Custody Investigative Services Unit Orders

• CIS-011 Responsibilities of Operation Safe Jails assigned to Custody Investigative Services (OSJ/CIS)

Los Angeles County Sheriff's Department

Unit Order: CIS-011

CUSTODY SERVICES DIVISION

ADMINISTRATION

Effective Date: 10/16/24

CUSTODY INVESTIGATIVE SERVICES

Review Date: 10/16/24

Subject: RESPONSIBILITIES OF DEPUTY PERSONNEL ASSIGNED TO CUSTODY INVESTIGATIVE SERVICES - OPERATION SAFE JAILS

Reference: CDM 2-00/020.00

PURPOSE OF ORDER:

Identify specific responsibilities for personnel assigned to the Custody Investigative Services (CIS), as an Operation Safe Jails (OSJ) deputy.

SCOPE OF ORDER:

This order applies to all deputy personnel assigned to the Custody Investigative Services - Operation Safe Jails.

ORDER:

Custody Investigative Services - Operation Safe Jails shall support all Custody Services Divisions and the Court Services Division through investigative services promoting the safety, security, and welfare of staff,

inmates, and citizens of the County of Los Angeles.

Operation Safe Jails:

The primary responsibilities of OSJ are to gather intelligence, document interviews, conduct threat assessments, and conduct “special investigations” on issues that may impact the safety and security of facilities within all Custody Services Divisions and the Court Services Division. OSJ personnel's primary focus will be on gang members housed and/or confined within our areas of responsibility. OSJ will also liaise with other law enforcement units or agencies with ongoing criminal investigations involving inmates within Los Angeles County jails. OSJ shall conduct threat assessment investigations on groups and individual inmates to assist individual facility unit commanders with safety and security issues. OSJ may assist other law enforcement units or agencies with “special investigations” as approved by the CIS unit commander. OSJ shall also investigate all requests for “K-6B Special Handle” inmates.

When OSJ personnel gather intelligence away from general population inmate areas (e.g., office, hallway, medical ward, etc.), a minimum of two (2) deputies shall be present. Once the intelligence gathering is complete, a “Red Book” entry shall be made including the following information:

-Date, time, and location of interview

-Inmate’s name and booking number

-Employee’s present (name and employee numbers)

-Brief narrative regarding the intelligence gathered

Once the “Red Book” entry is completed, documentation regarding the information gathered and who was present during the interview shall be entered in the Custody Information Portal. Once completed, an OSJ sergeant shall be notified via email regarding the interview/intelligence gathered.

All “Red Books” shall be stored at CIS for a minimum of 5 years or as required by Department retention policies.

10/16/24

• CIS-038 Waiver of General Population and Release of Liability

Los Angeles County Sheriff’s Department

Unit Order: CIS-038

CUSTODY SERVICES DIVISION

SPECIALIZED PROGRAMS

CUSTODY INVESTIGATIVE SERVICES

JAIL LIASION

Effective Date: 07/01/15

Reviewed Date: 07/13/21

Subject: Waiver of General Population and Release of Liability

Reference: CDM 5-01/010.00

PURPOSE OF ORDER:

The purpose of this unit order is to establish procedures for utilizing the Waiver of General Population and Release of Liability (SH-J-490) form.

SCOPE OF ORDER:

This order shall apply to all sworn personnel assigned to Custody Investigative Services (CIS).

ORDER:

Personnel assigned to CIS-Jail Liaison shall offer eligible inmates in restrictive housing the opportunity to reclassify from restrictive housing to general population.

Should an inmate request to remain in restrictive housing, they shall be provided with a Waiver of General Population and Release of Liability (SH-J-490) form.

Personnel assigned to CIS-Jail Liaison shall inform the inmate that they are knowingly and voluntarily choosing to remain in restrictive housing, which may include reduced privileges.

Personnel assigned to CIS-Jail Liaison shall advise the inmate that the waiver may be revoked at any time.

Revised Date (07/13/2021)

Revised Date (09/28/2018)

Revised Date (08/01/2017)

Revised Date (07/01/2015)

• CIS-039 K-10 Classification Interview Refusal Form

Los Angeles County Sheriff's Department

	Unit Order: CIS-039
CUSTODY SERVICES DIVISION	
SPECIALIZED PROGRAMS	**Effective Date: 04/01/12**
CUSTODY INVESTIGATIVE SERVICES	**Reviewed Date: 07/13/21**
JAIL LIASION	

Subject: K-10 Classification Interview Refusals

Reference: CDM 5-01/010.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for utilizing the K-10 Classification Interview Refusal (SH-J-491) form.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Custody Investigative Services (CIS)-Jail Liaison.

ORDER:

CIS-Jail Liaison personnel shall make at least two attempts, one week apart, to interview K-10 inmate for classification.

CIS-Jail Liaison shall document an inmate's refusals to be interviewed by utilizing the K-10 Classification Interview Refusal (SH-J-491) form.

Inmates who refuse to be interviewed shall be classified by CIS-Jail Liaison personnel based on the best available information.

Revised Date (07/13/2021)

Revised Date (09/28/2018)

Revised Date (08/01/2017)

Revised Date (07/01/2015)

• CIS-040 Keep-Away Status Reviews and Due Process

Los Angeles County Sheriff's Department

	Unit Order: CIS-040
CUSTODY SERVICES DIVISION **GENERAL POPULATION** **CUSTODY INVESTIGATIVE SERVICES** **JAIL LIAISION**	**Effective Date: 04/22/2025** **Reviewed Date: 07/13/2021**
Subject: Keep-Away (K-2 through K-5) Status Reviews and Due Process	
Reference: CDM 5-01/030.00	

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for reviewing and removing Keep-Away status after a designated time period or certain criteria has been met.

SCOPE OF ORDER:

This order shall apply to all personnel permanently or temporarily assigned to the Custody Investigative Services (CIS)-Jail Liaison.

ORDER:

Inmates with a Keep-Away status between 30 and 180 days may request to have their status removed via an Inmate Request Form or a direct request to Jail Liaison personnel. A “Waiver of Keep-Away Status” form (SH-J-493) shall be completed to document the removal of the Keep-Away status.

Inmates with a Keep-Away status longer than 180 days will be reviewed and removed by personnel assigned to CIS-Jail Liaison. Removal after 180 days does not require a waiver ~~to be used~~. Personnel assigned to CIS-Jail Liaison ~~do~~ have the ability to leave the Keep-Away status in place for extreme circumstances or an order from the court.

RESPONSIBILITIES:

Personnel assigned to CIS-Jail Liaison shall document the removal of a Keep-Away status between 30 and 180 days with an interview and utilize the “Waiver of Keep-Away Status” form (SH-J-XXX). The waiver shall be approved by the CIS-Jail Liaison sergeant and uploaded into the Secured Inmate Information Center.

07/13/2021 CIS

• CIS-041 Restricted Housing - Cohabitation Agreement

Los Angeles County Sheriff’s Department

Unit Order: CIS-041

CUSTODY SERVICES DIVISION

SPECIALIZED PROGRAMS

CUSTODY INVESTIGATIVE SERVICES

JAIL LIASION

Effective Date: 04/01/12

Reviewed Date: 07/13/21

Subject: Restricted Housing – Cohabitation Agreement

Reference: CDM 5-01/010.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for utilizing the Restricted Housing – Cohabitation Agreement (SH-J-492) form.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Custody Investigative Service (CIS)-Jail Liaison.

ORDER:

CIS-Jail Liaison personnel shall advise eligible K-18 or K-19 inmates that they are being reviewed for cohabitation in the same cell with another inmate of the same classification.

CIS-Jail Liaison personnel shall inform eligible inmates that they have the option of cohabitation and will be given an opportunity to agree or refuse. Inmates choosing to cohabitate shall be provided with the Restricted Housing – Cohabitation Agreement (SH-J-492) form, which they must sign to indicate their agreement to cohabitate with an inmate of the same classification.

CIS-Jail Liaison personnel shall review the inmate's statements and institutional behavior/actions to make a determination.

Revised Date (07/13/2021)

Revised Date (09/28/2018)

Revised Date (08/01/2017)

Revised Date (07/01/2015)

• CIS-042 Threat Advisory - Waiver of Protective Custody

Los Angeles County Sheriff's Department

	Unit Order: CIS-042
CUSTODY SERVICES DIVISION	
SPECIALIZED PROGRAMS	**Effective Date: 07/01/15**
CUSTODY INVESTIGATIVE SERVICES	**Reviewed Date: 07/13/21**
JAIL LIASION	

Subject: Threat Advisory – Waiver of Protective Custody

Reference: CDM 5-01/010.00

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for utilizing the Threat Advisory-Waiver of Protective Custody (SH-J-477) form.

SCOPE OF ORDER:

This order shall apply to all sworn personnel assigned to Custody Investigative Services (CIS).

ORDER:

Personnel assigned to CIS-Jail Liaison shall inform inmates identified as vulnerable to threats that their personal safety may be at risk if housed in the general population and shall offer them the opportunity to be placed in protective housing.

Personnel assigned to CIS-Jail Liaison shall inform the inmate that they could be killed or seriously injured if housed in the general population. CIS-Jail Liaison personnel shall also inform the inmate should they choose to sign the wavier to be returned to the general population, they do so knowingly and voluntarily, against the advice of CIS-Jail Liaison personnel, and assume full responsibility for that risk without reservations or doubts.

Personnel assigned to CIS-Jail Liaison shall advise the inmate that the waiver may be revoked at any time.

Revised Date (07/13/2021)

Revised Date (09/28/2018)

Revised Date (08/01/2017)

Revised Date (07/01/2015)