

Los Angeles Police Department

Custody Services Division

Jail Operations Manual



January 2019 (Rev 1.x)

JAIL OPERATIONS MANUAL
(2019, Rev X)

PRIMARY MISSION. Custody Services Division serves as an integral operational element that assists in the Department's crime reduction strategies. The Department provides and maintains the jail system because of the assistance to both the community and to various law enforcement agencies. Custody Services Division's primary mission is to discharge its legal duties and responsibilities promptly and efficiently while ensuring that all individuals are provided professional and dignified treatment.

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CLERICAL OPERATIONS

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VOLUME 0

000. GENERAL PROVISIONS AND POLICY

001. JAIL OPERATIONS MANUAL ESTABLISHED. The Custody Services Division (CSD) Jail Operations Manual (JOM) is hereby established. It shall serve as a composite of current policies, procedures, and rules pertinent to jail operations. All employees assigned to CSD are to conform to the rules and provisions contained herein. Previous JOMs, CSD Orders and other regulations, which are in conflict with the contents of this Manual, are hereby revoked except the CSD Orders and other regulations that have not yet been incorporated herein.

The Department Manual will take precedence over all material contained in the JOM.

004. NUMBERING SYSTEM USED IN THE JOM. A modified decimal system is used to number each volume, chapter, section and subsection of the JOM.

A typical reference under the decimal system used in the JOM would be "2/015.10." The number 2 preceding the diagonal line (solidus) indicates that the material is contained in the second volume of the Manual.

"2/015.10" conveys several facts:

- That the referenced material is in Volume 2.
- That the material is in Chapter 0.
- That it is in Section 15 of Chapter 0.
- That it is located in the paragraph designated as .10.

This reference is read as "two, zero fifteen, point ten."

007. DEFINITIONS OF TERMS USED IN THE JAIL OPERATIONS MANUAL. The following words and terms will have the meaning herein assigned:

ABSENTEE BOOKING. The booking of an inmate who is not housed within a Department jail facility at the time of booking.

ARRESTEE. An individual prior to booking.

"BOOKING" shall mean the process of registering in Department records the custody of persons or property.

CALIFORNIA CODE OF REGULATIONS, TITLE 15, MINIMUM STANDARDS

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FOR LOCAL DETENTION FACILITIES. California Code of Regulations, Title 15 is the minimum standards for local detention facilities operating in the State of California (www.bscc.ca.gov).

CITY. "City" shall mean the City of Los Angeles.

COMMANDING OFFICER/FACILITY MANAGER. The term "Commanding Officer" and "Facility Manager" are used interchangeably and refer to the Commanding Officer, CSD.

CONTRABAND-DEFINED. Contraband consists of goods or merchandise, possession of which is prohibited by law. The term "contraband" as it applies to a strip search or visual body cavity search is restricted to controlled substances or other items that may pose a threat to the security of the jail facility.

CONVENTIONAL BOOKING. The arresting and/or transporting officer(s) who shall accompany an arrestee through the entire booking process and medical treatment, if necessary.

"DEPARTMENT" shall be used to describe the Los Angeles Police Department as created in Section 500 (a) of the City Charter.

DIVISION. "The Division" shall mean Custody Services Division (CSD).

DROP AND GO (DNG) BOOKING. The procedure whereby CSD officer(s) take the custody of an arrestee(s) from the arresting/transporting officer(s), once screened.

EXTRACTION TEAM. A group of personnel assigned to extract an inmate from a cell. The Extraction Team may be equipped with protective equipment. All Extraction Team members receive specialized tactics and training; however, exigent circumstances may require the assignment of personnel without having received the necessary training.

FOREIGN WARRANT. A foreign-warrant is a warrant obtained by an agency other than this Department.

GENDER IDENTITY. A person's sense of being a man, a woman, or nonbinary.

GENDER EXPRESSION. The display of gender identity through dress, demeanor, and language.

INMATE. Any person confined in a Department jail facility post booking.

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INMATE EXTRACTION. An inmate extraction is the removal of an inmate from a cell or other area based on a tactical plan, when that inmate is violent, combative and/or has refused to exit the cell/area when required to do so.

“OFFICER IN CHARGE” shall be used to describe an officer having charge of a section or unit.

PRINCIPAL DETENTION OFFICER. Principal Detention Officers (PDO), perform as the Watch commander or Assistant Watch commander of a Regional and geographic Area jail(s) overseeing its personnel and operations.

SAFETY CELL. A padded cell designed for inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others.

SENIOR DETENTION OFFICER. Senior Detention Officer (SDO) provides supervision at a Regional and geographic Area jail(s).

SEXUAL ABUSE OF AN INMATE. The Prison Rape Elimination Act (PREA), Federal law, defines sexual abuse to include:

(I) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and,

(II) Sexual abuse of an inmates, detainee, or resident by a staff member, contractor, or volunteer.

(III) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

(a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;

(b) Contact between the mouth and the penis, vulva, or anus;

(c) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and,

(d) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

(IV) Sexual abuse of inmates, detainee, or resident by a staff member,

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contractor, or volunteer includes any of the following acts, with or without consent of the inmates, detainee, or resident:

- (a) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (b) Contact between the mouth and the penis, vulva, or anus;
- (c) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (d) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (e) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (f) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs of this section;
- (g) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmates, detainee, or resident; and,
- (h) Voyeurism by a staff member, contractor, or volunteer.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmates, detainee, or resident by staff for reasons unrelated to official duties, such as peering at inmates who are using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

STATE CLASSIFICATION OF DEPARTMENT JAILS. All jails operated by the Department are classified as Type I facilities, as defined by the Board of State and Community Corrections, Title 15.

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TRANSGENDER. Transgender refers to a person who is born with the genetic traits and anatomy of one sex (i.e., male or female) and self-identifies as another gender (i.e., feminine or masculine). A transgender person can be pre-operative, post-operative, or non-operative. For the purposes of this policy, pre-operative and non-operative are treated as equivalent.

“WATCH COMMANDER” shall be used to describe an employee having charge of a specific watch in a division or geographic Area.

“SUPERVISOR” shall be used to describe an employee engaged in a field supervision or in general supervision of a section or unit.

WATCH SUPERVISOR. A PDO or a SDO who performs the duties of a watch commander; however, they cannot approve a booking or an arrest report.

040. AMENDMENT OF THE JOM. Requests for revisions or additions to the JOM may be made by submitting an Employee’s Report, Form 15.07.00, to the Commanding Officer, CSD. The JOM shall be reviewed biannually. During this review process, CSD Orders and Notices will be reviewed to determine inclusion into the JOM.

043. ADDITIONAL STANDARDS AND PROCEDURES. Nothing contained in the JOM prohibits or limits a watch commander/watch supervisor or OIC from enacting standards or procedures that pertain to the operation of his/her area of authority, providing such standards or procedures, shall not impede or diminish divisional performance objectives, and they must be consistent with standards and procedures throughout CSD.

VOLUME 1

000. FUNCTIONAL OBJECTIVES

010. CUSTODY SERVICES DIVISION (CSD) - ORGANIZATION. CSD's organization is comprised of the following functions:

- Audits
- Administrative and Research Section
- Community Relations Office (CRO)
- Complaint Unit
- COMPSTAT
- Jail Operations and Training/Recruitment
- Sick and Injured on Duty
- Subpoena Control
- Teams II/Use of Force Section
- Metropolitan Jail Section (MJS)
- Valley Jail Section (VJS)
- 77th Regional Jail Section (77RJS)

010.40 REGIONAL JAIL SECTIONS AND OPERATIONS. There are three regional jail sections within CSD operations;

Metropolitan Jail Section (MJS) is responsible for the operations of the following Area jails:

- Hollywood (HWD);
- Metropolitan Detention Center (MDC); and,
- Wilshire (WILS).

Van Nuys Jail Section (VJS) is responsible for the operations of the following Area jails:

- Devonshire (DEVS);
- Foothill (FTHL); and,
- Van Nuys (VNYS).

77th Street Regional Jail Section (77RJS) is responsible for the operations of the following Area jails:

- 77th Street (77TH);
- Southwest (SOW);
- Pacific Jail (PAC); and
- Harbor (HARB).

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010.80 REGIONAL AND AREA JAIL OPERATIONS – RESPONSIBILITIES. Each Regional Jail Section and Area Jail Operations have the following responsibilities and requirements:

- Intake, booking, and processing of male and female arrests or when specialized confinement is necessary.
- Maintenance of the protective care and custody of all confined inmates ensuring that all applicable regulations and standards related to health care, nutrition, hygiene, and general confinement are met.
- Discharge or remand of inmates to the appropriate agency or authority without unnecessary delay.
- Advise on matters pertaining to Department booking and custody operations.
- Intake and processing of male and/or female arrests stemming from an unusual occurrence or other mass arrest incident.

020. DUTIES/OPPOSITE GENDER STAFF. Personnel deployed in facilities housing inmates of the opposite gender shall announce themselves prior to entering a housing area. A Department employee of the opposite gender shall not be in a position to view the exposed breast, buttocks, or genitalia of an arrestee or inmates.

025. EMERGENCY STAFFING. A STC certified staff member must be deployed in each inmate occupied jail facility for the purpose of supervising inmates and responding to an emergency. This staff member shall not be assigned duties which would deviate from these responsibilities.

025.10 SINGLE STAFFING. In situations, where CSD deployment necessitates the assignment of a single officer to an occupied jail, the following guidelines shall be adhered to:

- The arresting or transporting officer shall remain with the CSD employee until booking, fingerprinting, photographing are complete and the inmate is in a secured housing unit.
- No inmate shall be removed from a housing unit without a second officer present.
- A CSD officer shall not leave the jail facility unattended.
- A CSD officer shall notify the watch commander/supervisor in the event the officer needs to leave the facility. The watch commander/supervisor shall provide an additional officer to staff the facility.
- The CSD officer must not leave until relieved by a supervisor.

030. JAIL INCIDENT AND ADMINISTRATIVE REPORTS. All jail reports shall be completed and submitted to the watch commander/supervisor by the end of watch. When a report cannot be completed by the end of watch, the employee

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shall notify the watch commander/supervisor. The watch commander/supervisor may approve the report can be submitted on the employee's next working day date.

035. CHANGE OF SECTION REQUESTS. Personnel who request to change their work section shall submit an Employee's Report, Form 15.07.00, addressed to the Commanding Officer with the section they have requested, (e.g., from 77RJS to VJS). Commanding Officers review all requests based on deployment needs.

040. CODE SEVEN SCHEDULING. Watch commanders or supervisors will determine the scheduling of Code Seven with the primary consideration to the minimize disruption of a watch. Code Seven periods will not be taken during the first or last hour of a watch, except in unusual cases and only with prior supervisory approval. An employee may combine Code Seven and breaks only with the prior approval of the watch commander/supervisor.

MEAL BREAK (Code Seven). All CSD employees are required to take a meal break (Code Seven) during their regular shift.

Note: Sworn supervisors assigned to CSD are not required to take a Code Seven. Sworn police officers assigned to CSD are required to take Code Seven.

045. OVERTIME MEAL BREAKS. CSD personnel working overtime (OT) for more than four hours shall not be required to take an additional meal break. Employees working six hours or more of overtime may take a break of 30 minutes of unpaid leave.

Officers mandated to work more than four hours of OT, after completing a shift, will be provided a meal break in compliance with current MOUs.

050. NOTICE TO CORRECT DEFICIENCIES (NTC) SERVICE. All NTC deficiencies must be submitted to the Commanding Officer, for review and approval, prior to service of the employee.

055. INTERACTION WITH INMATES. Employees must ensure their actions, appearance, and statements reflect a professional attitude in the workplace. Each employee must perform tasks and duties in an impartial, fair, and business-like manner. Conversations with arrestees or inmates must be limited to matters directly within the scope and course of duty.

CSD employees are forbidden from delivering unauthorized messages or articles, borrow/loan money or articles, and purchase, sell, accept, or offer any gift or article to any arrestee or inmate.

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An employee shall not have contact with an inmate with whom they have a personal relationship; family member, friend, associate, or personally known to the employee. The employee shall immediately notify a supervisor when an employee becomes aware of an inmate with a personal relationship.

The supervisor shall immediately ensure the employee does not have any further contact with the inmate. The supervisor shall ensure the employee or the inmate is transferred to another facility during the inmates housing.

Employees contacted by, or on behalf of, an inmate within 120 days of release from the custody of LAPD shall immediately report the contact to a supervisor.

100. SAFETY EQUIPMENT

110. ON-DUTY USE OF PERSONAL COMMUNICATION DEVICES. On-duty employees must set their personal communication equipment, including cell phones, to silent mode. Employees may only use the equipment during break periods. The watch commander or a supervisor shall accept emergency calls for employees and relay messages.

122. PERSONAL PROTECTION EQUIPMENT. Personal Protective Equipment (PPE) shall be worn when an employee is tasked with an extraction or other planned tactical operation in which the employee may be in contact with contaminants, such as bio-hazard, chemicals, bodily fluids or other unknown substances.

The PPE used should be determined by the tactical leader or supervisor on scene and may consist of a bio-hazard suit, face shield, shoe covering, gloves or other available items. Personnel shall make every effort to wear such protective gear, prior to making contact whenever bio-hazard substances may be present.

Note: Leather items, such as gloves, are porous and can be contaminated by hazardous substances and should not be used. Boots or other contaminated clothing items should be cleaned after any exposure to hazardous substance.

Bio-hazard suits shall be properly disposed of after each use. Any employee disposing of regulated infectious waste shall secure the item in a Department-approved biohazardous disposal bag. All regulated infectious waste shall be double-bagged and disposed of in the biohazardous disposal receptacle located in the dispensary. Reusable PPE, such as goggles and face shields shall be thoroughly cleaned and disinfected after each use.

123. ISSUED EQUIPMENT. All equipment shall be issued from the CSD Kit room.

125. SELF-CONTAINED BREATHING APPARATUS (SCBA) STORAGE AND INSPECTIONS.

- All SCBAs and related equipment shall be stored in designated lockers or securely affixed to the wall.
- There shall be an inspection log for each SCBA location.
- At the beginning of each watch, the watch commander shall designate an employee to inspect the equipment for any damage and document the employee performing the inspection on the WSDR.
- The designated employee shall ensure the PSI level is at a safe operable level of between 3500 PSI to 4,500 PSI. The employee shall affix his/her name/serial number and document the findings on the SCBA inspection log.
- Once a month the A-Watch, watch commander at each Regional Jail Section, shall designate an employee to conduct a breathing test on each unit. The designated employee shall document his/her findings on the inspection log.
- The employee conducting the daily inspection or breathing test shall notify the watch commander of any repair or maintenance needed. The watch commander shall cause the equipment to be repaired or serviced.
- Completed inspection logs shall be submitted to the section's administrative unit.
- Each section shall designate a SCBA Coordinator. The coordinator shall be responsible for facilitating all repairs and servicing of the SCBA units.

130. CSD RADIO CODES:

CODE LINCOLN: This call shall be broadcast when the need for a lockdown of the facility arises. The officer initiating the call will broadcast, "CODE LINCOLN." Officers working their assigned areas shall immediately secure their areas. Personnel assigned to a control tower or Master Control, shall immediately follow the lockdown procedures as set forth in the Standing Plans. The facility shall remain on lockdown until a supervisor provides verification and a "CODE LINCOLN CLEAR" is broadcast.

415 INMATES: This call shall be broadcast when an altercation occurs among inmates the responding officer shall initiate a "415 INMATES" broadcast, followed by the incident location. The initiating officer shall wait for sufficient personnel to arrive before intervening. The first responding supervisor shall have command and control over the incident. Subsequent responding supervisors are to maintain perimeter control, unless otherwise instructed. The use of "415 INMATES" applies to two or more inmates fighting.

Note: When an inmate attacks an officer, the partner officer or witnessing officer shall transmit a "Officer Needs Help" call followed by the incident location. An *Officer Needs Help* broadcast requires all CSD officers to respond with the exception of employees with a duty restriction.

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CODE RED: This call shall be broadcast when an officer is aware of an inmate attempting to escape. The officer shall broadcast "CODE RED" followed by the direction of travel and location of the inmate. The officer shall also broadcast a description of the inmate, to include description of clothing and any other descriptors. A Code Red broadcast shall initiate the lockdown procedures in a facility.

CSD personnel shall not pursue an escaped inmate off of facility grounds. The responding officer(s) shall switch to the base frequency of the affected geographical Area and broadcast a description of the inmate, any identifying marks, the direction the inmate was headed, and the arrest charge. The watch commander shall make the appropriate notifications. The facility shall remain on lockdown until otherwise advised by the Commanding Officer or the OIC.

CODE BLUE: This call shall be broadcast when an officer observes a suicide attempt in progress, what appears to be a suicide, or a man down call that requires the response of medical personnel. The officer shall broadcast "CODE BLUE" and the incident location. A "CODE BLUE" broadcast requires responding officers bring a gurney, the suicide response kit, and immediately notify Jail Dispensary personnel. The first responding supervisor shall be the Incident Commander.

Note: Unless the inmate is pronounced deceased by medical personnel, all CODE BLUE broadcasts shall be treated with urgency by responding officers and immediate life saving measures shall be conducted. This includes, but is not limited to, arrestees or inmates experiencing a medical emergency necessitating the response of Medical Services Division personnel.

In order to avoid potentially injuring the arrestee/inmate, he or she shall not be moved. If the threat of additional harm exists in the area, the arrestee/inmate should be moved to ensure his/her safety, the safety of officers, and medical staff.

Personnel discovering an arrestee/inmate hanging shall:

- Broadcast a "Code Blue" call;
- Immediately notify medical personnel;
- Secure the area;
- Support/lift the arrestee's/ inmate's legs, thereby relieving pressure on the neck if necessary;
- Remove and secure the ligature; and,
- Begin CPR and/or other first aid.

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Any life-saving assistance shall begin as soon as possible and continues until medical staff arrives. The movement of an arrestee/inmate prior to the arrival of medical personnel may cause additional injury or a delay in receiving medical treatment.

200. INSPECTIONS

240. ANNUAL INSPECTIONS. Annual inspections of all operational detention facilities will be conducted by jail supervision to ensure system uniformity and consistency. Summaries of inspection findings must be prepared and submitted to the Commanding Officer.

240.20 JAIL INSPECTIONS – WATCH COMMANDER’S RESPONSIBILITIES. A watch commander or a supervisor will conduct a minimum of two inspections of the jail and facility. Any negative findings shall be noted on the WSDR.

245. FIRE/LIFE SAFETY INSPECTION. Each month a monthly fire/life safety inspection shall be conducted. The Fire/Life Safety Monthly checklist shall be used when conducting the inspection and forwarded to the watch commander. The inspection document shall be retained at the jail facility for two years.

245.10 RANDOM CELL INSPECTIONS (RCI) IN JAIL FACILITIES. Each section shall conduct Random Cell Inspections (RCI) within their facilities based upon the below guidelines:

- Complete three inspections per week; after the court load/transfer has been completed.
- Assign a supervisor to monitor the performance of the RCI.
- A WSDR entry indicating the RCI was performed in addition to the cells that were inspected and if any contraband was discovered.

The RCI does not apply to Area jails. The Area jails shall inspect a cell for contraband after an inmate or inmates have been removed from a cell. The discovery of contraband shall be logged on the WSDR.

As a general reminder, when removing inmates from holding cells for transfer to housing, officers should conduct an inspection of the holding cell for contraband. In instances where contraband is located in a holding cell, a supervisor shall be notified. The results of a RCI should be reviewed to determine if any specific trends are identifiable and exist.

250. SAFETY CHECKS. A safety check is a direct, visual observation performed at random intervals to provide for the health and welfare of inmates. All safety checks shall be random and intermittent to minimize the ability of inmates to anticipate the next check. Safety checks shall be completed within the time

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interval assigned to the housing location and not precisely and repeatedly on the interval. Safety checks shall be done in person. Audio/video monitoring may supplement, but not substitute for direct visual observation.

Housing Location	Checks Per Hour
General Housing, Holding Cells, or Sobering Cells:	Approximately every half hour. Two checks per hour.
Safety Cells:	Approximately every 15 minutes. Four checks per hour.

During a safety check, officers shall look at the inmate for signs of life (e.g., breathing, talking, movement, etc.) and obvious signs of distress (e.g., bleeding, trauma, visible injury, choking, difficulty breathing, etc.). If signs of distress are observed, the officer shall immediately request medical aid and additional personnel.

In instances where personnel are not able to conduct a direct visual observation of each inmate and provide for their health and welfare from outside the holding or housing cell, it will then be necessary for personnel to enter the cell to conduct the safety check. If any portion of an occupied housing unit is not visible from outside the housing unit, it will be necessary for personnel to enter the housing unit to have the direct visual observation of all areas. Sufficient personnel shall be present to safely enter any cell. The safety check shall be documented on the Custody Observation Record, Form 70-06.170.

Each inmate shall be awakened at each meal and a verbal response received. If an inmate does not awaken or if there is no coherent response, immediate action shall be taken to determine the condition of the inmate. In between meals, inmates should not generally be awakened. Instead, CSD personnel shall look for obvious signs of distress or trauma.

Cell lights shall not be turned off, but the night feature dimmed lights may be used. A flashlight shall be utilized to perform a safety check if lighting is not sufficient.

It is the responsibility of all supervisors to ensure these procedures are followed.

250.10 SUPERVISOR INSPECTION OF EMPTY CELLS/CLOSURE OF POD AND BLOCKS. All empty cells shall be inspected by a supervisor at the start of watch. A Pod/Block not in use is not subject to a safety checks. However, the Pod/Block not in use shall be checked at mid-shift on to ensure it is unoccupied.

The CSD Observation Record (CSOR), Form 70-06.170, shall note the Pod/Block is closed and the supervisor completing the verification shall

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document results in the WSDR. In the event the Pod/Block is reopened, the WSDR shall reflect the time and the CSOR form is to be attached to the WSDR.

77RJS and VJS are to continue procedures for verification of a closed housing unit. However, all verifications of closed cells shall be logged in the WSDR and occur at the start of watch and mid-shift.

- 250.15 INSPECTION OF UNOCCUPIED SAFETY CELLS.** All unoccupied safety cells shall be inspected by a supervisor at the start of watch. A safety cell not occupied shall be documented in the WSDR. A safety cell identified as unoccupied shall be re-checked at mid-shift to ensure it has remained unoccupied. Should the safety cell be subsequently utilized, the WSDR shall reflect the time and the associated reason.

An OIC may close a safety cell for operational purposes by placing a note with the date and cell number on the cell with additional markings to indicate it is closed and not to be used. If the safety cell is reopened for use, the watch commander shall document the use in WSDR. When no longer in use, the watch commander shall notate the re-closure of the safety cell and reattach the badge note to the safety cell door.

- 255. UNKNOWN LOCATION OF AN INMATE.** If an inmate does not respond to their name where an inmate is believed to be housed, CSD personnel shall conduct a search of the cell and determine if the inmate is present. If the inmate is not present, the Release Desk shall be contacted to determine the inmate's housing location and/or custody status. If the inmate has not been released or moved and cannot be located, the watch commander, or a supervisor shall be immediately notified.

- 260. ENTERING AN OCCUPIED CELL.** A lone employee shall not enter an occupied cell without additional personnel present. In an exigent, life-threatening circumstance or the need to render medical aid to a lone occupant in a cell, a lone employee may enter the cell prior to the arrival of sufficient personnel. The employee shall assess the situation and take into consideration these factors with an emphasis of officer safety;

- The nature of the emergency,
- The condition/behavior of the occupant;
- The type of aid they can render; and,
- The necessity to enter the cell.

If after their assessment, the officer decided to enter an occupied cell alone, the involved employee shall broadcast a call for assistance prior to entering the cell. The request shall be for "Officer Needs Help," followed by a brief explanation of the emergency, their intention to enter a cell and the cell number. Prior to

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entering the cell, the involved officer must receive acknowledgement of their request for backup.

- 265. SOBERING CELL.** The sobering cell is used to hold inmates who are a threat to their own safety or the safety of others due to their state of impairment due to intoxication or sufficiently intoxicated from any substance to require a protected environment.

If the jail dispensary determines the inmate's health is not at-risk due to injuries or other medical conditions, dispensary personnel may approve the inmate for temporary housing in a sobering cell.

- 265.30 SOBERING CELL USE.** An inmate who meets the criteria for a sobering cell may be placed into a sobering cell. A Sobering Cell Inmate Welfare Form, Form 06.52.00, shall be completed. Inmates must be removed from the cell as soon as they are able to continue with the booking process. A safety check is required every 30 minutes after being placed into the cell.

- Medical treatment before being placed into a sobering cell;
- Housed only at MJS, VJS or 77RJS;
- Provided at minimum one meal.

An inmate shall not remain in the sobering cell over six hours without a medical evaluation. The six hours begin when the inmate entered the cell. The inmate shall be examined by the dispensary if housing in excess of six hours will continue and if the inmate still requires remaining in the sobering cell. After 12 hours, the inmate shall be transported to a facility with a higher level of care, if needed.

- 270. SAFETY CELL.** The safety cell shall be used to hold only those inmates who display behavior which results in the destruction of property or reveals an intent to cause physical harm to self or others. A safety cell is not to be used as a disciplinary measure.

- 270.30 SAFETY CELL USE.** An inmate who meets the criteria for a safety cell may be placed into a safety cell. The watch commander shall approve the use of a safety cell. A Safety Observation Record, form 06.51.00, shall be completed.

- When an inmate is placed into a safety cell, a safety check shall occur at least once each quarter of the hour.
- Within the initial four hours, and during each succeeding two-hour period, a supervisor must visually inspect the inmate and determine the need for continued confinement.
- Inmates housed in a safety cell are to be medically evaluated every six-hours and a mental health opinion/consultation with responsible health

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- care staff on placement and retention, within 12 hours of placement.
- Within the first two hours of placement and during each following two-hour period of confinement, the inmate must be offered water or other appropriate fluid (1 quart-32 oz. fluids per 8-hour shift).
- During each scheduled meal period, the inmate is to be given reasonable food provisions. Whenever water, any liquid, or food is offered or given, every 2 hours, it must be documented on the Safety Observation Record Form.

Confinement in the safety cell should be limited to a maximum of six hours. If this limit is reached and the inmate's mental condition has not improved, an effort to transfer the inmate must be attempted. If unsuccessful, the inmate may remain in the safety cell. The supervisor must document who was contacted and why the transfer was rejected.

If confinement in excess of six hours is required, another medical assessment must be obtained. Further medical reviews are to be obtained during each succeeding six-hour period until the inmate is removed.

It is the responsibility of all supervisors to ensure that any inmate confined in a safety cell is either transferred or returned to general housing at the earliest opportunity

Medical assessments and all cell inspections must be recorded on the Safety Observation Record form. The off-going watch commander must ensure that the oncoming watch commander is told of the status of any inmate being held in a safety cell.

The oncoming watch commander will conduct a visual inspection of an inmate in a safety cell. This initial inspection must be recorded on the Safety Cell Observation Record form. The off-going watch commander/watch supervisor, prior to being relieved from duty, must resolve any problems identified.

This information must be included in a separate narrative page attached to the related Safety Observation Record.

270.40 MEDICAL APPROVAL FOR SAFETY CELL USE. When use of the safety cell is authorized, a medical assessment of the inmate shall be obtained before placement or, if not safely practical, within four hours of confinement or at the next scheduled sick call, whichever is earliest. When the medical assessment recommends that the inmate not be removed from the safety cell, the supervisor must consult with the medical staff prior to authorizing removal from the safety cell.

While a supervisor is to consider to the advice of the medical staff, the final

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decision to place or remove an inmate from a safety cell is that of a supervisor.

270.45 SAFETY CELL - REMOVAL OF CLOTHING AND ARTICLES. When an inmate is placed into a safety cell, the inmate shall be allowed to retain sufficient clothing, or be provided with a suitably designed "safety garment," to provide for their personal privacy unless specific identifiable risks to the inmate's safety or to the security of the facility are documented.

Any articles of clothing that could reasonably be used to inflict injury must be removed. Any items removed are to be secured and stored. The removal of clothing before placement must not be treated as a routine practice

A supervisor must approve and document the reason for the removal of an inmate's clothing in the Safety Observation Record form. If a safety garment is not provided, this must be documented in the WSDR.

The inmate's clothing must be returned as soon as the inmate is no longer a danger to themselves or others. CSD personnel of the inmate's same gender shall remove the inmate's clothing. If an insufficient number of personnel of the same gender are not immediately available, the inmate must be isolated and observed until assistance is obtained. If the immediate safety of the inmate or others is threatened, the inmate may be handcuffed until personnel are available.

Whenever possible, a supervisor of the inmate's same gender must be present to observe the removal of clothing and placement into the safety cell. If a supervisor of the same gender is unavailable, the supervisor will be situated in reasonable proximity, but not in a position to view the process.

300. HOUSING CLASSIFICATION

310. CLASSIFICATION. The booking or receiving employee is responsible to screen and assess an inmate for housing assignment. The employee must observe the inmate and evaluate the inmate's information to determine if general housing or administrative segregation housing is appropriate.

The screening officer will ask the arresting/transporting officers about observed behavior or other information, review the arrest charge, medical screening form, and any other pre-booking documents to determine the housing assessment.

If the inmate does not require segregation, the screening officer will designate general housing by recording the letters "GH" in the upper right portion of the Division Booking Record (DBR).

If it is determined that segregation is necessary, the booking or receiving employee must obtain a supervisor's approval. The supervisor will make the final

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determination regarding segregation. The screening officer will designate segregated housing by recording the letters "SEG" in the upper right of the DBR. In addition, a brief explanation of the segregation must be recorded, on the upper right of the DBR. If more space is needed, the back of the DBR can be used.

310.20 HOUSING ASSIGNMENTS. Following the housing assessment, the DBR must be forwarded to the Processing Officer until the housing officer arrives to complete the formal housing transfer, When immediate segregation is required, the supervisor must ensure that the inmate is appropriately housed without delay.

CSD officers assigned to housing/security detail are responsible for the following duties:

- Review the DBR to ensure that a housing classification determination has been made;
- Inmates are housed according to the indicated Classification level and in compliance with the CSD Housing Assignment Plan;
- Record the specific housing unit of assignment in the upper right portion of the DBR next to the classification; and,
- Ensure at change of watch the oncoming watch is informed of all inmates in segregation housing.

If an inmate's behavior or condition requires a change in housing assignment, approval must be obtained from a supervisor and recorded on the back of the DBR. The new classification level, housing location, and reason for reassignment must be recorded on the DBR.

Information regarding an inmate released to another agency and information concerning the need for continued segregation or other special confinement must be relayed to the officer who accepts custody.

310.50 INMATE CLASSIFICATION - DEFINED. Classification is defined as the process by which an inmate is evaluated to determine proper placement during confinement. Classification may be determined, but is not limited to, the following factors:

- Gender;
- Age;
- Criminal sophistication;
- Seriousness of the offense;
- Assault or escape prone tendencies;
- Mental illness (psychotic, depression, bipolar, suicidal, drug influence);
- Sexual orientation;
- Affiliation or status;
- Mentally, physically, or developmentally disability;

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- Physical build and appearance;
- Nature of alleged offense; or
- Criminal History.

The primary objectives of the classification process are facility security, staff safety, and inmate safety.

CSD staff will ask the officer presenting an arrestee for booking, if crimes of a sexual nature are included in the inmate's criminal history. The inmate's housing location will be based on the arrestee's history and other classification factors.

350. INMATE SEGREGATION.

350.10 MANDATED INMATE SEGREGATION. Segregation involves the physical separation and confinement of inmates. Mandatory segregation is compelled by statute and the categories are as follows:

- Males and females must be segregated; and in permanent housing cells, the genders must not have a view of each other.
- Juveniles must be segregated by sex and separated from adult inmates.
- Juvenile arrests are not to be incarcerated in any Department jail facility except under the order of the juvenile court.
- Persons held as material witnesses.
- Persons detained under civil process.
- Inmates who have not been convicted confined separately from those who have been convicted and sentenced to a term of imprisonment.
- Mentally disordered persons.
- Persons with communicable diseases. Inmates diagnosed with hepatitis, AIDS/HIV, or venereal disease, or who have or have had tuberculosis, must not be confined in a Department jail without prior medical authorization.

350.20 ADMINISTRATIVE SEGREGATION. Administrative segregation is to be authorized upon approval of a supervisor. Administrative segregation is required when an inmate's character or behavior represents a threat to the safety and security of the facility or where the inmate may pose a danger to himself/herself or others.

Except in an extreme emergency, CSD officers shall not remove an inmate from segregation without a supervisor's approval. Arbitrary and unsupported segregation can be viewed as a form of inmate discipline. Supervisors must carefully review the circumstances, necessity, and availability of possible detention alternatives prior to authorizing administrative segregation. Inmates who may require administrative segregation include the following categories:

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- **Escape Prone:** Inmates who, either through their actions or previous history, indicate escape tendencies must be isolated. This action will assist in preventing escape-prone inmates from exchanging identity with other inmates through persuasion or intimidation.
- **Gay, Lesbian, Bisexual:** Inmates who identify as gay, lesbian or bisexual are to be segregated when they have demonstrated by action or appearance that they might present a vulnerability or be in danger if placed with others in general housing. The decision to segregate gay, lesbian, or bisexual inmates must be based upon the actions displayed by the person.
- **Assault Prone Inmates:** Inmates who exhibit combative tendencies will be segregated.
- **Investigative:** Two or more inmates who have been charged with the same offense and whose joint confinement could jeopardize the criminal investigation may require segregation. The arresting or investigating officer should initiate, via request, to segregate for investigative purposes.
- **Youthful-appearing offender:** Inmates whose youthfulness or lack of sophistication may render the inmate susceptible to harm or abuse may require segregation.
- **High Public Visibility (includes entertainers, athletes, political figures, etc.):** This category also include inmates accused of particularly notorious crimes or those associated with highly public profile cases.
- **Members of law enforcement agencies or other elements of the criminal justice system, (e.g., correctional officers, district attorneys, judges, etc.).**
- **Gang affiliation:** Inmates who are affiliated with gangs must be segregated whenever placement into general housing population might pose an imminent threat to the safety of inmates.
- **Medical condition:** Inmates will be medically segregated when any existing physical condition might become aggravated in a general housing setting or create a health risk for CSD staff or other inmates. This category includes inmates diagnosed as developmentally disabled.

The decision to segregate an inmate due to medical reasons will be made by a supervisor and must be based upon a medical evaluation. When insufficient segregation units exist, efforts to transfer the inmate(s) with a medical condition to the custody of the Los Angeles County Sheriff's shall be made.

350.30

SEGREGATION OF "GREEN LIGHT" INMATES. All arrestees or inmates who have been identified as "Green Light" shall be segregated. "Green Light" is a gang term for a contract killing or hit. The Jail Custody Record, Division Booking Record, and Transfer Record of inmates identified as "Green Light" shall be marked as such. A Los Angeles County Sheriff's Department Inmate Special Handling Request Card shall be completed for each inmate identified as a

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“Green Light.”

360. MENTALLY DISORDERED INMATES. When a person who appears to be mentally disordered is taken into custody for a criminal offense, the Mental Evaluation Unit, Detective Support and Vice Division, must be contacted prior to booking the individual.

360.20 EVALUATION OF MENTALLY DISORDERED INMATES. A supervisor must evaluate any inmate whose behavior would indicate a mental disorder is present. The supervisor will evaluate the inmate's condition to determine whether or not he or she can be detained in the jail facility safely or if transfer to another facility for appropriate professional treatment is required.

In cases that do not involve felony offenses, the supervisor must exercise the option of releasing the criminal charge against the inmate and having the inmate placed into a mental health facility under the provisions of California Welfare and Institutions Code Section 5150.

If the supervisor determines the arrestee or inmate cannot be safely detained in a Department jail and the nature of the criminal charge precludes the inmate's release, an attempt must be made to transfer the arrestee or inmate to the Psychiatric Unit of the Los Angeles County Central Jail. All efforts to transfer the arrestee or inmate or to arrange for alternative placement will be recorded on the Safety Observation Record, Form 06.51.00. Supervisors must have the arrestee or inmate placed into special confinement if a transfer is not possible.

370 DEVELOPMENTALLY DISABLED INMATES. Developmentally disabled means those persons who have a disability which originates before an individual attains age 18, continues, or can be expected to continue indefinitely, and constitutes a substantial disability for that individual. This term includes mental retardation, cerebral palsy, epilepsy, autism, as well as disabling conditions found to be closely related to mental retardation or to require treatment similar to that required for mental retarded individuals.

Any inmate who is identified as developmentally disabled must be receive a medical assessment. The medical evaluation will assess whether or not the inmate can be housed in CSD and determines the proper classification and housing, protection and nondiscrimination of the developmentally disabled inmate. If the evaluation or conditions do not permit the proper type of housing, the inmate must be transferred to a county jail facility.

If the inmate is to be housed in a Department jail facility for more than 24 hours, the nearest regional center for the suspected or confirmed developmentally disabled must be contacted. Staff members must be permitted reasonable access to the inmate for purposes of diagnosis or treatment.

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380. TRANSGENDER INMATES. All transgender inmates shall be housed at MJS. Transgender refers to a person who is born with the genetic traits and anatomy of one sex (i.e., male or female) and self-identifies as another gender (i.e., feminine or masculine). A transgender person can be pre-operative, post-operative or non-operative.

- Pre-operative refers to prior to completion of surgical alteration of the genitalia.
- Post-operative refers to after the surgical process of genitalia alteration.
- Non-operative refers to the decision not to have surgical alteration of the genitalia.

For the purposes of this policy, pre-operative and non-operative are treated as equivalent. Any question, regarding the alteration of the genitalia will be referred to medical personnel.

The determination of who is classified as a transgender inmate involves the following factors:

- Self-identification.
- Evidence (i.e. clothing, mannerisms, prosthetics, surgical procedures, make-up, official documents, etc.) that reveal the individual's gender expression is not consistent with the person's anatomical sex.

Transgender inmates will be housed based upon anatomical sex as required by Title 15 and placed in the appropriate module. Transgender inmates within the same modules may be housed together when the charge levels are the same and when doing so presents no additional risk to inmates and/or staff.

Transgender Inmate Housing

	Male to Female	Female to Male
Pre-operative	Transgender Module (segregated from the general population)	Female module (may require segregation from the general population)
Post-operative	Female module (may require segregation from the general population)	Male module (may require segregation from the general population)

Unless otherwise approved by the Commanding Officer, at no time shall a female or transgender arrestee or inmate be housed at an Area Jail.

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- 390. MONITORING OF INMATES WHO REPORTED SEXUAL ABUSE OR SEXUAL HARASSMENT.** CSD supervisors shall monitor the conduct and treatment of inmates who have reported sexual abuse or sexual harassment. They will also monitor the treatment of inmates who were reported to have suffered sexual abuse or sexual harassment and shall act promptly if retaliation is observed.

If any person who cooperates with an investigation expresses a fear of retaliation, CSD supervisors shall take appropriate measures to protect that individual against retaliation [PREA Standard §115.167 (d)]. The obligation to monitor accused CSD employees who have committed sexual abuse or sexual harassment shall terminate if the allegation is investigated and determined to be unfounded [PREA Standard §115.167 (e)].

- 395.. TEMPORARY ACCOMMODATION OF TYPE II AND TYPE III INMATES.** The Minimum Standards for Local Detention Facilities allows Type I facilities such as Department jails to temporarily house Type II and Type III inmates. These accommodations are usually done at the request of a detective for investigative purposes or the inmate testifying in court. Type II/Type III inmates shall only be accepted with a signed federal or superior Court Order, or a District Attorney writ authorizing the CSD facility to house the Type II/Type III inmate.

Note: CSD does not house, without a signed Court Order with expressed instructions, non-arrested persons in its facilities. CSD shall not house private citizens for investigative purposes or to facilitate providing Court testimony without booking.

Type II/Type III inmates shall only be accepted with the approval of the Commanding Officer and shall be subject to the prevailing rules and regulations imposed on other inmates, except as listed below or as directed by the Commanding Officer.

Note: The name, serial number, work extension and/or cell phone number of the detective or other Department representative initiating the commitment must be recorded on the reverse side of the Jail Custody Record and a copy of the removal order shall be presented at the time of housing.

Should the assigned detective seek additional increased privileges for the Type II/Type III inmate from what is listed below, the detective shall be referred to the CSD watch commander or a supervisor. The watch commander or watch supervisor shall evaluate each request and may approve the request, taking into consideration the security of the jail, safety of staff, and other inmates.

The watch commander or a supervisor shall be responsible for informing their

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OIC of all Type II/Type III inmates and what, if any, increased privileges were allowed. The watch commander or a supervisor shall maintain a copy of the court order or writ authorizing the Type II or Type III inmate to be housed at a CSD facility and attach it to the WSDR.

A 24-hour contact number of the assigned detective shall be provided for each Type II/Type III inmate. The contact number shall be Noted on the Short Arrest Report.

395.10 TYPE II AND TYPE III HOUSING GUIDELINES. When accepting Type II/Type III inmates, the assigned detective shall be notified of the following issues:

PROHIBITED ITEMS

- Jewelry.
- Prescription drugs.
- Pornographic/obscene materials.
- Cellular phones.
- Electronic equipment including tape recorders, television, radios, etc.

SEARCHES

- Type II/Type III inmates will be subject to searches based upon Department policy. Their cell will also be subject to search. A supervisor shall be present during the cell search and the assigned detective will be notified.
- Any illegal or prohibited item recovered during the cell search will be given to the watch commander or a supervisor, who will give the item(s) to the assigned detective and shall log the incident on the WSDR.

FOOD ITEMS

- Food from the outside will not be given to the Type II /Type III inmate unless delivered by the assigned detective.
- The inmate will not be allowed to store food.
- The watch commander will retain authority to inspect and/or deny acceptance of certain foods that could be fabricated into weapons, e.g., steak/poultry bones.

MAIL

- In cases when mail or any correspondence is delivered for the Type II/Type III inmate, they will be given to the watch commander or a supervisor, who will provide the mail to the assigned detective.

VISITATION/TELEPHONE/SHOWER/HYGIENE KIT

- Unless restricted by the detective, the Type II /Type III inmate will be subject to normal visitation and shower schedules, and telephone use. The inmate will be allowed to keep a hygiene kit in the cell. However, the inmate will not be allowed to keep a razor. Showering shall be done

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separately from other inmates.

HOUSING

- All Type II/Type III inmates approved for housing shall be assigned a cell separate from other inmates.

READING MATERIAL/OTHER

- The inmate will not be allowed to keep more than three magazines and three paperback books.
- The inmate will not be allowed to keep any writing instrument in the cell.
- The inmate will not be allowed to keep more than one set of change of clothes.
- Personal photos will be allowed, unless obscene or pornographic.
- Privileges may be suspended, cancelled or reduced at the discretion of the watch commander or a Supervisor.

Should there be a conflict or question on whether increased privileges should be allowed, the Commanding Officer shall make the final determination. During off-hours, the watch commander may make that determination.

400. DROP AND GO BOOKING

410. DROP AND GO (DNG). A DNG officer shall be assigned on each watch in each regional jail section. If a DNG officer cannot be assigned, an explanation shall be entered in the WSDR.

410.10 DNG OFFICER DUTIES AND RESPONSIBILITIES: The officer assigned to DNG is responsible to review all booking paperwork, the Booking Approval, Field Interview Card (FI), and any other relevant booking documents for completeness. The DNG officer will screen all arrestees to determine if the arrestee is eligible for a DNG booking. If not, the inmate will be processed as a conventional booking.

The DNG officer will screen the inmate for any condition(s) that may require medical attention using the Los Angeles County Unified Inmate Medical Screening Form, No. SH-R-422. The review is to ensure the medical paperwork has been completed. If the inmate requires medical attention, the officer will direct the arresting officer(s), with their arrestee, to the dispensary and then return back to the DNG for further direction.

An arrestee may be excluded from a DNG booking if the arrestee is:

- Exhibits erratic or abusive behavior;
- Under the influence and cannot care for them self;
- Presents a serious medical condition;
- Suffering from a mental illness;
- The subject involved in a use of force; or,

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- An escape risk, etc.

The DNG officer will time-stamp the Rapid Booking Form when the officers' paperwork is completed and ready to proceed with the DNG process.

- Make a copy of the FI card and Booking Approval.
- Screen the Los Angeles Police Department Classification Assessment Form 05.36.00, to determine appropriate classification and housing.
- The DNG officer will verify with the inmate that all of his/her property is present and accounted for (jewelry and money envelopes already sealed). The arresting/transporting officer(s) shall be present during this verification process. This process shall be conducted within camera view.
- If a strip search was authorized the DNG officer will ensure search was conducted with the search results documented on the booking approval.
- It is the responsibility of the arresting/transporting officers to conduct a pat down search, including the search of shoes and socks, at any Department facility, prior to the arrestee DNG officer accepts custody of arrestee.
- The DNG officer shall be responsible for the hand-held wand search and to escort the inmate through the walk-thru metal detector. This shall occur prior to being placed in a cell.
- If a booking window is available, the arrestee will be secured next to the booking window and provide the booking officer with the booking documents.
- If there are no booking windows available, the arrestee will be given a designated wristband with the inmate's name and date of birth. The wristband will be attached to the inmate's right wrist. The inmate will either be handcuffed to a bench, if available, or placed in a pre-designated holding cell.
- The inmate's property and paperwork will be placed into a property bag and placed into the DNG booking tray.

500. MANAGEMENT OVERSIGHT.

510. DUTY EQUIPMENT. All uniformed personnel shall wear the Department Sam Browne equipment belt with their uniform and the following equipment while on-duty:

- Radio shall be carried in its holster.
- TASER shall be carried in its holster, on the side of the dominant hand.
- OC Spray is to be carried in its case worn on the belt, on the side of the dominant hand, just to the rear of the front pants pocket opening.
- A hobble restraint is to be carried on the belt or in the pants pocket.
- Handcuffs are to be carried in a handcuff case and worn on the belt

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centered over the hip pocket on the side opposite the OC Spray.

Uniformed personnel working in an administrative or other specialized assignment are not required to wear the equipment belt.

510.20 DISINFECTING HANDCUFFS. Handcuffs exposed to bodily fluids or used on arrestees or inmates who have or are suspected to have an infectious disease or when necessary will be disinfected in the following manner:

- Clean any debris from handcuffs;
- Spray the approved disinfectant on handcuffs until wet;
- Let handcuffs sit wet for five minutes; and

Handcuffs are ready for use. The use of additional spray disinfectant does not provide any protective coating. The recontamination of handcuffs will require this process to be repeated.

520. INMATE ALTERCATIONS AND INCIDENT REPORTS. In an inmate versus inmate altercation, a supervisor shall assess the situation in determining the aggressor, in addition to the victim. Once the victim has been identified, the supervisor shall ask if the victim would like to make a police report and an IR completed. An inmate with injuries shall receive medical treatment from dispensary personnel. An inmate observed with injuries shall have a corresponding Inmate Illness or Injury Report, Form No. 06.34.00, completed.

As a general reminder, for all inmate versus inmate fights, whether or not additional charges are requested, or injuries are observed, a Morning Report (MR) entry is required. Each Section Officer in Charge will maintain data on all inmate versus inmate altercations for COMPSTAT purposes.

530. NOTIFICATIONS. The chain of command shall be utilized in the notification process. Watch commanders shall make telephonic notifications as needed to the section OIC or AOIC and be guided by their direction. If unable to make contact with either, notification shall be made to the Commanding or Assistant Commanding Officer.

530.10 MORNING REPORT. A Morning Report shall be emailed along with the WSDR at the conclusion of each watch to personnel as identified by the commanding officer. The Morning Report shall contain information on any non-functioning camera(s) and significant occurrences as identified by the watch commander. Significant occurrences include, but are not limited to, uses of force, inmate fights, suicide attempts, and assaults on staff. CSD administrative staff shall review the Morning Reports and WSDRs from all regional jails and consolidate all information into one Morning Report for daily distribution.

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540. DEATH IN CUSTODY REVIEW. Within 30 days of a death that occurred in a Department jail, the CSD Commanding Officer, OIC/AOIC of the jail facility where the death occurred, the City's Personnel Department medical administrator, the responsible physician and any other health care and supervision staff who are relevant to the incident, shall meet for an initial review to determine the appropriateness of clinical care; whether changes to policies, procedures, or practices are warranted; and to identify issues that require further study. Critical Incident Review Division and FID shall be notified and included in the review process.

600. INMATE MANAGEMENT.

604. WRISTBAND. The use of yellow wristband loops on inmate identification wristband is to identify pre-arraigned inmates. All inmates booked and housed shall have a yellow wristband loop-linked conspicuously around the white Los Angeles County Jail identification wristband. The band shall then be slipped onto the standard wristband before placing it on the wrist of an inmate.

Inmates in custody on parole holds or Inmate Reception Center Wants to have already been arraigned and shall not receive the additional yellow loop band.

610. INMATE ORIENTATION. CSD personnel shall direct inmates to review the back of Inmate Receipt, Los Angeles Consolidated Booking, Form 05.01.02, for answers to frequently asked questions and the rules and regulations. If the inmate does not understand English, the officer shall make an attempt to locate an employee who speaks the same language as the inmate to explain the back of the form.

615. RELEASE OF AN INMATE'S INFORMATION. Requests for inmate information, telephonically or in person, will normally be limited to the following:

- Confirmation of the inmate's custody status and charge.
- Scheduled amount of bail.
- Arraignment date.
- Designated court of appearance.

Inquiries are not to be referred to the investigating officer. Any request for report information will be referred to the Commanding Officer, Records and Identification Division.

620. INMATE NON-DISCIPLINARY ACTION. No disciplinary action will be taken against an inmate. The denial of access to telephones, dayroom, showers, etc. could be viewed as discipline for misbehavior and is prohibited. An inmate's behavior that disrupts the orderly operation of any jail shall be addressed individually.

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630. INMATE COMPLAINT. Any inmate complaint must be immediately reported to a supervisor. The supervisor shall conduct a preliminary investigation. If the sole reason for the complaint is regarding accommodations, cell assignment, quality/quantity of food a complaint shall not be initiated, unless the initial conversation with the complainant identifies misconduct. When no formal action is determined to be necessary, the supervisor will document the incident on the Watch Supervisor's Daily Report.

CSD shall provide multiple ways for inmates to privately report sexual abuse, sexual harassment, and retaliation by other inmates, or staff for reporting sexual abuse or sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such an incident [PREA Standard §115.151 (a)].

Employees shall accept reports made verbally, in writing, anonymously and from third parties and promptly document any third-party verbal reports [PREA Standard §115.151 (c)].

630.20 PERSONNEL COMPLAINT TO DETERMINE CAUSAL FACTORS OF SEXUAL HARASSMENT OR SEXUAL ASSAULT. The PREA Coordinator, during the incident review, shall determine whether staff actions or omissions had an impact on the incident [PREA Standard §115.171 (f) (1)]. This is in addition and to be incorporated into the completed personnel complaint investigation.

700. INMATE MOVEMENT.

710. INMATE MOVEMENT WITHIN JAIL FACILITIES. During the movement of multiple inmates there should be an adequate number of officers to safely move the inmates. Inmates should place their hands in their pockets or clasped behind their back, if they do not have pockets. The officers should remain at a safe distance and maintain a position of advantage.

720. INMATE EXTRACTION. An inmate extraction is the removal of an inmate from a cell or other area based on a tactical plan, when that inmate is violent, combative and/or has refused to exit the cell/area. This does not prevent personnel from entering a cell to affect the rescue of an inmate in the event of exigent or life-threatening circumstances, or to physically escort an inmate from a cell or area when an extraction is not required.

Watch Commander's Responsibility. Prior to conducting an extraction, the watch commander or a watch supervisor shall evaluate the condition and behavior of the inmate and seek their cooperation. The watch commander shall approve an inmate extraction. The watch commander will designate a supervisor as the extraction team leader who will formulate a tactical plan and identify the team members. The watch commander shall attempt to establish communication

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with the inmate and gain cooperation and compliance, allowing the inmate the opportunity to comply with instructions prior to conducting the inmate extraction. The attempt shall be recorded on video.

Supervisor's Responsibility. The supervisor shall brief the team of the situation, including why the inmate needs to be extracted. The briefing shall also include the tactical plan and each team member's responsibilities. The briefing shall be completed away from the inmate. The briefing shall be video recorded.

Team Leader's Responsibility. During the briefing, the team leader shall ensure that each team member identifies themselves on video (name, serial number and their designated role), and shall also ensure that each team member is properly equipped with a protective shield, vest, helmet, etc., and bio-hazard suit, when necessary.

In no case, shall an extraction be conducted without the presence of the extraction team leader. Once the extraction has been completed, supervisors shall determine if the inmate was injured or if a UOF occurred. If the inmate was injured or a UOF occurred, the inmate shall be provided medical treatment and a UOF investigation shall be conducted by an uninvolved supervisor. The justification for any deviation from the procedure shall be documented on the WSDR.

720.10

VIDEO RECORDING CELL EXTRACTIONS. A pre-planned cell extraction shall be recorded with the use of a hand-held video camera.

- Each officer participating shall be recorded, prior to the event, identifying themselves, with their last name and serial number.
- The supervisor in charge shall be video recorded giving a brief overview of what has occurred and the objective of the cell extraction.
- A supervisor should not be tasked with operating the camera.
- An announcement to the inmate that their actions are going to be recorded. This may gain their cooperation and reduce the need for any further action;
- The officer tasked with recording the incident shall stay out of the way of the employees involved in the situation.
- They are not to zoom in-and-out with the camera.
- Do not move the camera back and forth, rather, hold it steady and record the entire situation remaining as stationary as possible;
- Do not start and stop the filming. Film the event from beginning to end or as instructed.
- Remain quiet. The camera will record the operator's voice;
- Ensure each event recorded is properly documented on the videotape control log;
- Ensure the recording and downloaded DVD are stored or booked as evidence with TID.

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When the recording is completed, the video downloaded DVD shall be properly labeled with the inmate's name, booking number, date and time of incident, brief description of incident, and the video operator's name, rank, and serial number. The DVD shall be given to the watch commander and retained. All DVDs of significant incidents shall be made available to the Commanding Officer and the CSD Training Unit.

- 730. NON-SECURE AREA.** At no time, shall an inmate be placed or confined in a non-secure location. This includes, but is not limited to, break rooms, administrative offices and other non-secure areas.
- 735. INMATES HANDCUFFED IN JAIL FACILITIES.** All inmates entering a jail facility shall remain handcuffed when appropriate:
- The handcuffs shall be left on until it is necessary to remove the handcuffs, i.e., medical examination or fingerprinting.
 - The handcuffs will be placed back on the inmate until the booking process is completed and the CSD officer assumes control of the inmate.
 - All felony inmates and inmates who pose a threat shall be handcuffed and escorted by two officers when being moved within the jail.
 - Inmates or arrestees waiting to be seen in the dispensary (i.e., Sick Call) shall be secured in a holding tank or handcuffed to a bench.
- 740. HANDCUFFING PREGNANT INMATES.** Any female arrestee or inmate that claims to be pregnant shall be taken to the dispensary for a pregnancy test. (A positive test result, or an arrestee/inmate who refuses to be tested, shall not be handcuffed with her hands behind her back.) A pregnant inmate will be advised of the standards and policies that govern pregnant inmates. (Board of State and Community Corrections, Title 15, Section 1058.5)
- If it becomes necessary due to violent behavior to restrain a pregnant inmate behind their body, the watch commander or a supervisor shall be informed and the reason for the restraint documented in the WSDR.
- A pregnant inmate in labor, during delivery, or in recovery after delivery, shall not be restrained by the wrists, ankles, or both, unless deemed necessary for the safety and security of the inmate, the staff, or the public. Restraints shall be removed when a professional who is currently responsible for the medical care of a pregnant inmate during a medical emergency, labor, delivery, or recovery after delivery determines that the removal of restraints is medically necessary.
- 745. RESTRAINT EQUIPMENT.** The safety chair and the medical blood draw chair are authorized to be used in all regional jail sections.

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745.10 SAFETY CHAIR. The safety chair may only be utilized for the temporary, short-term control of arrestees or inmates who present an imminent threat of injury (violent behavior that goes beyond mere threats) to themselves or others. The safety chair shall only be utilized during the period during which the arrestee's or inmate's violent behavior continues.

Watch commander/supervisor approval is required prior to the placement of an arrestee/inmate into the safety chair. The watch commander/supervisor shall monitor the placement of an arrestee/inmate in the safety chair and shall ensure the arrestee/inmate is not restrained in the chair longer than the allotted time.

An arrestee or inmate shall not remain in the safety chair for more than two hours and no more than three hours if awaiting transportation.

Personnel shall consider alternatives prior to utilizing the safety chair:

- Verbalization.
- Warning.
- Handcuffing.
- Placing the arrestee or inmate in segregated housing.

The safety chair can be used within the facility to transport actively resisting or combative arrestees/inmates. The safety chair shall only be utilized by trained CSD personnel for use of such arrestees or inmates during booking, medical evaluation/treatment, movement within the jail, and transporting to and from patrol vehicles.

The two-hour limit may be extended up to three hours with the approval of the watch commander for the purpose of waiting for transportation. When the safety chair is used for transportation within the facility, the circumstances shall be documented on the WSDR and the Safety Observation Record (SOR), Form 06.51.00, is not required.

The placement of an arrestee or inmate into the safety chair for purposes other than transporting or movement is a significant event. Therefore, the behavior displayed by the arrestee or inmate prior to being placed into the safety chair and the placement and removal shall be video recorded when practical.

The time of placement and removal from the safety chair shall be documented in the WSDR and noted on the Division Booking Record and Jail Custody Record. The video recording and all related documentation shall be maintained at the facility.

The watch commander/supervisor shall ensure the arrestee/inmate in the safety chair is constantly monitored by CSD personnel for medical concerns. The

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arrestee/inmate may be placed in a cell with an open door, or in an area of the jail that will not disrupt normal operations, within plain view of CSD officers at all times. In cases where the cell door will not stay open on its own, a rubber wedge door stop shall be used to keep the cell door in the open position.

At no time, shall an arrestee or inmate placed in the safety chair be left unmonitored.

A SOR Form shall be completed for all arrestees or inmates placed in the safety chair for reasons other than transporting or movement. The watch commander or a supervisor shall assign a specific officer to document observations of the arrestee or inmate on the SOR Form at least once each quarter of the hour. The watch commander or supervisor shall ensure the jail dispensary staff is notified when an arrestee or inmate is placed in the safety chair. The dispensary staff will provide monitoring of the arrestee or inmate for medical needs. All contacts and/or interaction by anyone with the arrestee or inmate shall be documented on the SOR form by the officer assigned to document observations.

The inspection and observations shall include, but are not limited to, the following:

- Check the health and physical condition of the arrestee or inmate.
- Check for difficulty breathing and/or loss of consciousness.
- Check the effect of the shoulder, wrist and ankle straps on the circulation of blood to the arrestee's or inmate's extremities.
- Ensure that all straps are properly secured.

If the arrestee or inmate complains of pain related to their placement in the safety chair, the arrestee or inmate shall be immediately evaluated by the medical staff. If the arrestee or inmate makes a request for water or restroom facilities, the watch commander or supervisor shall grant this request if the arrestee or inmate can be accommodated without jeopardizing the safety of the arrestee or inmate, staff or the security of the facility. The arrestee's or inmate's request and the result of the request shall be documented on the SOR form.

The watch commander or supervisor shall continually assess the continued need for the restraint while the arrestee or inmate is in the safety chair. If the observation, once each quarter of the hour, indicates the arrestee or inmate has been calm for 30 minutes, the officer assigned to make these observations shall notify the watch commander/or a supervisor, who will make the determination if the arrestee or inmate should be removed from the safety chair. When the watch commander or supervisor determines the arrestee or inmate no longer poses a safety threat to themselves or staff, then the arrestee or inmate shall be removed from the safety chair.

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It is the responsibility of the watch commander or supervisor to ensure the arrestee or inmate is either removed from the safety chair prior to the conclusion of the two-hour limit or three-hour limit if waiting for transportation. In all cases, when an arrestee or inmate has been in a safety chair for two hours, the arrestee or inmate shall be taken to the dispensary for evaluation. If the arrestee or inmate is to remain in the safety chair for more than two hours, arrangements must be made for the arrestee or inmate to be transferred to an outside facility.

If the arrestee or inmate continues to present a safety risk after the two-hour limit expires and arrangements have not been made for the transfer of the arrestee or inmate, the arrestee or inmate shall be evaluated by medical staff and placed into a safety cell. The policies and procedures governing the use of the safety cells apply and the dispensary shall be notified after placement has been completed.

The watch commander/supervisor shall supervise the removal of the arrestee/inmate from the safety chair and ensure the jail dispensary staff is notified that the arrestee or inmate has been removed from the safety chair. In all cases, when an arrestee or inmate remains in a safety chair for longer than two hours pending transfer, the arrestee or inmate shall be permitted to perform range of motion exercises for a total of 10 minutes. When the arrestee/inmate is permitted to exercise, but is not cooperative, the arms may be exercised one at a time with one arm handcuffed to the restraint chair as the other is being allowed range of motion exercise. The same procedure will be used for the exercise of the arrestee's or inmate's legs.

If at any time an arrestee or inmate displays signs of medical distress, such as difficulty breathing, loss of consciousness, or complaints of numbness in their arms or legs, the arrestee or inmate shall be taken to the dispensary for evaluation. If an arrestee or inmate vomits, immediate medical treatment shall be sought for arrestee or inmate.

Arrestees/inmates shall not be confined in the safety chair more than one time during detention with the exception of transportation purposes.

Other considerations on the use of the safety chair are as follows:

- Pregnant females shall not be placed in the safety chair.
- A TASER or OC spray shall not be used on an arrestee or inmate already secured in the safety chair.
- The safety chair shall not be altered or modified.

The placement of an arrestee/inmate into a safety chair does not constitute a reportable Use of Force (UOF). However, if the arrestee/inmate complains of any injury sustained during the arrestee/inmate's placement in the chair, a UOF

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report shall be completed. Copies of the SOR form and any other related reports shall be forwarded to the Section OIC of the and the Commanding Officer.

780. LIVE SCAN FINGERPRINTS.

780.10 REJECTED LIVE SCAN FINGERPRINTS. Whenever an officer is notified by the Live Scan system of poor-quality prints, the officer shall make a second attempt to capture an acceptable print image.

780.20 LIVE SCAN REFUSAL. If an inmate refuses to be Live Scanned, they will be informed that physical force may be used. All forced fingerprints shall be directed by a supervisor. If the force used resulted in a reportable Non-Categorical Use of Force (NCUOF), a NCUOF investigation shall be completed.

800. JAIL FACILITY SECURITY.

810. NON-CITY PERSONNEL SUBJECT TO SEARCH. Any non-City personnel who enters the secured area of a jail are subject to search.

820. IDENTIFICATION OF PERSONS ENTERING/LEAVING THE JAIL. Any person who enters the secured area of a jail shall display the proper identification. Before a person enters or exits the jail, employees shall perform the following:

- Provide proper identification. Identification may be made by means of law enforcement uniform, badge, identification card, or knowledge of the person.
- Ensure every person is authorized to enter or exit the jail.
- If a CSD employee is unsure of the identification or authority requesting entry or exit, they shall not allow the person to enter or exit and immediately notify a supervisor.

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000. GENERAL OPERATIONS.

001. CHANGE OF WATCH PROCEDURES. The change of watch procedures are to provide each oncoming watch with the necessary information regarding the status of the inmates and facility. Except where specifically notated, these generalized procedures are for both Regional and Area jails. Prior to relieving the off-going watch, all concerned oncoming employees of each respective section shall:

RELEASE DESK

- Review the DBRs or the Jail Custody Records to check for inmates whose statutory or PCD times will expire during the watch. In the event an overstay is discovered, when an inmate has exceeded the lawful amount of time they are to be in custody, the watch commander shall be notified.

Area CSD personnel shall match the DBRs to the number of inmates in-custody and retained property bags.

SECURITY/HOUSING AREA

Personnel assigned to Security/Housing shall inspect the area, accompanied by the officer being relieved, and observe the following:

- The general appearance and condition of all inmates.
- The security of the cells and doors.
- The sanitation of the premises.
- Area CSD personnel shall count the number of inmates and compare the number with the CSD Observation Record.
- Regional CSD personnel shall count the number of housing documents and compare the number with the CSD Observation Record.

BOOKING AREA

- Personnel assigned to the booking area shall leave only when relieved by the oncoming watch, the Watch commander or a supervisor.
- If an employee is booking and is on the second or third page of the booking, the relieving employee shall write his/her name and serial number legibly above the name of the original booking employee.
- Prior to being relieved, both officers shall verify the inmate's property and money.
- At no time shall an EOW officer leave an initiated booking unattended.

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AREA JAILS

CSD personnel from the off-going and on-coming watches shall perform all of the following responsibilities:

- The SDO with the highest seniority shall be responsible for ensuring the above change of watch responsibilities are performed.
- In the absence of a SDO, the responsibility rests on a designated employee. If an employee is not designated the CSD officer with the highest seniority shall take responsibility.
- If a discrepancy is discovered, the concerned employee on the off-going watch shall not be considered relieved until the discrepancy is resolved.

The off-going watch shall brief the oncoming watch of, but should not be limited to, the following:

- Any inmate waiting for transportation.
- Any inmate whose statutory or PCD times will expire on the next watch.
- Any uncooperative inmate.
- Work that needs to be completed by the oncoming watch (fingerprinting, DNA collection, booking, etc.).

012. BOOK-N-GO KIT. The Book-N-Go Kit consists of pre-packaged inmate property bags containing the forms required to book an inmate. Watch Supervisors shall ensure CSD personnel are assigned to assemble these kits. Community Service Workers (CSW) may be utilized to assemble kits. Each Book-N-Go Kit consist of the following:

- One pre-numbered Property Bag.
- Two Booking Approvals (Form number 12.31.00).
- Two Inmate Los Angeles Police Department Classification Assessments (Form 05.36.00).
- One Los Angeles County Unified Inmate Medical Screening Form, (SH-R-422).
- One jewelry envelope.
- One money envelope.
- One no-money slip.
- Two evidence seals.

Area Jails shall produce the kits and place them in a location for patrol officers to utilize. On a weekly basis, all Regional Jail Supply Officers shall ensure the Book-N-Go Kits are created and distributed to Areas without a jail facility.

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020. BOOKINGS

020.10 OUTSIDE AGENCY WARRANT(S). CSD personnel shall perform the following:

- Notify the issuing agency the inmate is in custody and available for immediate pick up.
- Determine if agency intends to pick up the inmate.
- Transfer the inmate to the custody of the officers from that agency.
- Release the inmate's booking number and show custody transferred to that agency.
- If the issuing agency does not intend to pick up the inmate, obtain authorization from that agency's watch commander for an Own Recognizance (OR). Write the name and serial number of the watch commander who authorized the release on the Notice to Appear.
- Release the inmate on his/her own recognizance.
- Indicate the warrant number on the Note to Appear form.

The watch commander or a supervisor shall be notified immediately in the event an outside agency refuses to pick up a felony inmate.

020.15 COURT-ORDERED BOOKING. A court-ordered is an order by a magistrate to the defendant to be booked at a local police booking facility. The form submitted shall have the court seal affixed to the paperwork, signed by the magistrate and not show a past date of completion.

The defendant is to be booked (Booking Approval, Form 12.31.00, is not required,) in the normal manner and released immediately without OR or bail. The defendant is released with the original copy of the paperwork provided by the court. Three copies of the court order shall be distributed as follows, attach a copy to the JCR, the DBR, and to Form 05.09.00. Form 05.09.00 shall then be forward to the assigned Court Liaison Officer.

020.20 ABSENTEE BOOKING. Booking of an arrestee who is absent due to hospitalization requires the booking officer to provide a completed Booking Approval, Form 12.31. CSD personnel shall complete the booking; and document the housing location and location booked as the Area of arrest; and, in the Property Box, write "Absentee Booking" with the name of the hospital.

020.25 INCIDENT NUMBER REQUIRED FOR BOOKING. All Department arrests require a Communications Division incident number for booking. The full 12-digit incident number shall be listed on the Field Interview card. The booking officer shall list the incident number in the property box of the DABIS booking form as follows: INC# (12-digit number).

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020.50 REBOOKING OF AN INMATE ON SAME CHARGE. An inmate who has been released from CSD custody cannot be rearrested on the same charge. If an attempt is made to book a person who was previously released on the same charge, notify the watch commander immediately. The watch commander must inform the arresting officers a person cannot be booked on the same charge.

030. RELEASING AN INMATE. Upon receipt of authority to release an inmate, with the approval of the watch commander, the Release Desk Officer will:

- Obtain the inmate's Jail Custody Record and compare the inmate's name, booking number, and charge with the release document.
- Review the Jail Custody Record and ALL attached documents to determine if there are conditions that prevent or delay the person's release.
- Notify the concerned CSD Officer of the inmate's full name, booking number, charge, and reason for release.
- Verify that the person being processed is the inmate intended to be released:
- Check the name and booking number on the inmate's wristband.
- Compare the inmate's physical description and clothing with information contained on the Jail Custody Record.
- Use information on the Jail Custody Record to question the inmate regarding birthdate, birthplace, nicknames or aliases, residence address, employer, occupation, and names of persons to be notified in case of an emergency.
- Compare the Live Scan image photo on the Jail Custody Record with the inmate.
- Compare thumb and fingerprint impressions on the Jail Custody Record to verify that they match those received during intake.
- Remove the wristband.
- The inmate will be required to verify contents prior to opening the money and jewelry envelope(s).
- Inmates booked with an excess of \$500 dollars requires that a supervisor shall be present before the money enveloped is opened.
- If a discrepancy is indicated, the envelope(s) is to remain sealed and a supervisor shall be summoned immediately.
- Remove the inmate's property from the bag and review its contents item by item with the inmate to ensure the contents match the Jail Custody Record.
- Return the property to the inmate and have the inmate sign as the persons receiving the property.

040. VICTIM INFORMATION AND NOTIFICATION EVERYDAY (VINE) RELEASES.

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VINE is an automated computer program offered for victims of violent crimes or domestic violence. The purpose of the VINE program is to provide victims of crimes continuous access concerning an inmate's custody status.

When an inmate is transferred or released, VINE will automatically contact the registered victim(s). An event that triggers the VINE notification to registered victim is when the inmate's release is processed electronically through the Automated Regional Justice Information System (ARJIS) using the DABIS RL13 function.

Prior to an inmate's release from jail, the inmate shall be electronically released from the ARJIS prior to the inmate's physical release from jail.

If ARJIS is down, call the Emergency Override Line at (866) 647-7409, or the VINE system at (877) 846-3452.

- 050. IMPERATIVE RELEASE LIST WORKSHEETS (IRLS).** The IRLS shall be reviewed daily to determine any inmate in custody has been released accordingly.

A Watch Responsibilities:

- Obtain a new IRLS list at the start of watch,
- Review the names on the list against the inmates in custody,
- Draw a line through the names of inmates whose custody status is known,
- Document this information at the end of the inmate's name,
- Investigate the custody status of each inmates whose status is unknown, and update their custody status,
- When completed, submit the list to the watch commander; and,
- If necessary, advise the oncoming watch commander on the status of an inmate(s) status that is unknown.

B Watch Responsibilities:

- Shall review the IRLS list,
- Update, if necessary, the custody status of any remaining names.

Any custody status updates shall be made electronically by use of the RL13 or MC07 functions in DABIS. The watch commander shall review the list to ensure the custody status of each inmate on the list has been verified and updated in DABIS.

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100. SEARCHES/BODY SCANNER SYSTEM.

110. SEARCHES - UNAVAILABILITY OF FEMALE SWORN TO SEARCH FEMALE ARRESTEE. When a female officer is not immediately available to conduct the search of a female arrestee, a female CSD officer will conduct the search.

110.40 TRANSFERRED INMATES WITHIN THE DEPARTMENT. Release Desk personnel shall be responsible to review all incoming transfers for the proper transmittal of property and custody documents. All inmates transferred from one jail facility to another jail or Department facility shall receive a pat-down search prior to housing.

Duplicate searches are not required if the searching/transporting officer had continuous contact with the inmate.

110.60 SEARCH OF TRANSGENDER INMATES. When searching a transgender arrestee/inmate, CSD officers shall conduct the search in accordance with the Office of the Chief of Police Notice, Police Interactions with Transgender Individuals, dated April 10, 2012.

- When an officer has reason to believe that the arrestee/inmate is a transgender person, the officer shall specifically inform the arrestee, as with any arrestee, he/she must be searched.
- Ask the arrestee if there is a preference to be searched by a male or female officer and document this preference on the Jail Booking Record.
- If the arrestee's gender request can be reasonably and expeditiously accommodated without risk to officer safety, the request should be granted; and,
- An officer shall not refuse to search a transgender arrestee based upon the arrestee identifying as transgender.

When an immediate cursory search for weapons is necessary for safety, it may be conducted by an officer of either sex.

When conducting the search, CSD personnel shall ask the inmate to remove items such as prosthetics, consistent with requirements for all inmates. Searches shall be conducted in a manner consistent with non-transgender inmates. Non-prohibited items shall be searched and returned to the inmate upon completion of the search.

CSD personnel shall demonstrate respect for gender identification expressed by inmates. For example, address inmates by the gender identity expressed while implementing search procedures and do not make comments about the inmate's appearance and/or lifestyle.

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111. USE OF BODY SCANNER. The operation of the body scanner will be used to scan people and objects to prevent weapons, drugs, and prohibited items from compromising jail facilities. Arrestees and housed inmates may be subject to an x-ray scan. This scanner does not reveal identity or gender specific images.

Inmates housed in the inmate population may be scanned any time when there is a reasonable belief they may have concealed weapons, narcotics or contraband on or in their body (unless pregnant).

The body scanner may be used to scan any item or property belonging to an arrestee or inmate who is within a CSD facility. Scanning of an arrestee's property may be conducted when articulable facts exist to believe the contents may pose a risk to the safety or security of the facility. Use of the scanner to inspect the contents of packages or articles not belonging to an arrestee, or items not stored inside a CSD facility will not be conducted absent legal authority to do so. The scanner shall not take the place of a pat down, strip or visual body cavity search.

111.30 GUIDELINES FOR SCANNING INMATES WITH PACEMAKERS AND OTHER MEDICAL DEVICES. The United States Food and Drug Administration has no published literature indicating the use of the body scanner will adversely affect implanted medical devices, such as a pacemaker. A person who claims to have such a device should first be examined by medical staff prior to a scan. The presence of such device should not preclude the use of the scanner unless other circumstances known to medical or jail staff indicate otherwise.

111.35 BODY SCANNER- PREGNANT FEMALES. The body scanner shall not be used to scan a female who is pregnant. A female who states or claims she is pregnant is sufficient information to exempt her from a body scan.

111.40 BODY SCANNER- INTOXICATED ARRESTEES. Care should be exercised when scanning persons who are intoxicated. If the person demonstrates symptoms of intoxication such that their safety may be compromised by the moving scanner platform, the scan should be delayed or deferred completely.

111.50 BODY SCANNING- NEW BOOKINGS. Persons being booked may be scanned using the following procedures.

- All arrestees are subject to a pat down search following removal of all property from their person/clothing.
- The arrestee will remove their shoes for visual inspection.
- If it is suspected the inmate may have concealed weapons or drugs in their shoes, the officer shall scan the shoes separate from the person, avoiding potential use of a weapon, or destruction of evidence.

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- Following the removal of all personal and excess property, the arrestee will be instructed to stand on the platform.
- Inmates shall be scanned using the "HIGH" setting (.75).
- The Scan Number shall be documented in the event contraband is detected.
- The intake process shall continue if no anomalies are detected.

111.60 **BODYSKANNING- DETECTION OF CONTRABAND.** In the event an irregularity which is clearly identifiable as a weapon, narcotics, or contraband is identified during the scan, the arrestee/inmate shall be secured. The arrestee/inmate shall be placed under constant supervision and watch commander shall be notified. The arrestee/inmate's clothing shall be searched in the approximate area where the object appeared to be located.

If the clothing search is unsuccessful, a strip search may be authorized by the supervisor. If the object does not appear to be a weapon and is not located in a body cavity such as the rectum, vagina or mouth, the arrestee shall be asked to remove the object. If the arrestee refuses to remove the object, or the object appears to be in a location where a physical body cavity search or intrusive medical procedure would be required, medical staff shall be notified.

If medical staff determines the object presents a threat to the health or welfare of the inmate, or the object cannot be removed without intrusive medical procedures, the arrestee will not be approved for booking. The arrestee may be transferred to a contract hospital upon the advice of medical personnel.

The watch commander or a supervisor will provide a copy of the image to the arresting officer. The arresting officer will be required to obtain a medical clearance before booking the arrestee. The watch commander or a supervisor shall note the anomaly in the WSDR and Morning Report.

111.70 **BODY SKANNING- HOUSED INMATES.** To prevent the introduction, transfer or concealment of weapons, narcotics and contraband inside any CSD facility, all booked and housed inmates may be scanned at any time. No specific articulable facts are required beyond the routine security precautions necessary to safeguard the safety and security of the facility, the health and welfare of the inmate population and employees. Considerations that may warrant use of the scanner for housed inmates:

- Inmates returning from court, contract hospitals or inmate transfers from other locations.
- Inmates housed within CSD facilities who demonstrate signs or symptoms of being under the influence of narcotics.
- Housed inmates who are the subject of a jail or criminal investigation involving weapons, narcotics or contraband.
- Informant information indicating a specific inmate is concealing weapons, narcotics or contraband.
- Other information known to any CSD staff member indicating an inmate, or group of inmates, may be in possession of weapons, narcotics or

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contraband.

To maintain the integrity of all CSD Jail facilities and control the spread of weapons, narcotics and contraband, CSD staff is encouraged to randomly scan inmates.

111.75 BODY SCANNER- REFUSAL BY AN ARRESTEE/INMATE. Arrestees or inmates refusing the scanning process will be walked through and subject to the hand-held metal detectors where available. The inmate shall be placed in an administrative segregation cell and closely monitored.

Arrestees who meet the criteria will be strip searched and given jail clothing while housed in the observation cell. Arrestees not meeting the criteria for a strip search, refusal may be considered with other factors as behavior, symptoms of narcotic use or attempt to conceal a weapon or narcotics. CSD watch commander or supervisor will make the determination based on the totality of circumstances to have the inmate scanned at a later time.

112. PRESERVATION OF SCANNER IMAGES. In the event weapons or narcotics are detected, the image will be flagged as a “positive” and noted in the watch commander’s log book maintained in the watch commander’s office. The watch commander will be notified of the detection and appropriate steps will be taken to preserve the image, if needed as evidence for a criminal prosecution.

113. BODY SCANNER- INMATE PROPERTY. Any property located in inmate areas may be scanned at any time, and for any reason. Inmate property located in a jail property bag may be scanned when staff has reasonable suspicion to believe the bag may contain weapons, narcotics or contraband that would pose a risk to the facility, to another institution, or a risk to the general safety of the public.

114. SCANNER SYSTEM SAFETY AND OPERATION PARAMETERS.

- Upon becoming aware of any safety issues related to a body scan device, staff shall immediately report their concerns to their supervisor, who will forward the report to the Radiation Safety Officer.
- Operators of a body scan device shall use it in a responsible manner, in accordance with this policy, and in accordance with the manufacturer’s operating instructions.
- The operator’s manual for each body scan device shall not be removed from the officer’s work station of each unit.

During operation of the body scanner, individuals (other than employees conducting the scan) are not allowed within the working zone, approximately sevenfeet out from each side of the base of the unit. The working zone shall be clearly marked on the floor around the unit. The device shall be considered operational while the red light is on.

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200. INMATE PROPERTY.

220. RELIGIOUS ITEMS/POSSESSIONS. When an arrestee or inmate requests to retain a religious item, an evaluation of the article with regard for the safety and security shall be made. If necessary, the religious significance of an item shall be verified by a Department Chaplain prior to approval. The Department Classification Assessment, Form 05.36.00, is used to document an arrestee or inmate's request to retain a religious item with a notation in the property section of the DABIS form.

The inmate's receipt provides information regarding the right to retain religious items and all not requests can be accommodated. Religious books and materials are available to an inmate by CSD while in custody. CSD officers shall determine if the retention of a religious item may pose a safety risk to the individual or others. In those instances, the officer handling shall notify a supervisor. The supervisor will approve or deny segregating the inmate. The reviewing supervisor shall note the reason for the housing determination based on the ICQ.

223. RELIGIOUS HEAD COVERINGS. If an inmate expresses a religious belief requiring his/ her head be covered, reasonable efforts to allow the inmate to keep their head covered will be considered, except where there are safety or security concerns. If the removal of an inmate's religious head cover is necessary, it shall be conducted with the necessary number of officers of the same gender, if possible, and in an area out of the view of others.

All head coverings shall be searched and remain subject to search while the individual is in custody. Any item that may pose a threat to the safety or security shall not be allowed. If the retention of a religious head covering is approved, it shall be returned and allow the inmate to redress the head covering before leaving the area. The item will be described and documented on the ICQ and in the property section of the DABIS form with the notation "Retained."

If the religious head covering is not approved, the inmate shall be offered an opaque head covering as an alternative and be allowed to don the item before leaving the area. The prohibited item shall be placed into their property. A description of the item and the reason why it is prohibited shall be documented on the ICQ. Additionally, any jail-issued head covering shall be documented on the ICQ and also noted on the property section of the DABIS form as "Issued: jail head cover."

If a LASD transportation deputy refuses to transport an inmate in possession of an approved religious item, the item shall be removed and placed into the inmate's property bag. If the item cannot be placed into the property bag, it shall

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be booked as excess property. The watch commander shall be notified. An entry shall be made in the WSDR with the inmate's name, booking number, and a description of the item.

223.3

BOOKING PHOTOGRAPHS OF INMATES WITH RELIGIOUS HEAD

COVERING. Booking photographs may be taken with the head covering in place only when the inmate's discernible facial characteristics are fully visible, (i.e., eyes, nose and mouth). When the removal of the inmate's religious head covering is required for booking photographs, it shall be conducted with the necessary number of officers, of the same gender, if possible, and in an area out of the view of others. An inmate wearing a head covering shall be placed in Administrative Segregation. The Department Chaplain Coordinator should be contacted for questions regarding religious practices and/or articles.

225.

REMOVAL OF AN ARRESTEE'S PERSONAL ITEMS. Supervisor's approval shall be sought before booking any of the following items into arrestee's property or excess property.

WIG. An arrestee's wig is to be removed from the arrestee and searched for contraband. Wigs are to be placed in the arrestee's property bag. If the wig cannot be secured properly a property bag, it shall be booked as excess property. Wigs that are adhesively attached to an inmate's scalp or weaved into place shall not be removed from the arrestee's scalp.

BRA. Arrestees wearing a bra shall be able to retain their bra except when the bra underwire is exposed. An exposed underwire shall be removed from the bra and booked into the arrestee's property. If the exposed underwire cannot be removed without causing damage to the bra, the bra shall be removed and booked into the arrestee's property. The inmate shall be provided a sports bra.

PROSTHETIC BREAST OR HIP PAD. Arrestees wearing special bras that hold prosthetic breasts and/or padded hip and buttock panty shall have removable prosthetics removed from the inmate and searched for contraband during the booking process. Special bras that hold prosthetic breasts shall adhere to the same policies for inmates with conventional bras. After the search is completed, the prosthetics shall be booked as excess property.

CHEST BINDERS. Chest binders that secure with Velcro straps or tube-top type chest binders shall not be taken from the inmate. Chest binders that require laces, pins, and/or loose metal clamps to secure the chest binder shall be removed from the inmate and placed in the inmate's property bag when possible.

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229. ANKLE MONITORS ON INMATES. An inmate wearing an ankle monitoring device may be booked with the device on their ankle. These devices are waterproof and do not pose a danger to the inmate or the security of the facility. However, the removal of the device may pose an officer safety issue with a combative or disruptive inmate. An inmate with a secured ankle monitoring device attached to their leg shall retain the device. CSD personnel shall note the ankle monitoring device on the upper right portion of the inmate's DBR and the Jail Custody Record.

230. PROCEDURE FOR PACKAGING INMATE'S PROPERTY. The following procedure will be followed when packaging property:

- All personal property, except money, must be sealed in the lower seven inches of the pre-numbered property bag with the Property Receipt form.
- If the inmate has no money, a "no money slip" will be completed. The "no money slip" is to be placed in the lower portion of the property bag so that the slip is readable from the outside of the bag.
- Any fragile item (e.g., eyeglasses, dentures, jewelry, etc.) that could be easily damaged should be placed in a separate plastic bag, envelope, or carton that provides reasonable protection.
- An Alcoholics Anonymous (AA) pamphlet shall be placed inside the property bag of each DUI inmate.
- A second seal will be made 1/4 inch above the first seal.
- The inmate's money shall be placed in a Money Envelope.
- The arresting officer is responsible to count the inmate's money and to have the inmate sign the money envelope and to seal the envelope. The money envelope shall clearly document the amount of money and both of the arresting officer's and the inmate's signatures.
- If the amount is \$500.00 or more, or the inmate refuses to sign the money envelope, the amount shall be verified in front of the inmate and the arresting officer by a supervisor.
- A supervisor shall be notified when there is a dispute regarding the inmate's money or property.
- The booking employee shall inspect the money envelope to ensure that the envelope is properly completed and sealed.
- The sealed money envelope shall be placed in the upper half of the property bag. A diagonal seal shall be made across the empty space when no money envelope is inserted into the bag.
- The property bag shall be recorded in the property section of the Booking and Identification Record.

230.20 IDENTIFICATION AND PACKAGING OF JEWELRY ITEMS. Jewelry items must be processed as follows:

- The arresting/transporting officer will have the inmate remove all jewelry.

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A description of the jewelry will be written on the jewelry envelope.

- Multiple jewelry may be placed in a single envelope with each item identified on the envelope.
- The envelope will be secured with an evidence seal. The officer will sign and place their serial number on the envelope.
- The inmate will sign the jewelry envelope.
- The jewelry envelope will be secured in the property bag.
- If jewelry cannot be removed from an inmate for a physical reason, it will be noted as “retained” in the property section of the DABIS Form.

Consideration for segregation should be considered if the item appears it cause safety concerns for the inmate.

230.40 ADDITIONS OR REMOVALS FROM AN INMATE’S PROPERTY BAG. When an inmate’s personal property is added to or taken from a sealed property bag, the following procedure must be followed:

- A new property bag must be used.
- The new bag number is to be recorded in the property section of the Booking and Identification Record by lining out the old bag number and writing in the new bag number.
- The same changes shall be made to the Jail Custody Record, Divisional Booking Record, Property Record, and the Inmate’s Property Receipt.
- These documents must include the name and serial number of the officer removing or adding property.
- When property is removed by a Department employee, a Receipt for Property Taken into Custody, Form 10.10.00, must be completed and placed in the inmate’s property bag.
- The new bag number must be recorded on the Property Release Authorization Form 06.08.00, when an inmate’s property is released during the inmate’s confinement.

300. INMATE TRANSPORTATION/ARRAIGNMENT.

310. CUSTODY TRANSPORT UNIT (CTU). The CTU transports arrestee(s) from Operations-Valley Bureau Areas to VJS; and Operations-South Bureau Areas to 77RJS. The Area watch commander or officers will telephonically request the CTU via the watch commander. The CTU will respond to the requesting Area. After the arrestees are screened and secured, the CTU shall return directly to the jail. The CTU officers shall remain to assist with jail operations when not conducting a transfer.

The CTU will be staffed with one CSD officer and one sworn officer. Officers assigned to the CTU shall familiarize themselves with the duties and responsibilities of the CTU.

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TRANSPORTATION GUIDELINES:

- Arrestees shall not be held in the Custody Transport Vehicle (CTV) for over 60 minute.
- Male and female inmates can be transported at the same time.
- Males shall be secured in either the main or segregated compartment with females secured in the other compartment.
- Male arrestees shall not be seated next to female arrestees.
- No more than five inmates should normally be transported at one time.
- The CTU radio designation will be "1H9" for VJS and "1H12" for 77RJS.
- Conduct a pat down search of the inmate(s) before being placed into the CTV.
- The use of multi-person chains will be used to move multiple inmates.
- The inmate's hands will be secured in the front of the inmate.
- CSD Officers shall verify each inmate has available seating and that safety belts are utilized by all occupants.
- The passenger officer should monitor the camera system for signs of medical emergencies, disruptions, and the welfare the of inmates.
- During transportation, the doors shall be locked and opened only when within a secured Department facility and/or other secured area.
- In the event of an emergency while in transit, the compartment doors may be opened when sufficient additional units are present.
- Conduct a visual observation of the inmate(s) to identify any medical, mental illness, or behavioral concerns. The final discretion to transport an inmate will be made by the CTU officers.
- Search the inmate compartments prior to the start of watch, after every transport, and at the end of watch, for contraband and any items discarded by inmates.

OFFICERS' RESPONSIBILITIES:

- Inspect the CTV for damage.
- Maintain an arrestee transportation log.
- Complete and maintain a DFAR and submit it to the watch commander at the end of watch.
- Conduct a verbal log on at the start of watch.

EMERGENCIES: In the event an incident dictates or in the event of an emergency, the CTV shall only be stopped and parked in a safe location. CTV employees shall broadcast the location of the stop and the nature of the emergency.

If a physical altercation occurs amongst the inmates, the doors of the CTV shall

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remain closed until sufficient personnel arrive. A patrol unit and a supervisor shall be requested Code 3 to the location.

If a medical emergency occurs, a Rescue Ambulance shall be requested. A patrol unit and a supervisor shall be requested Code 3 to the location.

312. CUSTODY TRANSPORTATION VEHICLE (CTV) USE. An employee who checks out the CTV shall:

- Check out the vehicle from the kit room each time it is used and report any damage immediately.
- Inspect the van prior to and after each use for contraband, weapons or trash.
- The police radio shall be adjusted to the local Area frequency.
- All combative or routinely segregated inmates shall be secured in the van's isolation compartment.
- The interior inmate seat monitor shall remain on during transport at all times.
- All loading and unloading lights shall be on during hours of darkness.
- Loading steps shall be secured after usage.
- Complete the CTV Pre/Post Operational Checklist.
- Not utilize the van for food runs or have CODE 7 within the van.
- Not exceed inmate load capacity.
- Not ride in the back with inmates or in the isolation compartment.

The CTV is not designed or equipped to transport an inmate confined to a wheelchair. For inmates being transferred to the Los Angeles County Sheriff's Department, a specially equipped vehicle should be requested from their Transportation Department. For Department transport purposes, a black and white vehicle can be used, and the inmate accommodated accordingly.

Employees who have signed for the van are responsible for its care and cleanliness. Custody personnel are reminded to be cognizant of the vehicle's height limitation not including the light bar, and to obey all traffic rules and regulations when utilizing the CTV. Completed CTV Pre/Post Operational Checklists are to be submitted to the Watch commander or their designee. Each watch commander shall maintain a binder for the completed checklists.

323. LOS ANGELES COUNTY SHERIFF'S DEPARTMENT INMATE SPECIAL HANDLING REQUEST CARD. The Senior Detention Officer assigned to ID control or any supervisor that becomes aware that an inmate requires segregation from other inmates shall complete the County of Los Angeles Sheriff's Department Inmate Special Handling Request (ISHR) card for inmates that meet, but are not limited to, the following criteria:

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- Danger to officers (history of assaulting law enforcement, etc.).
- Danger to other inmates (gang affiliation, etc.).
- Dangerous mental (violence-oriented psychological illness or impairment, etc.).
- Suicidal (history of attempts or in-custody act, etc.).
- Escape risk.
- Keep Away (detective investigative requests, etc.).
- Other (green lighter, VIP).

The supervisor shall complete the form. The ISHR card shall be attached securely to the Jail Custody Record.

If an inmate who has been sexually assaulted is transferred from a Department facility to a jail, prison, or medical facility, CSD personnel shall, as permitted by law, inform the receiving facility of the incident and the victim's potential need for medical and/or social services unless the victim requests otherwise [PREA Standard §115.165 (b)].

When completing the Transfer Record the employee shall indicate in the Remarks section if the inmate has special handling needs – “SPECIAL HANDLING.”

- 325. DISTRIBUTION OF LOS ANGELES COUNTY BOOKING AND PROPERTY RECORD.** One copy of the LA County Booking and Property Record shall be attached to the Jail Custody Record. One copy shall be attached to the Division Booking Record. If a third copy is printed, it shall be attached to the Division Booking Record.

In cases when the LA County Booking and Property is used in security or felony and misdemeanor jails, and notations were made to document any information related to the inmate, that LA County Booking and Property Record shall be attached to the Division Booking Record.

In no case, shall copies of the LA County Booking and Property Record be mailed to R&I.

- 328. RECORDING CHANGE OF ARREST STATUS.** A change in arrest status will likely include the following:

- The felony charge reduced to a misdemeanor.
- The placement of a supplemental charge.
- The inclusion of a parole, probation, or I.C.E. hold (Immigration Detainer Notice of Action).
- The release of one or more pending charges.
- The increase or decrease in assessed bail.

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The CSD employee who is made aware of any change in custody status must ensure the information is acted upon without delay. When apprised of a custody status change, the following procedures are to be followed:

- Amend the Jail Custody and Division Booking Records of the Consolidated Booking Report to reflect the change.
- Complete and distribute the Supplemental Charge Record, Form 05.08.00.
- Contact R&I by telephone and inform them of the status change so that appropriate updates to the Countywide booking information system can be made.

332. TRANSFER TO ARRAIGNMENT COURT. The following items must be prepared before the scheduled arrival of the Sheriff's transportation detail:

- The Custody Services Transfer Record, Form 06.11.00.
- Jail Custody Records for every inmate who is being transferred. The Jail Custody Records must be arranged in the same sequence as inmate listings on the Custody Services Division Transfer Record. In addition, all warrants, yellow Los Angeles County Unified Arrestee Medical Screening Form SH-R-422, Los Angeles Police Department Classification Assessment Form 05.36.00.
- Los Angeles County Consolidated Criminal History Reporting System printout.
- Los Angeles County Regional Identification System printout, or other holds related to the inmate are to be attached to the Jail Custody Record.
- The inmate's sealed personal property package.

Release Desk personnel who prepare inmates for transfer to arraignment court must sign in a legible, handwritten manner, the following information on the Order to Transport teletype:

- Last name of the employee;
- Serial number; and,
- Time of processing the teletype request.

This information is to be recorded in the right corner, placed ½" from the bottom of the document. Attach one copy of the teletype to both the Jail Custody Record and to the Divisional Booking Record.

332.30 MISDEMEANOR ARREST REPORTS FOR COURT. The Release Desk Officer or Area jail personnel is responsible to obtain the misdemeanor arrest reports from the Record Unit, maintain the reports, and for track the reports for inmates booked at the jail.

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The name, booking number, charge, division or detail, and money deposited for each misdemeanor inmate who requires an arrest report must be entered on the Transfer Record. The Transfer Record is to be reviewed and updated at least hourly. The Release Desk Officer and Area jail employee must make a reasonable effort to locate all outstanding arrest reports and a supervisor shall be notified.

Each court day, a supervisor is required to review the Transfer Record and verify that all misdemeanor arrest reports are accounted for. If an arrest report is determined to be missing and all reasonable efforts to locate it are unsuccessful, the concerned Area watch commander must be notified. It is the responsibility of the Area watch commander to determine whether or not the inmate is to remain in custody or to be released.

Misdemeanor arrest reports at MJS, VJS, and 77RJS, must be logged on the Transfer Record (Form 06.11.00) by the "B" Watch Release Desk supervisor for later pick up by the court liaison officer.

Misdemeanor arrest reports for Area jails are to be logged on the Transfer Record, Form 06.11.00, and delivered to the Area watch commander or given to the Area court liaison officer.

332.60

USE OF LOS ANGELES SHERIFF'S DEPARTMENT TRANSPORTATION FOR FELONY ARRAIGNMENTS. See Department Manual Section 4/750.12.

Upon receipt of an Investigator's Final Report, Form 05.10.00, or a Teletype, Custody Services Division personnel are required to assure that the information provided on this report is legible and accurate. The investigator's name and serial number must be written legibly on either form. The CSD employee must then perform the following:

- Sign either form, legibly, including serial number, as the officer receiving the document.
- Make two copies of the form, and distribute as follows:
 - One copy attached to the Divisional Booking Record.
 - One copy attached to the Jail Custody Record.

The responsible detective must ensure the inmate is transported for arraignment on the day in which the investigator intends to obtain a felony or misdemeanor complaint. If no criminal complaint is issued, the responsible detective must ensure the inmate's release from the court holding facility without unnecessary delay.

In the event that a criminal complaint is obtained, and the inmate is required to appear before a different arraignment court, it is the responsibility of the detective

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to arrange for the appropriate transportation. The use of the Los Angeles County Sheriff's Department's transportation service requires the Order to Transport teletype or E-Transport must be sent to the jail with sufficient time to avoid disruption of the transfer process.

332.75 ARRAIGNMENT OF INMATES CHARGED WITH MULTIPLE OFFENSES.

When a person who is already booked on a misdemeanor charge is found to be the subject of a California misdemeanor warrant, CSD personnel shall complete a Supplemental Charge Record, Form 05.08.00.

When a person booked on a felony charge is found to be the subject of a California misdemeanor warrant, Records and Identification Division shall do the following:

- Make a notification by telephone to the Custody Services Division Officer;
- Send an abstract of the warrant to the concerned jail; and,
- Forward a Wanted Inmate Notification, Form 08.87.00, to the concerned investigating officer.

The inmate must not be arraigned on the misdemeanor charge before the completion of the felony investigation by the concerned investigating officer.

A release of the felony charge against the inmate will require the investigating officer to be responsible for the inmate's transportation for arraignment on the misdemeanor charge. The arraignment time begins at the time of the original arrest.

A parole violation is considered to be a condition of constructive custody and, therefore, is not subject to the two-day arraignment limitation. Such persons who have no further Department charges pending must be transferred to the custody of the wanting authority or Los Angeles County Sheriff's Department's at the earliest opportunity.

332.80 ARRAIGNMENT OF A FELONY INMATE CHARGED WITH A MISDEMEANOR COMPLAINT. When a misdemeanor complaint is issued against an inmate originally booked on a felony offense, the investigating officer must do the following:

- Have the investigating detective teletype the 05.10.00, for 17(b)(4) CA PC to the concerned jail immediately;
- Have the inmate rebooked immediately on the misdemeanor complaint, and have the inmate arraigned without delay;
- If not arraigned immediately, instruct the CSD employee to transfer the inmate for arraignment on the reduced charge at the next transportation session; and,

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- The inmate may be transferred by the Los Angeles County Sheriff Department's transportation only if such transportation will enable arraignment within the lawfully prescribed time period.
- If the inmate is a female, have a Change of Arrest Status notification be directed to R&I, MJS, Valley Jail Section, 77th Regional Jail Section, or Century Regional Detention Facility for Females, whichever pertains to her custody.
- CSD personnel will process a rebook per California Penal Code Section 17(b)(4) only when the Form 05.10.00, from the investigator indicates that a misdemeanor filing has in fact been accepted by the court.
- Without the actual filing of a misdemeanor complaint on the inmate, a Form 05.10.00, delivered to a CSD employee will be handled as a "Transportation Request" only.

348. ELECTRONIC PROBABLE CAUSE DETERMINATION (e-PCD).

The CSD Release Desk personnel are responsible for monitoring the Los Angeles County-ISAB website to ensure that a finding of probable cause was present for each arrestee. If such a finding is not present within 12-hours of receiving the arrestee, the release desk or designee shall:

- Promptly notify the arresting Area/division's watch commander;
- Follow-up with the watch commander to ensure receipt of the notification; and,
- Record the arresting Area/division watch commander's name and serial number on CSD's PCD due out list form.

If the arrestee's offense is a serious felony, defined under CPC section 1192.7(c) CSD shall use reasonable efforts to make a second notification to the watch commander of the arresting Area/division prior to releasing the arrestee. In the event the e-PCD system is down, CSD personnel shall verify the status of the PCD via the Network Communication System (NECS) or telephonically contact the appropriate court.

400. SPECIAL BOOKING/PROBATION AND PAROLE.

429. DISPOSITION OF FOREIGN WARRANTS. A foreign warrant is a warrant obtained by an agency other than this Department. Persons held on foreign warrants and who have no local charges pending must be processed as follows:

INTRA-COUNTY WARRANTS. Upon completion of booking or following dismissal of all local charges, the concerned wanting agency must be notified of the inmate's availability for release. Inmates held on Los Angeles Sheriff Department's warrants may be transferred in conjunction with regular sheriff's arraignment service.

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In all cases involving intra-county warrants, relinquishment to the demanding agency must occur without delay and not beyond two court days following the arrest.

After booking an inmate on an intra-county warrant, the CSD employee shall notify the wanting agency by telephone of the availability of the inmate for pick-up. If the wanting agency does not wish to pick up the inmate, the Custody Services Division officer must obtain the name, rank, and serial number of the watch commander at that agency. This information must be Noted on the Non-Traffic Notice to Appear/Release from Custody, Form 05.02.02, along with the warrant number, court of jurisdiction, etc.

Note: If an inmate is booked on a felony warrant and the outside agency refuses to pick up the inmate, immediately notify the watch commander.

OUT OF COUNTY WARRANTS. Out of county agencies must be notified of the inmate's release availability at the earliest opportunity.

Per Section 821 of the California Penal Code, all inmates taken into custody in the State of California on warrants issued from within the state, but outside the county of arrest, have a right to a bail hearing before a magistrate in the county of their arrest.

The arresting officer must do the following:

- Complete a Compliance with 821 PC Form 08.48.01;
- Ensure that the inmate reads and understands the form; and,
- Ensure that the inmate signs the form.

The Compliance with 821 PC Form 08.48.01 is to be distributed as follows:

- Original copy attached as final page of the Arrest Report.
- One copy to the inmate.
- One copy attached to the Jail Custody Record.

Persons held pursuant to an out-of-county warrant must be released to the demanding agency within five calendar days from the date of notification.

If held on a felony warrant and the wanting agency is more than 400 miles from the detaining jail, custody of the inmate must be assumed within five court days from the date of notification.

When the out-of-county agency has a contractual agreement with the Los Angeles County Sheriff Department for transportation of the inmate to the out-of-county agency, the inmate shall be transferred to the custody of the Los Angeles

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County Sheriff at the next opportunity for normal court transfer.

Jail Custody Records involving foreign warrants with no pending local charges must be retained in a separate file. The date and time of notification to the wanting agency, as well as the name of the notifying officer, must be recorded. The foreign warrant file shall be inspected during each watch to verify that all agency notifications have been made and that no one is being detained beyond the allowable time limit.

In cases where the wanting agency indicates that the inmate should be released on their own recognizance or that they will not dispatch personnel to assume custody, a teletype specifying release instructions is to be requested. If the agency is unable to transmit a teletype message, the CSD watch commander who has confirmation by telephone may authorize the inmate's release.

429.3 RELEASE OF A NON-WARRANT FELONY INMATE TO ANOTHER JURISDICTION. A person charged with a non-warrant felony offense where there are no local charges pending shall be released to another jurisdiction only under the authority of the concerned outside agency investigating officer.

Release to the wanting agency and arraignment on the related charge must occur within two court days from the date of arrest. It is imperative for the wanting agency to be notified without delay.

429.5 INMATES PREVIOUSLY ARRESTED ON A LIMITED EXTRADITION WARRANT. An inmate may assert that he or she has been previously arrested and booked by this Department for the same no-bail fugitive warrant. Once verified, the inmate will be released from custody at the direction of Fugitive Warrant Section (FWS) personnel. The following guidelines are to remind all personnel of established procedures:

- CSD shall check all appropriate computerized databases are queried to verify or to refute the inmate's assertion before contacting FWS.
- All documents generated in the investigation are to be provided to FWS.
- The FWS must be notified whenever any inmate asserts that he or she has been previously arrested and booked on the same limited extradition no-bail fugitive warrant.
- The FWS staff is available to respond at any time of the day or night to resolve this issue. Therefore, FWS staff shall be notified regardless of the time of day. The FWS can be reached at (213) 486-5300 or during off-hours via the DOC at (213) 484-6700.
- If proven true, the inmate will not be booked until after FWS has responded and conducted an investigation.

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430. PAROLE/PROBATION SUPPLEMENTAL CHARGES. CSD personnel shall request that the parole or probation officer send a hold authorization teletype to the jail within one hour. If the authorization teletype is not received within one hour, the watch commander or a supervisor must contact the parole or probation officer to determine status of the hold. Under no circumstances will an inmate's release be unnecessarily delayed pending the receipt of a parole or probation hold.

440. COURT REMAND ORDERS. A Remand Order (RO) is from a Court that a judge who has ordered that an inmate be sent back, recommitted or imprisoned into Department custody and for that individual is to appear in Court. The charge(s) listed on the RO may be in conjunction with the arrest violation(s) or may be dissimilar, or a new charge as determined by the court.

When a RO is received, the CSD officer shall validate the RO by the date of issuance, the name of the inmate, the corresponding booking number, and/or the signature of the issuing judge. Processing a RO requires completing a Supplemental Booking Record, Form No. 05.08, in addition to updating both the Jail Custody Record (JCR) and the Divisional Booking Record (DBR), with any revisions to bail (i.e. No Bail). Copies of the RO shall be attached to both the JCR and the DBR.

In addition, CSD personnel shall notify Records and Identification Division of the RO and the change in bail status. The RO supersedes all other forms of release such as, NO PCD, a "denied" PCD, or a Certificate of Release, 849B (1) PC. A RO shall be handled as a priority court order and shall be processed without delay and before any pending bail/bond or Own Recognizance (OR) releases.

An inmate served with a RO can be held in custody until the next court date or sent immediately to the custody of the Sheriff. If there is any concern about the validity of the RO, those concerns shall be directed to the court of issuance for resolution and disposition. Under no circumstances shall a CSD employee override or disregard a RO unless approval has been granted by the court/judge of issuance. The watch commander shall be notified for any concerns of a RO.

450. MILITARY DESERTER BOOKINGS. Military personnel booked only for Military Desertion, Title 10 USC 885, shall be transported to the Los Angeles Sheriff's Department on the next available regular transfer. A document from the military confirming the inmate is a deserter shall accompany the Jail Custody Record. The confirmation to be a teletype which includes the military investigator's name and the contact number of the military entity picking up. Upon transfer to the sheriff's department, the military entity picking up the deserter shall be notified the deserter has been transferred.

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Note: When military personnel arrive prior to the arrival of the sheriff's bus, the deserter shall be released to the military personnel.

460. COURT COMMITMENT BOOKINGS. A Court Commitment Booking (CCB) differs from investigative court removal orders whereby various members of the detective function may request temporary housing for convicted persons.

The CCB constitutes a court order directing an individual to surrender themselves to a jail facility for a specific number of days and/or hours. CSD does not accommodate these persons unless the court order identifies the location of surrender as a "Los Angeles City Jail."

Court order requests submitted with "Los Angeles City Jail" shall be forwarded to the Commanding Officer for approval. Individuals with such a CCB are to seek an agency that will accept their request. Unless extended by the Commanding Officer of CSD, a CCB request will not exceed one week in duration.

Note: All investigative and/or testimony-based housing requests shall be forwarded to the Commanding Officer, for approval. At no time shall personnel make recommendations on preferred police agencies and/or Cities.

460.20 COURT COMMITMENT BOOKINGS - SPECIAL REQUIREMENTS. Persons detained in CSD under court commitment must be booked and confined as follows:

- The commitment must be recorded on the Los Angeles Consolidated Booking Record, Form 05.01.02. The court authorizing commitment is to be recorded in the fields "Division and Detail Arresting," "Location of Arrest," and "Arresting Officers."
- The subject must be segregated from other arrestees and inmates at all times while in custody.
- The subject must be provided an opportunity for showering and personal hygiene daily.
- The subject will be given reasonable access to reading and recreational material.
- If the detention will exceed one week, provision must be made for clothing and linen exchange.
- Following release, the court commitment order is to be stapled to the Jail Custody Record and forwarded to R&I.

475. RELEASE FROM CUSTODY – DRIVING UNDER THE INFLUENCE (DUI) OF ALCOHOL. Unless otherwise ineligible, an inmate in custody for misdemeanor DUI shall be released after the inmate has completed the minimum number of

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hours required to be in custody based on their Blood Alcohol Content (BAC).

Note: An inmate who is eligible for OR but has not completed the number of hours required to be in custody, shall not be transferred to court and shall be later released on OR.

If an inmate is not in possession of a State issued Driver's License, Identification Card, a government issued passport, U.S. military identification card, or U.S. Resident Alien Identification, but is otherwise eligible for OR release, a positive identification notification from Live Scan shall be considered as satisfactory evidence of identification.

An inmate in custody for misdemeanor DUI may be released on an OR to a responsible party, prior to the completion of the number of hours required to be in custody based on the BAC Chart. The person taking responsibility for the inmate must present valid identification and shall be required to sign the DUI Alcohol – Release to Responsible Party form. The completed form and a copy of the identification presented shall be attached to the Division Booking Record.

480. BAIL/BONDS

480.10 ACCEPTANCE OF BAIL FROM A BAIL AGENT. The following procedures will be followed when bonds are presented by a bail agent:

- All bail bonds must be presented by licensed bail agent, in person, at any Department detention facility.
- A valid bail agent's identification card.
- A copy of the state license for that bail agent.
- If the bail agent's license has expired, a copy of proof that the bail agent has applied and paid for a renewal of the bail agent's license and that the application is pending with the State of California, Department of Insurance.
- Compare the bail agent's identification with the State of California, Department of Insurance, list of active bail agents. Access www.insurance.ca.gov and under Quick Links click check license status, or verify telephonically by calling the State of California, Department of Insurance License Bureau, at (800) 967-9331 or (916) 322-3555.
- Record the bail agent's name, address, and insurance license number on the DBR.
- Bonds will only be accepted from insurance companies that are authorized by the State of California.

In cases where a positive identification message has not been received from R&I and a bail agent has presented a bond, the bond should be received and held, pending the identification message. It is not necessary for the bail agent to

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remain and await arrival of the message. If a positive identification message is later received that identifies the inmate as someone other than originally believed, the bail agent shall be called to retrieve the bond or bail, which will then be null and void.

When a bail bond has been posted and the positive identification message has not been received within four hours of the Live Scan, a supervisor, with concurrence of their watch commander, must use their best judgment as to whether the inmate should be released or held until the Live Scan returns. The supervisor, prior to release, shall ensure that the R&I watch commander was notified and investigated the absence of a response.

480.20 ACCEPTANCE OF BAIL FROM BAIL SOLICITOR. "Bail solicitors" are bail bond licensees and are permitted to present a bail bond, in person, at any Los Angeles City Detention facility. Bail solicitors are required to provide the same type of identification and guidelines as for licensed bail agents.

It should be noted that a bail solicitor is allowed to conduct transactions only on behalf of a single bail agent. Any concerns should be referred to the watch commander.

480.30 COMPLETION OF SURETY BONDS. The preparation, issuance, and delivery of surety bonds are performed only by persons properly licensed by the State Insurance Commission.

Note: The Insurance Commission has stated that the practice of bail employees completing surety bonds previously endorsed by the authorized agent is tantamount to a bail undertaking. This activity is not permissible unless the employee is duly licensed.

CSD personnel must ensure that all surety bonds completed in their presence are prepared by properly licensed bail agents only.

480.40 AGENT'S BOND INTERVIEW WITH INMATE. When a bail agent requests to meet with an inmate, CSD officers are responsible for the following:

- Request bond agent's identification and the inmate's full name.
- Record the bond agent's full name, licensing number, and point of contact (POC).

Note: If a bond agent cannot provide a POC, they may fulfill the visit only if the inmate is notified and agrees to accept the bond visitation.

- The release desk officer shall notify the watch commander or a supervisor of the bond visitation request and provide the Inmate Visitation and

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Temporary Sign-Out Record, Watch Supervisor Bond Agent Visitation Log, and Divisional Booking Record for review.

BOND INTERVIEW WATCH COMMANDER AND SUPERVISOR RESPONSIBILITIES.

- The watch commander or a supervisor will locate the inmate.
- Visitation locations should be in an area which is monitored by the jail camera system.
- Custody personnel will escort the inmate to the designated area, as determined by the watch commander or a supervisor.
- The watch commander or a supervisor will verify the POC with the inmate and whether or not they would like to meet with the bond agent.
- If the inmate agrees to meet with the bond agent, the inmate should be escorted to the visitation area.
- The release desk officer will document the duration of the bond visit on the Inmate Visitation Log and Temporary Sign-Out Record.
- The release desk officer is responsible for attaching the Watch Supervisor Bond Agent Visitation Log to the corresponding Inmate Visitation and Temporary Sign-Out Record.

Note: If the inmate declines the visit, it shall be documented on the Watch Supervisor Bond Agent Visitation Log. The release desk officer will document the refusal on the Inmate Visitation and Temporary Sign-Out Record.

The responsibility of the watch commander or a supervisor shall not be delegated to a subordinate, unless circumstances warrant deviation from policy. The reason for the deviation shall be documented in the WSDR.

AREA JAILS

The Area watch commander or the responsible supervisor shall follow the responsibility listed in watch commander or supervisor responsibilities under bond interviews. CSD personnel assigned to Area jails shall follow the direction outlined under employee's responsibilities

480.50

CASH BAIL. If the bail is given in the form of cash, complete a General Form 30. Paper bill counters are used to count the number of bills and to detect counterfeit bills (it does not add up the dollar total of the bills). If during the use of the money counter, a counterfeit bill is detected, the watch commander shall be notified immediately. An employee who receives cash bail is expected to count the money to ensure the correct amount is received.

- All bail monies shall be counted in front of the depositor.
- After counting the money, the officer shall utilize the money counter for

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- counterfeit detection and accuracy.
- Before placing the money in the counter, the money shall be sorted in similar numerical denominations.

For cash bail greater than \$500.00, a supervisor shall be present during the verification of bail.

The total bail and documentation shall be presented to the watch commander or a supervisor. The watch commander or supervisor will count and verify the money.

480.55 ACCEPTABILITY OF BAIL COINAGE. It is not necessary to accept bail that is offered in one or five cent denominations in excess of 25 cents. Any coin denominations that exceed \$10.00 will not be accepted. The supervisor or watch commander will determine if any coinage in excess of \$10.00 will be accepted.

490. COURT CORRECTION NOTIFICATION LETTER. When an inmate has been released and given the incorrect court information, a Court Correction Notification letter shall be mailed to the inmate, the bond company if released on a bond, or the person who posted the bond. The approved CSD Court Correction Notification letter can be found in the *Custody Services Division* drive, in a folder titled "CSD Forms."

495. IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE) HOLD PENDING PROCEDURE. CSD will honor Immigration Detainer-Notice of Action (IDNA) that presents one of the following conditions:

- Judicial Determination of Probable Cause for the detainer; or
- A warrant from a Judicial Officer.

CSD personnel in receipt of an IDNA that meets these criteria, will immediately notify the Commanding Officer for advice. The IDNA will not be honored without prior approval from the Commanding Officer. The watch commander or a supervisor will ensure the IDNA Approval form is completed and submitted with the WSDR.

500. INMATE GUIDELINES.

502 VISITATIONS. The visitation period will be conducted daily in each jail facility. Inmates are to be permitted a maximum of one visit per day. Each visit will be limited to one person, except when minor children are present. One child may accompany the visiting adult. The visitation period will be limited to a maximum of 15 minutes.

502.2 PROPER IDENTIFICATION FOR PERSONS VISITING INMATES. All persons

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requesting visitation privileges, with the exception of minors, must present an authentic, current, and valid photo identification which includes any of the following:

- State Driver's License.
- State Identification Card.
- Interim Driver's License (accompanied by a scanned photo issued by the California Department of Motor Vehicles).
- U.S. Military Identification.
- U.S. Passport.
- U.S. Resident Alien Identification Card.
- Identification Card issued by a foreign consular office.
- School Identification for anyone appearing to be 18-years old representing himself or herself as a minor.

If the authenticity of the above documents is in question, the watch commander or a supervisor will determine if visitation is allowed.

502.7 CANCELLATION OF VISITATIONS. The watch commander or supervisor may cancel visitation when deployment is below minimum staffing levels or if other operational needs justify cancellation. Any cancellation shall be noted in the WSDR.

503. VISITS BY CLERGY, PERSONAL PHYSICIAN AND CONSULAR OFFICER. Clergies, personal physicians and consular officers who wish to visit inmates shall be allowed to do so at any time, be given priority and taken ahead of other visitors.

519. TELEPHONE CALLS AND USE BY INMATES.

519.30 INMATE TELEPHONE PIN NUMBER. CSD utilizes an inmate telephone personal identification number (PIN) number system. The PIN system will allow arrestees four free calls within the local calling area. These calls may be dialed from any inmate telephone within the jail facility. An inmate will be provided their PIN either during the DNG or conventional booking process. A CSD supervisor can grant additional free local phone calls through the on-line inmate phone interface if necessary. Additional free calls should only be granted for special circumstances.

519.80 RESTRICTED USE OF TELEPHONE. An inmate may have the use of a telephone restricted when there is a reasonable likelihood that the investigation of the criminal offense may be jeopardized. The investigating officer will make this determination.

520. CORRESPONDENCE. All inmates shall be permitted correspondence privileges

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in accordance with the following procedures:

- There is no limit on the volume of mail an inmate may send or receive.
- Correspondence privileges may be temporarily suspended when deployment is low.
- Department personnel will not read mail except for security reasons and only with the approval of a supervisor.
- Inmates are permitted to correspond confidentially with their attorney, any element of the criminal justice system, any public official, elected representative, or member of the Corrections Standard Authority.
- Envelopes or other packaging may be opened and inspected only to search for contraband, cash, checks or money orders. Such inspections will be conducted in the presence of the inmate.
- A maximum of 15 minutes will be permitted for the inmate to complete the correspondence.
- All writing implements and material will be collected immediately.
- The inmate must be provided an envelope bearing the Department's return post office box number. The inmate is to be instructed to address and seal the correspondence in the envelope provided.
- All completed correspondence must be placed in the Divisional mailbag.
- All mail received by an inmate must be collected at the end of the 15 minutes and placed into that inmate's property bag.

521. VOTING. Any request from an inmate to vote in a local, state, or federal election will be brought to the attention of the watch commander. The watch commander will ensure that the County Registrar of Voters is notified of the inmate's request. Any identified representative from the registrar's office must be permitted to visit the inmate for the purpose of completing the voting process.

522. RELIGIOUS OBSERVANCE. Upon request, religious reading material is to be distributed to inmates during the daily scheduled reading and recreational period. In addition, when responding to an inmate's request, members of the clergy or other bona fide religious advisors are to be permitted to visit the inmate. These visits will be conducted in the same manner and with the same degree of confidentiality as attorney interviews.

525. NUTRITION.

525.20 NUTRITIONAL REQUIREMENT FOR INMATE. Inmates/arrestees detained in any Department jail facility will be provided with three meals during a 24-hour period. All inmates/arrestees are to be given the same predetermined quantity and quality of food. Meals may be served in a cell or in an area designated for inmate dining. Except in an emergency, a minimum of 15 minutes for meal consumption shall be allowed, unless on a medical diet where the responsible physician has prescribed additional time. Meal service generally occurs on the

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following schedule:

	<u>MJS and 77RJS</u>	<u>VJS</u>
<u>BREAKFAST</u>	0400 - 0500 hours	0400 - 0500 hours
<u>LUNCH</u>	1100 - 1200 hours	1200 - 1300 hours
<u>DINNER</u>	1600 - 1700 hours	1600 - 1700 hours

During meal service, detective interviews are not permitted unless an expressed need is articulated to the watch commander or a supervisor. The watch commander, a supervisor or the Commanding Officer, may permit an interview to be conducted.

525.40 MEDICAL DIETS. An arrestee or inmate claiming special medical dietary needs must receive a medical evaluation. If existing food resources will not accommodate the inmate/arrestee's medical needs, the inmate/arrestee should be transferred to the appropriate county jail facility.

If the medical evaluation indicates existing CSD food resources will accommodate the medical dietary needs the inmate will be fed in conformance with written medical instructions. The diabetic menu in the Food Service and Therapeutic Diet Plan – Appendix B will be used to serve diabetic arrestees or inmates on the advice of the dispensary physician.

When the dispensary has indicated that the inmate/arrestee should be served meals from the menu, CSD officers will make a note at the top of the Jail Custody Record, Form 05.09.00.

CSD officers will communicate to receiving personnel which inmates are to receive the diabetic diet. Under no circumstances is an inmate/arrestee on a restricted or medically monitored diet to be served an evening snack without the approval of a physician. The physician will provide a list of the persons who are to receive evening snacks each day. The diabetic menu will be posted in each food service area in each jail.

CSD officers shall follow the prescribed meal diet by a physician for all pregnant, diabetic pregnant, or lactating inmate/arrestee. However, 16 ounces of low fat milk must replace the six ounces of orange juice at breakfast.

525.5 QUALITY CONTROL AND MEAL PREPARATION. Meal preparation and service must be conducted in accordance with the following guidelines:

- CSD shall utilize the First in-First Out (FIFO) inventory control method and properly store and rotate food items to maintain product freshness. The food stored the longest shall be utilized first.
- Records of receipt and the numbers of servings must be maintained. Food

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records are to be available for review by the Department of Health Services and all other inspecting agencies.

- All food items will be heated and served according to the manufacturer's instructions.
- Conduct periodic food sampling to ensure palatability, freshness, consistency and proper preparation.
- CSD shall not unnecessarily increase the prepared meal count at breakfast, lunch, and dinner hours.
- All meals will be cooked for the number of inmates in custody and inmates waiting to be booked. CSD shall continue to adhere to any medical recommendations of the attending physician on an individual basis.
- All prepared meals not distributed should be disposed of without delay.
- Ensure that arrestees or inmates receive only the food containers and eating utensils authorized for the specific meal.
- After each meal, CSD personnel shall place a container, in a readily available location for arrestees or inmates to dispose unconsumed food, utensils, and packaging.
- Arrestees or inmates shall be advised they are not to retain any food, utensils, and containers, and to dispose of these items.
- Frozen meals that were heated and not served must be disposed of after one hour. Once a meal has been prepared, it will not be retained for later use. All meals and beverages served, including those disposed of, are to be recorded on the Daily Food Serving Record.
- The watch commander must ensure that a specific employee is designated to conduct the heating and serving of each meal.
- The designated employee will be noted on the Daily Deployment Worksheet.
- As many personnel, as necessary to ensure adequate security and supervision must be assigned to the feeding detail. If necessary, other jail activities may be temporarily suspended during the feeding process.
- Food servers will ensure that their hands and outer clothing are clean during meal preparation and service.
- Gloves, tongs, or ladles must be used when required.
- Smoking is prohibited.
- If an arrestee or inmate has not consumed a meal, states that he or she is unable to eat, appears to be unable to eat due to a medical condition, or does not give a clear response as to why he/she is unable to eat, the arrestee or inmate must be examined by jail dispensary staff.
- If the arrestee or inmate cannot be moved to the dispensary safely, the dispensary staff will be requested to respond to the arrestee's or inmate's location for the medical evaluation.
- Arrestees or inmates may state they do not wish to eat because they are not hungry or because they do not want the meal being served. If the arrestee or inmate can clearly articulate that they are not in need of

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immediate medical care, they do not have to be examined by dispensary staff.

- These incidents must be recorded on the Observation Record and on the Divisional Booking Record.

525.60 MEAL SERVICE PROCEDURES AND GUIDELINES. CSD will serve sandwiches for dinner. Sandwiches are shipped frozen and shall be thawed in the refrigerator 24 hours prior to being served. During the dinner feeding time, each arrestee or inmate shall receive two sandwiches, one fresh apple, and two 8 ounce cartons of milk.

525.70 KOSHER FOOD SERVICE. When a kosher meal is requested, the watch commander /supervisor should be contacted for directions. The kosher meals shall be served only after the request is verified by a Los Angeles Police Department authorized rabbi. Kosher meals will be stored at all Regional and Area jails.

The following steps shall be taken once an arrestee/inmate requests a kosher meal:

- The watch commander or concerned supervisor shall contact a rabbi to verify the inmate's request to be provided a kosher meal.
- During off hours, contact the DOC to contact a Department chaplain who will contact a Department rabbi.
- The approval or disapproval by the rabbi shall be documented in the WSDR and DBR.
- If the rabbi needs to visit the inmate to verify the request, the rabbi must be granted that visit. The rabbi will notify the watch commander of their decision.
- If the arrestee or inmate is not approved to receive kosher meals, the CSD officer will notify the arrestee or inmate.
- If the request is granted and the inmate is to be served kosher meals, the lunch and dinner boxes shall remain unopened and served with a spoon. The arrestee/inmate shall open the box in front of the CSD officer.
- It shall be the responsibility of the CSD officer to ensure that all boxes, plastic wrap, and spoons are collected after the meal.
- The arrestee/inmate shall sign the Kosher Food Service Form verifying that the meal was served. The completed form shall be attached to the DBR, WSDR and forwarded to the Administrative and Research Section.

Note: Kosher food from family members shall not be accepted.

525.80 SUBSTITUTE MEAL SERVICE. In accordance with Title 15 Section 1240, Frequency of Serving, jail personal will provide inmates who have missed a regularly scheduled facility meal with a substitute meal and beverage. Inmates with medical diets shall be provided with their prescribed meal. The County

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Medical Health inspector is of the opinion that a substitute meal for non-medical diets can be a granola bar or fruit. The water in the cell qualifies as a beverage.

Each inmate should be offered a granola bar after they have been booked and fingerprinted, absent unusual circumstances (i.e. violent or aggressive behavior). At no time should an inmate be given a granola bar during the booking process, unless instructed by the jail dispensary.

526. BEDDING AND LINEN.

526.20 ISSUING BEDDING AND LINEN. Each inmate who is housed overnight will be issued the following standard bedding and linen:

- One clean mattress.
- One clean sheet or mattress cover.
- One clean and freshly laundered blanket.
- Mattresses are not to be issued without a clean mattress cover.

Inmates who exhibit suicidal tendencies shall not be issued blankets, towels or mattress covers. No inmate shall be denied or deprived of bedding or linen for punitive reasons.

526.30 LINEN LAUNDRY AND MATTRESS CLEANING. All linen will be laundered after each use. Unlaundered linen is not to be reissued. Mattresses must be cleaned and disinfected twice each month or as required after use. Exceptionally worn mattresses must be returned for repair or replacement.

526.40 SECURITY OF MAINTENANCE EQUIPMENT AND SUPPLIES. Equipment and maintenance supplies will be stored in a secure area while not in use. Work release subjects or inmate volunteers must not be permitted to use maintenance equipment except under the direct and constant supervision of CSD personnel.

528. READING AND RECREATION.

528.10 READING AND RECREATIONAL PERIODS. Inmate reading and recreational period will be daily from 1000 hours to 2130 hours. All inmates are to be given reasonable access to reading and recreational material. Inmates who pose an immediate danger to themselves or who demonstrate an intent to misuse materials, may be denied reading and recreational materials with approval of the watch commander or a supervisor.

The daily reading and recreational process shall require a minimum of two CSD officers (one in Area jails) who will be designated to initiate and supervise reading and recreation. These CSD officers shall also supervise inmate showers.

Specific responsibilities are assigned as follows:

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- A Watch distributes game sets and newspapers, including a various language publication, equitably.
- A and B Watch maintain supervision during the process to ensure that materials are being used properly.
- B Watch collects all materials at 2130 hours.

528.40 READING AND RECREATIONAL MATERIAL CONTROL AND DISTRIBUTION. Game sets must be stored properly when not in use. The Section's supply unit is responsible for conducting quarterly inventories of game sets and for reporting replacement needs to the Section OIC.

The watch commander or a supervisor is responsible for verifying the receipt of newspapers and for ensuring that they are forwarded for inmate distribution. Under no circumstances are newspapers to be diverted for any other purpose.

530. INMATE HYGIENE.

530.10 SHOWERING AND PERSONAL HYGIENE. See Department Manual Section 4/649.10. Inmates will be permitted to shower upon assignment to a housing unit. Inmates who remain in custody beyond the morning following their arrest will also be given the opportunity to shower, shave, and engage in dental hygiene.

Inmates who arrive in an extremely unclean or unsanitary condition are to be showered as soon as possible following intake. Inmates must voluntarily take a shower.

The hygiene period will be conducted every other day, depending on the operational needs of individual facilities. A scheduled time will be set at each jail facility. The watch commander may deviate from this schedule providing that the deviation does not interfere with other operational responsibilities and that all inmates wishing to participate are accommodated. The hygiene process is to be conducted as follows:

- Inmates must be informed of this privilege and asked whether or not they want to shower.
- Custody personnel, in facilities in which the showers are separate from the housing area, will transport participating inmates to the shower area in groups of no more than four inmates.
- In facilities in which inmates must exit their cells to gain access to the showers, CSD personnel will identify the inmates who select to participate in showers and allow a reasonable number to exit their cells.
- Inmates who are housed in dorm settings and select to participate in showers will be identified and provided with hygiene items.

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- Prior to engaging in showers, participating inmates will be provided the following hygiene items (soap, toothpaste, toothbrush, comb, and a towel).
- Inmates will be permitted a maximum of 10 minutes to complete hygiene.
- Upon exiting the shower area, CSD staff must ensure that each arrestee or inmate returns all items and that they are deposited in a secure container. Towels will be placed in a laundry bag.
- Under no circumstances shall any arrestee or inmate be permitted to retain hygiene items.
- CSD staff must be in attendance at all times to observe and control the hygiene activity. Inmates are not permitted to shower or shave without supervision. The number of inmates participating in the daily hygiene session must be noted on the Observation Record, Form 06.17.00 or tracked electronically by the Guard Tour (PIPE) System.

530.30 SHOWERING AND PERSONAL HYGIENE FOR TRANSGENDER INMATES.

Showering for transgender inmates should be conducted separate from the general population. When transgender inmates are showering, the inmate should be out of view from the general population. Transgender inmates should be escorted to and from the showering area fully clothed.

530.50 INMATE CLOTHING. Inmates usually retain their clothing while in custody. However, inmates arriving unclothed, or who possess exceedingly revealing, extremely dirty, contaminated, or unsanitary clothing must be issued replacement items. Ten sets of replacement clothing must be stored in the facility property room or other secure location. Each Section Supply Unit is responsible for the necessary inventory of clothing.

Inmates who are wearing oversized or baggy pants that require a belt to secure them shall be retained by the inmate. After the belt or strap is removed from the pants, CSD personnel shall utilize either a small piece of string or wristband to secure the rear belt loops of the pants to prevent them from falling. If the employee is unable to secure the pants with string or wristband, the pants may be booked at the supervisor's discretion.

Note: Employees shall ensure that baggy pants are thoroughly searched during the booking process.

530.70 TREATMENT OF VERMIN INFESTED INMATES. Inmates infested with vermin (e.g., lice, bedbugs, fleas, etc.) must be isolated and treated immediately. CSD personnel must wear protective gloves during all stages of treatment.

Inmates who appear to be infested with lice or other vermin are to be treated as follows: All of the inmate's clothing are to be removed and placed in a plastic bag. Clothing will be removed by the inmate if he or she is physically able to do so. Have the inmate shower to complete the disinfectant process. CSD

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personnel will instruct the inmate to proceed as indicated in the instructions on the disinfectant shampoo. An officer will remain present at all times to supervise and assist the inmate. Provide the inmate with a clean set of jail clothing.

Medical advice must be obtained prior to instituting any disinfectant measures when it appears the inmate is afflicted with the scabies. Treatment is to be conducted according to the medical instructions.

Clothing and Jail Linen. Contaminated clothing and jail linen must be confiscated and destroyed as outlined in Jail Manual Section 2/213.05.

Interior Areas. Interior areas occupied by infested inmates, including bed frames and toilet fixtures, are to be cleaned and disinfected. Contaminated mattresses must be cleaned with a disinfectant solution.

Supply. It is the responsibility of each Section's Supply Unit to maintain supplies of disinfectant shampoo and cleaning materials.

530.80 DISPOSITION OF CONTAMINATED CLOTHING AND LINEN. Inmate clothing and linen items will be considered contaminated when the following conditions are met:

- Vermin infested.
- Urine or fecal stained.
- Stained with blood or other bodily fluid.
- Excessively worn, foul smelling, or exceedingly dirty.

Contaminated items are to be placed in a plastic bag. The bag must then be placed into a second plastic container and fastened securely. The bundle is to be discarded. Blood or other materials that fall within the definition of "infectious waste" must be deposited in a designated hazardous waste receptacle. Incidents requiring the destruction of contaminated items will be reported on an Employee's Report, Form 15.07.00. Each discarded clothing item must be described, and its condition noted. The watch commander will review and approve the 15.07.00, and attach the original WSDR, and a copy on the DBR.

530.90 SANITARY NAPKINS. Each female arrestee or inmate shall be issued sanitary napkins or tampons as requested.

600. INMATE MEDICAL TREATMENT.

610. BOOKING INMATES PRIOR TO MEDICAL TREATMENT. An arrestee who does not require immediate medical treatment may be booked at an Area jail prior to receiving medical treatment.

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- 620. DAILY SICK CALL.** Sick call is conducted at least once per day in all Department jail facilities with a dispensary and twice per day at Area jails. An inmate may request to see medical personnel at any time.
- 620.20 DAILY SICK CALL AT AREA JAILS.** Area Jails shall conduct sick call once on each watch. The following provisions will apply during sick calls:
- An inmate will be provided the available Over the Counter (OTC) medication and choose the medication.
 - CSD personnel must provide the selected OTC medication or transfer the inmate to a dispensary facility for medical evaluation.
- 623. DISPENSARY STAFF ESCORT.** Dispensary staff shall be escorted, without exception, during sick call. CSD staff must verify that the inmate's wristband matches the patient information on the medical treatment record when medications are to be dispensed. The watch commander must be notified immediately if medication is administered to an inmate in error.
- 625. FIRST AID KITS.** First aid kits are available at all the Regional and Area jail facilities. The items are individually sealed and packaged and labeled to indicate the date that the items were added and the date for replacement. To ensure that the contents have not deteriorated and that used items have been replaced, the contents of the first aid kit shall be inspected on a regular basis.
- Deterioration of the contents, especially the gloves and one-way resuscitation devices are of particular concern since they are made of latex or vinyl. These items may fail and not serve as a barrier against contact with blood or other body fluids when stored in certain locations. This applies to situations where the kits are regularly exposed to sunlight or to extremes of heat. Gloves and CPR resuscitator devices should be replaced at least every six months or sooner if inspection indicates deterioration.
- The CSD Title 15 Compliance Officer or designee shall inspect the first aid kits on a quarterly basis. The inspection shall be documented on the First Aid Kit Inspection Log. The Administrative/Research Section, CSD, will be the custodian or records for all completed logs. Upon inspection, an inventory of the contents shall be taken. Any items missing shall be documented on the First Aid Kit Inspection and Replenishment Form.
- This form shall be turned in to the OIC who is to ensure that required missing items be immediately replaced or ordered.
- 630. OVER-THE-COUNTER (OTC) MEDICATIONS.** The below approved OTC medications will be stocked and ordered by each individual jail:

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- **Acetaminophen 325 mg. tablets.** This medication acts as a mild pain reliever and is used for the treatment of minor complaints such as headache, toothache, backache, or common cold symptoms.
- **Antacid tablets.** This medication is a compound used for the treatment of hyperacidity due to heartburn, mild gastritis, or upset stomach.
- CSD personnel dispensing OTC medications to inmates shall watch the inmate ingest the medication.
- The CSD officer shall place the OTC medication in pill form into a cup.
- The inmate will be given the pill cup, a cup of water, and instructed to ingest the pill(s). The inmate shall place the pill(s) in his/her mouth and swallow the pill.
- The inmate shall return the cup to the CSD Officer.

An inmate who does not comply with this procedure shall not be provided additional OTC medications. All dispensed OTC medication shall be documented on the Non-prescription Pain Relief Medication Log.

630.40 MONTHLY INSPECTIONS OF OTC MEDICATIONS. All CSD supervisors are responsible for monthly inspection of OTC medications for inmates. Medications that are identified as expired will be removed from stock immediately and sent to the nearest Regional Jail. The following procedure must be followed:

- Perform a monthly visual inspection of all medications in stock.
- Discontinue the use of expired medications immediately and remove them from the shelves or storage areas.
- Label expired medications as follows: "EXPIRED - DO NOT USE." Place the medications in a bag, seal the bag, put the name of the jail on the bag, and return it to the nearest Regional Jail.
- Medications will not be discarded at any time.
- If stock is depleted, contact the Dispensary at MDC as soon as possible to arrange for replacements.
- Complete a Verification of Monthly Inventory Review for Expired Medications form and keep the form on file for two years. A copy must be sent by fax to the Dispensary at MJS each month.

640. DENTAL RELATED MEDICAL TREATMENT. An arrestee or inmate suffering from or experiencing a dental injury or pain shall receive medical treatment in a jail dispensary. Medical Services Division personnel will provide guidance on transferring inmates for further treatment of dental emergencies to a contract hospital.

650. INMATE ABORTION. Female inmates, who inform CSD personnel of their desire to have an abortion, will be escorted to the dispensary. CSD personnel will follow the direction provided by the medical staff in the dispensary.

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660. TRANSFER OF FEMALE INMATES TO CENTURY REGIONAL DETENTION FACILITY (CRDF). Female inmates who cannot be housed at Department jail facilities, due to medical requirements and/or conditions shall be transferred to an appropriate facility. Transporting officers should be advised accordingly.

The jail dispensary staff shall obtain an approval from the medical/mental staff at CRDF Reception Center, prior to the transfer. A supervisor shall also obtain an approval from either the CRDF booking sergeant or watch commander, prior to the transfer. The Transfer Record shall include the names of the CRDF employees who approved the reception of the inmate. The inmate's medical treatment record is required prior to the transfer of the inmate from a Department jail to the CRDF. Inmates being transferred to CRDF shall be positively identified by having a validated CII number and the following procedures shall be followed:

- The CPROD printout is accepted by the Los Angeles County Sheriff's Department.
- The Jail Custody Record must contain the arraignment court, court date and time consistent with the charge, area of arrest and the court due out time.
- A signed and completed Los Angeles Police Department Classification Assessment Form 05.36.
- Printout of a "GRANTED" Probable Cause Determination (PCD) finding,
- Inmates who are arrested for an open charge and who do not have a PCD disposition at the time of transfer to CRDF, the transporting officer(s) shall complete the PCD Notification Form provided by CRDF staff prior to leaving that facility and comply with the provisions of that form.
- All parole violation (3056 P.C.) arrests shall have a copy of the California Department of Corrections (CDC) 3056 PC hold. There are no exceptions.
- All fugitive arrests (1551.1 P.C.) must have a teletype from the requesting state or agency specifically stating, "We Will Extradite."
- All warrant arrests must have a copy of the warrant or a copy of the Warrant Information Sheet (WIS) at the time of booking.
- CSD personnel are to advise transporting officers that should a CRDF Clerk request them to complete a fee voucher, they shall cooperate with that request.

An inmate shall not be transferred to CRDF without the approval of the CRDF medical staff, booking sergeant or watch commander. These procedures were developed jointly by the Commanding Officer of CSD and the Commanding Officer of the CRDF.

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670. CONTAGIOUS DISEASES. Any inmate diagnosed or claims to be afflicted with a contagious disease must be segregated until evaluated medically. If the medical evaluation indicates the inmate can be housed, he or she must be held in medical isolation unless the evaluation form states common housing is authorized. It is the responsibility of the jail supervisor to determine if facility conditions will permit proper segregation and isolation of the inmate. If segregation cannot be accommodated, the inmate shall be transferred to a county jail facility.

670.30. CONTAMINATED ARRESTEE/INMATE AND CELLS. The timely notification of a contaminated arrestee/inmate or cell is essential to limiting the potential exposure to additional inmates or personnel. Medical Services Division (MSD) will document the medical condition (within the care instructions) on the medical form, and they will also apply an orange sticker to the inmate's property bag to indicate a contamination situation. GSD staff is responsible for cleaning and disinfecting the cell.

A CSD officer who observes a possible contaminated inmate, shall confirm medical treatment has been administered. In the event that no medical treatment has been administered, custody personnel will cause the inmate to be seen by MSD personnel and follow the aftercare instructions.

If an arresting officer notifies custody staff of a contaminated inmate, CSD officers shall ensure the watch commander or their designee is notified. It is the responsibility of all custody staff that handle and review the medical questionnaire to look for indications of contamination identifiers and ensure the concerned watch commander has been notified. These procedures also occur in housing. CSD shall verify any and all cells the contaminated inmate occupied prior to treatment. Those cells shall be closed and not used until properly decontaminated.

WATCH COMMANDER AND SUPERVISOR RESPONSIBILITIES. When advised of a contaminated cell and/or inmate, the watch commander shall ensure the following occurs:

- The Contaminated Cell/Inmate form is completed and maintained in a binder in the Watch commander's office. **This form shall NOT be posted on the exterior of the contaminated cell.**
- Track the location of the contaminated inmate to ensure all cells occupied by the contaminated inmate are appropriately marked and cleaned.
- The contaminated cell(s) is identified by placing an orange magnetic square on the cell door. In non-magnetic jail areas, the orange square shall be affixed with Velcro. This is a visual ID for General Services Custodial staff to recognize a jail cell requires decontamination.

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Note: The orange squares (magnetic and Velcro) are supplied by General Services Division.

- To ensure appropriate cleaning procedure shall be utilized, advise General Services staff of the nature of contamination.
- Ensure the contaminated cell(s) are not re-occupied until General Services staff advises proper decontamination has occurred.

680. METHADONE MAINTENANCE PROGRAM. When any person is confined in a jail and there is reasonable cause to believe that such person is addicted to a controlled substance, medical care to ease any symptoms of withdrawal must be provided. Persons confined in any jail facility who are participating in a sanctioned methadone maintenance program must, at the discretion of the program director, be entitled to continue in such program.

CSD personnel must ensure the following steps are taken when a representative of an approved methadone maintenance program requests to administer to any inmate;

- Verify that the identification is valid and that the person is actually associated with the maintenance program; and,
- Obtain the consent of the inmate.

Consenting inmates will be made available to the program representative for the dosage to be provided. CSD personnel must be present and witness the administration. The date, time, and name of the person administering the dosage are to be recorded on the Inmate Visitation and Temporary Sign Out Record, Form 06.31.00.

No additional quantities of methadone will be retained at the jail facility and no Department personnel will administer dosage.

690. SUICIDE PREVENTION. The following are some of the factors used to evaluate an inmate's level risk of suicide:

- A history of attempted suicide.
- Extreme sadness, often accompanied by unprovoked crying.
- Insomnia.
- Extreme mood variations.
- Lethargy—the slowing of physical movements such as speech and gait not attributable to drug or alcohol influence.
- Loss or gain of appetite.
- Projection of hopelessness.
- Excessive or unreasonable self-shame due to the nature of the offense charged (i.e., an arrest related sexual or child abuse).
- Under the influence of drugs or alcohol.

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When an individual exhibit any suicidal behavior, a supervisor must be notified, and preventive detention procedures shall be instituted. When charged with a misdemeanor offense and a citation release is not appropriate, the charge may be released, and the inmate should be referred to the Mental Evaluation Unit, Detective Support and Vice Division, for possible psychiatric detention. Transfer to the Los Angeles County Jail's Psychiatric Unit should be attempted. If unsuccessful in these efforts, the inmate must be cared for as follows:

- The subject shall be placed in a minimum occupancy unit housing with at least one other inmate unless there is any reasonable likelihood that the inmate may pose a danger to that person.
- The other occupying inmate must be informed of the suicidal inmate's potential and asked to remain alert for any possible problems.
- All objects that might aid in a suicide attempt must be removed from the inmate. In addition, the inmate is to be provided only a bed mattress. No mattress cover or blanket will be issued.

In all cases where a suicidal inmate is to remain housed in CSD, the Safety Observation Record form, must be completed. All details of the incident must be thoroughly described in the Form 06.51.00. Efforts to transfer the inmate to another facility must be documented. Suicidal inmates must be visually inspected at least once each quarter of the hour. The results of the inspection will be recorded on the Safety Observation Record form. At change of watch, personnel must ensure that the oncoming watch is fully informed of the inmate's condition.

690.20 CUSTODY SERVICES DIVISION ATTEMPTED SUICIDE REPORT. CSD personnel shall utilize the *CSD Attempted Suicide Report (ASR)*, Form CSD ASR, to document ALL suicide attempts. CSD shall have the responsibility on completing an ASR and maintaining reports on attempt suicide investigations pending notification of death. In the event Force Investigation Division (FID) assumes investigative authority, CSD shall maintain the ASR pending completion of FID's investigation or reassignment back to CSD.

The completed ASR shall be forwarded to the Commanding Officer. The use of the ASR does not replace completion of an Inmate Injury or Illness Report, Form, 06.34.00. However, when a Form 06.34.00, is completed, a copy shall be attached to the ASR. The Medical Evaluation Unit (MEU) shall be notified on all suicide attempts within CSD and the MEU officer notified shall be documented on the ASR.

690.30 INMATE SUICIDE PREVENTION KIT. CSD suicide intervention kits are to aid personnel in the event of a suicide attempt. When CSD personnel are alerted of an attempt suicide, the responding officer(s) shall broadcast a "Code Blue" call.

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Personnel on scene shall call for the suicide intervention kit and medical personnel to be deployed to the location.

The suicide intervention kits are sequentially numbered, and each Regional and Area jail will be responsible for the replenishment of the kits after use. No items shall be removed from the kits except during the course of a suicide intervention. The kits will remain sealed until a life-threatening emergency occurs. Upon use of the suicide intervention kit, the watch commander or a supervisor shall document its use on the WSDR and notify the OIC. The OIC shall cause for the inspection and replenishment, as necessary, of the contents of the kit. Once the kit is replenished, the OIC shall ensure the kit is resealed with the yellow plastic padlock seal.

The CSD Title 15 Compliance Officer or designee shall inspect the inmate suicide interventions kits once every three months. This inspection shall be recorded on the Suicide Intervention Kit Inspection Log. The Admin/Research Section, CSD, will be the custodian of records for all completed logs. Upon inspection, an inventory of the contents shall be taken. Any items missing shall be documented on the Suicide Intervention Kit Inspection and Replenishment Form. This Form shall be turned in to the OIC who will ensure that required missing items be replaced without delay.

Each kit contains the following:

- CPR Mask
- Bolt Cutters (14 inch)
- Foldout Seatbelt Cutter
- All Purpose Snips
- Serrated Bandage Scissors
- Gauze
- Medical Tape
- Latex Gloves

700. JUVENILE BOOKING PROCEDURES.

701. BOOKING OF JUVENILE INMATES. Juvenile inmates are not to be incarcerated in any Department jail facility except under the order of the juvenile court. Juvenile inmates may be booked and processed within an adult jail facility when the following conditions are met:

- The subject is at least 12 years of age; and,
- Is charged with a criminal offense under the authority of Welfare and Institutions Code (WIC) Section 602 or with a valid warrant.

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Juveniles held in custody pursuant to Sections 300 or 601 WIC shall not be permitted into an adult facility for purposes of booking or for investigative identification.

While in the jail facility, the arresting or transporting officer shall maintain a constant side-by-side presence with the juvenile.

- No communication between juveniles and adult inmates is permitted.
- No immediate and/or continuous physical presence with an adult inmate is allowed.
- Juveniles must be segregated by gender and separated from adult inmates.
- At no time shall a juvenile inmate be locked in a jail holding cell.
- Once booking is completed, the juvenile shall be immediately escorted from the jail facility without delay.

702. JUVENILE MEDICAL TREATMENT.

Jail dispensaries shall:

- Attend to life-threatening situations of juveniles being booked at City jails.
- Administer basic first aid (cuts, abrasions, etc.) when requested.
- Administer/dispense CPR, oxygen, AED, and appropriate medications for emergency medical problems.

Jail dispensaries shall **NOT**:

- Perform routine health screening or physical examination of juveniles;
- Perform a pre-booking physical examination or give a medical clearance for juveniles to be detained or booked at another facility;
- Treat injuries to juveniles, except to administer basic first aid;
- Dispense routine prescription medication or OTC medications.

Should a juvenile require further treatment than what is provided, they shall be sent to a contract hospital.

703. JUVENILE TRANSFERS TO JUVENILE HALL. All juveniles who are to be transferred and detained at Juvenile Hall shall, upon booking completion, be cleared from the computer system through the DA02 format using "JUVH" as the release reason. Should Juvenile Hall personnel question this directive, they are to be referred to the Director or Staff Assistant, Detention Services Bureau, County of Los Angeles Probation Department.

704. LIVE SCAN/PHOTOGRAPHING OF JUVENILES. All juveniles, 12 years of age or older, arrested under the provisions of Section 602 WIC, shall be Live Scan and photographed. Juveniles detained pursuant to Sections 300 and 601 WIC,

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or who are under the age of 12, must not be fingerprinted or photographed unless approval is obtained from a Detective III or above. During off hours, the watch commander or a supervisor may make this determination.

- 705. PROCEDURES FOR PROCESSING THE RELEASE OF JUVENILE BOOKINGS WITHIN CSD.** CSD does not house juvenile arrests. The process for releasing each juvenile presented for booking requires the releasing officer to fingerprint the juvenile in and out of custody on the back of the Jail Custody Record (JCR).

Additionally, it requires the releasing officer complete the following sections on the back of the JCR, as well.

Persons Receiving Property	N/A
LAPD Officer Releasing Property	N/A
Date and Time Released	<i>(Date and Time the Juvenile is Released)</i>
Released By	<i>(Name and Serial No. of Releasing Officer)</i>
Officer Identifying Fingerprints	<i>(Name and Serial No. of Releasing Officer)</i>
Released to (Name, Agency and Detail)	<i>(Name and Serial No. of Arresting Officer/Agency)</i>

The releasing officer shall notate, next to the name of the officer the juvenile is being released to, whether the juvenile is being released to a parent(s), guardian, or routed to a juvenile detention facility.

- 706. HOUSING OF ADULTS WITH JUVENILE WARRANTS.** Adult inmates booked with a juvenile warrant are to remain housed within CSD. Juvenile warrants, unless otherwise noted, are generally no bail warrants. Should an inmate be booked for an open charge with an accompanying juvenile warrant, the inmate can post bail on the open charge but will remain in custody on the juvenile warrant. Adults with juvenile warrants, unless other exigent circumstances exist, are to be considered general housing inmates.

- 800. PRISON RAPE ELIMINATION ACT.**

- 804. PRISON RAPE ELIMINATION ACT COORDINATOR AND SUBORDINATE OFFICERS IN CHARGE.** The Commanding Officer, Custody Services Division, serves as the Department's PREA Coordinator [PREA Standard §115.111 (b)].

- 805. PRISON RAPE ELIMINATION ACT MEMORANDUM OF AGREEMENT WITH PRIVATE AGENCIES OR GOVERNMENT ENTITIES.** The Department shall ensure that all Memoranda of Agreements contracted with either private or government agencies, for the purpose of the confinement of Department inmates, contain language ensuring the agency complies with PREA standards [PREA Standard §115.112 (a) and (b)].

- 806. DESIGN AND MODIFICATION OF FACILITIES TO PREVENT SEXUAL ABUSE.** When designing, or acquiring new facilities, and in planning any substantial expansion or modification of an existing facility, CSD shall consider the effect of the design, acquisition, expansion, or modification and the Department's ability to protect detainees from sexual abuse.

Facilities Management Division shall be contacted regarding any acquisitions or modifications of a building. When installing or updating a video monitoring system, electronic surveillance system, or other monitoring technology, CSD shall consider how such technology may enhance its ability to protect detainees from sexual abuse [PREA Standard §115.118 (a) and (b)].

- 807. SEXUAL ABUSE INCIDENT REVIEWS.** CSD shall conduct a sexual abuse incident review at the conclusion of every sexual abuse investigation unless the allegation has been determined to be unfounded. This review shall ordinarily occur within 30 calendar days of the conclusion of the investigation.

The review team shall include upper-level management officials, with input from line supervisors and investigators.

The review team shall:

- Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect, or respond to sexual abuse;
- Consider whether the incident or allegation was motivated by race, ethnicity, gender identity, lesbian, gay, bisexual, transgender, or intersex identification, status, or perceived status, gang affiliation, or was motivated or otherwise caused by other group dynamics at the lockup;
- Examine the area in the lockup where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse;
- Assess the adequacy of staffing levels in that area during different shifts;
- Assess whether monitoring technology should be deployed or augmented to supplement supervision by staff; and,
- Prepare a report of its findings, including, but not necessarily limited to, determinations made pursuant to the incident review, any recommendations for improvement and submit such report to the Department PREA Coordinator.

CSD shall implement the recommendations for improvement or shall document its reasons for not doing so [PREA Standard §115.186].

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808. DATA COLLECTION FOR THE PRISON RAPE ELIMINATION ACT; AND DATA REVIEW FOR CORRECTIVE ACTION. CSD shall collect accurate, uniform data for every allegation of sexual abuse at locations under its direct control using a standardized instrument and set of definitions.

CSD shall aggregate the incident-based sexual abuse data at least annually. The data collected shall include the data necessary to answer all questions from the Local Jail Jurisdictions Survey of Sexual Violence conducted by the Department of Justice, or any subsequent form developed by the Department of Justice and designated for lockups.

CSD shall maintain, review, and collect data as needed from all available documents and sexual abuse incident reviews.

Upon request, CSD shall provide all such data from the previous calendar year to the Department of Justice no later than June 30.

808.01 DATA REVIEW FOR CORRECTIVE ACTION. CSD shall review data collected and aggregated pursuant to PREA Standard §115.187 in order to assess and improve the effectiveness of its sexual abuse prevention, detection, and response policies, practices, and training, by:

- Identifying problem areas;
- Taking corrective action on an ongoing basis; and
- Preparing an annual report of its findings and corrective actions for each lockup, as well as the Department as a whole.

The report shall include a comparison of the current year's data and corrective actions with those from prior years and shall provide an assessment of CSD's progress in addressing sexual abuse.

The report shall be approved by the Chief of Police or his designee and made readily available to the public through its website.

CSD may redact specific material from the reports when publication would present a clear and specific threat to the safety and security of a jail but must indicate the nature of the material redacted.

CSD shall ensure that all PREA data collected are securely retained and shall maintain sexual abuse data collected for at least 10 years after the date of the initial collection unless Federal, State, or local laws require otherwise [PREA Standards §115.187-115.189].

809. AUDITS OF STANDARDS FOR THE PRISON RAPE ELIMINATION ACT. CSD facilities shall be audited pursuant to PREA Sections 115.401-405. Audits need

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not be conducted of individual lockups that are not utilized to house detainees overnight [PREA Standard §115.193].

809.10 FREQUENCY AND SCOPE OF AUDITS FOR PRISON RAPE ELIMINATION ACT. Beginning August 20, 2013 all CSD facilities that house inmates overnight shall be audited at least once every three years. One-third of CSD's facilities will be audited each year [PREA Standard §115.401].

809.20 AUDITOR QUALIFICATIONS FOR PRISON RAPE ELIMINATION ACT. CSD will ensure that the auditor selected complies with PREA auditor qualifications and conducts the audit compliant with PREA standards [PREA Standard §115.402].

809.30. AUDIT CONTENTS AND FINDINGS FOR PRISON RAPE ELIMINATION ACT. CSD will ensure that the auditor's reports are compliant with the PREA standards. CSD shall ensure that the auditor's final report is published on the Department's website or is otherwise made readily available to the public [PREA Standard §115.403].

809.40 AUDIT CORRECTIVE ACTION PLAN FOR THE PRISON RAPE ELIMINATION ACT. A finding of "Does Not Meet Standard" with one or more standards shall trigger a 180-day corrective action period. The auditor and CSD shall jointly develop a corrective action plan to achieve compliance. The auditor shall take necessary and appropriate steps to verify implementation of the corrective action plan, such as reviewing updated policies and procedures or re-inspecting portions of a facility.

After the 180-day corrective action period ends, the auditor shall issue a final determination as to whether the facility has achieved compliance with those standards requiring corrective action. If CSD does not achieve compliance with each standard, it may (at its discretion and cost) request a subsequent audit once it believes that it has achieved compliance [PREA Standard §115.404].

809.50 AUDIT APPEALS FOR PRISON RAPE ELIMINATION ACT. CSD may lodge an appeal with the Department of Justice regarding any specific audit finding that it believes to be incorrect. Such an appeal must be lodged within 90 days of the auditor's final determination.

If the Department of Justice determines that CSD has stated good cause for a re-evaluation, CSD may commission a re-audit by an auditor mutually agreed upon by the Department of Justice and CSD. CSD shall bear the costs of this re-audit.

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000. CLERICAL OPERATIONS.

020. JAIL INCIDENT AND ADMINISTRATIVE RECORDS. The following incident and administrative records and reports will be compiled and maintained:

- Population Accounting. Records relating to the admission, release, transfer or inspection of inmates.
- Safety Observation. Reports documenting special confinement and observation of arrestees/inmates.
- Inmate Injuries or Illness. Reports reflecting the injury of an inmate while confined or the transfer to the Los Angeles County-USC Medical Center due to illness.
- Inmate Escapes. Reports describing the escape or attempted escape of an inmate from CSD.
- Incident Reports. Any incident that endangers the life of any inmate or staff member must be formally documented. These incidents include assaults, suicides, fires, internal disturbance or any major criminal offense committed by an inmate while confined. Jail incidents are reported on the related Department crime, arrest, or administrative reports. If no other report is required, incidents will be reported on Employee's Report, Form 15.07.00.
- Jail Inspections. Chronological records of all jail inspections by a government agency, grand jury, or official inspections by members of the Department.

021. INMATE RECORDS. Upon transfer or release from custody, the following documents must be attached to the inmate's Division Booking Record:

- Medical Screening/Classification form.
- Supplemental Charge Record (white copy).
- Notice to Appear/Release from Custody Form (pink copy), and/or Bail Receipt.
- Order to release or transfer messages.