

07-036/00 Court Line Procedures

Los Angeles County Sheriff's Department

	Unit Order: # 07-036/00
CUSTODY SERVICES DIVISION	
GENERAL POPULATION	Effective Date: 09-25-23
NORTH COUNTY CORRECTIONAL FACILITY	Reviewed Date: 09-25-23
Subject: Court Line Procedures	
Reference: CDM 4-07/040.00, CDM 7-01/050.00, CDM 7-01/050.05	
Unit Commander Signature:	Date:

PURPOSE OF ORDER:

To establish procedures for transferring inmates housed within North County Correctional Facility (NCCF) to the Inmate Processing Area (IPA) for court.

SCOPE OF ORDER:

This order applies to all personnel assigned to and/or working at the North County Correctional Facility (NCCF).

ORDER:

Monday through Friday, with the exception of holidays, a court list is generated by the IPA and sent to each staff station at NCCF.

When a staff station personnel receive the court list, they shall verify the inmate's location as listed on the court pass with the court list. If a listed inmate is not assigned to that respective dorm, the staff station deputy/officer shall make every attempt to locate the inmate and notify personnel assigned to the inmate's housing location of the request for court appearance. Personnel shall then notify the assigned building supervisor and the IPA court line deputy. All inmates going to court shall be accounted for using AJIS and the paper copy Court Log which is maintained in the IPA.

Early morning IPA personnel shall make a copy of the court list and deliver it to Correctional Health Services (CHS) personnel in order to allow them to prepare medications for court line pill call.

Staff station personnel shall wake up the inmates on the court list at 0330 hours, direct them to get dressed and have them wait in the dayroom where they will be given breakfast.

Exceptions to this procedure apply to disciplinary isolation modules, administrative segregation, pre-discipline, and mental observation housing.

Once inmates from Building [[R]]900[[/R]] have been provided breakfast, they shall be waist chained prior to being escorted to the IPA.

Staff station personnel shall distribute the court passes to the inmates. Any inmate requiring "pill call" shall be given their medication in their housing module/location by CHS personnel prior to being escorted to IPA. When all inmates have received their medication, respective building personnel shall escort the inmates to the IPA. Should movement require the use of inmate elevators, all inmates shall be directed to face the rear of the elevator during the movement.

The following classification of inmates assigned to court shall be escorted to the respective holding tanks within the IPA:

- Late court add ons
- [REDACTED TEXT]
- Court orders to appear
- Contempt of court

"Miss-outs" from the morning court list shall be identified by the IPA court line deputy who shall contact the

individual modules regarding the miss-out(s). Staff station personnel shall ascertain if the inmate(s) is still in the dorm. If the inmate is located, they shall be escorted by assigned building personnel to the IPA. If an inmate is not in the dorm, staff station personnel shall contact their respective building supervisor and request assistance locating the inmate.

Refusals

If an inmate refuses to go to court, building personnel shall notify their supervising line deputy and sergeant. Building personnel shall videotape the supervising line deputy and sergeant as they talk to the inmate in an attempt to get the inmate to go to court. The videotape shall be properly labeled with the date, the inmate's name, and the inmate's booking number. The tape shall be uploaded to the NCCF share files "court refusal" folder.

Every attempt shall be made to explain the importance of going to court. If the inmate still refuses, a court refusal form shall be completed and brought to the IPA. The form shall be scanned and emailed to the Court Compliance Team.

In the event an inmate extraction is based upon a court removal order or subpoena, the watch commander shall contact the judge of the concerned court. The judge shall be advised that force may be necessary to extract the inmate from a confined area to ensure the court appearance. The judge will be offered an opportunity to enforce, rescind, or delay the removal order. If the judge orders the inmate to appear in court, the inmate shall be extracted on the verbal order of the court. CDM section 7-01/050.05, "Inmate Extraction Procedures" for additional procedures
