

INTRADEPARTMENTAL CORRESPONDENCE

November 26, 2024
14.2

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: CUSTODY SERVICES DIVISION AUDIT (AD NO. 24-004)

RECOMMENDED ACTION

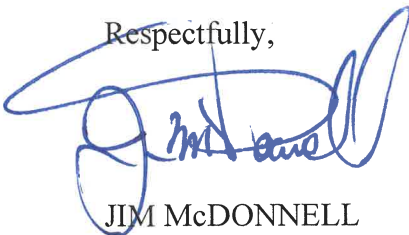
It is recommended that the Board of Police Commissioners REVIEW and APPROVE the attached Custody Services Division Audit.

DISCUSSION

Audit Division conducted the Custody Services Division Audit to evaluate compliance with Department policies and procedures.

If additional information is required, please contact Police Administrator Sharon Sargent, Commanding Officer, Audit Division, at (213) 486-8480 or N1039@lapd.online.

Respectfully,



JIM McDONNELL
Chief of Police

Attachments

Custody Services Division Audit
Conducted by
Audit Division
2024

OVERVIEW

Audit Division (AD) conducted the Custody Services Division (CSD) Audit to evaluate the Department’s adherence to policies and procedures regarding CSD personnel training, inmate safety checks, and the inspection and documentation of the Suicide Intervention Kits (SIKs) in accordance with the Department’s Annual Audit Plan for Calendar Year 2024.

This Audit was last performed in 2021. The Department’s overall compliance rates and comparison to the prior audit are summarized in Table No. 1.

Table No. 1 – Findings by Objective

Objective No.	Audit Objective	2021		2024	
		Number Meeting Standard/ Evaluated	Percent Meeting Standard	Number Meeting Standard/ Evaluated	Percent Meeting Standard
1	Supervisory Core Course was Completed	63/74	85%	18/19	95%
2	Inmate Safety Checks				
2(a)	Inmate Safety Checks were Performed in a Timely Manner	58/60	97%	54/54	100%
2(b)	Inmate Safety Checks were Performed Properly	59/60	98%	54/54	100%
3	SIK Inspections were Performed and Documented	0/18	0%	19/20	95%

BACKGROUND

The Department operates three main jails: Metropolitan Detention Center (MDC), 77th Regional Jail (77RJ), and Valley Regional Jail (VRJ). The primary purpose of the Department jails is to serve as transitory housing for inmates as they are moved through the justice system.

All aforementioned Jails are classified as Type 1 facilities according to the State of California, California Code of Regulations (CCR), Title 15, *Crime Prevention and Corrections*. A Type 1 facility is a local detention facility used for the detention of persons for no more than 96 hours after booking, excluding holidays.

When an arrestee is transported to a Department Jail, a CSD employee obtains the booking number directly from the Automated Jail Information System (AJIS) via the Network Communications System (NECS) by completing the Decentralized Automated Booking Information System (DABIS) procedure. After being booked, the care and custody of the arrestee become the responsibility of CSD personnel.

PRIOR AUDITS

Audit Division conducted the Custody Services Division Audit in 2021. The audit was comprised of the following objectives:

Objective No.	Audit Objectives	Compliance Rates
1	State Required Training was Completed and Documented	
1(a)	Core or Supplemental Core Course was Completed and Documented in Training Evaluation and Management System (TEAMS) II	95%
1(b)	Supervisory Core Course was Completed and Documented in TEAMS II	85%
1(c)	Annual 24-Hour Required Training was Completed and Documented with Corrections One Academy	95%
2	Video Recordings Confirmed that Inmate Safety Checks were Performed Properly and in a Timely Manner	
2(a)	Inmate Safety Checks were Performed in a Timely Manner	97%
2(b)	Inmate Safety Checks were Performed Properly	98%
3	Self-Contained Breathing Apparatus (SCBA) Maintained and Tested Adequately	
3(a)	SCBAs were Properly Stored	100%
3(b)	SCBA Breathing Test was Performed and Documented in the SCBA Log	73%
4	SIKs Maintained and Inspected	
4(a)	SIKs Maintained Properly	100%
4(b)	SIK Inspection was Performed and Documented	0%

Auditors did not have any recommendations for the 2021 Audit.

SCOPE AND METHODOLOGY

For Objective No. 1, AD obtained a list of all the sworn and civilian supervisors between MDC, 77RJ, and VRJ for Deployment Period No. 7, 2024 (June 30, 2024 – July 27, 2024). There was a total of 19 supervisors. Audit Division tested the entire population.

For Objective No. 2, AD obtained a list of all the occupied safety cells and sobering cells between MDC, 77RJ, and VRJ during the week of July 15, 2024, to July 21, 2024. There was a total of eight occupied safety cells and 320 sobering cells. Audit Division tested the entire

population of safety cells and selected a stratified random sample of 46 sobering cells.¹ Auditors then obtained the surveillance video records that pertained to each audited cell.

For Objective No. 3, AD obtained documentation of all the SIK Inspection Logs between June 30, 2023, and June 30, 2024. Audit Division tested the entire population of 20 SIK Inspection Logs.

DETAILED FINDINGS

Objective No. 1 – Supervisory Core Course was Completed

Criteria

California Code of Regulations², Section 181, *Supervisor Core Course*, states:

“(a) The supervisor core course consists of a minimum of 80 hours of instruction to be completed during the first year of employment as a supervising adult corrections officer ..., as defined in these regulations.”

Section 182, *Manager/Administrator Core Course*, states:

“(a) The manager/administrator core course consists of a minimum of 80 hours of instruction in general management/administration subjects. This course shall be completed by an employee during the first year of assignment as a manager or administrator, as defined in these regulations.

(b) The Board may allow credit under its criteria for comparable courses previously completed.”

Audit Procedures

Auditors reviewed the training records of the supervisors. The Department met the standard for this objective if the supervisors completed a Supervisor Core Course during the first year of their supervisory assignment.

Findings

Of the 19 supervisors, 18 (95 percent) met the standard while one did not.³

¹ Audit Division utilized a one-tail test with a 95 percent confidence level, a 94 percent proportion of success, and a five percent error rate for the sample selection. Auditors stratified the samples between MDC, 77RJ, and VRJ.

² California Code of Regulations (CCR), Title 15, *Crime Prevention and Corrections*, Division 1, *Board of State and Community Corrections*, Chapter 1, *Board of State and Community Corrections*, Subchapter 1, *Standards and Training of Local Corrections and Probation Officers*, Article 3, *Minimum Standards for Training*.

³ One supervisor completed their training seven days after their one-year anniversary of supervisory assignment.

Objective No. 2 – Inmate Safety Checks

Objective No. 2(a) – Inmate Safety Checks were Performed in a Timely Manner

Criteria

The Department Jail Operations Manual Section 1/250, *Safety Checks*, dated January 2019, states:

“... Safety checks shall be completed within the time interval assigned to the housing location and not precisely and repeatedly on the interval...”

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.”

Audit Procedures

Auditors reviewed video footage of the cells. The Department met the standard for this objective if the video footage depicted CSD personnel perform safety checks of inmates approximately every 15 minutes for safety cells and every half hour for sobering cells.

Findings

Each of the 54 (100 percent) cell safety checks met the standard.

Objective No. 2(b) – Inmate Safety Checks were Performed Properly

Criteria

The Department Jail Operations Manual Section 1/250, *Safety Checks*, dated January 2019, states:

“A safety check is a direct, visual observation performed at random intervals to provide for the health and welfare of inmates... Safety checks shall be done in person. Audio/video monitoring may supplement, but not substitute for direct visual observation.”

Audit Procedures

Auditors reviewed video footage of the cells. The Department met the standard for this objective if the video footage depicted CSD personnel perform safety checks of inmates in person.

Findings

Each of the 54 (100 percent) inmate safety checks met the standard.

Objective No. 3 – Suicide Intervention Kit Inspections were Performed and Documented

Criteria

The Department Jail Operations Manual Section 2/690.30, *Inmate Suicide Prevention Kit*, dated January 2019, states:

“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.”

Audit Procedures

Auditors reviewed the SIK Inspection Logs. The Department met the standard for this objective if the CSD Title 15 Compliance Officer or designee inspected the SIKs and documented the inspections once every three months on the SIK Inspection Logs between June 30, 2023, and June 30, 2024.

Findings

Of the 20 SIK Inspection Logs, nineteen (95 percent) met the standard while one did not.⁴

MANAGEMENT’S RESPONSE

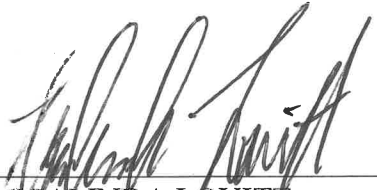
The audit report was provided to Administrative Services Bureau, Custody Services Division who was in general agreement with the audit findings (see attached Intradepartmental Correspondence, Form 15.02.00 response).

⁴ One SIK inspection and log was completed fifteen days late.


Custody Services Division Audit

APPENDIX

Audit Division Contact: Detective II Rosalinda Lovitt, Serial No. 31002,
(213) 486-8365 or 31002@lapd.online



ROSALINDA LOVITT
Project Manager, Audit Division



SERGIO SAIS
Officer in Charge, Audit Division



SHARON SARGENT, Police Administrator
Commanding Officer
Audit Division

INTRADEPARTMENTAL CORRESPONDENCE

November 20, 2024
18.2.2

TO: Commanding Officer, Audit Division

FROM: Commanding Officer, Custody Services Division

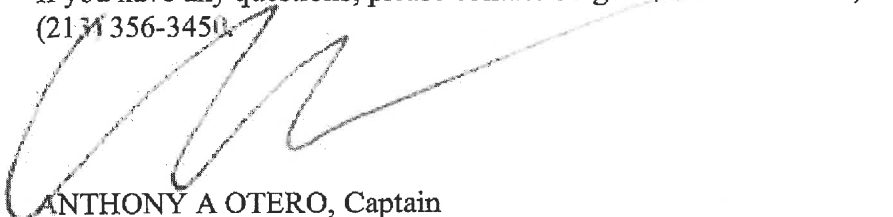
SUBJECT: CUSTODY SERVICES DIVISION RESPONSE TO AUDIT AD NO. 24-004

I have reviewed the draft audit report for Custody Services Division, and I am in general agreement with the findings presented.

We will begin implementing the necessary actions as outlined in the report, and I will ensure that all relevant parties are informed of the recommended steps.

As per the Audit Division Charter, I am submitting this response within the required 14-calendar-day period.

If you have any questions, please contact Sergeant Brian M. Valle, Custody Services Division, at (212) 356-3450.



ANTHONY A OTERO, Captain
Commanding Officer
Custody Services Division