

Volume 5- Line Procedures

Los Angeles County Sheriff's Department

	Unit Order: #5-03-040
CUSTODY SERVICES DIVISION	Effective Date: 01/011994
SPECIALIZED PROGRAMS	Reviewed Date: 03/07/2025
CENTURY REGIONAL DETENTION FACILITY	
Subject: CRDF Inmate Reception Center Procedures	
Reference: CDM 5-03/030.00, 6-11/010.00, MPP 5-03/030.00 and 5-03/030.03, 5-03/130.05, 5-06/040.00, CRDF UO 3-00-00, 3-08-060, 5-25-025, 6-01-00,	
Unit Commander Signature: On File	Date: 03/07/2025

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for processing inmates arriving and departing from the Inmate Reception Center (IRC) at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

The CRDF IRC is the point of ingress and egress for prisoners and inmates who are being transferred, going to and from court, and/or being released.

All inmates received through the CRDF IRC area or initial processing, shall be medically screened, assessed for mental health needs, and classified for housing purposes. Personnel assigned to triage shall determine classification, while the processing custody assistant shall identify housing.

New Bookings

Reception center personnel shall ensure all new bookings who arrive at the reception center are scanned into the Defendants Inmate Movement Management System (DIMMS) utilizing the CRF0/CRF2 barcode.

Reception personnel shall utilize the CROS (CRDF Outdoor Search Area) barcode when an inmate/new

booking(s) enters the search area to be searched utilizing the B-SCAN.

If the inmate/new booking will be subjected to a visual body cavity search (VBCS), reception personnel shall utilize the CRSC (Visual Body Cavity Search) barcode to indicate such.

Once the inmate/new booking has completed the search process, reception personnel shall utilize bar code CRCS, which indicates, "completed search."

The inmate/new booking shall then be escorted to the classification window to complete the classification process. Custody assistants assigned to the triage area shall utilize the CRCN (CRDF Classification) barcode when the inmate arrives. At the completion of the classification process, the triage custody assistant shall scan the CRCL (Cleared) barcode.

The triage custody assistant shall scan the CRXR (X-ray) barcode indicating the inmate/new booking is pending an X-ray. The triage custody assistant shall notify the X-ray technician. At the completion of X-ray, the inmate/new booking shall be escorted to the nurse clinic located in the reception area to obtain medical clearance.

When the inmate/new booking arrives to the nurse clinic, Correctional Health Services (CHS) personnel shall utilize the CRCC (Medical Clearance/Reception) barcode.

Inmates who do not require any further CHS evaluations shall be assigned to permanent housing. CHS medical personnel should utilize the RGP (Reception-General Population) Automated Justice Information System (AJIS) code. The processing custody assistant shall assign the inmate to permanent housing based on their classification.

CHS personnel who medically clear an inmate in the reception area, but require the inmate to be housed in detox, shall utilize the RD (Reception-Detox) AJIS code. The processing custody assistant shall update the inmate to Module [REDACTED TEXT] The Module [REDACTED TEXT] custody assistant shall assign the inmate to a detox bed inside pod 3 and send the movement request to the processing custody assistant.

NOTE: Refer to CRDF Unit Orders (UO) 5-21-00, "Transitional Detox Program," and 3-00-00, "Module [REDACTED TEXT] Procedures" for additional information.

Inmates requiring additional medical and/or mental health evaluation, as determined by CHS personnel at the time of intake (reception), shall be escorted from the reception center to Module [REDACTED TEXT]. CHS medical personnel should utilize the 14IN (Reception-Transfer to Intake [Module [REDACTED TEXT]]) AJIS code. The processing custody assistant shall update the inmate to Module [REDACTED TEXT] When the inmate arrives at Module [REDACTED TEXT], the custody assistant shall assign the inmate to Intake pod 1 or 2 and send the movement request to the processing custody assistant.

CHS medical personnel will utilize the CREX (Expedite to 1400) barcode when expediting an inmate/new booking from reception to Module [REDACTED TEXT]

Thermals

New bookings classified as general population who do not require any further medical or mental health

assessments should be provided a set of thermals prior to being escorted to permanent housing.

New bookings sent to Module [REDACTED TEXT] for further medical and mental health evaluations will be provided thermals once assigned to permanent housing. Inmates assigned to mental health High Observation Housing may be provided thermals if approved by the mental health clinician and in consultation with custody personnel. If thermals are approved, the mental health clinician shall document this on the inmate's Allowable Property Form. Any discrepancies or deviation from this shall be approved by the watch commander.

Admissions Kit

All new prisoners at the time of intake, and existing inmates (upon request) who are held over twenty-four (24) hours and unable to supply themselves with the following items (due to indigence or the absence of canteen), shall receive an "Admissions Kit," which includes the below listed items:

- Toothbrush
- Toothpaste
- Soap
- Comb
- Deodorant
- Shampoo
- Shaving implements*
- "Guide Through Custody" pamphlet
- Prison Rape Elimination Act (PREA) Comprehensive Inmate Education Form (SH-J-632)

***NOTE:** Shaving implements (disposable cartridge or razors) shall be provided to general population inmates.

NOTE: Refer to CRDF Unit Order 5-16-040, "Distribution of Personal Care Items" for additional information.

Pre-Arraigned Inmates

Unless there are court documents noting inmates have been arraigned, new bookings from outside agencies, transfers directly from station jails, or county hospitals, shall be treated as pre-arraigned inmates (excluding those inmates not needing arraignment e.g., parole and probation violations). Reception personnel shall ensure a yellow loop is attached to the wristband of all pre-arraigned inmates. Pre-arraigned inmates shall then be processed under normal conditions until the inmates are separated and assigned to their specific housing locations. Once pre-arraigned inmates are processed, they shall be separated and escorted to their designated housing area.

NOTE: It is the responsibility of reception personnel to ensure pre-arraigned inmates are immediately separated, processed, and escorted to their designated housing area.

Inmates arriving from court who are pre-arraigned and have previously been housed, shall be separated immediately upon arrival to the reception center. These inmates shall be escorted to their respective housing area, bypassing the strip search process. They shall, however, be screened through the B-SCAN.

Inmates returning from court that are housed in the pre-arraigned inmate housing areas and are no longer pre-arraigned and shall be rehoused to an appropriate housing location.

Out-of-County Warrants

Outside agencies arresting on a local warrant, when court is in session, shall be advised to take the new booking directly to court for arraignment and/or admittance to bail. If the warrant is out-of-county, the agency shall inform the new booking, in writing, as required by 821 and 822 PC. Neither this county, nor any other county, has the authority to change the amount of bail set by a court in another county.

Outside agencies booking at CRDF on a warrant arrest when court is not in session, shall be responsible for the following:

- Executing the proper return on the warrant.
- Preparing the Arrest Disposition Report (CII-15) and forwarding it to the court of issuance.
- Ordering the prisoner's appearance for the next court date when arrest is on a local warrant or when requested on an out-of-county warrant.
- Notifying the out-of-county agency of the arrest, and if no "holds" are placed or bail is not posted, notifying the agency of the prisoner's availability.

CRDF shall not accept inmates being held solely on an out-of-county warrant unless the inmate is transferred to CRDF within twenty-four (24) hours from the time of arrest.

When receiving new bookings booked on warrant arrests by outside agencies, CRDF personnel shall transport them to court as directed by the arresting agency and accept bail when offered.

The Department shall also:

- Issue a bail receipt
- Release the new booking
- Execute the appropriate return of the bail and warrant disposition to the issuing court and the originating police agency
- When accepted on an out-of-county warrant, notify the issuing agency

The Sheriff's Department shall be responsible for placing holds against the new booking and scheduling court appearances. The Department shall notify the agency holding the warrant on an out of county warrant of the following:

- Non-availability, when local holds are discovered;
- Availability, when local holds have been discharged.

The out-of-county agency has five (5) court days (per 821 and 822 PC) in which to take custody of the new booking after the expiration of local charge

Out-of-State Warrants

Before a person is booked for an out-of-state warrant, it is imperative that a Justice Data Interface Controller

(JDIC) message be received from the demanding out-of-state agency declaring explicitly that the person named on the warrant will be extradited from California by the issuing agency. No inmate shall be accepted at CRDF without this JDIC message stating the demanding out-of- state agency will extradite, except from the Los Angeles Police Department (LAPD).

After the person is booked, it is the arresting officer's responsibility to immediately forward the following information to the Inmate Reception Center's Renditions Unit via fax at [REDACTED TEXT]

- A copy of the booking slip
- A copy of the warrant
- The name and telephone number of the person contacted in the demanding state

If the following information is not contained in the warrant, also provide:

- The date the warrant was issued
- The name of the court or agency issuing the warrant
- The name of the issuing magistrate or other authority
- The charge, including a narrative description
- The bail amounts

Additionally:

- The charge for an out-of-state warrant on the booking slip is "1551.1PC" "Fugitive"
- There is no bail on out-of-state warrant arrests
- The arraignment will be set by the Warrants and Detainers Unit (WAD)
- Warrant abstracts shall accompany out-of-state fugitives to CRDF and be forwarded to IRC

Federal Charges

Inmates with federal charges only, shall be transported by the arresting officer to the Metropolitan Detention Center, located at 535 Alameda Street, Los Angeles, California 90012, [REDACTED TEXT] The CRDF IRC will not accept this type of inmate.

NOTE: The Sheriff's Department does not transport inmates to federal court.

Temporary removal Orders

Inmates who have Temporary Removal Orders (TRO's) signed by a judge shall be processed through reception. Reception personnel shall verify the identity of the inmate prior to releasing the inmate. A copy of the court ordered removal shall be retained and an entry shall be made in the Removal Order Logbook as well as the electronic Uniform Daily Activity Log (e-UDAL).

Court Line

Court line procedures take place Monday through Friday and at approximately 0415 hours, the court line operation will begin. Reception personnel shall obtain the required keys from main control personnel and shall open the reception hallway door and slider. Prior to court line, all cells shall be cleaned and stocked with toilet

paper and sanitary napkins. All doors to the cells shall be opened to allow inmates to walk into their assigned court holding cells.

Reception personnel shall receive special handle inmates during court line unless instructed otherwise. These special handle inmates shall be escorted, and waist chained or handcuffed. Module deputies shall contact reception personnel to confirm if the special handle inmate should be escorted with court line or wait inside the module until Court Services Transportation Bureau (CST) personnel arrives.

Module personnel shall ensure each inmate has a proper wristband prior to being escorted to the reception area. Inmates entering the reception center for court, shall have their wristbands inspected by reception personnel. If a wristband needs to be replaced, the module deputy or escort/rover deputy shall be notified. The module deputy or escort/rover deputy shall be required to replace the wristband prior to the inmate leaving for court. Upon entering reception, all wristbands shall be scanned into Defendant Inmate Movement Management System (DIMMS) as going to court.

NOTE: Inmates shall not take any property bags to court, unless they are Pro Per. Their Pro Per status shall be verified through the CRDF Legal Unit. All property bags shall be secured in their cell. The inmate may bring their court pass, a book, self-medication, and their special diet. Any deviation from this shall be approved by the reception sergeant.

Throughout the court line operation, escort/rover personnel shall assist and remain in the reception area to monitor inmate activity. Reception personnel are responsible for handling all inmate disturbances and any other type of inmate incident, including, but not limited to, medical emergencies. This does not exclude personnel from assisting as needed and/or required.

Reception personnel are responsible for locating missing inmates ("miss-outs") and ensure they arrive to court line. In addition, they are responsible for sending and receiving inmates who have been requested as "add-ons" to the court appearance list.

It is the responsibility of reception personnel to receive, account for, and search inmates returning from court. Personnel assigned to reception shall inspect the inmate's wristbands and scan each inmate back from court into DIMMS. Inmates shall then be directed to a holding cell, pending the search process, or they can be escorted directly to the outdoor search area to be screened through the B-SCAN.

Prior to entering the search area, reception personnel shall scan each inmate to CROS (CRDF Outdoor Search Area) or CRSC (Visual Body Cavity Search) based on the type of search being conducted. Once the inmate/new booking has completed the search process, reception personnel shall utilize the bar code CRCS, which indicates a "completed search." Once the search is complete, inmates returning from court on PM shift, shall be provided a meal.

Reception personnel shall request all available rovers to respond to the reception area to escort inmates to their designated housing locations. If rover personnel are unavailable, reception personnel are responsible for escorting the inmate(s) to their housing location.

NOTE: Refer to CRDF UO's 3-08-060, "Inmate Safety Screening System: B-Scanner," and 3-00-00, "Module [REDACTED TEXT] Procedures," for further details.

NOTE: Inmates who receive special diets shall be provided with their meals prior to being escorted to the

reception area.

Court Refusals

When an inmate refuses to attend their scheduled court hearing, module personnel shall immediately notify their tower sergeant. The tower sergeant or their designee (supervising line deputy) shall contact the inmate and read the court refusal admonishment to the inmate. The reading of the admonishment and the inmate's response will be video recorded and properly labeled in the following manner: Date, Booking Number, Last Name, First Name.

"Inmate XXXXX, you have been ordered to appear in court today in case number XXXX. You have notified the Los Angeles County Sheriff that you refuse to leave your cell and you refuse to attend your court appearance.

You have the right to be present at all court proceedings. By refusing to leave your cell and refusing to appear in court, the Court will construe your absence as a waiver of appearance. If trial has commenced, the Court will find that you are "voluntarily absent" within the meaning of Penal Code section 1043(b)(2). The Court may also order your extraction and require that you be forcibly removed from your jail cell and transported to Court should you continue to refuse to attend court proceedings.

I am directing you to exit your cell at this time to appear in court. Will you cooperate and come with me?

Upon completion of the refusal video, the tower sergeant or their designee will enter all required information and upload the video into the Tracking Refusals and Court Exception (TRACE) system as soon as feasible, but no later than 1100 hours.

NOTE: TRACE is a new paperless system that enables facilities to upload video and submit refusal information. TRACE will be accessible via the Department's Intranet site using the keywords "TRACE" or "Court Refusal" or through the following link:

- <https://forms.office.com/g/weT9m1CCtN>

Add Charges

Reception personnel are responsible for verifying the identity of inmates who have been summoned to the reception center to be given notice of an add charge. Following the verification of the inmate's identity, the deputy shall inform the inmate of the additional charge. The inmate's fingerprints shall be affixed to the warrant or Warrant Information Sheet (WIS) and the inmate will sign their name acknowledging notification. Once completed, the module deputy or rover deputy shall escort the inmate back to their module.

Positive Identification of Inmates

Whenever an inmate's wristband is illegible or the identity of the inmate is in question, the inmate must be positively identified by fingerprinting them and forwarding the prints to the Records and Identification Bureau (RIB) for a fingerprint comparison check. Under normal conditions, the fingerprints will be captured using the Live-Scan machine in the reception center. This machine will automatically route the fingerprints to RIB for the comparison. Should the machine not be functional, the Live-Scan machine at Century Booking shall be utilized. If all Live-Scan machines should malfunction, manual prints shall be taken and faxed.

Following the return of the inmate's verification, the results of the check shall be recorded in the e-UDAL. Additional processing, the replacement of the wristband, and/or the return of the inmate to their housing unit can then occur.

Searches

The B-SCAN shall be used in the reception area of CRDF to screen new inmates, court returnees, and any inmates housed at CRDF. Pre-arraigned inmates have no exemption from the B-SCAN safety screening process.

If an inmate refuses to participate in the B-SCAN safety screening process, the inmate shall be separated, escorted, and secured to the reception no-throw chair, and a sergeant shall be requested. If the inmate still refuses to cooperate and participate in the B-SCAN safety screening process after speaking with a sergeant, the inmate may be subjected to a visual body cavity search depending on arraignment status (see the pre-arraigned inmate section of this unit order). The visual body cavity search shall be conducted in accordance with CRDF's unit orders and Custody Division Manual (CDM) section 5-08/010.0, "Searches."

Before the strip search and/or VBCS begins, reception area personnel conducting the search shall verbally give the following admonishment:

Penal Code 4573.6 states, "Anyone in possession of any controlled substance in a jail is guilty of a felony punishable by imprisonment for two, three, or four years. Do you have any controlled substances on you before the search begins?"

All Arraigned Inmates and Pre-arraigned FELONY Inmates:

Once a sergeant is present, pre-arraigned FELONY inmates who decline the opportunity to be screened shall be given a visual body cavity search. Inmates who refuse to submit to a visual body cavity search are subject to a "major violation" disciplinary procedures per CDM section 5-09/030.00, "Disciplinary Guidelines."

An inmate who becomes recalcitrant during any part of the screening or subsequent searching process shall be handled as described in CDM section 7-02/020.00, "Handling Insubordinate, Recalcitrant, Hostile, or Aggressive Inmates." All arraigned inmates shall be handled in the same manner as the pre-arraigned FELONY inmates described above.

Pre-arraigned MISDEMEANOR and INFRACTION Inmates:

Pre-arraigned MISDEMEANOR AND INFRACTION inmates SHALL NOT be subjected to a visual body cavity search based upon refusal alone. The act of declining the screening option does not meet the "*individualized suspicion and articulable facts*" required to authorize the visual body cavity search of pre-arraigned misdemeanor or infraction inmates. If individualized suspicion and articulable facts exist, custody personnel may only perform a visual body cavity search upon completion of a "Strip Search Authorization Record" (SH-R-399), and with approval from the watch commander.

Visual Body Cavity Searches

All inmates subjected to a VBCS shall be scanned into DIMMS utilizing the barcode CRSC-Visual Body

Cavity Search. All VBCSs shall be conducted in the outdoor search area located in the reception area.

A supervisor of the same gender as the inmate(s) being searched, shall be present during all strip searches and VBCS's. If a supervisor of the same gender as the inmate(s) being searched is not available, a sergeant of the opposite gender shall position themselves out of view of the outdoor search area where the search is being conducted.

Two deputies shall be utilized when conducting a VBCS. One deputy shall audio record the search, while also providing the verbal commands. The other deputy shall search the inmate's property and clothing; the inmates clothing and property shall not be placed on the floor.

All audio recorded searches shall be stored on the hard drive located in the reception sergeant's office; a folder shall be created under the date on which the VBCS occurred (e.g., 12/22/2017) for quick identification.

Inmates undergoing a VBCS shall be searched individually and shall not be searched in the immediate presence of other inmates.

If the B-SCAN equipment becomes inoperable, inmates returning from court may undergo a VBCS the outdoor search area in larger groups. Reception personnel shall utilize the "green wall" and privacy partitions for all VBCS's conducted in larger groups. Reception personnel shall document the following in the electronic Uniform Daily Activity Log (e-UDAL):

- "VBCS conducted on _____ (# of inmates) as a result of an inoperable B-SCANNER.

Prior to the visual inspection of an inmate's vaginal cavity, the inmate shall be instructed to place their inmate uniform top and/or t-shirt on to provide the inmate more privacy.

When conducting a VBCS, personnel conducting the search shall read directly from the script created for the type of search being conducted.

Pregnant inmates shall only be instructed to bend and cough; they shall not be ordered to squat or perform the labia lift.

The reception area sergeant or reception area supervising line deputy on each shift shall complete the Body Scanner Refusal and Contraband Tracker.

NOTE: Please refer to CRDF UO 6-01-00, "Protocol for Inmate Searches (Strip, Visual Body Cavity and Physical Body Cavity)," for additional information.

Inmates with Special Needs and/or Physical Limitations

Inmates confined to wheelchairs or who utilize crutches and cannot physically stand for the screening process (approximately seven seconds), as well as those inmates too physically large to pass through the B-SCAN, shall be searched as described in CDM, section 5-08/010.00, "Searches." Medical personnel shall be consulted if there is any question as to whether an inmate can safely participate in the B-SCAN process.

Pregnant Inmates

Female inmates housed at CRDF are provided the opportunity to be tested for pregnancy at the time of intake by CHS medical personnel. Within three to four minutes after administering the pregnancy test, the results are made available. Upon confirmation of an inmate's pregnancy by CHS personnel, the inmate SHALL NOT be screened through the B-SCAN.

All pregnant inmates shall be searched as described in CDM section 5-08/010.00, "Searches." All confirmed pregnant inmates shall be classified in accordance with CDM, section 5-01/030.00, "Identification and Classification Symbols for Special Handling Inmates," and CDM section 5-01/030.05, "Identification and Classification for Pregnant Inmates."

All pregnant inmates shall have an [REDACTED TEXT] around their wristband and the special handling code [REDACTED TEXT] indicated on their wristband to promote optimum safety. Additionally, confirmed pregnant inmates shall be provided a new county issued uniform (light blue and white) indicating their [REDACTED TEXT] classification. Custody personnel shall be responsible for looking at each inmate's wristband prior to the B-SCAN to ensure the inmate is not pregnant.

NOTE: Please refer to CRDF UO 3-08-060, "Inmate Safety Screening System-B Scanner," for more information.

NOTE: [REDACTED TEXT] inmates scheduled for court shall receive their special diet and extra water prior to be escorted to the reception area.

Inmates Placed on Risk Precaution (Suicide Risk)

The processing custody assistant shall make telephonic notification to module personnel when an inmate has been placed on risk precaution by CHS mental health personnel. The processing custody assistant shall follow up with an email notification to assigned module personnel, the tower sergeant, and tower supervising line deputy. Module personnel shall be responsible for changing the inmate out of their county issued jail uniform, and into a risk precaution gown within a reasonable amount of time.

When an inmate is removed from risk precaution, the processing custody assistant shall make notification telephonically and email module personnel. Module personnel shall ensure the inmate is provided a jail uniform within a reasonable amount of time.

NOTE: The processing custody assistant shall save all email notifications sent to staff. The emails shall be saved in the below listed folder under the first initial of the inmate's last name:

- **[REDACTED TEXT]**

Lastly, when an inmate is placed on risk precaution, module personnel shall search the cell and remove any items that are prohibited for inmates placed on risk precaution (plastic bags, plastic spoons, etc.).

NOTE: For additional information please refer to CDM section 5-01/050.00, "Handling of Suicidal Inmates."

Property

When any personal property is taken from an inmate, it shall be placed in an "Additional Property Envelope" and secured to prevent the property from being lost. The flap of the envelope shall be initialed by the deputy and sealed with tape. The deputy who took the inmate's property shall complete the Record of Valuables (SH-J-370) and give the inmate the pink copy of the form. All additional property shall be placed in the property room or given directly to the evidence and property custodian.

Storage of Inmate Money

When money is taken from an inmate, it shall be placed in a money envelope. The deputy shall write the inmate's name and booking number on the outside of the envelope. The envelope shall be taken directly to the cashier and deposited on the inmate's account. Upon receiving a Receipt of Deposit, the deputy shall deliver the receipt to the inmate.

CRDF does not accept bulk property.

High Value Property

High value properties are identified as keepsakes, money, and expensive jewelry (watches, rings, necklaces, medallions, etc.). A Record of Valuables (SH-J-370) shall be completed noting the type of property taken. A receipt shall be given to the inmate. The high value items shall be stored in the watch sergeant's safe after being recorded in the Evidence and Property Ledger.

When the cashier's office is closed, and a new booking arrives to the CRDF IRC with money totaling over four hundred (400) dollars, the following procedures shall be adhered to:

Reception personnel shall place the money in the safe located in booking and log the money in the Evidence and Property Ledger. Personnel assigned to the cashier's office shall report to the booking area and retrieve the money from the booking safe. The booking sergeant or supervising line deputy shall ensure the removal of money from the safe is accurately documented in the Evidence and Property Ledger.

Inmate Count Log

It is the responsibility of reception personnel to control and account for inmates entering the area. The Inmate Count Log shall be maintained to record the number of new booking inmates received at the IRC. The early morning (E.M.) shift reception personnel shall start a new count log at 0000 hours.

At the end of the day, when the Inmate Count Log is completed, the log shall be placed in the appropriate file and maintained in the CRDF IRC for the duration of the month. At the end of the month, the logs shall be collected and stored.

Removal Orders

Los Angeles Sheriff's Department (LASD) detectives or any outside agency who wants to remove an inmate from our custody to theirs, shall obtain a court order to do so. Once obtained, the court

order shall then be submitted to the Warrants & Detainers Unit [REDACTED TEXT] The detective or outside agency requesting the removal order can call [REDACTED TEXT] to follow up with their request.

Releases

To ensure the safety of all inmates being released from the custody of the Los Angeles County Sheriff's Department, the CRDF reception area will not release inmates who have completed their sentence (i.e., expiration percentage) pursuant to Penal Code 4024(a) between 2200 and 0600 hours. During this timeframe, the release area shall be closed. IRC records will ensure all release passes have been sent no later than 1900 hours.

Spontaneous releases (i.e., bail bond) may be released during nighttime hours. CRDF reception personnel shall be responsible for processing these inmates for release in coordination with the bond clerk.

NOTE: CRDF reception personnel shall make every attempt to confirm bond releases have confirmed transportation arrangements.

Upon receipt of an inmate release pass, module personnel shall review the pass to determine if the inmate needs to be escorted to the pharmacy to receive their release medication, prior to being escorted to reception. Inmates requiring medication shall be escorted to the CRDF Pharmacy and then to reception. Inmates who do not require medication shall be escorted directly to reception.

NOTE: Custody personnel shall not take possession of the medication or sign on behalf of the inmate. The pharmacist will hand the inmate their medication and obtain the inmate's signature.

NOTE: Please refer to CRDF UO 5-25-025, Inmate Safe Release Procedures" for additional information.

In-Custody Releases

During female court-line, inmates shall be sent to the reception area for the purpose of being transferred to outlying facilities. Reception personnel shall receive these inmates and account for their arrival. Once the inmates have been checked-in, they shall be placed in one of the transfer holding cells until the arrival of transporting personnel.

Inmates being transferred to other law enforcement agencies shall be processed at the CRDF IRC. A manifest shall be sent to CRDF reception personnel listing the inmates by name and booking number. Reception personnel shall utilize this list to account for the inmates.

Conditional Release Process: Program Releases

Personnel assigned to the positions of release deputy and/or release custody assistant will receive a daily list of inmates scheduled to be released to various programs. The release deputy and/or custody assistant shall issue a pass to the inmate's housing location in preparation for release. In the event an inmate is classified as mental health, the inmate shall be cleared by a CHS mental

health clinician prior to being escorted to the release area for processing.

Once advised that the program representative has arrived at CRDF, the release deputy and/or custody assistant shall contact the representative at the property release window. The release deputy and/or custody assistant shall request and retrieve the following items:

- A copy of the program representative's driver's license
- A minute order from the court ordering the inmate to the program or a copy of the program's letterhead stating the name of the inmate to be released to their program and the name of the representative the inmate is to be released to.

The program representative taking custody of the inmate shall sign and fill out the appropriate boxes titled "Released To" on the back of the booking slip. The release deputy and/or custody assistant shall then attach a copy of the program representative's driver's license and required paperwork to the booking slip. Any prescribed medication for the inmate shall be turned over to the program representative at this time.

The release deputy and/or custody assistant shall then Live Scan the inmate scheduled for release. The inmate shall be provided with their civilian clothing and allowed to dress out of their jail issued clothing. Once completed, the inmate shall be secured in the holding tank prior to having contact with the program representative.

The release deputy and/or custody assistant shall escort the inmate(s) to the program release representative to ensure the correct inmate is transferred to the program and into the custody of the program representative. The release deputy and/or custody assistant shall then sign the back of the booking and property record under, "Released By."

The inmate's booking slip shall then be forwarded to the IRC records clerk who shall release the inmate from AJIS.

NOTE: The release deputy and/or custody assistant shall only sign the back of the booking and property record under, "Released By," if the Live Scan machine is inoperable and release personnel conduct a hard print release. Otherwise, the release deputy and/or custody assistant shall electronically sign the booking and property record when they complete the Live Scan.

NOTE: Once inmates are released into the custody of the program release representative, it is the inmates' responsibility to retrieve their property from the property window located in the lower floor of the Century Station lobby.

NOTE: Program representatives who have not arrived by 1200 hours must reschedule with the rehabilitation desk located at the CRDF IRC.

Release of Mental Health Inmates

High Observation Housing (HOH) inmates being released to the following entities do not require a mental health evaluation before being released:

- Metro or Patton State Hospital

- Olive View Hospital
- United States Marshalls
- Probation or parole
- Extraditions to any state or federal institution
- Office of Diversion and Rehabilitation (ODR); however, the clinician shall sign the inmate release pass

HOH inmates not being released to one of the above named entities shall be evaluated by CHS mental health personnel prior to release. HOH inmates and Medium Observation Housing (MOH) inmates under conservatorship shall be evaluated by CHS mental health personnel prior to being released.

NOTE: Mental health inmates requiring a mental health evaluation prior to release shall return to CRDF from court. Refer to Manual of Policy and Procedures (MPP) section 5-03/130.05, "Prisoners/Inmates Processed through IRC/CRDF."

NOTE: Inmates may elect to participate in the Voluntary Delayed Release Program. Please refer to Station Jail Manual section 6-11/010.00, "Voluntary Delayed Release Program," for additional information.

Verifying Identity

When an inmate arrives to the reception area, deputies shall inspect their wristband for legibility and tampering to ensure the correct inmate has reported. The inmate shall then be checked-in on the manifest and placed in a holding cell.

Prior to the inmate's transfer, it is the responsibility of reception personnel to verify the fingerprints of all inmates being transferred to another agency. The original fingerprints taken at the time of booking shall be compared to the inmate's actual fingerprints prior to the inmate being released to the agency. In all cases, no matter what the release reason, when an inmate is being processed and there are no fingerprints on file to compare to the inmate that is being considered for release, a positive identification is required. The inmate shall be fingerprinted using a Live Scan machine. The inmate shall be held in custody until a return has been received that confirms the identity of the inmate.

It shall be the responsibility of reception personnel to conduct positive identification checks for all inmates pending release who do not have fingerprints on file.

Temporary Commitments

Inmates who are "Temporary Commitments" (Penal Code section 1203.03 - 90-day observation) shall be fingerprinted on a separate sheet. The sheet shall contain the name and booking number of the inmate, the name and employee number of the deputy taking the fingerprint, and the date and time the fingerprints were taken. This sheet must be stapled to the inmate's booking slip.

State Prison Transfers

The document control clerk from the state prison desk will provide reception personnel with a list of inmates being transferred to the custody of the California Department of Corrections and Rehabilitation (CDCR). This list will contain the inmates' names and their respective CDCR destinations. Reception personnel shall utilize this list to account for the arrival of the inmates into the reception center. When inmates arrive at the reception center for transfer, the inmates' wristbands must be inspected for legibility and tampering to ensure the correct inmates have reported. After the inmates are checked-in, they shall be placed in a holding cell.

Document control will email the inmate's original booking slips to the CRDF IRC. The inmates shall be fingerprinted on the reverse side of the booking slips in the box titled "When Released." Deputies shall then compare the fingerprints to those taken "When Booked" to ensure they match. If the fingerprints do not match, the inmate shall be isolated, and the reception sergeant notified. The reception sergeant shall supervise an investigation/inquiry to determine if an escape attempt has been made. The inmate shall not be released until their identity is established and the investigation is concluded.

After reception personnel determine the fingerprints match, they must sign the reverse side of the booking slip in the box titled "Released By." Prior to accepting the inmate(s), CDCR personnel shall sign the box titled "Released To." IRC personnel shall place the signed booking slips in the IRC pick-up tray to be delivered to the State Prison Desk, document control clerk.

Miss-outs

If an inmate does not report to the reception center for transfer, reception personnel shall contact the inmate's module officer to locate the inmate. The on-duty watch commander and CST Statewide crew are the only personnel authorized to remove an inmate from an in-custody release line.

Clothing for Inmate Release

It is the responsibility of reception personnel to supervise and direct the exchange of clothing for inmates being transferred to the custody of another agency, or who are being released from the custody of the LASD. Evidence and property workers are responsible for retrieving the clothing and delivering it to the reception center for the clothing exchange.

Inmates being transferred under Penal Code section 1203.03 (Mental Observation) shall remain in their jail issued clothing.

NOTE: Refer to CDM section 5-06/040.00, "Non-Institutional (Civilian) Clothing Storage," for additional information.

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