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