

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].

- **2023-04 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].
