 YEAR AGE |
| 261.5(D)PC OF AGE | UNLAWFUL SEXUAL INTERCOURSE WITH A MINOR WHO IS UNDER 16 YRS |
| 264.1(b)(1)PC | RAPE IN CONCERT WHERE VICTIM IS UNDER 14 YRS |
| 264.1(b)(2)PC | RAPE IN CONCERT WHERE VICTIM IS 14 OR OLDER |
| 266PC | PROCURE CHILD UNDER 16 FOR LEWD ACTS |
| 266H(B)PC | PIMPING FOR A MINOR |
| 266H(B)1PC | PIMPING FOR A MINOR OVER 16 YEARS |
| 266H(B)2PC | PIMPING FOR A MINOR UNDER 16 YEARS |
| 266I(B)PC | PANDERING FOR A MINOR |
| 266I(B)1PC | PANDERING FOR A MINOR OVER 16 YEARS |
| 266I(B)2PC | PANDERING FOR A MINOR UNDER 16 YEARS |
| 269(a)(1)PC | AGGRAVATED SEXUAL ASSAULT OF A CHILD |
| 269(a)(2)PC | AGGRAVATED SEXUAL ASSAULT OF A CHILD |

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| 269(a)(3)PC | AGGRAVATED SEXUAL ASSAULT OF A CHILD |
| 269(a)(4)PC | AGGRAVATED SEXUAL ASSAULT OF A CHILD |
| 269(a)(5)PC | AGGRAVATED SEXUAL ASSAULT OF A CHILD |
| 286(b)(1)PC | SODOMY WITH PERSON UNDER 18 YRS |
| 286(b)(2)PC | SODOMY WITH, PERSON UNDER 18 YRS BY PERSON OVER 21 |
| 286(c)PC DIFFERENCE | SODOMY WITH PERSON UNDER 14 BY PERSON WITH 10 YR AGE |
| 286(c)(1)PC DIFFERENCE | SODOMY WITH PERSON UNDER 14 BY PERSON WITH 10 YR AGE |
| 286(c)(2)(B)PC | FORCED SODOMY, VICTIM IS UNDER 14 YEARS OLD |
| 286(c)(2)(C)PC | FORCED SODOM Y, VICTIM IS 14 YRS OR OLDER |
| 286(d)(2)PC | AIDING, ABETTING, IN FORCED SODOMY, VICTIM IS UNDER 14 YRS |
| 286(d)(3)PC | AIDING, ABETTINGS, IN FORCED SODOMY, VICTIM IS 14 YRS OR OLDER |
| 287(b)(1)PC | ORAL COPULATION WITH PERSON UNDER 18 YEARS |
| 287(b)(2)PC YEARS | ORAL COPULATION WITH PERSON UNDER 16 YEARS BY PERSON OVER 21 |
| 287(c)(1)PC AGE DIFFERENCE | ORAL COPULATION WITH PERSON UNDER 14 BY PERSON WITH 10 YEAR |
| 287(c)(2)(B)PC | ORAL COPULATION BY FORCE, VICTIM IS UNDER 14 YEARS OLD |
| 287(c)(2)(C)PC | ORAL COPULATION BY FORCE, VICTIM IS 14 YEARS OR OLDER |
| 287(C)PC AGE DIFFERENCE | ORAL COPULATION WITH PERSON UNDER 14 BY PERSON WITH 10 YEAR |
| 287(d)(2)PC YEARS OLD | AIDING, ABETTING ORAL COPULATION BY FORCE, VICTIM IS UNDER 14 |
| 288PC | CRIMES AGAINST CHILDREN (LEWD/LASCIVIOUS) |
| 288(a)PC | LEWD ACT WITH CHILD UNDER 14 YEARS |
| 288(b)PC | LEWD ACT WITH CHILD UNDER 14 YEARS WITH FORC E |

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| 288(b)(1)PC | LEWD ACT WITH CHILD UNDER 14 YEARS WITH FORCE |
| 288(c)PC | LEWD ACT WITH CHILD OF 14 OR 15 YEARS WITH 10 YEAR AGE DIFFERENCE |
| 288(c)(1)PC | LEWD ACT WITH CHILD OF 14 OR 15 YEARS WITH 10 YEAR AGE DIFFERENCE |
| 288.3PC | CONTACT MINOR FOR SEXUAL OFFENSE |
| 288.3(a)PC | CONTACT MINOR FOR SEXUAL OFFENSE |
| 288.4PC | ENGAGE IN LEW CONDUCT WITH MINOR |
| 288.4(a)1PC | ENGAGE IN LEW CONDUCT WITH MINOR |
| 289(a)(2)(B)PC | ENGAGE IN LEW CONDUCT WITH MINOR |
| 288.5PC | CONTINUOUS SEXUAL ABUSE AGAINST CHILD |
| 288.5(a)PC | CONTINUOUS SEXUAL ABUSE AGAINST CHILD |
| 288.7(a)PC | INTERCOURSE OR SODOMY WITH CHILD 10 YEARS OR YOUNGER BY PERSON 18 YEARS OR OVER |
| 288.7(b)PC | SEXUAL PENETRATION/ ORAL COPULATION WITH CHILD 10 YEARS OR YOUNGER BY PERSON 18 YEARS OR OVER |
| 289(a)(1)(B)PC | SEXUAL PENETRATION BY FORCE, VICTIM IS UNDER 14 YEARS OLD |
| 289(a)(2)(B)PC | SEXUAL PENETRATION BY FORCE, VICTIM IS 14 YEARS OR OLDER |
| 289(h)PC | PENETRATION OF VICTIM UNDER 18 YEARS |
| 289(i)PC | PENETRATION OF VICTIM UNDER 16 YEARS BY PERSON OVER 21 YEARS |
| 289(j)PC | PENETRATION OF VICTIM UNDER 14 YEARS BY PERSON WITH 10 YR AGE DIFFERENCE |
| 290PC | FAILURE TO REGISTER (ONLY THOSE SECTIONS DEALING WITH CHILD SEX OFFENDERS) |
| 311.4PC | HIRE/EMPLOY MINOR TO PERFORM PROHIBITED ACT |
| 311.4(a)PC | HIRE/EMPLOY MINOR TO PERFORM PROHIBITED ACT |

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| 311.4(b)PC | HIRE/EMPLOY MINOR TO PERFORM PROHIBITED ACT |
| 311.4(c)PC | HIRE/EMPLOY MINOR TO PERFORM PROHIBITED ACT |
| 647.6(a)(1)PC | ANNOY OR MOLEST CHILD(M)/ANNOY MOLEST CHILD WITH A PRIOR (F) |
| 647.6PC | ANNOY OR MOLEST CHILD |
| 647.6(a)PC | ANNOY OR MOLEST CHILD |
| 647.6(b)PC | ANNOY OR MOLEST CHILD |
| 647.6(c)1PC | ANNOY OR MOLEST CHILD |
| 647.6(c)2PC | ANNOY OR MOLEST CHILD |

## • 007 - Training for Compliance Team Deputies

**PURPOSE OF ORDER:**

The purpose of this order is to establish a set of training applicable for deputies assigned to the Population Management Bureau's (PMB) Compliance Team.

**SCOPE OF ORDER:**

This order shall apply to all deputy personnel assigned to, and/or working the PMB's Compliance Team.

**ORDER:**

Compliance Team

The Compliance Team Monitors and supervises inmate participants in Los Angeles County work release programs and Electronic Monitoring Program. The Compliance Team shall consist of seven (7) deputies, one lieutenant and a sergeant.

The Compliance Team duties include:

- Creating operation plans
- Conducting door knocks for non-compliant inmates

- Performing random worksite and treatment facility visits
- Compliance intervention with program participants
- Returning non-compliant participants to custody
- Transporting participants to treatment facilities

### Training

The following required training courses will assist in providing non-patrol deputies with the skills, knowledge, and confidence necessary to safely complete their daily tasks and minimize department liability while assigned to the Compliance Team.

The Compliance Team Sergeant shall assess and coordinate specialized training for deputy personnel assigned to the Compliance Team and ensure deputies attend the classes when the training becomes available.

The required training for Compliance Team is:

- Patrol School Three Weeks (Patrol Operations/Mobile Digital Computer);
- Tactics And Survival (TAS) - Tactical Entry and Building Clearance;
- Justice Data Interface Controller (JDIC);
- Los Angeles County Regional Criminal Information Clearing house (LA CLEAR);
- LA Photo Manager - Los Angeles County Regional Identification System (LACRIS);
- Cal-Gangs;
- AR-15 certification and qualification;
- Sentinel Focal Point Application
- Palantir Joint Regional Intelligence Center (JRIC)
- COPLINK.

Compliance Team deputies are not exclusively limited to the above listed training. Those deputies assigned to the Compliance Team, are highly encouraged to seek additional law enforcement courses to enhance their career and prepare them for patrol. In addition to the Compliance Team required training, deputies shall meet all training requirements set forth by the Department and by the PMB Operations Unit.

## • 008 - 3 Point Classification

### PURPOSE OF ORDER:

The purpose of this order is to establish a guideline to assist Population Management Bureau (PMB)

Classification personnel in conducting an expedited 3-point classification interview.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to PMB's Classification Unit.

**ORDER:**

A 3-point classification interview may be initiated with the approval of an Inmate Reception Center (IRC) line sergeant in the following circumstances:

- Medical/Mental Health expedite
- Uncooperative inmate
- Noteworthy inmate

The following steps shall be followed to conduct an expedited 3-point classification interview:

- IRC Booking Front identifies the inmate will require 3-point classification and has their sergeant's approval.
- IRC Booking Front notifies PMB Classification of the reason for the 3-point classification and whether or not the inmate is claiming to be a special handle classification.
- The PMB Classification officer classifies the inmate (skipping the usual 14 face-to-face classification questions) and documents the name of the requesting IRC deputy or custody assistant and approving sergeant on Northpointe COMPAS under remarks.

All other inmates will have a face-to-face classification interview.

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## • 009 - Inmate Emergency Evacuation Planning

**PURPOSE OF ORDER:**

The purpose of this order is to establish a guideline to assist the Population Management Bureau (PMB) Central Housing Unit (CHU) to develop an inmate evacuation plan in the event of an emergency affecting one or more Custody Division housing facilities.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Population Management Bureau's Central Housing Unit.

**ORDER:**

In the event of an emergency affecting one or more Custody Division housing facilities, the affected unit(s) Emergency Operation Center (EOC) and/or the Custody Division EOC will be activated. If the Custody Division EOC is activated, a liaison from the PMB CHU will be dispatched to the Custody Division EOC.

PMB CHU will create an inmate evacuation plan at the direction of the individual facilities's EOC Incident Commander or the Division EOC Incident Commander. When creating the plan, the following factors should be considered:

- Facilities/housing areas that need to be evacuated
- The potential escalation of the evacuation (i.e. potential for other areas of the facility to be affected)
- Conventional and non-conventional housing locations (Custody Division Housing Matrix and Designated Custody Division Non-Conventional Housing Matrix)
- Available alternative temporary housing locations
- The classifications of the inmates in the affected housing areas.

The plan will be developed by CHU staff and reviewed by the CHU/Classification Lieutenant and approved by the Incident Commander. Upon approval it will be disseminated to the Facility and/or Division EOC for implementation.

## • 010 - Primary Inmate Classification Procedures

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to assist Population Management Bureau (PMB) Classification personnel to conduct the primary inmate classification in accordance with Custody Division Manual (CDM) sections 5-01/010.00. "Inmate Classification Responsibilities and Identification," and 5-02/050.00, "Classification, Screening, and Housing of Gay, Lesbian, Bisexual, Gender Non-Conforming Intersex, and Transgender Inmates."

**SCOPE OF ORDER:**

This order hall apply to all personnel assigned to PMB's Classification Unit.

**ORDER:**

In accordance with CDM section 5-01/010.00, it shall be the responsibility of a PMB classification officer to conduct the primary classification of an inmate for the purposes of determining a security level before transfer to a housing assignment.

In completing the primary classification interview, the classification officer is expected to:

- Explain the reason for the classification process
- Treat all inmates in a fair and consistent manner
- Thoroughly and accurately complete the primary classification chart

During the primary classification interview, the inmate will be assigned a security level (1-9) as described in CDM section 5-01/030.00.

**Automated Jail Information System (AJIS)**

Upon entering the inmate's booking number on the AJIS IC10 screen, the classification officer shall ensure the inmate has a Criminal Information Index (CII) number. If the inmate does not hae a CII number, the number cannot be classified until they receive one.

If the inmate does not have a CII number, the classification officer shall contact Inmate Reception Center (IRC) personnel and ensure the inmate is live scanned. If the inmate has been live scanned and does not have a CII number, the inmate shall wait in IRC Class Rear.

The classification officer shall periodically run the inmate's booking number in AJIS until a CII number is populated. If the inmate has been waiting an unreasonable amount of time, the classification officer shall request IRC Class Rear personnel to either:

a) Resubmit the inmate's fingerprints in Live Scan

b) Contact the Fingerprint Unit (FPU) to identify the reason for delay

**Consolidated Criminal History Reporting System (CCHRS)**

After entering the inmate's CII number on the CCHRS screen, the classification officer shall ensure the inmate is a 100% percent fingerprint match.

In addition, the classification officer shall review the entry under the inmate's arrest dates to see all current charges and note any prior charges and convictions that would qualify the inmate to be classified as a special handle inmate.

**Inmate Special Handling**

If the inmate's current charge requires a special handle classification, the classification officer shall ensure the appropriate special handling classification is made.

The classification officer shall also review the inmate's special handle history summary. If the inmate has a prior keep-away status it shall be updated accordingly.

**Northpointe Suite Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)**

The classification officer shall enter the inmate's booking number and create a new case file in Northpointe Suite.

In addition the classification officer shall conduct an interview with the inmate using the screening questionnaire and classification tree. Northpointe COMPAS will assign the inmate security level.

On the comments section, the classification officer shall enter their initials as well as "EBI" or "NEBI" (depending if the inmate is requesting Education Based Incarceration [EBI] classes or No EBI classes). If the inmates is a veteran, with a general or honorable discharge, the classification officer shall enter "VET" to indicate the inmate's veteran status.

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## • 011 - Alternative to Custody Procedures

**PURPOSE OF ORDER:**

To establish procedures regarding the screening and placement of inmates into Alternative to Custody (ATC) facilities.

**SCOPE OF ORDER:**

This order applies to all Community Transition Unit (CTU) personnel assigned to the Population Management Bureau (PMB).

**ORDER:**

- Designated Alternative to Custody (ATC) personnel shall, review sentenced inmate population lists generated by the PMB Analysis Unit for potential program candidates on a bi-weekly basis.

- The following criteria shall be used to determine eligibility **:**

    - County sentenced inmate
    - A minimum of 90 to a maximum 180 days prior to release date
    - Review M-7 list
    - No sex or arson offenses
    - No gang activity
    - No pending court commitments
    - No holds
    - Security level 7 and below

- Once it has been determined an inmate is eligible for a program, a COMPAS assessment shall be completed and the inmate cleared by the Community Based Alternative to Custody (CBAC) unit. CBAC clearance and verification shall consist of:

    - Inmate must be fully sentenced
    - Classification of security level 7 or below
    - Must not have committed any crimes during their current incarceration
    - Not have any charges listed on the most current CBAC “Excluded Charge List” (M7 list)
    - No current restraining orders
    - No current or prior violent crimes convictions (excluding misdemeanor domestic violence charges)
    - No extensive weapons crimes, or crimes committed with firearms

- ATC staff shall complete an inmate packet, which shall contain the following inmate information:

    - Consolidated Criminal History System (with booking photo)
    - COMPAS Risks / Needs Assessment
    - Special handling printout
    - IRTS report (if any) printout
    - Inmate arrest history printout with CBAC information
    - AJIS - SI-01 printout

- Completed packets shall be delivered to a CTU sergeant for review. The CTU sergeant shall stamp, date and initial in the space provided, checking either the “OK” or “NO” box.

- Completed packets shall then be delivered to a CTU lieutenant for review and~~/or~~ approval. The lieutenant shall stamp, date and initial in the space provided, checking either the “OK” or “NO” box. Packets which contain extensive RAP sheets, extensive weapons violations or any other factors which may disqualify the inmate shall be taken into consideration by the CTU lieutenant.

Note: Any packets in which the COMPAS score indicates the inmate’s risk assessment is Medium with Override Concerns (MOC), must be reviewed by the PMB captain.

- All packets shall be returned to the ATC staff for assignment into an ATC program, an in-custody program, or placement on a status “no action taken.” The packet shall then be filed at the CTU office.

- All packets shall be retained for a minimum five years.

- All inmates who are eligible for placement shall be interviewed by Homeless Health Care of Los Angeles for residential treatment. Affordable Care Act (ACA) team members shall also screen eligible candidates for eligibility of medical benefits.

- ATC staff shall complete the final program placement packets and coordinate with CBAC and the Compliance Team for inmate transportation to their determined program location.

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## • 012 - Department of Motor Vehicle, California Identification card (CAL ID)

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures to assist inmates who qualify to receive a replacement California Identification Card (CAL ID).

**SCOPE OF ORDER:**

This order applies to all Community Transition Unit (CTU) personnel assigned to Population Management Bureau (PMB).

**ORDER:**

The CTU offers inmates the opportunity to receive a replacement at the reduced cost of $9 for inmates who qualify under the following criteria:

- Inmates must have been issued a California ID and/or Driver License with an updated photograph, within the last ten years
- Inmates must complete a Department of Motor Vehicles application, which shall be forwarded to the CTU DMV custody assistant for processing.

***NOTE***: ***The process may take up to ninety (90) days to receive a California Identification Card/ or California Driver's License.***

The following procedures shall be taken to complete the DMV Identification Card process:

**1. For each applicant who requests to obtain a CAL ID card, provide the following:**

- Application for CAL ID (DL 44 REV, 01/2019 paper version only) with captured thumbprint on page 1 and signed by the applicant.
- Applicant's digital photo
- Reduced Fee Verification letter (if applicable).

**2. Prepare the request:**

Complete an electronic (typed, not printed) Request Transmittal (FO 1008a) as follows:

- Agency name and address
- Representative name
- Representative e-mail address
- Representative phone
- True full name (Last, First & Middle)
- Los Angeles County booking number
- Release date
- Birth date
- Social security number (SSN)
- Driver's license (DL) or ID number (if available)
- ID reduced fee eligibility (Yes)
- Senior fee (Yes or No)
- Tracking number (Format: two digit DMV identifier code for Los Angeles County, six-digit date and the transmittal number separated by dashes,.e.g. 19-052118-1)

***NOTE: The six-digit date will reflect Monday's date for the whole week.***

**3. Submit the request** to the identified DMV field office for preliminary review:

- Open a new encrypted e-mail and attach:
- Electronic Request Transmittal (FO 1008a) completed in step 2.
- Digital photo of the applicant.
- Name the photo files using the applicant's county booking number – photo (e.g. 3281960 – photo).
- Enter the Request Transmittal's Tracking Number in the subject line.
- Place any comments or special instructions in the e-mail body.
- Send to provided e-mail address.

***NOTE: The Department may submit up to twenty (20) ID card requests per county facility per week per transmittal.***

Each Request Transmittal (FO 1008a) and corresponding documents must be submitted via separate e-mail (for example: if submitting five (5) Request Transmittals then submit five (5) separate e-mails with the corresponding attachments).

**4. Upon receipt of response from DMV,** the DMV custody assistant shall print the Response Transmittals (FO 1008b) and prepare a packet to be received by the DMV field office containing the following documents:

- DL 44 for **each** eligible applicant.
- The original CAL ID County Inmate ID Reduced Fee Verification letter if applicable (not required for inmates that are qualified for a senior ID).

The letter must:

- Be on Department approved letterhead.
- Be typed or computer generated.
- Contain the inmate's name and date of birth.
- Contain the original signature of the DMV custody assistant
- Be dated within ninety (90) days of the date of application.
- Meet the requirements as described in California Vehicle Code, Section 3007.08(b)(g).

***NOTE: A template of the required CAL ID County Inmate ID Reduced Fee Verification letter will be provided.***

- Payment Check (**1 per transmittal)** payable to DMV. The check must reflect the total amount of fees identified on the Response Transmittal (FO 1008b).

***NOTE: If the check is not included with the packet and DMV does not receive the check within sixty (60) calendar days from receipt of pre-screening, the package, e-mails, and attachments sent by the DMV custody assistant will be purged and they must send or submit a new Request Transmittal (FO 1008a).***

The DMV custody assistant shall sign the "Certification for Issuance of Payment to California DMV" section on the bottom of the Response Transmittal (FO 1008b). The DMV custody assistant shall then, deliver the printed completed FO 1008b's, DL 44s, CAL-ID County Inmate ID Reduced Fee Verification letters, and the payment to the DMV field office by an approved delivery method.

***NOTE: If the DMV field office does not receive a "packet" within sixty (60) calendar days from receipt of pre-screening, all e-mails and attachments related to the "packet" sent by the DMV custody assistant will be purged and must be ~~the~~ sent or resubmit as a new Request Transmittal (FO 1008a).***

**5. When DMV receives the packet:**

The DMV field office will process the transactions identified on the Response Transmittal (FO 1008b).

***NOTE: During the ID card process, if any discrepancy is found concerning the forms and documents, the DMV custody assistant has five (5) business days to correct the discrepancy and provide the DMV field office with the correction. If the discrepancy is not corrected within five (5) business days, the DMV field office will purge the package, and all e-mails and attachments related to the package. Arrangements may be made with the field office within the five (5) day time limit to request an application be removed from the transmittal for an unresolved discrepancy to avoid the entire transmittal being purged.***

Once all eligible applications have been processed, DMV will send a copy of the final Response Transmittal (FO 1008b) to the DMV custody assistant and e-mail a copy of the Request Transmittal (FO 1008a) to DMV headquarters.

The DMV headquarters unit will mail ID cards to the DMV custody assistant along with a copy of the Request Transmittal (FO 1008a).

**6. Receipt of the applicants ID cards:**

DMV headquarters will mail the ID cards to the DMV custody assistant along with a copy of the Request Transmittal (FO 1008a).

- The DMV custody assistant shall identify each ID card against the Request Transmittal (FO 1008a) and write the date in the column identified as “ID Received at County Date.”
- E-mail the DMV contact if an ID card is not received.
- Complete the “Certification for Receipt of Identification Cards from California Department Of Motor Vehicles” section on the bottom of the Request Transmittal (FO 1008a).
- Scan the certified Request Transmittal (FO 1008a).
- Use the Request Transmittal (FO 1008a) Tracking Number as a file name for the scanned image.
- Open a new encrypted e-mail and attach the scanned image to the e-mail.
- Enter the Request Transmittal (FO 1008a) Tracking Number in the subject line of the e-mail.
- Send to DMV Headquarters unit using the provided e-mail address at:

FOCal-ID@DMV.CA.GOV and CC the field office contacts and keep the original for CTU records.

**Once the application form and fee have been processed.**

The DMV custody assistant shall disseminates ID cards to inmates accordingly:

- The ID card shall be placed in the applicant's property and provided to the applicant upon release from custody.
- The ID card shall be mailed to the address provided on the DMV application if the applicant has been released. Prior to receiving the ID card.

***NOTE*: *No refunds will be made.***

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## • 013 - Community Transition Unit / Community Re-Entry And Resource Center (Window 5)

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the Community Re-entry and Resource Center (CRRC) Window #5, within the Community Transition Unit (CTU).

**SCOPE OF ORDER:**

This order applies to all Community Transition Unit (CTU) personnel assigned to the Population Management Bureau (PMB).

**ORDER:**

The CRRC is a coalition between the Los Angeles County Sheriff's Department (LASD) and several agencies and organizations to assist recently released inmates and the public with re-entry resources. It was created with a collective goal of decreasing recidivism and crime by offering numerous resources, services, referrals, and information.

Window #5 within the CRRC is designated to be used and staffed by LASD personnel. These orders shall be followed by staff assigned to this window.

- Window #5 shall be staffed by at least one custody assistant (C/A) between the hours of 7am and 4pm, Monday through Friday (except Holidays).

- Located at window #5 is the CTU and CRRC services and information guide. Staff shall ensure they are familiar with its content. This guide helps staff provide consistent information to the public.

- Staff shall acknowledge all individuals who visit window #5 with a pleasant attitude and caring demeanor.

- Staff shall offer the following services to individuals who seek assistance (Below are just a number of services offered):

  • Transportation (Metropolitan Transportation Authority Tap cards or taxi vouchers)

  • Proof of incarceration

  • Housing or shelter referrals

  • Hygiene Kit

  • Employment Referrals

  • Birth Certificate information

  • Crisis center information

  • Free clothing referral

  • Any other services offered, but not listed

- All services offered at window #5 shall be checked off of the “half sheet” service form used within the CRRC. Once completed, the form shall be delivered to the CTU statistical C/A, who shall compile the

information for the CTU monthly and yearly reports.

- At least twice per shift, the window #5 C/A shall contact each staff member at windows #1-8 to collect the “half sheet” service forms, which will be delivered to the CTU statistical C/A.

- Every ninety (90) minutes the C/A at Window #5 shall report to the Inmate Reception Center (IRC) release area to provide the inmates who are present with a presentation of the services offered by the CRRC. A tri-fold handout of services and referrals shall be offered to each inmate during this presentation.

- The window #5 C/A shall ensure all necessary forms and handouts are in sufficient supply. If additional supplies are needed, the C/A shall notify the CTU supervisor, who shall order the necessary amount of items.

- MTA Tap cards and taxi vouchers are supplied to the CRRC by outside vendors to provide to individuals who do not have resources to get to their final destination. Special attention and care must be given when providing these items, as each one shall be inventoried daily. Each individual who requests a Tap card shall supply their name and address (if the individual is homeless, use the closest geographical location or cross street of where they are homeless) to receive one. Each person shall be provided only one (1) Tap card, with four fares loaded on each card.

- If an individual requests a taxi due to mobility issues or other physical impairments that may limit their ability to take public transportation, the window #5 C/A shall start the taxi voucher process and complete the Immediate Needs Transportation Program (INTP) client intake form and Affidavit of INTP Eligibility form.

- If a staff member observes an individual has mobility issues, the window #5 C/A may ask if taxi service is a viable option, rather than using public transportation. If the individual requests a taxi, the window #5 C/A shall start the process and complete the INTP client intake form and Affidavit of INTP Eligibility form. Both of these forms are located at window #5.

- Staff members shall contact a taxi service via the telephone on behalf of the individual. At no time shall the C/A provide information to the taxi service about the individual’s state of mind or physical mobility issues.

- Once the taxi service has arrived, the window #5 C/A shall escort the individual to the taxi and make contact with the taxi driver. Only after the taxi driver has agreed to take the individual to their final

destination shall the Variable Value Voucher (VVV) be completed.

- All carbon copies of the VVV and other completed INTP forms shall be forwarded to the International Institute of Los Angeles for processing and tracking.

***NOTE*: The window #5 C/A shall only use the LASD data base to determine an individual's release date, and money held by the individual for eligibility in the VVV taxi program.**

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## • 014 - Entering and Updating Wants in the Wanted Person System (WPS)

**PURPOSE OF ORDER**:

The purpose of this order is to establish procedures for entering and updating a "want" in the Wanted Person System (WPS).

**SCOPE OF ORDER:**

This order shall apply to all deputy personnel assigned to the Population Management Bureau's (PMB) Compliance Team and the Community Based Alternatives to Custody (CBAC).

**ORDER:** A Want shall be placed into the Countywide Wanted Person System (WPS) under the following three conditions:

1. When a work release inmates fails to complete their contractual work agreement, CBAC personnel will receive notification from the inmate's respective work site. The custody assistant or deputy assigned to oversee the work release program shall ensure a want for the concerned inmate is immediately entered into WPS.

2. When an electronically monitored home confinement participant absconds or is determined to be non-compliant, the Sheriff's Department will receive notification from the Los Angeles County Probation Department which actively monitors each home confinement case, and a want shall be entered in the WPS.

3. In the event an inmate who is electronically monitored and participating in an Alternative to Custody program absconds, the PMB Compliance Team and CBAC Team will be notified. Upon notification, a Compliance Team member shall notify the IRC Watch Deputy of the absconding inmate and ensure a want has been placed into WPS for the concerned inmate.

Based on the current system, a want entered into WPS will only be active in the system for 180 days before it expires. After 180 days, the want will automatically be removed from the system, even if the inmate is still outstanding.

If the inmate is apprehended and brought back into custody before the want expires, the want shall be removed by CBAC personnel.

It shall be the responsibility of the assigned CBAC deputy to ensure all outstanding wants remain active in WPS until the inmate is returned to custody.

The PMB Analysis Team shall provide CBAC with a bi-monthly report which indicates all non-compliant work release inmates who are currently entered into WPS. The assigned CBAC deputy or custody assistant shall review the list and determine which wants are set to expire. Those wants which are set to expire within a two week period, shall be removed from the system and immediately re-entered, so as to remain valid.

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## • 015 - Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) Program Team

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) program and its team members.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to the Population Management Bureau (PMB), who utilize the COMPAS program.

**ORDER:** The following provides an overview of the COMPAS program process:

COMPAS is a risk/needs assessment instrument used by criminal justice agencies to make informed decisions regarding placement, supervision, and case management of offenders.

Statistically based risk/needs assessments have become accepted as established and valid methods for organizing much of the critical information relevant for managing offenders in a correctional setting.

The COMPAS team is comprised of Community Transition Unit (CTU) custody assistants who travel the LASD jail system to administer the COMPAS assessment to inmates. Once completed, the CTU custody assistant shall enter the assessment information into the web based Northpointe system to receive a risk/needs assessment score. These scores are ultimately used to determine placement into Alternative To Custody (ATC) or in-custody programs.

- The COMPAS team will either receive the list of inmates from the ATC team, or other sources within the PMB. From these lists, the COMPAS team will locate the inmate and inform them of their possible participation in an ATC or in-custody program.

- The COMPAS team will administer either the COMPAS “LASD Master All Scales” or the “LASD All-Risk Scales” assessments to the inmates.

- Depending on the inmate’s mental status, an inmate may be given the “LASD Master All Scales,” 137-question assessment, or the “LASD All-Risk Scales”, 31-question assessment. In some cases, only the “LASD All-Risk Scales” are administered to inmates, due to their mental status and their ability to focus on completing a full “LASD Master All-Scales Assessment.” However, with both assessments, a number of questions are automatically populated by the Northpointe System from the inmates criminal history. (30 questions from the “LASD Master All-Scales” and 25 questions from the “LASD All-Risk Scales” assessments).

- Once the assessments are completed, the COMPAS team shall enter the COMPAS assessment into the Northpointe web based system, which will generate a score of: high, medium, MOC (medium with

override consideration), or Low. An MOC score is a combination of a low and a high scale score on the assessment, which the system automatically determines. High scores for violence will disqualify inmates from any out-of-custody ATC programs.

- Once the assessments are entered into the Northpointe system, an email is generated back to the COMPAS staff notifying them of the completed assessment.

- These assessments are then used to create a decision of possible inmate placement into an ATC, or other in-custody programs.

**Note: COMPAS assessments are valid for up to two (2) years from the date of completion.**

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## • 016 - Los Angeles County Birth Certificate Program

**PURPOSE OF ORDER:**

The purpose of the order is to establish procedures for Los Angeles County's birth certificate program.

**SCOPE OF ORDER:**

This order applies to all Community Transition Unit (CTU) personnel assigned to the Population Management Bureau (PMB).

**ORDER:**

The CTU offers inmates born in Los Angeles County the opportunity to receive a certified copy of their Los Angeles County birth certificate at a fee of $28.

The following procedures shall be followed to obtain / receive a Los Angeles County birth certificate:

1. **To obtain / receive a Los Angeles County birth certificate, inmates must provide the following:**

- Inmate must complete a CTU Birth Certificate Request Form Application
- Inmate must complete the County of Los Angeles Registrar-Recorder's Office County Clerk Request for Birth Record Application
- Both forms shall be submitted to the CTU birth certificate custody assistant for processing

2. **Receiving the Request and Processing:**

- Birth certificate applications shall be entered into the County of Los Angeles Registrar-Recorder County Clerk web site (https://apps.lavote.net/BDM/)
- Certified copies shall be picked up at the Los Angeles County Registrar Recorder's office (12400 Imperial Hwy. Norwalk, CA. 90650) during business hours, within 30 days of being submitted into the web site.

***NOTE*: Twin Towers Correctional Facility (TTCF) and Men's Central Jail (MCJ) shall hand deliver applications to the birth certificate program custody assistant located in the CTU office within the Inmate Reception Center (IRC). Century Regional Detention Facility (CRDF) and all Pitchess Detention Center (PDC) facilities, (North County Correctional Facility [NCCF], PDC-East [Fire Camps] PDC-North, and PDC-South) shall send all applications via county mail to the birth certificate program custody assistant.**

3. **Receiving the Birth Certificates:**

- CTU Security Officers shall pick up the certified birth certificate(s) from the Registrar Recorders office and deliver them to the birth certificate custody assistant at CTU
- The birth certificate(s) shall be booked into the inmate's property until the inmate is released
- If the inmate is released prior to CTU receiving the birth certificate, it will be mailed to the address provided on the inmate's application

4. **Returned Birth Certificate to CTU from the United States Postal Service (USPS): (NOTE: if address is incorrect or applicant no longer resides at location)**

- If the birth certificate is returned, CTU will hold it for up to 90 days.
- A CTU custody assistant shall check the status of re-arrest for each applicant at the beginning of each month
- If an applicant is re-arrested, a CTU custody assistant will re-book the birth certificate under the new booking number
- If the birth certificate(s) is not claimed within 90 days, the birth certificate(s) will be returned by the CTU security officers to the County Registrar Recorder's office where it will be voided

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## • 017 - Preliminary Inmate Incident Summary for Classification and Housing Issues

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for initiating and completing an inmate incident summary for classification and housing issues in response to significant inmate incidents.

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Population Management Bureau (PMB) Classification Unit.

**ORDER:**

In the event an inmate is identified in a significant incident (i.e., inmate death, escape attempt, significant inmate assault, or any noteworthy incident), the PMB Classification supervisor shall ensure a preliminary incident summary is submitted to the PMB captain as soon as practicable.

The summary shall contain a short synopsis of the incident, a brief description of the inmate's classification and housing history, and a preliminary assessment statement indicating whether or not there were any initial housing or classification concerns related to the incident.

The following documents shall be considered in evaluating the proper classification and housing of the inmate and shall be included with the memorandum.

- AJIS SI01 printout
- AJIS IC10 printout
- AJIS IC12 printout
- AJIS DA01 printout
- Northpointe COMPAS classification history
- CCHRS report
- RAPS report
- Inmate Total Movement History

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## • 018 - Central Housing Unit Daily Pending Movement Report for Twin Towers Correctional Facility

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the preparation and dissemination of the daily pending movement report for Twin Towers Correctional Facility (TTCF).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Population Management Bureau (PMB) Central Housing Unit (CHU).

**ORDER:**

The PMB CHU shall report the daily pending movement for TTCF at 1030 and 1330 hours, Sunday through Saturday. The report shall be emailed to: respective TTCF floor personnel and supervisors, and “cc’d” to the TTCF Mental Health Liaison sergeant, PMB CHU sergeant, and PMB CHU lieutenant.

The report shall contain:

- Total number of double man cell inmates (DMC) pending to be matched
- Total number of single man cell (SMC) inmates
- Total number of pending general population (GP) movement
- Total number of service area (SA) pending movement
- Total number of high observation housing (HOH) vacancies
- Vacancies from the TTCF count sheet
- A list of inmates pending SMC housing
- A list of empty/available cells
- A list of pending SA/GP inmate movement from HOH intake
- A list of pending DMC inmate movement from HOH intake
- A list of medium observation housing (MOH)/ GP pending inmate from HOH floors

PMB CHU AM shift personnel shall pass on the status of pending movement to PMB CHU PM shift personnel. The report shall be updated between 1030 and 1330 hours to reflect the updated status of the pending movement.

Any unreasonable delay in movement shall be brought to the immediate attention of a PMB supervisor, who will communicate with TTCF supervisors as needed until the concerned movement is completed.

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## • 019 - Classification and Central Housing Unit Shift Transfer, Schedule, and Assignment Requests

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for the routine scheduling of personnel assigned to the Population Management Bureau (PMB) Classification Unit and Central Housing Unit (CHU).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the PMB Classification Unit and CHU.

**ORDER:**

**Shift Transfers**

PMB Classification Unit and/or CHU personnel who are desirous of a shift transfer shall submit their request in writing via email or memorandum to the designated Classification and CHU sergeant, who will be responsible for compiling the requests and maintaining a shift transfer list.

The requests shall be date and time stamped, and maintained in the Classification and CHU sergeant's office. The shift transfer list shall be ordered based upon Department seniority, with County, then unit seniority being the tie-breakers. This list shall be maintained in the unit's shared files.

This list will be disseminated twice per year in January and June, in conjunction with the Department's semi-annual personnel transfer request filing period. The list shall be emailed to all Classification and CHU personnel, the PMB captain and PMB operations staff. These records shall be maintained in the unit's shared files for two years.

The request to transfer to a given shift shall not have any work pattern, schedule, or RDO preference, only the request to move to the next available vacancy on a given shift.

**Schedules**

The PMB Classification and CHU sergeant shall maintain a seniority list of Classification and CHU personnel. This list shall also be kept in the Classification and CHU sergeant's office.

Upon determining any pending shift vacancy, the vacancy shall be announced to all PMB Classification and CHU personnel via email indicating that any personnel who is currently on the same shift as the vacancy have the right of first refusal and shall respond to the email within the specified time frame. The PMB captain and PMB operations personnel shall be "cc'd" on the email. Any personnel who is off work due to IOD, FMLA, etc. shall be notified of the vacancy via telephone.

If there is more than one person wishing to fill the vacancy, the vacancy shall be filled by the person with the greatest Department seniority, with County, then unit seniority being the tie breakers.

Any remaining vacancies on the shift shall be filled in the same manner.

Employees shall be notified of any scheduling shift change which affects them at least five (5) calendar days prior to such change.

Employees may voluntarily elect to waive the five (5) day shift change notification requirement.

**Assignments**

Assignments are generally accorded with their assigned schedules or work patterns and assigned in the manner described above; however, selections for specialized job assignments that require specialized skills and abilities shall be made, based upon the needs of the unit and with the unit commander's discretion as needed.

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## • 021 - Los Angeles County Foreign National Arrest Advisement Form

**PURPOSE OF ORDER:**

The purpose of this order is to establish the procedures for completing the Los Angeles County (LAC) Foreign National Arrest Advisement Form (approval pending), and ensuring its distribution to the Sheriff's Information Bureau (SIB) – International Liaison Unit (ILU).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to Population Management Bureau's (PMB) Classification

Unit.

**ORDER:**

Personnel assigned to the PMB Classification Unit shall ensure all foreign nationals who are directly booked at the Inmate Reception Center (IRC) have the LAC Foreign National Arrest Advisement Form completed during the booking process. PMB personnel shall fax the form to the SIB-ILU as directed by Custody Division Manual section 6-03/010.00, “Booking and Property Record Form (SH-J-293)” and Manual of Policies and Procedures section, “4-04/035.00 Alien/Foreign National”.

The LAC Foreign National Arrest Advisement Form is available in the following languages: English, Arabic, Cambodian, Chinese, Creole, Farsi, French, German, Greek, Hindi, Italian, Japanese, Korean, Lao, Polish, Portuguese, Romanian, Russian, Spanish, Tagalog, Thai and Vietnamese. Pending the addition of the LAC Foreign National Arrest Advisement Form to the Department’s electronic documents library (e-Forms), PMB personnel shall contact the SIB-ILU if a copy of the form is needed. If the form is needed in a language not listed, contact the SIB-ILU for assistance.

## • 022 - Complex Case Committee Referrals

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for referring inmates to the Complex Case Committee (CCC).

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Population Management Bureau (PMB).

**ORDER:**

PMB personnel receiving a request to refer an inmate to the CCC shall consult with their immediate supervisor, who shall evaluate the inmate's Incident Report Tracking System (IRTS) history, mental health history, and any other factors that would warrant the inmate's referral to the CCC.

If the supervisor makes the determination that the inmate's specific history merits a referral to the CCC, they shall present their findings to the PMB Central Housing Unit and Classification lieutenant, who shall brief the PMB captain.

The PMB captain will make the decision whether to refer the inmate to the CCC, or not. If the captain determines the inmate will be referred to the CCC, the supervisor receiving the initial referral shall enter the request into the Custody Automated Report Tracking System (CARTS).

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## • 023 - Inmates With the Sole Charge of Contempt of Court

**PURPOSE OF ORDER:**

The purpose of this order is to establish the charges which qualify an inmate for "K-6T Administrative Segregation, Inmate booked with the sole charge of contempt of court".

**SCOPE OF ORDER:**

This order shall apply to all personnel assigned to the Population Management Bureau's

(PMB) Classification Unit.

**ORDER:**

The following list establishes the charges that are considered for "inmate booked with the sole charge of contempt of court".

## CONTEMPT OF COURT CHARGES

| CHARGE | DEFINITION |
|---|---|
| **1209 CCP** | Civil contempt |
| **1209(A)2 CCP** | Boisterous conduct/ violent disturbance in court |
| **1209(A)3 CCP** | Violation of duty by appointed/ elected official |
| **1209(A)5 CCP** | Disobey court order |
| **1209(A)9 CCP** | Disobey subpoena |
| **1209(A)10 CCP** | Juror disobey order |
| **1209.5 CCP** | Civil contempt (child support) |
| **1209.5 CCP** | Civil contempt (child custody) |
| **1331 PC** | Disobey subpoena (refuse to testify) |
| **1331.5 PC** | Witness failing to appear |
| **1332 PC** | Material witness |
| **1332(A) PC** | Material witness (written agreement) |
| **1332(B) PC** | Material witness (refusal) |
| **1332(C) PC** | Material witness (review within 2 days) |
| **1332(D) PC** | Material witness (review within 10 days) |
| **1332(E) PC** | Material witness (failure to appear) |
| **166.1 PC** | Contempt of court |
| **166.2 PC** | Contempt of court (presence of referee / jury) |

| | |
|---|---|
| **166.3 PC** | Contempt of court (breach of peace) |
| **166.4 PC** | Contempt of court (disobey court order) |
| **166.5 PC** | Contempt of court (resisting court order) |
| **166.6 PC** | Contempt of court (refuse to be sworn) |
| **166.7 PC** | Contempt of court (publish false report) |
| **166.8 PC** | Contempt of court (influence sentence) |
| **166(A)(1) PC** | Contempt of court |
| **166(A)(2) PC** | Contempt of court (presence of referee/ jury) |
| **166(A)(3) PC** | Contempt of court (breach of peace) |
| **166(A)(5) PC** | Contempt of court (resisting court order) |
| **166(A)(6) PC** | Contempt of court (refuse to be sworn) |
| **166(A)(7) PC** | Contempt of court (publish false report) |
| **166(A)(8) PC** | Contempt of court (influence sentence) |
| **166(A)(9) PC** | Contempt of court (gang activities injunction) |