

07-000/05 Inmate Transfers to Building 900

Los Angeles County Sheriff's Department

	Unit Order: #07-000/05
CUSTODY SERVICES DIVISION	Effective Date: 01-01-1998
GENERAL POPULATION	Reviewed Date: 08-14-2024
NORTH COUNTY CORRECTIONAL FACILITY	
Subject: Inmate Transfers to Building 900	
Reference: CDM 5-02/040, 5-09/010.00-040.00; NCCF UO 07-000/00	
Unit Commander Signature:	Date:

PURPOSE OF ORDER: The purpose of this order is to establish policies and procedures regarding the transfer of pre-disciplinary inmates and administrative segregation inmates to building 900.

SCOPE OF ORDER: This order applies to all personnel assigned to and working at the North County Correctional Facility (NCCF).

ORDER:

When transferring a pre-disciplinary or administrative segregation inmate to building 900, the following procedures shall be followed:

Prior to transferring the inmate to the 900 building (900), the building sergeant or supervising line deputy (SLD) where the inmate is being transferred from shall be notified, and his/her approval shall be obtained prior to initiating the transfer to 900.

The handling deputy and building rovers, where the inmate is housed, will complete the following:

1. Thoroughly search the inmate for weapons and for any other contraband he may have on his person.
2. Retrieve and search the inmate's property and include any additional violations found as a result of the search in the Inmate Reports Tracking System (IRTS) report. (Ensure the inmate's property is transferred with him).
3. Initiate an IRTS report in order to obtain a reference number and to generate the Notice of Disciplinary Violation form (SH-J-380).
4. Print out two copies of the notice of violation and waiver form. Prior to transferring the inmate have him sign one set and provide him with the other set for his records. If the inmate is unwilling to sign the forms, write "refused" along with your name in the inmate signature block for each form. A line supervisor or sergeant shall witness the inmate refusing to sign the Notice of Disciplinary Violation form.
5. Complete the block card and ensure that any "keep-aways" are listed on the card (if applicable).
6. Upon completion of the above, building personnel shall contact 900 Max-Control (ext. 5915) to advise them of the type of pending transfer (i.e., pre-discipline or administrative segregation) in order to obtain the appropriate housing location for the inmate in the 900 building.
7. Once the new housing location has been obtained from Max-Control and 900 personnel are available to process the transfer, generate a movement pass, via the MC04 screen of the Automated Justice Information System (AJIS), to the new housing location. Ensure that the originating building, IPA and 900 building each get a copy of the movement pass.
8. The inmate shall be handcuffed and escorted to the 900 building by a deputy who was not involved in the incident.
9. Once the inmate has entered the 900 building and all the transfer paperwork has been verified, 900 building personnel shall take custody of the inmate and conduct the dress out for his housing in the 900 building.

Administrative Segregation Transfers

In addition to the above, the following procedures shall be followed when it has been determined that an inmate warrants housing in administrative segregation pending his transfer to the Inmate Reception Center (IRC) for reclassification:

1. After your building supervisor has been notified and has approved the transfer, notify the on-duty watch commander to obtain approval of the transfer. Ensure the watch commander notification and approval is noted in your "Information Only" IRTS report.

2. Write an "Information Only" IRTS report with information supporting the reason(s) why the inmate cannot be housed in general population and needs to be transferred to administrative segregation.

3. Notify NCCF/OSJ and the 900 classification custody assistant (CA), via email, with the following information:
 - a. Reference number
 - b. Inmate's name and booking number
 - c. Date of transfer
 - d. Reason for administrative segregation

Ensure this notification is noted in the "Information Only" IRTS report.

4. Print two copies of the face page and narrative of the "Information Only" IRTS report, put them into separate large envelopes and label the outside of the envelopes with the notation, "ad-seg" along with the inmate's name and booking number.

5. Deliver one of the envelopes to the IPA so it can be forwarded to IRC when the inmate is transferred to IRC for reclassification.

6. Escort the inmate to 900 and deliver the other envelope to 900 building personnel so the inmate can be housed appropriately pending his transfer to IRC for reclassification.

Notes

- a. Barring exigent circumstances, i.e., major dorm disturbances or a "415 deputy involved," all inmates escorted to the 900 building shall have their property accompany them to the 900

building. Inmates who claim to have property back at their dorm may be returned to their dorm with the escorting deputy at the discretion of the 900 building sergeant or SLD.

- b. If an injury report was written, the inmate shall be escorted to the infirmary to be seen by a nurse prior to being escorted to the 900 building.
- c. All inmates transferred into building 900 must arrive no later than a half an hour prior to count.
- d. If any of the above paperwork is not completed, the transfer to 900 shall not be accepted.

Any deviation from the above procedures shall require prior approval from the watch commander.
