5-03-020 Century Booking Area- Approved by CSS on 01/27/2026

Los Angeles County Sheriff's Department

	Unit Order: #5-03-020
CUSTODY SERVICES DIVISION	**Effective Date:** 01/01/1994
SPECIALIZED PROGRAMS	**Review Date:** 12/04/2025
CENTURY REGIONAL DETENTION FACILITY	

Subject: Century Booking Area

Reference: MPP 5-03/005.20 through 5-03/030.20, 5-03/045.00 through 5-03/075.00, 5-03/090.00 through 5-03/095.00, 5-03/100.00, 5-03/105.00, 5-03/110.00, Title 15 Section 1056 and 1213; CDM 4-06/005.05 and CDM Volume 6 (Station Jail Manual)

Unit Commander Signature: On File **Date: 02/19/2026**

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the booking process in the Century

booking area.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity in the Century booking area.

ORDER:

General Information

The Century booking area will be used for the admission and processing of individuals arrested by Century Station personnel, Compton Station personnel, other Sheriff's Department units, and other law enforcement agencies effecting an arrest or warrant within the reporting districts of Century and Compton Stations. All processing of new arrestees will occur in the booking area. Century booking personnel shall only book and assume custody of individuals that meet the criteria consistent with the current Los Angeles County Superior Court Bail Schedule. Any deviation to this order shall require prior approval from the booking supervisor and/or the CRDF watch commander.

Medical Clearance "OK to Book" is required for the following:

- Arrestee was involved in a use of force incident and is complaining of pain and/or has visible injuries
- Any life-threatening medical condition
- Severe 5150 WIC patients (5150 WIC arrestees, with an open charge, need to be medically cleared if they have any injuries prior to booking at Century booking area)
- Dialysis patient
- Under the influence of Phencyclidine (PCP)
- Severe alcohol/drug intoxication (arrestee is unable to stand on their own volition)
- Any condition requiring the regular intake of medication
- Diabetics
- Arrestee with a catheter/colostomy bag
- Pregnant females (case-by-case basis: if pregnancy is deemed high risk, the arrestee is experiencing complications, or is in their third trimester)
- Arrestee with open wounds and/or untreated fractures
- Arrestees with Methicillin Resistant Staphylococcus Aureus (MRSA)
- Application of Total Appendage Restraint Procedure (TARP)
- Arrestee alleges any injury and requests medical treatment (despite any apparent or visible injuries)
- Arrestee alleges that substantial force was used against them (despite any apparent injuries or whether medical treatment was requested)

Prisoners will be temporarily held in a holding cell or sobering cell until their booking process has been completed. Prisoners who do not qualify for release after being processed will be transferred and permanently housed in a Type II custody facility within 12 hours of arriving in the booking area.

Booking personnel shall respond to all requests for information regarding surety (bail) bonds, fine payments, or releases of any type. Requests shall be acted upon immediately and within no more than 15 (fifteen) minutes of receipt unless serious mitigating factors exist.

Responsibilities of Booking Counter/Receiving Deputies

The booking counter/receiving deputies will be responsible for the following:

- Ensure the arresting officers have secured all weapons before entering the booking area.
- Search all prisoners arriving to the booking area inside the booking sallyport prior to making entry into the secured area of the booking front.
- Complete the Arrestee Medical Screening form (SH-R-422). This form shall be filled out in its entirety. Each box shall be checked off; do not check the first box and draw a line through the rest of the form.
- Prepare and complete the Intoxication Observation Sheet (SH-R-445) for all persons arrested for being under the influence of alcohol and/or drugs (this includes all arrests for DUI or under the influence of a controlled substance).
- Ensure any medical conditions observed or complaints of pain are noted on the Arrestee Medical Screening form, and that the booking sergeant and/or the booking supervising line deputy are notified, and a signature is obtained.

- Oversee all bookings to ensure proper officer safety tactics are adhered to.
- Thoroughly search prisoners after they have been removed from the booking cell prior to being fingerprinted.
- Fingerprint and photograph all prisoners.
- Review information entered in the Automated Justice Interface System (AJIS) by the booking area clerk.
- Monitor and control the booking area security doors.

Responsibilities of Custody Assistants

- Maintain the electronic Uniform Daily Activity Log (e-UDAL) by accurately and neatly entering and removing data.
- Answer the telephone and handle inquiries from persons in need of information.
- Keep the booking sergeant and supervising line deputy informed of any problems that arise.
- Assist booking personnel as instructed by the booking sergeant or booking supervising line deputy.

Responsibilities of Arresting Officers

The arresting officer shall be responsible for the following:

- Search all prisoners and all property removed prior to placing the prisoner in a holding and/or sobering cell
- Complete the entire Booking and Property Record form (SH-J-294)
- Conduct the Intoxilyzer test or secure a urine sample (if applicable)
- Flat printing
- Wrist banding
- Complete and submit a Bail Deviation form (SH-R-440) (if applicable)
- Complete and submit a Notice to Appear (SH-CR-66) (if applicable)
- Complete and submit an electronic Behavioral Observation and Mental Health Referral (e-BOMHR) if applicable
- Complete the Voluntary Delayed Release form
- Removal, inventory, and packaging of property and money

Upon arrival to the Century booking area, law enforcement field personnel shall enter [REDACTED TEXT] All weapons shall be secured prior to entering the booking area. Field personnel should be cognizant that certain contraband, regardless of its evidentiary value, will not be permitted inside the booking area. Contraband includes narcotics and dangerous drugs, destructive and incendiary devices, weapons, and toxic materials. Field personnel shall arrange for appropriate storage of such contraband before entering the booking area. Small items may be secured [REDACTED TEXT]

Century Sheriff's Station personnel may place arrestees inside the holding cells located in the booking area while seeking Century Station supervisor arrest approval. This shall only occur after the arrestee has been searched, their property has been secured, and the booking deputy has been notified. Century Sheriff's Station sergeants shall indicate their approval of the arrest by placing their signature on the upper left corner of the booking slip. Charges deemed by the current Los Angeles County Superior Court Bail Schedule to be $0 bail Magistrate Review (MR) or charges with bails, felonies or misdemeanors require an Arrest Review/PCD

form signed by the arresting station's watch commander.

If during the arrestee's initial entry into the booking area, the booking counter deputy observes an obvious sign of medical ailment or injury, the booking counter deputy shall notify the CRDF booking sergeant or watch sergeant if the booking sergeant is unavailable.

Individuals requiring a Positive Identification ("Pos ID")

If contact with an individual is made within the reporting districts of Century and Compton Stations, and the subject fails to provide a satisfactory form of identification, arresting deputies/officers may transport the detainee to the Century booking area. Detaining personnel shall make every effort to locate an Evolution Mobile Identification device to utilize prior to transporting the detainee. Upon arrival, booking personnel will conduct a "Pos ID" via the Livescan machine to confirm the identity of the detainee. After the detainee is processed, they shall be secured to the reception area (no throw) chair near the booking area sallyport or returned to the patrol vehicle. If the reception area (no throw) chair is utilized, the arresting and/or transporting deputy/officer must remain with the detainee until a positive identification is made. If two deputies/officers are present, only one is required to remain with the detainee. The detainee shall not be secured to the "no throw" chair for more than four (4) hours. The detainee shall not be placed in a cell, absent extenuating circumstances. If the results of the "Pos ID" conclude in a bookable charge, the arresting deputy/officer will be responsible for completing all tasks outlined in the "Responsibilities of Arresting Officers" section within this order prior to booking personnel taking custody of the prisoner.

Prisoners Who Will Not Be Accepted at CRDF Century Booking

Prisoners who have any sign of serious injury, illness, or who require medication or ongoing medical treatment shall not be accepted for booking at Century booking.

Booking personnel shall relay these concerns to the immediate attention of the booking sergeant, or in their absence, another sergeant. The sergeant shall evaluate the situation and, if appropriate, obtain an "OK to book" by a physician for prisoners that may not be seriously injured, ill, or requiring ongoing medication. An "OK" for booking does not necessarily mean the prisoner is "OK" for housing at CRDF.

The circumstances below shall be brought to the attention of the booking sergeant and/or booking supervising line deputy to determine how to proceed:

- Prisoners with communicable diseases
- Prisoners under the influence of PCP who are displaying any of the following type of behavior:
    - Outbursts, or a constant level of wild, frenzied, unruly or violent behavior
    - Presents a continuing danger to themselves or others
    - There is little or no possibility of safely booking and controlling the prisoner at the CRDF/Century Station jail
    - Has injuries requiring continuing medical attention

The decision to book these prisoners directly into the Inmate Reception Center (IRC), excluding female prisoners, Century, and Compton arrestees, shall be carefully considered by arresting officers and accomplished whenever possible. The concurrence of a field supervisor shall be obtained when the following circumstances arise:

- Bond surrenders (males only; booked directly at IRC)
- Prisoners arrested solely on federal charges (booked at the Terminal Island Federal Prison)
- Prisoners arrested for narcotic offenses with a bail of one million dollars ($1,000,000.00) or higher (booked directly at IRC).

Prisoners who are accepted for booking and determined to fall within the category of prisoners who should ***NOT*** have been accepted shall be brought to the immediate attention of the booking sergeant or watch sergeant. The sergeant shall assess the situation and take immediate steps, if necessary, to have the prisoner transferred to IRC or the Los Angeles General Medical Center (LAGMC).

Booking personnel who encounter a **female prisoner** who is suicidal/mentally ill shall do the following for all non-cite-out bookings:

- All female prisoners identified as suicidal shall be waist-chained and placed in [REDACTED TEXT] to ensure constant and direct supervision of the prisoner.
- A BOMHR shall be initiated, and a reference number shall be pulled.
- The booking sergeant and on-duty watch commander shall be notified.
- 15-minute inmate safety checks shall be initiated.
- If the prisoner is waist-chained for one hour, the watch commander shall conduct an inmate welfare check and sign the “Handcuffed/Waist-chained Inmate 15 Minute Security Log.” Thereafter, the booking sergeant or their designee, at the rank of sergeant or above, shall continue conducting inmate welfare checks every hour and document each contact on the log.
- Female prisoners shall be expedited to the CRDF Reception Center and placed in a suicide gown.
- All articles that may assist in self-harm shall be removed.
- Notification to the “On-Call Psych” shall be made by reception personnel.
- Booking personnel shall notify the Reception Center sergeant and supervising line deputy.
- The intake/triage process shall be expedited, and the prisoner shall be escorted to [REDACTED TEXT]

Booking personnel who encounter a **male prisoner** who is suicidal/mentally ill shall do the following for all non-cite-out bookings:

- All male prisoners identified as suicidal shall be waist-chained and placed in [REDACTED TEXT] to ensure constant and direct supervision of the prisoner.
- Notify the booking sergeant and on-duty watch commander; if the prisoner is waist chained for an hour, the procedures outlined above shall be followed.
- Initiate a BOMHR; however, **do not pull a reference number.**
- Contact the arresting agency for transportation of the male prisoner to IRC.
- Provide the transporting officer with the BOMHR.

Property and Money

The prisoner shall stop at the booking counter, where a medical questionnaire shall be completed by booking personnel. The prisoner shall then be escorted to a holding or sobering cell where their property, including shoelaces and belts, shall be removed, inventoried, and recorded on the Booking and Property Record (B&PR). The prisoner shall then be placed in a holding or sobering cell for completion of the booking process.

The prisoner's property shall be placed in a clear plastic property bag and sealed. Prisoners may retain their shoes (shoelaces removed), except for shoes with steel-toes or pointed toes, which could cause damage to facility property or pose a potential security hazard. These items shall be placed in a clear plastic bag, and a copy of the prisoner's B&PR shall be attached.

Property shall be securely maintained in the property compartments located under the booking counter or inside the bulk property room. Property shall not be left unattended.

Additional Charges and Holds Record

The Additional Charges and Holds Records form (SH-CR-435) shall be completed for all charges that are in addition to the booking charge listed on the original booking slip.

If additional charges or holds are placed at any time following the initial booking process, the SH-CR-435 shall be completed, and shall additionally have the arrestee's thumbprints included if any charge/hold is a printable offense. Without the thumbprints, the charge will not be added to the arrestee's Consolidated Criminal History Records (CCHRS) at the California Department of Justice (DOJ).

If a prisoner is arrested on a citable misdemeanor charge and booking personnel later discover a citable or non-citable warrant(s) for which the prisoner will be sent to court, booking personnel shall have the prisoner sign the citation for the open misdemeanor charge, process the additional charge(s), and send the prisoner to court on the outstanding warrant(s), if possible. The procedure of citing on the open misdemeanor charge applies to all courts. Should the arresting officer fail to provide a citation for the prisoner and a hold has not been authorized with the signature of the Century Station watch commander, CRDF personnel shall cause the appropriate citation to be issued and signed by the prisoner.

However, if a prisoner is arrested on a citable misdemeanor charge and an out-of-county warrant, fugitive warrant, or a parolee-at-large warrant is discovered, the prisoner shall be sent to the appropriate court for arraignment on the open misdemeanor charge. Booking personnel shall contact the arresting deputy so they can complete the arrest report and shall contact the appropriate court deputy to ensure that the misdemeanor case has been filed or will be filed that day.

If it is discovered a prisoner has a parole hold, do not fill out an additional charge until the hold can be verified and a teletype authorization or faxed copy of the hold to detain/arrest is obtained from State Parole.

The additional charge slip will then be given to the booking clerk to update the booking. If the prisoner has an "open" charge, they shall be sent to court. If the prisoner is booked for 3056 PC or 1767.3 WIC only, they shall be sent to IRC on the first available transportation.

Probable Cause Declaration (PCD) / Arrest Review

The jailer is responsible for ensuring all inmates held in custody, either at the station jail or transferred to another facility within the county, have a signed PCD prior to the 48th hour in custody.

Except as provided below, a PCD is required in all cases where a suspect is booked into a Sheriff's Department facility on a criminal charge (including juveniles under 602 WIC) and there has been no prior judicial authorization for the detention. When suspects are booked on multiple charges, a PCD is required for

all charges where there has been no prior judicial review.

A PCD is not required for the following:

- Arrests made pursuant to a warrant
- Felony/Misdemeanor field citation releases
- Juveniles released to parents
- Parole violations (3056 P.C.)
- Military deserters

Prisoners shall not be in the Century booking area longer than 12 hours from the time of arrival per the Board of State and Community Corrections Title 24 Minimum Standards for Local Detention Facilities, except due to extenuating circumstances. The watch commander shall be notified immediately in such circumstances.

Blood Alcohol Testing

If an Intoxilyzer test is administered by the arresting officer, the test will be documented in the Intoxilyzer Logbook.

Fingerprints

All individuals over the age of 14 arrested and booked for any crime, with or without a warrant, shall be fingerprinted in accordance with MPP 5-03/050.05, “Prints Required.” This shall be accomplished as soon as practical after the arrestee is booked. This includes all offenses except:

- Field releases not booked at a detention/holding facility
- Weekenders
- Federal prisoners being booked into the jail system while in transit (only prints on the reverse side of the white copy of the booking slip are required)

To have an inmate's arrest recorded in CCHRS and the FBI, it is necessary that the prints be legible and completely rolled; otherwise, they will be rejected, and the arrest will not appear in these records.

Whenever practical, fingerprints should be captured on a Live Scan workstation and electronically transmitted to Records and Identification Bureau (RIB) for identification. Persons arrested and booked for any offense should not be released until a positive identification message has been received from RIB. In the event a release is imperative and a positive fingerprint identification message has not been received, the jailer shall contact RIB to determine the status of the identification.

In those instances when a positive identification cannot be established, and the release is imperative, watch commander approval shall be obtained before the suspect can be released. Additionally, the watch commander shall note their name, employee number, and reason on the B&PR.

Responsibilities of Clerks Assigned to Century Booking Area

If the prisoner is being booked pursuant to a felony or misdemeanor charge and appears to be eligible for a cite-out, the arresting officer shall prepare a citation. The completed citation shall be presented to booking

personnel along with the B&PR and other associated documents.

Booking personnel at other facilities, or personnel releasing arrestees pursuant to field release procedures, shall notify booking personnel. Booking personnel shall enter the arrest information into the e-Gatebook. The clerks assigned to the booking area shall process the information accordingly.

Prisoners arrested and booked for a felony or misdemeanor that are citable per the current Los Angeles County Bail Schedule shall be handled as station releases unless the arresting officer's watch commander has approved detention. The watch commander or designee shall put the reason for the hold and the name and employee numbers of the watch commander authorizing the hold on the front page of the booking packet for the hold to be valid and comply with current Department policy. Due to Century booking not being able to house prisoners beyond 12 hours, only charges currently accepted by IRC can be placed on a watch commander hold.

Maintaining the e-Gatebook

For accountability purposes, there should be only one person per shift responsible for making entries into and out of the e-Gatebook. At 0001 hours each day, a new e-Gatebook page shall be started.

All persons booked at Century Station shall be entered into the e-Gatebook by the booking custody assistant. This includes field releases and prisoners taken to other facilities such as IRC, LAGMC, Century Station, or other law enforcement agencies. Specialized, transitory, and investigative units of the Sheriff's Department may also submit bookings for entry into e-Gatebook when appropriate. Entries shall include the last two digits of the station reporting district (RD) with the file number.

Release dispositions shall contain complete information, including but not limited to cite numbers, reason for release, date, and time of release. On any releases given a court date, the court name and time of required appearance shall be entered in the disposition section directly following the release disposition entry.

Prisoners booked at Century Station and subsequently housed at IRC or LAGMC, and scheduled for arraignment at Compton Municipal Court, Lynwood Branch (COL), are ordered out in the following manner:

- Periodically, detectives may order a prisoner to court in the "Supplemental Court Listings," which will differ from the court indicated by the RD. This will normally be done by a Detective Bureau investigator who will file their cases in different judicial venues. In such cases, write the detective's name and unit at the end of the "Purpose of Appearance and Charges" column.

Segregation of Type I Prisoners

Arrestees who are determined to be prone to escape or assault staff and/or other prisoners shall be segregated. Additionally, all prisoners with communicable diseases shall be segregated from other prisoners and transported to IRC. These facilities shall be notified, and permission for housing the prisoner shall be obtained prior to transportation.

All prisoners who appear mentally ill or exhibit unstable, erratic behavior shall be segregated from other prisoners. Those with criminal charges shall be immediately transported to IRC.

Use of Sobering Cell

A sobering cell shall be used for housing inmates who are a threat to their own safety or the safety of others due to their state of intoxication. Symptoms include:

- Unable to care for oneself
- Unable to stand or walk without minimal assistance
- Unresponsive to verbal stimulation

A sobering cell is generally defined as a cell with a padded floor and standard toilet with a padded partition on one side for support. It must allow for maximum visual supervision of inmates by staff. For specific construction specifications refer to Uniform Building Code, Title 24, Section 13-102(c)2 and 13-102(c)3.

Having an inmate medically cleared prior to booking could facilitate the decision of whether to transfer the inmate to IRC/CRDF, or whether to place the inmate in an approved station sobering cell.

Inmates with other medical complications (as noted on the Los Angeles County Unified Arrestee Medical Screening Form) are not appropriate candidates for a station sobering cell, and should be transferred to IRC/CRDF.

An inmate no longer meeting the extremely intoxicated criteria shall be removed from the sobering cell as they are able to continue in the processing procedures.

Intermittent direct visual observation of inmates held in the sobering cell shall be conducted no less than every half hour to monitor their behavior, ensure they are breathing in a regular manner, and provide early medical intervention if needed. These checks shall be recorded by the jailer on the back of the Intoxication Observation Sheet. Each half-hour observation should include:

- Observation of the inmate's breathing to determine breathing is regular and not erratic or difficult. Note that a loud, heavy snoring sound in respiration is an indication of difficulty in breathing and requires closer monitoring
- Observation that there has been no vomiting while sleeping and ensuring the inmate remains on their side
- Observation of the inmate's intoxication level, if it appears to be increasing, a supervisor shall immediately be notified
- An attempt to awaken an inmate to ensure they responds to verbal or physical stimulation **(shaking them awake)**. This is the most important monitoring procedure for jailers in non-medical settings
- An attempt to awaken an inmate may be made by calling the inmate by name, making a loud noise, scraping keys across the bars, or asking another inmate in the cell to attempt to get a response. If unable to obtain a verbal response to stimulation, obtain backup if needed, go in, and attempt to awaken the inmate

Any inmate who has symptoms suggestive of a coma, having difficulty responding to verbal or physical stimulation, unable to awaken and has irregular breathing or snoring, or convulsions shall be considered an emergency. The paramedics shall be summoned, and the inmate shall be transferred to the closest emergency hospital as soon as possible.

- Keep in mind you may not know what substance(s) the inmate may have ingested and in what combinations. Though alcohol may be detected by odor, other legal medications or illegal drugs may

also have been used. Alcohol combined with any other legal and/or illegal drugs can be lethal.

- Many serious medical problems may mimic the behaviors of alcohol intoxication. For example: diabetes, stroke, brain tumors, head injuries with or without evidence of injury, electrolyte imbalances, drug overdose, acute allergic reactions, mental disorders, exposure to toxic materials, chemical reactions, or drug side effects of using legal or illegal drugs.
- The most important method available to the jailer for ensuring the inmate is "sobering" in a satisfactory manner is the awakening attempt.
- Monitoring activities performed for inmates undergoing detoxification should be documented in the same manner as the monitoring of inmates placed in safety rooms.
- Only persons considered **non-violent**, who do **not appear acutely ill, can respond verbally to stimulation, and can walk to the cell with minimal assistance** should be allowed to undergo detoxification in a jail setting. When in doubt, obtain a medical assessment of the individual before accepting the responsibility for their supervision.

In no case shall an **extremely intoxicated** inmate be held in a sobering cell over six hours without a re-evaluation by the jailer. If, after the re-evaluation, it is the jailer's opinion that:

- **The inmate's intoxication level is not decreasing, or appears to be increasing**, a supervisor shall be notified immediately. Paramedics shall be requested, an evaluation by a medical provider is needed to determine whether the inmate has an urgent medical problem, and the inmate shall receive medical treatment by paramedics or be transported to the local contract hospital for care
- **The inmate appears to be sobering up**, it is the jailer's responsibility to complete another evaluation as indicated on the **Intoxication Observation Sheet,** and continue to monitor

Once the inmate sobers up (from either drugs or alcohol) they shall be moved from the sobering cell and housed in a regular cell.

Note: Intoxicated females shall be housed in a sobering cell separate from other general population females. **Such inmates shall be removed from the sobering cell as soon as they are able to continue in the processing procedures.**

If the sobering cell has reached maximum capacity, transfer the next extremely intoxicated inmate to the closest facility (another station jail) with a sobering cell vacancy (taking gender into account).

Handling Intoxicated Prisoners exhibiting Disorderly Conduct

A person arrested for 647(f) PC shall be medically evaluated within 90 minutes of the arrestee's arrival at Century Station booking and documented on the "Intoxication Assessment Sheet" (SH-R-445).

When a 647(f) arrestee is suspected of having significant medical problems, booking personnel shall notify the booking sergeant immediately. The sergeant shall decide whether the prisoner will remain in the booking area.

Regardless of regularly scheduled mealtimes, all 647(f) PC arrestees shall be offered at least one meal while in custody. In those instances where a 647(f) PC arrestee is eligible for 849(b)(2) release prior to a regularly scheduled mealtime, they shall be given the option to remain in custody until the next scheduled mealtime or be given a bag lunch upon release.

Booking personnel shall check all 647(f) arrestees every half hour and log the checks on the bottom of the arrestee's "Intoxication Assessment Sheet" (SH-R-445) if they have been placed in a sobering cell. This sheet shall be incorporated in the booking packet of all 647 (f) arrestees, or any person booked for being under the influence of alcohol or drugs (includes 11550 H&S, 23152 CVC, 647[f] PC, etc.). A copy of this sheet shall be forwarded with all 647(f) arrestees who are transferred to another facility.

Female Prisoners

Female prisoners shall be kept separate from male prisoners at all times. Female prisoners may be placed in a booking cell next to a male prisoner. When there are female prisoners in custody at CRDF, there shall be an appropriately trained female employee (sworn or civilian) assigned, available, and accessible for supervision (per Penal Code Section 4021(a). Male personnel shall not enter a room or cell occupied by a female prisoner or prisoners, unless a female employee is also present, except under exigent circumstances.

Photographs and fingerprints may be done by any deputy sheriff or custody assistant.

Male Prisoners

Male prisoners with scheduled court hearings shall remain in the booking area pending the arrival of Court Services Transportation Bureau (CST) personnel. CST personnel shall be escorted to the booking area, where male prisoners shall be handcuffed and escorted to the CRDF Reception Center where they will board the CST buses. Any deviation from this policy shall be approved by the on-duty watch commander.

Juveniles

Please refer to the Station Jail Manual sections 6-09/000.00, “Juvenile Detention Definitions,” through 6-09/030.00, “Non-secure Detention of Juveniles.”

Station Prisoner Inspection Record

This form is a record of the prisoner count and is the responsibility of the booking custody assistant to ensure that every thirty minutes, all prisoners within the booking area, (i.e., interview rooms, booking cells, holding/detoxification cells), are counted. These totals shall be recorded on the inspection record.

MPP 5-03/170.00 Removal of Prisoner from County Jail by Court Order

The following procedures shall be observed in compliance with a legal removal order wherein a prisoner is taken from the jail or other place of confinement to another specified place for a specified reason.

Section 4004 of the Penal Code states that a prisoner committed to the County jail for examination or upon conviction for a public offense must be confined in the jail until they are legally discharged. During the pendency of a criminal proceeding, the Superior Court, Municipal Court, or a Justice Court, before which said proceeding is pending, may make a legal order, for good cause, for the removal in the custody of the Sheriff. After conviction, only the Superior Court may make a legal order, for good cause, for the removal.

INMATE INTERVIEW FOR LAW ENFORCEMENT

Absent a court order, inmates shall not be transported to another facility to be interviewed. Once approved, the interviews shall occur in the area(s) designated by the facility watch commander, or their designee.

IMMIGRATION AND CUSTOM ENFORCEMENT DETAINER NOTIFICATION

The Department shall not transfer inmates into the custody of the United States Immigration and Customs Enforcement (ICE) based solely on a civil immigration detainer. ICE agents shall not be allowed access to any custody facility or station jail to conduct civil immigration enforcement. The Department will honor judicial orders or judicial criminal warrants provided by ICE.

Inmates shall be given a physical copy of any ICE Detainer received for them and verbally notified of the Department's policy concerning transfers into ICE Custody. Refer to CDM section 4-06/005.05, "Immigration and Custom Enforcement Detainer Notification."

A bond or bail presented on behalf of an inmate with an ICE Detainer shall be accepted. The presence of an ICE Detainer shall not be used as a reason to refuse bond or bail, nor to delay the release of an inmate.

Inspections

Booking personnel shall be responsible for gathering all inspection documents as requested by the below mentioned agencies and the CRDF Operations Deputy for the following inspections:

- Department of Public Health Inspection (booking area only)
- Pre-Command and Command Inspection (booking area only)
- Board of State and Community Corrections (BSCC) (booking area only)

Booking supervisors with the assistance of booking deputies and custody assistants will be responsible for hosting the above mentioned inspections. Booking supervisors will be responsible for providing responses for any noted deficiencies documented in the Corrective Action Plan (CAP) requested by the Custody Support Services (CSS) Inspections Team. All responses are to be provided to the CRDF Operations Deputy. Booking supervisors will be responsible for ensuring all deficiencies are corrected forthwith.

NOTE: Refer to the Station Jail Manual for additional information.

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