

## 5-50-040 Floor Control Booths



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures governing the operation of the floor control booths at Men's Central Jail (MCJ).

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and/or working at MCJ.

### ORDER:

Under the direct supervision of the floor sergeant and/or supervising line deputy (SLD), the floor control booth officer shall:

- Ensure all pertinent information has been passed to the next shift returning for duty. This information shall include damaged/missing equipment, "miss-out" counts, and any incidents that occurred during the shift.
- Conduct an inventory of Title 15 safety check scanners, radios, keys, MK-9 canisters, and TASERS distributed throughout the floor using the electronic- Uniform Daily Activity Log (e-UDAL). This inventory shall be conducted within the **first hour** of any shift. Notification to main control shall be made advising

when inventory of all Title 15 safety check scanners, keys, MK-9 canisters, and Tasers are accounted for. The inventory tracking sheet shall be submitted to main control.

- Complete and submit the bad operation (B/O) count sheet to Facility Accountability Services (FAS).
- Receive and enter all maintenance requests for the floor into the e-UDAL - Maintenance Service Request.

**Note: Maintenance Service Requests submitted between 2030 hours - 0500 hours shall be forwarded to main control via a "MCJ Emergency Work Order."**

- Log pertinent information and activities occurring on the floor (e.g., searches, tours, inmate movement, inmate services, receipt of inventory, and inmate meals) in the e-UDAL/UDAL.
- Maintain visual of the corridor(s) (i.e., escalators, elevators, gates).
- Keep the entrance/exit door to the floor **closed**.
- Maintain verbal contact with floor personnel and supervisors via the telephone, radio, and/or the Public Address (PA) system.
- Verify the inmate's wristband with their generated pass when inmates are entering and exiting the module.
- Receive and distribute inmate transfer lines. Inmates appearing on either transfer line shall be updated promptly in the Automated Justice Information System (AJIS).
- Be aware of the location of floor personnel at all times.

- Act as liaison between floor and main control personnel.
- Notify floor rovers of any inmates for pick up at the [REDACTED TEXT] floor, attorney room, visiting, etc.

### **[REDACTED TEXT] Control Booth Responsibilities**

In addition to the standard floor control booth responsibilities, the [REDACTED TEXT] floor control booth officer shall:

- Monitor the hospital visiting area.
- Monitor the entry and exits through the [REDACTED TEXT] “duster door”.

Maintain a log for all Los Angeles General Medical Center (LAGMA) radio car and ambulance runs including:

- Inmate’s name and booking number.
- Reason for the transfer to LAGMA.
- Name of doctor requesting the transfer.
- Type of transport (radio car or ambulance).
- Name of escorting deputy.
- Enter into the Custody Automated Reporting and Tracking System (CARTS) under “radio car run”.
- Prepare an escape packet for outside hospitals and submit the packet to the watch sergeant.
- Ensure fire department personnel are escorted to the floor requesting the response.

### **Inmate Injury/Illness**

When an inmate becomes injured or ill (man down) custody personnel shall immediately notify the MCJ clinic for a nurse to respond to the location of the injured or ill inmate and complete an Inmate Injury/Illness Report (SH-J-212).

The floor booth officer shall maintain a log for all inmate "man down" calls. This log shall include:

- Inmate's name and booking number.
- Location of the "man down".
- Reason for the call.
- Time of occurrence.

### **Control Booth Security**

**Inmates** shall not be allowed in a control booth unless there are at least three officers/deputies present for the entire duration the inmate is in the booth. A ratio of three (3) officers/deputies to one (1) inmate any time there is an inmate in the [REDACTED TEXT] Hospital Control Booth or Main Control.

**BOOTH DOORS SHALL REMAIN SECURE AT ALL TIMES.**

**Revision Date 06/24/25**

**Revision Date 01/08/24**

**Revision Date 08/22/17**

**Revision Date 02/06/17**

**Revision Date 01/25/16**

**Revision Date 01/16/13**

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