

CUSTODY SERVICES DIVISION

DIVISIONAL ORDER 7
18.2.2

May 29, 2019

TO: All Custody Services Division Personnel

FROM: Commanding Officer, Custody Services Division

SUBJECT: PROCEDURES FOR CONDUCTING SEGREGATION CELL INSPECTIONS
PRE AND POST INMATE PLACEMENT

The following establishes the policy for placing an inmate into or removing an inmate from a segregation cell.

Effectively immediately, prior to placing an inmate into a segregation cell, the officer(s) shall visually inspect the cell for any contraband, general damage, vent coverage, camera obstruction or damage. Jail facilities with inmate intercoms shall perform an intercom check with their respective housing unit, ensuring the intercom operates. Should the inmate's behavior necessitate immediate placement (415, etc.) the handling officers are to secure the inmate into the cell first, then conduct a visual assessment afterwards, via the window to the cell.

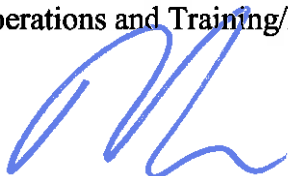
NOTE: At no time shall an inmate be housed in a segregation cell with in operable camera.

After removing an inmate from a cell, the concerned custody officer shall visually inspect the cell for any contraband, general damage, vent coverage or camera damage. Should the inmate's behavior or medical condition necessitate immediate removal, the handling officers are to secure the inmate first or after being stabilized conduct a visual inspection of the cell afterwards. Any contraband or damage observed shall require notification to a supervisor.

Should officers observe an inmate inside a cell willfully attempt to vandalize the cell, cover or damage a camera, responding officer(s) are to try to verbalize with the inmate to stop. If the officer(s) attempts are met with negative results, a supervisor shall be notified, and the inmate moved to a safety cell.

This Order will be incorporated in the next Jail Operations Manual update.

If you have any questions regarding this Order, please contact Mark Walker, Officer in Charge, Jail Operations and Training/Recruitment, CSD, at (213) 356-3450.



ROLANDO SOLANO, Captain
Commanding Officer
Custody Services Division

ACKNOWLEDGEMENT RECEIPT

I hereby acknowledge that I have received the attached CUSTODY SERVICES DIVISION ORDER entitled "PROCEDURES FOR CONDUCTING SEGREGATION CELL INSPECTIONS PRE AND POST INMATE PLACEMENT."

Employee Receiving (Please Print)

Serial No.

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR

SERIAL #

DATE

Once signed by the employee and supervisor, this attachment shall be entered into the employee's Divisional folder.