2023 Informational Bulletins

- **2023-01 Crime Scene and Trauma Cleanup Vendors**

Los Angeles County Sheriff's Department
INFORMATIONAL BULLETIN
Custody Operations

Custody Support Services

CRIME SCENE AND TRAUMA CLEANUP VENDORS

INTRODUCTION

The purpose of this informational bulletin is to familiarize custody personnel with procedures related to requesting and obtaining services from crime scene and trauma cleanup vendors.

PROCEDURES

If a significant incident occurs within a custody facility (e.g., inmate death, etc.) where a substantial presence of biohazardous materials or infectious waste exists, the on-duty watch commander, or their designee, shall request the response of a crime scene and trauma cleanup vendor. The watch commander shall follow the procedures listed below when requesting services.

The on-duty watch commander, or their designee, shall contact the County of Los Angeles Internal Services Department (ISD) via phone at (323)267-3100 or (323)267-2321 (24-hour assistance), complete a Service Request (SR) and email it to CustomerCenterOPS@isd.lacounty.gov. The SR will be processed by ISD who will retain the services of the appropriate County approved vendor. The SR and any additional information may be obtained from the ISD's Operations Service webpage at https://isd.lacounty.gov/services/operations-service/.

During normal business hours, the on-duty watch commander, or their designee, may instead direct their respective facility's budget representative to submit a request to obtain services by contacting the division budget representative and submitting a Requisition for Purchase (eProcurement) form via eCAPS and following normal procurement procedures.

Areas that have been contaminated with biohazardous or infectious waste such as blood and/or bodily fluids that do not rise to the level requiring a crime scene and trauma cleanup vendor, may be cleaned by the facility's cleaning crew. In accordance with Manual of Policy and Procedures (MPP) section 3-02/040.25, "Employee Exposed to Communicable Disease," inmate workers may be assigned to assist in cleaning contaminated areas. Inmate workers assigned to clean the affected areas shall be provided with the appropriate cleaning supplies and personal protective equipment (PPE), and shall be supervised by trained

personnel. The assignment of inmate workers cleaning such areas shall be voluntarily, and inmates shall not be disciplined if they decline to carry out the task.

Custody personnel shall ensure procedures related to the sanitation and disinfection of common areas within Custody Division jail facilities are implemented in accordance with:

MPP 3-02/040.25, “Employee Exposed to Communicable Disease”

CDM 5-11/020.00, “Sanitation”

CDM 3-15/020.00, “Communicable Disease Protective Equipment”

Any questions concerning this bulletin can be directed to Custody Support Services Bureau[REDACTED TEXT].

• 2023-02 Distribution of Personal Care Items

Los Angeles County Sheriff’s Department
INFORMATIONAL BULLETIN
Custody Operations

Custody Support Services

Bulletin 2023-02

DISTRIBUTION OF PERSONAL CARE ITEMS

INTRODUCTION

The purpose of this informational bulletin is to brief custody personnel on the procedures for the distribution of personal care items to inmates under their supervision.

PROCEDURES

In accordance with the Custody Division Manual (CDM), section 5-13/090.00, “Personnel Care Items and Supplies for Inmates,” module officers shall ensure the following personal care items are available to inmates upon request:

- Toothbrush
- Toothpaste

- Soap
- Comb
- Shaving implements
- Deodorant
- Shampoo
- Sanitary napkins (female inmates)

In addition, custody personnel should remind inmates who are indigent and unable to supply themselves with personal care items that “Indigent Kits” containing personal care and stationary items are available through the commissary service. If an inmate has less money than the price of the indigent kit in their trust fund account at the time of ordering, the indigent kit will be provided to the inmate and the total cost of any indigent kits provided to the inmate will be deducted from the inmate’s trust fund account at any time that funds become available.

For more information concerning this procedure, refer to the CDM, section 5-13/090.00, “Personal Care Items and Supplies for Inmates.” Any questions concerning this bulletin can be directed to the Custody Support Services Bureau[REDACTED TEXT].

• 2023-03 Screening of Transgender and Intersex Inmates

Los Angeles County Sheriff’s Department
INFORMATIONAL BULLETIN
Custody Operations

Custody Support Services

Bulletin #2023-03

Screening of Transgender and Intersex Inmates

INTRODUCTION

The purpose of this informational bulletin is to inform personnel on the procedures of screening transgender and intersex inmates in accordance with Manual of Policy and Procedures (MPP) section 5-09/560.00, “Interactions with Transgender and Gender Non-Conforming Persons”; Custody Division Manual (CDM) sections 5-02/050.00, “Classification, Housing of Gay, Gender Non-Conforming, Intersex, and Transgender Inmates” and 5-08/010.00, “Searches”; and Station Jail Manual (SJM) section 6-04/010.00, “Inmate Classification.”

DEFINITIONS

Transgender: Individuals with a gender identity that is different from the sex assigned to them at birth. Someone who was assigned the male sex at birth, but who identifies as female, is a transgender woman. Likewise, a person assigned the female sex at birth, but who identifies as male, is a transgender man. Some individuals who would fit this definition of transgender do not identify themselves as such, and identify simply as men and women, consistent with their gender identity. The guidance discussed in this bulletin applies whether or not a particular individual self-identifies as transgender.

Intersex: The general term used for a variety of conditions in which a person is born with a reproductive or sexual anatomy that doesn't seem to fit the typical definitions of female or male.

For additional definitions related to gender identity, refer to MPP section 5-09/560.00, “Interactions with Transgender and Gender Non-Conforming Persons.”

PROCEDURES

Screening and Classification

If an inmate’s gender identity cannot be determined during a Preliminary Gender Identity Interview, the inmate shall be temporarily administratively segregated and classified as a [REDACTED TEXT] for up to 72 hours, during which time personnel assigned to the [REDACTED TEXT] Processing Detail will be summoned and shall conduct a Gender Identity Interview and screen, classify, or de-classify any inmate who has self-identified as being transgender or intersex. If the [REDACTED TEXT] Processing Detail cannot ascertain the gender identity of the inmate, a Gender Identity Review Board (GIRB) will convene in a timely manner to determine the best housing for the inmate. A GIRB consists of LASD executives and community representatives and is used as a last resort. Only the [REDACTED TEXT] Processing Detail can refer an inmate to the GIRB.

Note: The inmate shall not be moved from a facility or placed in [REDACTED TEXT] housing until safe housing has been identified by the [REDACTED TEXT] Processing Detail or the GIRB.

If the facility or the [REDACTED TEXT] Processing Detail cannot identify safe housing for a transgender or intersex inmate, immediate notification shall be made of the inmate’s name, booking number, temporary housing location, and a brief synopsis to the following individuals/groups:

- The receiving facility’s watch commander
- The receiving facility’s Prison Rape Elimination Act (PREA) Compliance Manager
- Department PREA Coordinator (PREA-Coordinator@lasd.org)

The watch commander shall document the notifications in the Watch Commander’s Log.

Circumstances and related documentation will be referred to the GIRB to determine the appropriate housing location for the inmate.

Searches

LASD personnel may verbally determine gender. (e.g., “What is your gender?”)

LASD personnel shall not conduct a search for the sole purpose of determining gender or the presence or

absence of genitalia.

LASD personnel shall not ask medical staff to conduct an examination for the sole purpose of determining gender.

LASD personnel shall, under no circumstance, subject a transgender or intersex person to a more invasive search than a non-transgender or non-intersex person.

These guidelines do not preclude personnel from conducting searches for safety and security. For further information on search procedures for transgender and intersex inmates, refer to CDM section 5-08/010.00, “Searches.”

Name And Pronoun Usage

Los Angeles County Sheriff’s employees are to interact with transgender and gender non-conforming people in a manner that is professional, respectful, and courteous.

Employees shall follow these policies when either of these two conditions are met:

- A person informs a deputy or employee that he/she is transgender.
- A deputy or employee has good reason to believe the individual is a transgender person. Good reason may be based on gender expression and presentation, reasonable observations, prior interactions, and/or background checks.

Every individual has the right, upon request, to be addressed by the name and pronoun that correspond to their gender identity. Proof of a court-ordered name or gender change is not required. If an individual’s appearance and gender expression do not clearly indicate their gender identity, a deputy or employee shall politely and respectfully ask how the person wishes to be addressed, for instance, “What name and pronouns would you prefer I use when I address you?”

The intentional or persistent refusal to respect an individual’s gender identity (for example, intentionally referring to the person by a name or pronoun that does not correspond to their gender identity) constitutes harassment and violates MPP sections 5-09/560.00, “Interactions with Transgender and Gender Non-Conforming Persons” and 3-01/030.15, “Conduct Toward Others.”

The procedures outlined in this informational bulletin are intended to ensure LASD personnel are aware of key elements from the MPP, CDM, and SJM sections listed in the introduction to this bulletin.

If you have any questions regarding this informational bulletin, please contact the Office of PREA Compliance [REDACTED TEXT].

• 2023-04 Proper Disposal and Documentation of Found Medication

Los Angeles County Sheriff's Department
INFORMATIONAL BULLETIN
Custody Operations

Custody Support Services

PROPER DISPOSAL AND DOCUMENTATION OF FOUND MEDICATION

INTRODUCTION

The purpose of this informational bulletin is to provide custody personnel additional information on the proper procedures and documentation for returning found medication to Correctional Health Services (CHS) personnel, as required by DOJ compliance measure 65 and existing Department policy.

PROCEDURES

In accordance with Custody Division Manual (CDM) section 5-07/010.00, "Contraband Defined," any medication that is expired, has been depleted, altered from its original form or purpose, whose prescription has been rescinded, or not prescribed for an inmate as determined by CHS personnel shall be considered contraband.

Additionally, as delineated in CDM section 5-08/010.00, "Searches," hoarding medication is defined as an inmate retaining in their possession any medication in any quantity or form, for which retention is not allowed by the prescriber as self-medication ("self-med"), or when the medication is intended for another inmate. Prescriptions labeled as self-medication shall not be considered contraband.

Personnel shall dispose of any found contraband medication by returning it to CHS personnel and providing them with the name and booking number of the inmate in possession of the hoarded medication. Personnel shall document the name and employee number of CHS personnel accepting the contraband medication in all related reports (e.g., search, IRTS, CARTS, etc.). All searches shall be logged and signed in the electronic Uniform Daily Activity Log (e-UDAL) by the line sergeant or supervising line deputy.

Any questions concerning this bulletin can be directed to Custody Support Services Bureau, at [REDACTED TEXT].