

CUSTODY SERVICES DIVISION

ORDER NO. 1
18.2.2

February 14, 2019

TO: All Custody Services Division Personnel

FROM: Commanding Officer, Custody Services Division

SUBJECT: DROP AND GO / DISPENSARY SUPPORT OFFICER BOOKING
PROTOCOLS (REVISED)

PURPOSE:

This Order revises Drop and Go (DNG) procedures and establishes the Dispensary Support Officer (DSO) booking protocols for Custody Services Division (CSD). The intent of DNG and the DSO is to limit the amount of time police officers wait at a regional jail facility to book their arrests. In conjunction with the Department's crime reduction strategy, both the DNG and DSO play significant roles in accomplishing this mission. For clarification and procedural identification, arrestee bookings have been filtered into two types; "Conventional" and "DNG."

DEFINITIONS:

Conventional Booking: The arresting/transporting officers accompany an arrestee throughout the entire booking process, which may involve seeking medical treatment, internally or externally, prior to initiating the booking process.

Note: Conventional bookings are reserved for arrests that consist of the arrestee being uncooperative, combative, involved in a use of force, or a serious medical condition which may preclude housing, outside agency arrests or, Police Officer 1 training purposes.

DNG Booking: CSD personnel assume custody of the arrestee by relieving the arresting/transporting officers after the arrestee is screened. All arrests will be screened by the DNG Officer (DNGO) subsequent to entering the jail facility. Those in need of medical treatment will be referred to the DSO without the need for the arresting officers to remain.

POLICY:

Each CSD Section shall establish and maintain a DNGO who will screen all arrestees who enter the jail facility. The screening will determine whether the arrestee is a candidate for a DNG

booking, or if the arrestee will proceed via conventional booking. The DNGO position shall be staffed continually on each shift. Any deviation shall be logged in the watch commander's log explaining the inability to staff the position and the resulting actions taken.

DNGO / DSO DUTIES AND RESPONSIBILITIES:

The duties and functions of the DNGO will be to screen all paperwork, including but not limited to the Booking Approval, Field Interview Card (FI), and any other pertinent documents for completeness.

Additionally, the DNGO will screen the arrestee for any medical conditions that may require medical attention using the Arrestee Medical Screening Form, i.e., ask arrestee "are you sick, ill, or injured." If the arrestee requires medical attention, the officer(s) will be directed to the DSO officer who will determine if they can take possession of the arrestee, obtain medical treatment and process via DSO protocols or if the arresting officers will be required to accompany the arrestee to the dispensary and book via the conventional booking process.

Note: Should the DSO determine that the arrestee is not a candidate for DNG, the arrestee will be booked in as a conventional booking.

The DNGO will be responsible for time-stamping the Rapid Booking Form. The stamp will consist of the officers' arrival time when the officers are ready to proceed with the DNG or DSO process. If the DNG booking requires medical treatment, the arrestee will be referred to the DSO for processing.

Below are the protocols set in place for the DNGO or DSO to adhere to when the arrestee is successfully determined to be a DNG booking

- Screen the Inmate Classification Assessment and complete Section "B" to determine appropriate classification and housing.
- The DNGO / DSO will verify with the arrestee that all of his/her property is present and accounted for. The arresting/transporting officer(s) shall be present during this verification process. Moreover, this process shall be conducted within camera view.
- The DNGO / DSO should ensure the proper level of search was conducted by the arresting/transporting officers and the disposition of the search is properly documented on the booking approval.
- It is the responsibility of the arresting/transporting officers to conduct a pat down search or strip search of the arrestee, as determined by established criteria, including the search of shoes and socks prior to the DNGO accepting custody of arrestee.

- After the pat down search is completed by the arresting/transporting officer, the DNGO / DSO or designee will be responsible for the hand-held wand and escorting the arrestee through the walk-thru metal detector or body scanner as an additional step to prevent contraband from being introduced into the jail.
- Advise the arresting/transporting officers that the arrest face sheets will be uploaded to the Department LAN DNG folder. Outside agency face sheets will be emailed to work emails only.
- The DNGO / DSO shall ensure the arrestee is properly entered into the Department's Records Management System (RMS).
- If medical treatment (MT) is required, the DSO will process the arrestee through the dispensary before housing.
- The DSO will process the arrestees through the dispensary in the order they received the arrestee. However, the dispensary medical staff can adjust the order as they see fit.
- If during the dispensary wait time an apparent medical emergency with one of the arrestees occurs, the DSO shall address the medical emergency based on established procedures for procuring emergency medical treatment and/or rendering the appropriate aid based on their training and experience as required by established policy and procedures.
- The DSO is expected to regularly interact with the dispensary staff and show them the list of arrestees waiting for MT which includes the reason why the arrestee is seeking MT.
- The DSO is also expected to allow conventional bookings with MT by LAPD police officers ahead of their DSO MT arrestees.

Note: If booking volume allows, the DNG and DSO protocols may be extended to outside agencies as determined by the on-duty Watch Commander in charge at the respective regional jail.


- The DNGO or DSO will secure the arrestee to a booking window via the booking window handcuffs. The DNGO or DSO will provide the assigned booking officer with the booking documents.

If there is no booking window available, the DNGO or DSO will utilize a designated DNG wristband and write the arrestee's name and date of birth (DOB) using the information from the FI card for identification purposes on the wristband. The arrestee will either be handcuffed to a bench if available, or placed in a designated holding cell. The arrestee's property will be stored and under the control of the DNGO or DSO respectively as processed.

- Arrestees designated to participate in the DSO program are deemed non-emergency or not requiring immediate care by the arresting/transporting officers based on their observations, knowledge of injury/illness and answers received on the medical questionnaire. The DNGO /DSO are not trained medical professionals and will perform their duties consistent with the duties described in their class specification (Detention Officer and Senior Detention Officer).

Both the DNG and DSO programs will allow CSD to reduce LAPD police officer wait times substantially and return officers to field operations quickly and efficiently. In addition, the DNG and DSO programs provide CSD personnel greater control over the custody of arrestees reducing arresting officer – arrestee tensions that may have occurred during the arrest process.

Should you have any questions, please contact Captain Rolando Solano, Custody Services Division, at (213) 356-3450.



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