

2009 DIRECTIVES

• 09-03 INMATE SECONDARY SEARCH

Number 09-03

Effective October 01, 2009

SECONDARY SEARCH OF INMATES PRIOR TO ENTERING A COURTROOM DURING A JURY TRIAL

PURPOSE

The purpose of this policy is to enhance security of the Superior Court during jury trials. Recently, we have witnessed an increase of inmates inflicting injury to themselves with altered razors in front of jurors **during their jury trial**.

This policy is designed to heighten safety of Sheriff's Department personnel, the employees of the Superior Court, and anyone who may be affected by an inmate's actions.

POLICY

Immediately, prior to an inmate entering a courtroom for a jury trial, personnel shall conduct a secondary pat down search. The search should include utilizing a handheld metal detector (if available) to find altered razors or any other metal object on the inmate's body or clothing. The use of the handheld wand can initially be conducted at the main service level or an adjacent lockup holding area prior to escorting the inmate into the courtroom. Additionally, a visual inspection of the inmate's mouth shall be conducted. The visual inspection shall include directing the inmate to swipe the interior of his/her mouth to ensure it is void of a slicing device (razor blade).

After the secondary search has been conducted, the inmate should be escorted directly

into the courtroom or a secured holding cell. Should the inmate return to the holding cell after court proceedings, personnel shall again conduct the secondary search (including visual search and finger swipe of their mouth) before allowing the inmate to return to the courtroom. If a handheld metal detector is available, the bailiff is encouraged to use it again to ensure a thorough search is conducted.

APPROVED: **ORIGINAL SIGNED**

RICHARD J. BARRANTES, CHIEF

COURT SERVICES DIVISION

• • **09-02 RESTRAINT DEVICES AND JUVENILE OFFENDERS**

Number 09-02

Effective September 9, 2009

RESTRAINT DEVICES AND JUVENILE OFFENDERS

PURPOSE

This directive provides Court Services Division personnel with procedures to follow when securing juvenile detainees in restraint devices.

BACKGROUND

Juvenile detainees have customarily been transported to Superior Court lockups while restrained in waist chains by personnel from the Los Angeles County Probation Department or deputies assigned to C.S.T. (Transportation Bureau). Until now, policy within Court Services Division has not specifically addressed how juvenile detainees would be restrained after acceptance at a court lockup facility.

POLICY

Juveniles shall be accepted into a court lockup facility in accordance with established

policies and procedures for court processing. They shall also be searched for contraband before the removal of restraint devices such as waist chains. Juveniles shall be secured in appropriate cells in accordance with their individual classification or keep-away status.

Juveniles shall not be restrained with handcuffs, waist chains or other CSD approved restraint devices after placement in a holding cell unless articulable facts exist to support the specific need for such restraint. Immediate notification shall be made to a branch supervisor of the rank of sergeant or above in cases where the necessity exists for the continued restraint of a juvenile in a court lockup. The specific justification for the use of restraints and the time the restraints were added and removed shall be documented in the Daily Facility Lockup log.

Juveniles should be secured with handcuffs or waist chains prior to removing them from holding cells. Restraint devices can be removed, as reasonably necessary, once a juvenile appears in court.

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Juveniles shall be secured with waist chains prior to transport from a court lockup to juvenile hall.

APPROVED: **ORIGINAL SIGNED**

RICHARD J. BARRANTES, CHIEF

COURT SERVICES DIVISION

• • 09-01 HANDCUFFING PORTUSE AND TACTICAL EMPLOYMENT OF ALL SAFTEY EQUIPMENT

Number 09-01

Effective January 15, 2009

HANDCUFFING PORT USE AND TACTICAL EMPLOYMENT

OF ALL SAFETY EQUIPMENT

PURPOSE

This Directive provides Court Services Division personnel with procedures to follow while handcuffing a prisoner while utilizing a handcuffing port.

BACKGROUND

Although not every situation can be anticipated, this Directive will provide guidance when dealing with difficult and complicated issues. The prioritization and installation of safety equipment such as handcuffing ports, coded weapons lockers, less-lethal weapons, prisoner restraints, and camera systems has been undertaken with the primary goal of providing Court Services Division personnel valuable equipment to make their daily operation safer. It is recognized that many of our duties, specifically prisoner handling, involves risk and that equipment alone cannot eliminate all potential problems. The complexity of our operations and variation in facilities makes it impossible to mandate specifically how or when to employ safety tools and tactics for the greatest benefit.

All personnel are granted reasonable discretion and tasked with personal responsibility to incorporate these and other equipment, within policy, into the performance of their duties in ways that maximize their own safety as well as that of their partners, the facility, and the prisoners they manage. In every situation, personnel shall regularly evaluate the need for appropriate notification, use of back-up personnel, and the use of available safety equipment when performing their duties. Personnel shall not fail to use appropriate tactics or available tools, or operate with undue risk simply to save time or

effort.

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POLICY

A lone deputy *shall* use the available safety options to handcuff an inmate housed in a cell prior to opening the door. A lone deputy is defined as any deputy who does not have backup that can immediately intervene to render aide and assistance to prevent or stop an attack. The handcuffing port shall be used as a physical barrier between the employee and the inmate during the handcuffing process. Sally port gates shall be used as designed to create separation and optimize safety. Personnel who fail to use sound tactics or equipment appropriate to the situation risk facility security, their own safety, and that of others, potential civil liability and administrative discipline.

Supervisors shall regularly monitor and remain familiar with the tactics, practices, and methods used by the personnel they supervise. They shall take positive action to improve the efficiency and safety of their tactics whenever appropriate, including the use of administrative discipline when necessary. It is essential that supervisors also perform the role of liaison with court supervisors and staff with the goal of educating them in the necessity and value of sound tactics and equipment, and to develop their positive support whenever possible. All personnel are encouraged to make timely recommendations for procedural improvement and requests for the repair or improvement of equipment or facilities.

APPROVED: **Original Signed**

RICHARD J. BARRANTES, CHIEF

COURT SERVICES DIVISION

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