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:

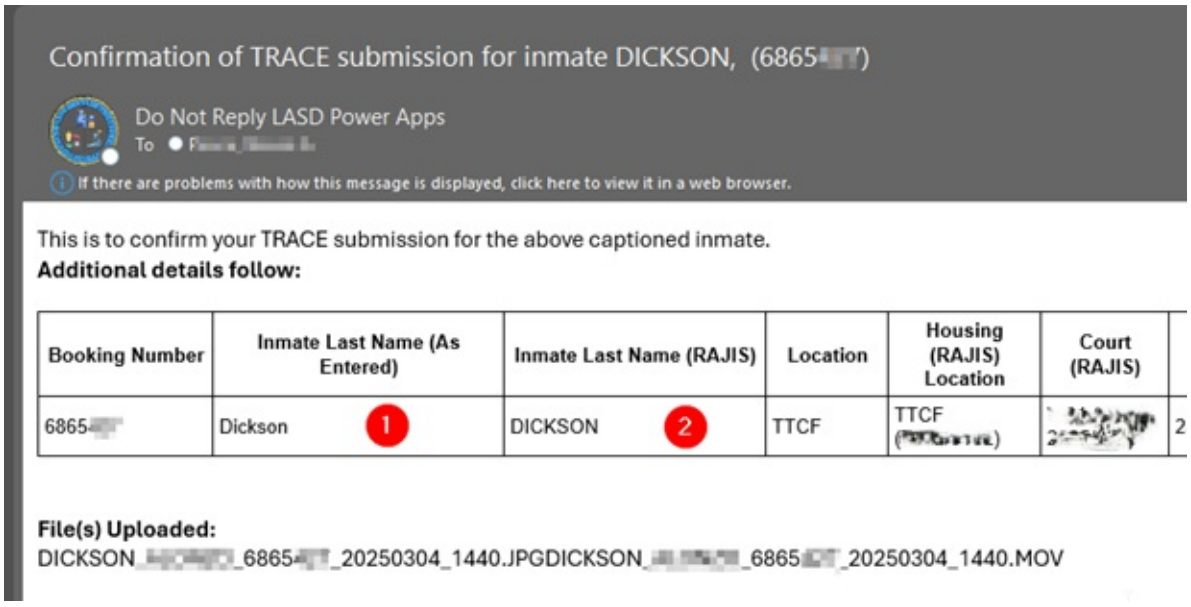
- A video recording evidencing the reading of the Court Appearance Refusal Admonishment (see Figure 2 Court Appearance Refusal Admonishment)
- Employee number of personnel who read the Admonishment to the inmate
- The name of the sergeant who was notified

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[redacted])

Do Not Reply LASD Power Apps
To [redacted]

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[redacted]	Dickson (1)	DICKSON (2)	TTCF	TTCF ([redacted])	[redacted]

File(s) Uploaded:
DICKSON_[redacted]_6865[redacted]_20250304_1440.JPGDICKSON_[redacted]_6865[redacted]_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:

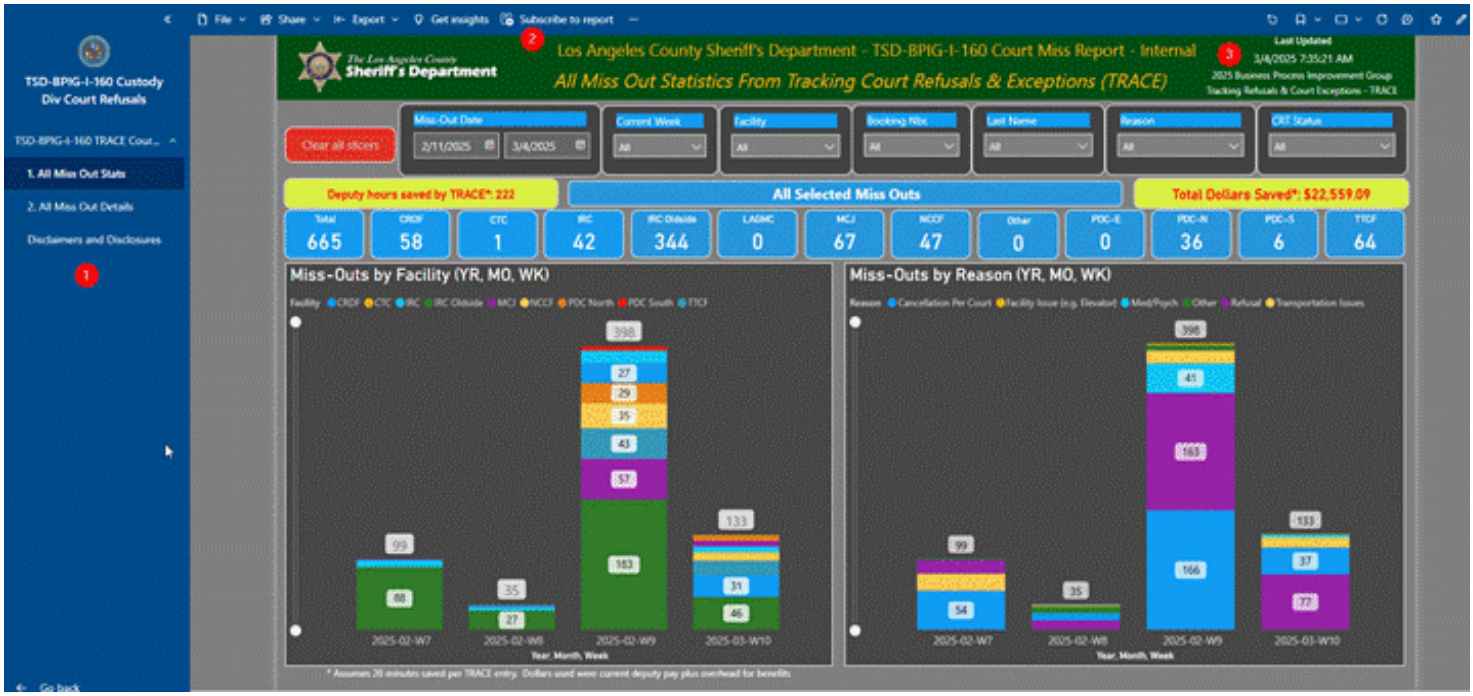


Figure 3 TSD-BPIG-I-160 TRACE Dashboard

- 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)

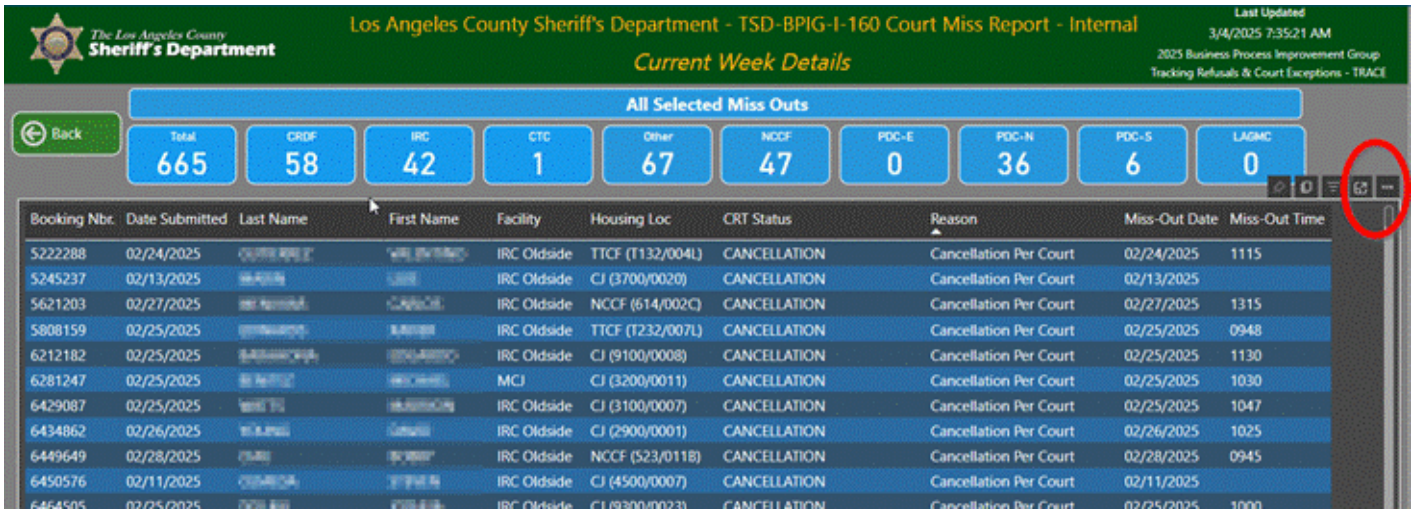


Figure 4 TRACE Dashboard Exemplar page 2

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].