

## 5-08/007.00 Taking “Stays” Into Custody

### PURPOSE OF ORDER

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

### SCOPE OF ORDER

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

### ORDER

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

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

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

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

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

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

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

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

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

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

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

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

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