2025 Informational Bulletins

- **2025-01 Court Miss-out and Refusal Procedures**

Los Angeles County Sheriff's Department
INFORMATIONAL BULLETIN
Custody Operations

Custody Support Services

Bulletin #2025-01

COURT MISS-OUT AND REFUSAL PROCEDURES

INTRODUCTION

The purpose of this informational bulletin is to inform all personnel assigned to the Custody Services Division on the proper procedures to follow in the event an inmate refuses to attend court (Refusal) or otherwise is unable to attend a court appearance (Miss-out), and to advise supervising line deputies and sergeants on how to document both court Refusals and Miss-outs.

BACKGROUND

Until recently the Department tracked Refusals and Miss-outs using a paper-based system. In February of 2025, the Department replaced the paper-based system with a paperless automated system called TRACE (Tracking Refusals and Court Exceptions).

Concurrent with the rollout of the TRACE system, the Department has also implemented a new process to document Refusals and Miss-outs. This bulletin provides details on both the new TRACE system and the procedures to document Refusals and Miss-outs.

PROCEDURES

TRACE SYSTEM

All Refusals or Miss-outs are to be entered into the TRACE system in a timely manner. The TRACE system can be accessed in any of the following ways:

- Clicking this link
- Going to [REDACTED TEXT]
- Searching the Intranet for any of the following words: *'Court Refusals,' 'Miss-outs,' 'TRACE'*

Minimum requirements to create **any** entry in TRACE are:

- Inmate last name
- Booking number
- Refusal/Miss-out date/time
- Unit submitting
- Miss-out reason
- Comments/details about Refusal or Miss-out reason

For Refusals only:

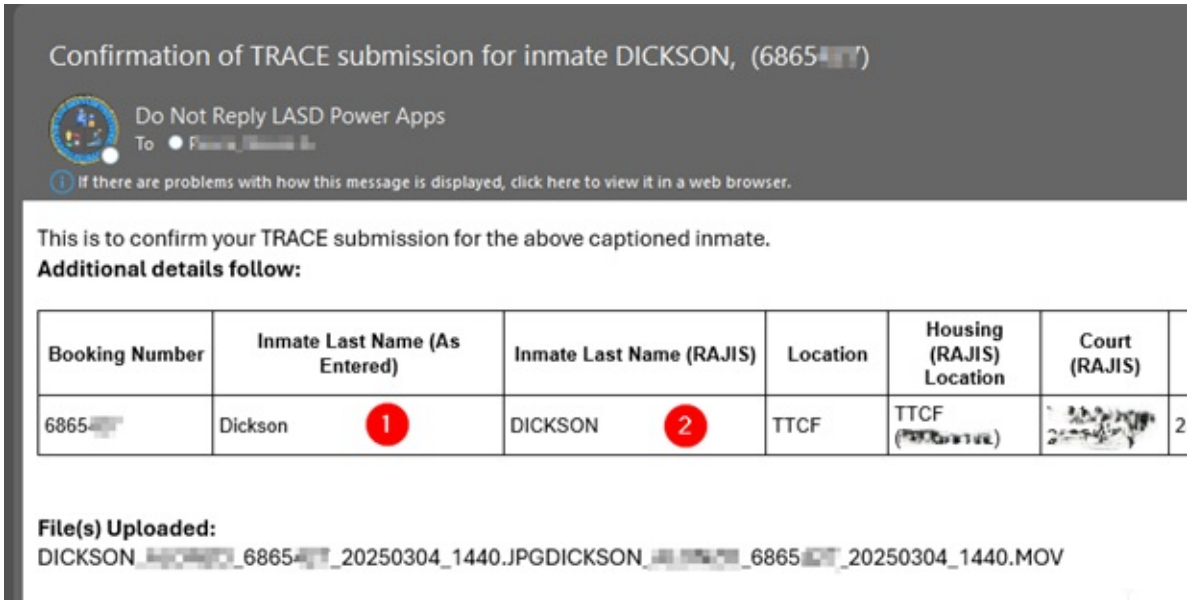
- A video recording evidencing the reading of the Court Appearance Refusal Admonishment (see Figure 2 Court Appearance Refusal Admonishment)
- Employee number of personnel who read the Admonishment to the inmate
- The name of the sergeant who was notified

For all other Miss-outs

- Medical 'No-Go' paperwork

*For Refusals a video file **must** be uploaded.*
'Refusal' forms are no longer required or accepted.

After submitting the TRACE notification, the employee uploading will receive an e-mail notification that the submission was accepted or rejected. For submissions that were accepted, verify that the inmate's last name on the confirmation (bubble 2) matches the name you entered in the submission (bubble 1). If the last names do not match, you entered an incorrect booking number. Please resubmit and notify the Court Refusal Team (CRT) to void the incorrect submission (see Figure 1 Exemplar TRACE Submission below).



Confirmation of TRACE submission for inmate DICKSON, (6865)

Do Not Reply LASD Power Apps
To

If there are problems with how this message is displayed, click here to view it in a web browser.

This is to confirm your TRACE submission for the above captioned inmate.
Additional details follow:

Booking Number	Inmate Last Name (As Entered)	Inmate Last Name (RAJIS)	Location	Housing (RAJIS) Location	Court (RAJIS)
6865	Dickson 1	DICKSON 2	TTCF	TTCF	

File(s) Uploaded:
DICKSON _6865 _20250304_1440.JPGDICKSON _6865 _20250304_1440.MOV

Figure 1 Exemplar TRACE Submission

The most common reason for a rejection is an invalid booking number.

The confirmation email is your record of an accepted TRACE submission. If you experience technical issues with your TRACE submission, contact CRT at [REDACTED TEXT] and be prepared to give them the message number at the bottom of the email you received.

REFUSAL SPECIFIC PROCEDURES:

When an inmate refuses to go to court, every attempt should be made to explain the importance of attending court. However, if the inmate continues to refuse, custody personnel shall notify their sergeant.

The sergeant or their designee (supervising line deputy) will read the court refusal admonishment to the inmate. The reading of the admonition and the inmate's response will be video recorded and properly labeled in the following manner: Date, Time, Booking Number, Last Name, First Name.

Your video file name should not contain any spaces or other special characters such as "#". A properly named video file would look like: '20250301_0630_1234567_InmateLast_InmateFirst"

In the event an inmate refuses after they arrive at IRC Old Side Courtline, a sergeant assigned to IRC Old Side Courtline, or their designee (supervising line deputy), will conduct and record the reading of the court refusal admonishment and the inmate's response. See below for the court refusal admonishment:

Court Appearance Refusal Admonishment

Inmate _____. You have been ordered to appear in Court today in case number _____. 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 the trial has commenced, the Court will also 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?

DATE: _____

Upon completion of the refusal video, facilities will enter all required information and upload the video into the TRACE system as soon as feasible, but no later than 1100 hours.

The IRC Court Refusal Team will then transfer the videos from TRACE onto Court LEA Information Center (CLIC) for the courts to access.

REFUSAL AND MISS-OUT DASHBOARD

As a companion tool to the TRACE system, an online dashboard has been created. The dashboard provides both current and historical statistics about Refusals and Miss-outs. The Dashboard is an important tool for unit commanders within Custody Division as well as Court Services Transportation Bureau (CST). The dashboard can be accessed by clicking here or searching the Intranet for the word 'Navigator,' once on the Power BI Navigator page select **'TSD-BPIG-I-160'**. Below is an exemplary screenshot of the dashboard:

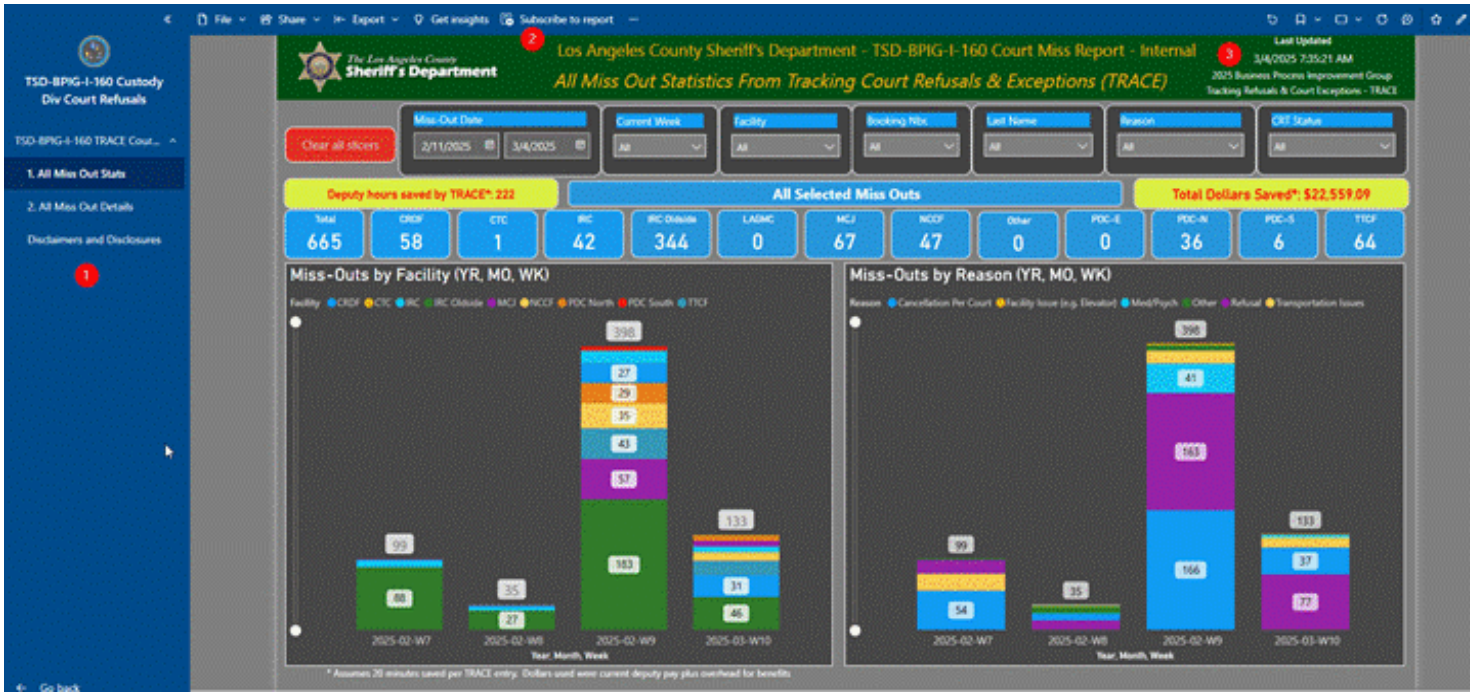


Figure 3 TSD-BPIG-I-160 TRACE Dashboard

- The dashboard is updated every 30 minutes, Monday-Friday, from 0400-1100, and hourly thereafter until 1800. The date/time of the most recent update is located in the upper right of each dashboard page (see bubble 3).
- If you wish to access the dashboard, send yourself an email link to the report whenever you wish. To do this, click the 'Subscribe to Report' link at the top (see bubble 2 above).
- You can also get details about Miss-outs by using the page navigation (see bubble 1 above) and selecting page 2.
- Information in the table visual on page 2 can be exported by pressing the ellipses in the upper right of the visual (see Figure 4 TRACE Dashboard Exemplar page 2 below)

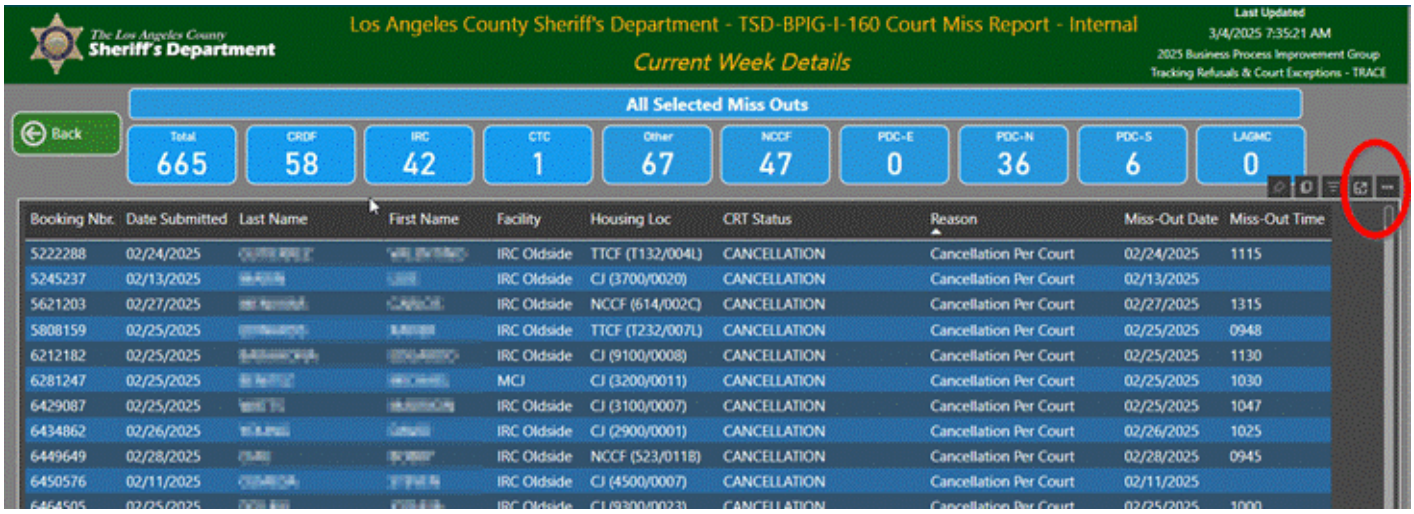


Figure 4 TRACE Dashboard Exemplar page 2

ADDITIONAL INFORMATION and FAQS

Q: How large can the video file be?

A: Video files should be less than 500MB in length and not be of the 'MTS' format.

Q Our unit's camera records in 'MTS' format, which isn't accepted. What should we do?

A: If your unit's camera records in 'MTS' format and is a Sony CX405 'Handy Cam,' it can be reconfigured to record in MP4 format by following the following instructions:

1. **Turn on the camera** and press the **MENU** button.
2. Navigate to **Image Quality/Size** settings.
3. Look for **File Format** or **Recording Mode**.
4. Select **MP4** instead of AVCHD.
5. Exit the menu and start recording in **MP4 format**.

Q: What if an error was made with a TRACE submission?

A: Create a new entry then call CRT to provide information on the entry that needs to be deleted.

If there is any doubt regarding the above, please contact IRC CRT at [REDACTED TEXT].

- **2025-02 Foreign National Arrest Advisement Form Procedures**

Los Angeles County Sheriff's Department
INFORMATIONAL BULLETIN
Custody Operations

Custody Support Services

Bulletin #2025-02

FOREIGN NATIONAL ARREST ADVISEMENT FORM PROCEDURES

INTRODUCTION

The purpose of this informational bulletin is to provide all personnel assigned to the Custody Services Divisions and patrol station jails with information concerning the submission of the "Los Angeles County Foreign National Arrest Advisement Form" following the arrest of a foreign national.

PROCEDURES

In accordance with the Custody Division Manual – Station Jail Manual section 6-03/010.00, "Booking and Property Record Form (SH-J-293)," booking packets shall be completed for all arrestees upon booking. The "Foreign National Arrest Advisement Form" is a required component of the booking packet when the arrestee is a foreign national.

Personnel completing the booking packet are instructed to ask all arrestees, including those arrested by other agencies, whether they are a foreign national or were born in another country. If the arrestee answers "yes," they should be provided with the "Foreign National Arrest Advisement Form." This question is unrelated to immigration status and serves only to notify the consulate of the arrestee's country of national origin about the arrestee's detention, in accordance with international treaties and law.

Once completed (whether "yes," "no," or refuse to sign), copies of the form should be emailed or faxed to the Sheriff's Information Bureau (SIB) – International Liaison Unit [REDACTED TEXT] and scanned into the Sheriff's Electronic Criminal Documents Archive (SECDA).

Personnel are encouraged to view the following informational video concerning these procedures:

Foreign National Arrest Advisement Procedures

Any question concerning the contents of this bulletin can be directed to the SIB – International Liaison Unit [REDACTED TEXT]

- **2025-03 Legal Name and Gender Change Requests**

Los Angeles County Sheriff's Department
INFORMATIONAL BULLETIN
Custody Operations

Custody Support Services

Bulletin# 2025-03

LEGAL NAME AND GENDER CHANGE REQUESTS

INTRODUCTION

The purpose of this informational bulletin is to provide all personnel assigned to Custody Operations with additional information concerning an inmate's right to petition the court for a legal name and/or gender change, and the Department's role in these requests.

PROCEDURES

As stipulated in California Code of Civil Procedure § 1279.5, "A person… sentenced to a county jail has the right to petition the court to obtain a name or gender change…" Further, the law states, "A person sentenced to the county jail shall provide a copy of the petition for name change to the sheriff's department, in a manner prescribed by the department…" In accordance with State law, Custody Division Manual section 8-02/010.00, "General Requests," delineates that such requests shall be directed to the facility legal units.

When an inmate submits a general request for a legal name and/or gender change, facility legal unit personnel should provide the requestor with the appropriate court provided forms (Los Angeles County civil court address list; NC-100, "Petition for Change of Name"; NC-125, "Order to Show Cause – Change of Name to Conform to Gender Identity"; and/or NC-300, "Petition for Recognition of Change of Gender and Sex Identifier") located in the Department's e-forms library. The requesting inmate will need to complete the required documentation and mail them on their own accord to the appropriate court. The Department does not require a copy of the petition.

Once the inmate receives a court order approving the name and/or gender change, the inmate should submit a second general request to the facility legal unit to process a copy of the court order. Facility legal unit personnel should submit the copy of the court order to the Records Administrative Deputy at the Inmate Reception Center (IRC), who will then update the inmate's records.

For inmates whose names and/or gender were changed pre-incarceration, they must arrange for an advocate outside of custody to mail them the court order so it can be forwarded to the IRC Records Administrative Deputy in the manner prescribed above.

In addition to the e-forms library, personnel and inmate advocates may retrieve the appropriate court documents from the following publicly accessible link: Court Forms | Judicial Branch of California

Any question concerning the contents of this bulletin can be directed to the IRC records clerk [REDACTED TEXT].

- **2025-04 Safety Check Audits**



Custody Support Services
Bulletin #2025-04

INTRODUCTION

The purpose of this informational bulletin is to codify procedures for the audit of inmate safety checks within Custody Services Division facilities.

PROCEDURES

Inmate safety check audits should be conducted at all Custody Services Division facilities that house inmates. Audits should be conducted on each shift by a supervisor, sergeant, and lieutenant by checking the fixed video equipment (closed circuit television [CCTV]) for the timeliness and quality of safety checks performed by custody personnel in accordance with Custody Division Manual section 4-11/030.00, “Inmate Safety Checks.”

The auditing system will randomly select a safety check from the same shift on the previous day. All safety check audits should be documented within the “Security Checks Application” on the Department’s Intranet. A comment for each audit shall be completed indicating whether the check was of good quality or document any necessary corrective action, if needed.

Sergeant Facility Audits

A sergeant at each facility shall conduct a minimum of five safety check audits at locations throughout their

respective facility for each shift. If, due to minimum staffing, a sergeant is unable to complete the safety check audits, a supervising line deputy (SLD) may be assigned to complete the audit.

Sergeant Audit

Each sergeant assigned to supervise an inmate housing location should audit at least one safety check that was conducted at a location under their supervision.

Watch Commander Audit

The facility watch commander, or designated lieutenant, should audit a completed audit by a supervisor or sergeant to ensure proper completion and documentation. The auditing system will randomly select an audit completed on the previous shift.

Additional procedures to the above bulletin may be documented in facility specific unit orders. Any question concerning the contents of this bulletin can be directed to Custody Support Services Bureau, [REDACTED TEXT].