



County of Los Angeles
Chief Executive Office

PUBLIC SAFETY CLUSTER AGENDA REVIEW MEETING

FESIA A. DAVENPORT
Chief Executive Officer

DATE: Wednesday, October 13, 2021
TIME: 10:00 a.m.

THIS MEETING WILL CONTINUE TO MEET VIRTUALLY TO ENSURE THE SAFETY OF MEMBERS OF THE PUBLIC AND EMPLOYEES WHILE THE COUNTY REMAINS UNDER A STATE OF EMERGENCY AND/OR WHILE COUNTY OFFICIALS CONTINUE TO RECOMMEND SOCIAL DISTANCING.

TO PARTICIPATE IN THE MEETING CALL TELECONFERENCE NUMBER: (323) 776-6996 ID: 169948309#

[Click here to join the meeting](#)

AGENDA

Members of the Public may address the Public Safety Cluster on any agenda item by submitting a written request prior to the meeting. Two (2) minutes are allowed per person in total for each item.

- 1. CALL TO ORDER**
- 2. GENERAL PUBLIC COMMENT (15 Minutes)**
- 3. INFORMATIONAL ITEM(S):** [Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices with advance notification]:
 - A. NONE**
- 4. PRESENTATION/DISCUSSION ITEM(S):**
 - A. Board Letter:**
MEMORANDUM OF UNDERSTANDING AND COMPREHENSIVE COURT SECURITY PLAN BETWEEN THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES AND THE COUNTY OF LOS ANGELES
Speaker(s): Daniel Dyer and Allen Castellano (Sheriff)
 - B. Board Letter:**
APPROVAL TO EXECUTE AN AGREEMENT WITH CROWN JEWEL OF PACIFICA, LCC DBA SHERATON CERRITOS HOTEL TO HOST THE 34TH ANNUAL CONTRACT CITY MANAGER'S CONFERENCE
Speaker(s): Bryan Aguilera (Sheriff)
 - C. Board Briefing:**
INMATE WELFARE FUND AUDITOR-CONTROLLER REVIEW BRIEFING
Speaker(s): Jeremy Drake (Auditor-Controller)

Wednesday, October 13, 2021

5. PUBLIC COMMENTS

6. ADJOURNMENT

CLOSED SESSION

CS-1 CONFERENCE WITH LEGAL COUNSEL-EXISTING LITIGATION

(Subdivision (a) of Government Code Section 54956.9)

Carmen A. Trutanich v. County of Los Angeles, et al.

Los Angeles Superior Court Case No. 20STCV09359

Department: District Attorney

7. UPCOMING ITEM(S):

A. Board Letter:

APPROVAL OF A SOLE SOURCE CONTRACT WITH JUSTICE BENEFITS, INCORPORATED TO IMPLEMENT A TITLE IV-E RANDOM MOMENT SAMPLING TIME KEEPING SYSTEM FO THE COUNTY OF LOS ANGELES PROBATION DEPARTMENT

Speaker(s): Sharon Harada and Robert Smythe (Probation)

B. Board Letter:

APPROVE MEMORANDUM OF UNDERSTANDING BETWEEN THE UNIVERSITY OF MARYLAND AND THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY

Speaker(s): Theresa Barrera and Dennis Breshears (Fire)

C. Board Letter:

BAILMENT AGREEMENT WITH ALTADENA SEARCH AND RESCUE TEAM FOR USE OF A 2021 FORD F250 FOR ALTADENA SHERIFF'S STATION

Speaker(s): Sylvester Hardison and Amy Wong (Sheriff)

D. Board Letter:

AUTHORIZE THE DISTRICT ATTORNEY TO ACCEPT GRANT FUNDS FROM THE OFFICE OF TRAFFIC SAFETY AND APPROVE THE APPROPRIATION ADJUSTMENT FOR FEDERAL FISCAL YEAR (FFY) 2021-22

Speaker(s): TBD

IF YOU WOULD LIKE TO EMAIL A COMMENT ON AN ITEM ON THE PUBLIC SAFETY CLUSTER AGENDA, PLEASE USE THE FOLLOWING EMAIL AND INCLUDE THE AGENDA NUMBER YOU ARE COMMENTING ON:

PUBLIC_SAFETY_COMMENTS@CEO.LACOUNTY.GOV

October 26, 2021

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**MEMORANDUM OF UNDERSTANDING AND
COMPREHENSIVE COURT SECURITY PLAN BETWEEN
THE SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES
AND THE COUNTY OF LOS ANGELES
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Los Angeles County Sheriff's Department (Department) seeks authority to execute a Memorandum of Understanding and Comprehensive Security Plan (Agreement) between the Superior Court of California, County of Los Angeles (Court) and the County of Los Angeles (County).

IT IS RECOMMENDED THAT THE BOARD:

1. Approve and delegate authority to the Sheriff to execute the attached Agreement with the Court for the provision of court security services by the Department, commencing upon approval by the Board for an initial term of five years and one year renewal options, thereafter, as necessitated by the Superior Court Security Act of 2012, codified at California Government Code Section 69920.
2. Delegate authority to the Sheriff to execute all future amendments and modifications to the Agreement, including the term renewal options, provided that it is in the best interest of the County.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Pursuant to California Government Code Section 69921.5, the Sheriff is responsible for the provision of the necessary level of court security services. California Government Code Section 69925 requires the Presiding Judge of the Court, in conjunction with the Sheriff, to develop a Comprehensive Court Security Plan. California Government Code Section 69926 provides that the Sheriff, with the approval and authorization of the Board, shall, on behalf of the County, enter into an annual or multi-year Memorandum of Understanding for court security staffing levels, specifying the agreed upon level of court security services. The required Memorandum of Understanding and Comprehensive Court Security Plan are combined in the attached Agreement, which is being presented for the Board's approval in accordance with California Government Code Section 69925. Presently, the County and the Court are operating under the previous Memorandum of Understanding and Comprehensive Court Security Plan, which was executed by the parties and adopted by the Board on May 20, 2014.

The Agreement contemplates the provision of baseline services, which are funded by the State of California (State) and provided directly to the County pursuant to California Government Code Section 30025. The agreed-upon baseline service levels are set forth on Exhibit A, Master Service Level Form, of the Agreement. The Agreement also provides for the provision of supplemental services, or those services that exceed the baseline services, at the Court's request. Any supplemental services requiring the use of Court funds requires the advance approval from the Court. The scope of supplemental services provided by the Department includes services identified as supplemental services on Exhibit A, Master Service Level Form, of the Agreement, and Non-Court Operation Events as described in the Agreement.

Implementation of Strategic Plan Goals

The Agreement with the Court supports the County's Strategic Plan, Goal 1, Operational Effectiveness. By providing court security services to the Court, the Department maximizes the effectiveness of the court security process, structure, and operations to support timely delivery of customer-oriented and efficient public service.

FISCAL IMPACT/FINANCING

Per California Government Code Section 30025, funding for baseline services is provided directly from the State to the County, and deposited into the County's Trial Court Security Account, which is administered by the County's Auditor-Controller. The Court only pays the County for supplemental services provided above the baseline services at rates established annually by the County's Auditor-Controller. Since this

Memorandum of Understanding is between the County and the Court and not the State, there is no change to the current fiscal impact of the baseline services. The Department recognizes that a continued funding gap exists between the total revenue received by the State and the actual costs of Trial Court Services. The State funding shortfall can, depending on what operational cost factors are considered, range anywhere between \$60 million to \$165 million. In an effort to mitigate costs, past language in the 2014 Memorandum of Understanding which mandated a 98 percent service level compliance was negotiated and removed. This will allow the Department more flexibility to manage the overtime within the Court Services Bureaus without having a mandatory compliance level which should ultimately reduce costs.

Additionally, supplemental services have been more clearly defined to ensure full reimbursement by the Court when appropriate.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The initial term of this Agreement shall be for five years, commencing upon execution by both parties and approval by the Board, unless terminated earlier as set forth in the Agreement. The Agreement may be amended and may be extended for additional periods of one year upon mutual assent and execution of a written amendment by both parties. The Sheriff seeks delegated authority herein to execute such amendments to the Agreement.

During the term of the Agreement, the Department shall provide all court security services as set forth in the Agreement. Court security services include law enforcement and security services provided within courtrooms, lockups, holding cells, hallways, and weapons screening at courthouse entrances. The Agreement provides for random audits by the Court of the staffing levels set forth in Exhibit A, Master Service Level Form, of the Agreement. The Agreement provides for mutual indemnification of the parties.

In 2011, AB 118 established that the court security funding, previously allocated by the State to the judicial branch through the Trial Court Funding Act of 1997, be realigned and allocated directly to the County. Pursuant to California Government Code Section 30025, the County, through the County's Auditor-Controller, created a Trial Court Security Account within the County's 2011 Local Revenue Fund that is used exclusively to fund trial court security services provided by the Department. No general County administrative costs may be charged to the account.

County Counsel has reviewed and approved the attached Agreement as to form.

The Honorable Board of Supervisors
October 26, 2021
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IMPACT ON CURRENT SERVICES (OR PROJECTS)

None. The Department will continue to provide the personnel and resources required for the provision of baseline and supplemental court security services to the Court.

CONCLUSION

Upon approval by the Board, it is requested that the Clerk of the Board return one original adopted Board letter to the Department's Contract Law Enforcement Bureau.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI
UNDERSHERIFF

AV:TKM:dl
(Court Services Division)

- c: Board of Supervisors, Justice Deputies
Celia Zavala, Executive Officer, Board of Supervisors
Fesia Davenport, Chief Executive Officer
Sheila Williams, Senior Manager, Chief Executive Office (CEO)
Rene Phillips, Manager, CEO
Jocelyn Ventilacion, Principal Analyst, CEO
Anna Petrosyan, Analyst, CEO
Arlene Barrera, Auditor-Controller
Rodrigo A. Castro-Silva, County Counsel
Elizabeth D. Miller, Chief Legal Advisor, Legal Advisory Unit
Michele Jackson, Principal Deputy County Counsel, Legal Advisory Unit
Timothy K. Murakami, Undersheriff
Jorge A. Valdez, Chief of Staff
LaJuana J. Haselrig, Chief, Court Services Division (CSD)
Conrad Meredith, Division Director, Administrative Services Division (ASD)
Daniel J. Dyer, Commander, CSD
Glen C. Joe, Assistant Division Director, ASD
Vanessa C. Chow, Sergeant, ASD
Kristine D. Corrales, Deputy, ASD
(Court Services Div - Superior Court Security Plan MOU 10-26-21)

MEMORANDUM OF UNDERSTANDING
AND
COMPREHENSIVE COURT SECURITY PLAN

BY AND BETWEEN
SUPERIOR COURT OF CALIFORNIA
COUNTY OF LOS ANGELES
AND
COUNTY OF LOS ANGELES

2021

MEMORANDUM OF UNDERSTANDING AND COMPREHENSIVE COURT SECURITY PLAN

This Memorandum of Understanding and Comprehensive Court Security Plan ("Agreement") is made and entered into this _____ day of July, 2021 by and between the SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES ("COURT") and the COUNTY OF LOS ANGELES by and through the Los Angeles County Sheriff's Department (collectively "COUNTY" or "SHERIFF").

WHEREAS, California Government Code § 69925 requires COURT and SHERIFF to develop a comprehensive court security plan; and

WHEREAS, California Government Code § 69926 requires COURT and SHERIFF to enter into an annual or multi-year memorandum of understanding for court security services, specifying the agreed upon level of court security services; and

WHEREAS, pursuant to the 2011 Public Safety Realignment, court security funding previously allocated by the State of California to the judicial branch through the Trial Court Funding Act of 1997 was realigned and allocated directly to the County in an amount consistent with the 2010-2011 Service Levels for court security; and

WHEREAS, in light of the realignment funding, COURT has no obligation to pay SHERIFF for baseline service levels set forth in Exhibit A, Master Service Level Form, of this Agreement; however, COURT may pay SHERIFF for court security service delivery that would not otherwise have been required absent realignment.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and for good and valuable consideration, the parties mutually agree as follows:

I. SERVICES

A. SCOPE OF SERVICES

1. During the term of this Agreement, SHERIFF shall provide the necessary level of court security services, as defined in California Government Code § 69922, to meet the security needs of COURT, as mutually agreed to by COURT and SHERIFF.
2. Court security services provided under this Agreement shall be designated as either: (1) the baseline service level for court security staffing, building emergency coordination, and training, as well as supervision for these functions, funded directly by the State of California, or (2) supplemental services requested by COURT.
3. Pursuant to California Government Code 69925, the SHERIFF, in coordination with Court, shall develop an annual or multi-year Court Security Plan, Exhibit E of this Agreement, for submission to the Judicial Council of California.

B. BASELINE SERVICE LEVEL

1. The baseline service level for each court facility has been agreed upon by COURT and SHERIFF as specified in Exhibit A, Master Service Level Form, of this Agreement, attached hereto and fully incorporated by this reference.
2. The baseline service level shown in Exhibit A, Master Service Level Form, of this Agreement represents the staffing necessary for adequate security under normal operating conditions (e.g., all courtrooms open, no unusual operational circumstances, etc.) and COURT business practices existing upon execution of this Agreement. The baseline service level shall not be modified unilaterally. If SHERIFF or COURT determine that any proposed change to baseline service level shown in Exhibit A, Master Service Level Form, is unsafe for the public and/or COURT or SHERIFF, SHERIFF shall confer with the COURT and try to reach a resolution prior to requesting additional staffing through the Temporary Special Service Requests (TSSRs) process per section 1.C.2, and if funding is unavailable, SHERIFF can decline such change.
3. California Government Code section 30025 (2011 Realignment Legislation) governs funding for baseline court security services.
4. Any modification to Exhibit A, Master Service Level Form, of this Agreement, as agreed upon by COURT and SHERIFF, shall be documented via Exhibit B, Trial Court Security - Service Level Form, of this Agreement, which shall be signed by both COURT and SHERIFF, reflected on the Trial Court Funding System Report, TCF_049: Trial Court Security Master Service Level, and accepted as an Amendment to Exhibit A of this Agreement.
5. COURT and SHERIFF agree that the Relieved Service Units previously purchased by COURT from SHERIFF prior to the 2011 Public Safety Realignment included those relief factors embedded in the 2010-2011 Relief Rates established by the Los Angeles County Auditor-Controller, as shown in the attached Exhibit B, Trial Court Funding Law Enforcement Rates, Fiscal Year 2010-11, of this Agreement. For all Service Units except courtroom bailiff, the Relief Rate was 13.1% of Salary & Employee Benefits (S&EB); the Relief Rate for courtroom bailiff Service Units was 3.5%. No Relief Rate attached to Service Units attributable to the Security Operations Unit. The parties agree that as to any future agreements and/or rates, this valuation is not binding, but is set forth here to provide a record of the original, agreed-upon calculation of Relief Rates.

C. SUPPLEMENTAL SERVICES

1. At COURT's request, SHERIFF may provide supplemental security services that exceed the baseline service level set forth on Exhibit A, Master Service Level Form, of this Agreement.
2. The scope of supplemental services provided by SHERIFF includes, those services identified as supplemental services on Exhibit A, Master Service Level Form, of

this Agreement and Temporary Special Service Requests (TSSRs) as described below.

3. TSSRs will be used for billing purposes for other supplemental services and non-court operation events paid by COURT.
4. The scope of supplemental services provided by SHERIFF also includes circumstances mandating additional SHERIFF resources, such as overtime expenditures incurred as a result of unplanned and unscheduled facility infrastructure failure that compromises security, additional night courts, or trials requiring increased security staffing (such as multi-defendant or high-profile cases). SHERIFF shall strive to mitigate or negate the expenditure of COURT funds under such circumstances if possible.
5. The services outlined in Exhibit A, Master Service Level Form, exclude services for which the COUNTY and SHERIFF receive funding through Assembly Bill 109 Realignment related to State Parole Hearings and services (e.g. Post Release Community Supervision Hearings (PRSC)).
6. The services outlined in Exhibit A, Master Service Level Form, noted as AB 1058 CSCP (Grant Funded) are funded exclusively by State AB1058 Grant.

D. QUALITY OF SERVICE

1. SHERIFF is responsible for ensuring that all SHERIFF personnel performing services under this Agreement are knowledgeable in Court procedures and protocols and will perform, at a minimum, all duties expected of them, as delineated in the SHERIFF's Manual of Policy and Procedures, Court Services Division Manual (which is updated from time-to-time) and Branch-specific policies and procedures, including court-related training.

II. AUTHORITY

A. COURT'S AUTHORITY

1. SHERIFF acknowledges the Presiding Judge's authority as it relates to California Government Code § 69922.
2. A judicial officer may request that SHERIFF replace the courtroom bailiff assigned to his or her courtroom with a different bailiff. In the event that SHERIFF is unable or unwilling to replace the particular courtroom bailiff, the matter shall first be presented to that judicial officer's Supervising Judge for resolution, and if the Supervising Judge is unable to resolve the matter, the Presiding Judge shall have the authority to reject, remove, or refuse the assignment of any bailiff, subject to mandates upon SHERIFF (mandates including, but not limited to, County Codes, County and Sheriff's Department Policies, and Employee Bargaining Unit Memoranda of Understanding).

3. COURT may replace any courtroom bailiff provided by SHERIFF under this Agreement with a COURT employee ("Courtroom Assistant"). COURT shall provide forty-five (45) calendar days written notice to SHERIFF before replacing any courtroom bailiff with a Courtroom Assistant, and thirty (30) calendar days written notice before eliminating any Lockup Deputies due to suspension of a courthouse lockup facility or before reducing the service level for any other reason. SHERIFF agrees that, where possible, the reduction in service level will be made as soon as practical after receiving notice.
4. Court facilities must be located within the County of Los Angeles and the SHERIFF must be capable of providing law enforcement services in such jurisdiction.
5. The COURT may conduct random audits of SHERIFF personnel assigned at each courthouse in order to monitor the level of court security services provided by SHERIFF and to ensure operational compliance. SHERIFF will supply daily in-service sheets at each courthouse to COURT when requested.

B. SHERIFF'S AUTHORITY

1. The services performed by SHERIFF, the standards of performance, the discipline of officers, the control of SHERIFF's personnel, and other matters incident to the performance so employed shall remain with SHERIFF.
2. SHERIFF shall receive from COURT the following reports when produced monthly, as changes occur, or as otherwise requested, or as soon as practicable:
 - (a) Judicial Officers' Roster, which shall include Judicial Officers' names, assigned courtrooms, and type of courtroom
 - (b) Anticipated Courthouse/Courtroom changes
3. SHERIFF shall have the authority to provide appropriate classification of personnel (bailiff, bailiff security, lock-up deputy, part-time deputy, reserve deputy, custody assistant, security officer, security assistant and private armed security) for SHERIFF's daily court security operations, unless it involves a lower level of security than the SHERIFF provided to the COURT at time of realignment which would require approval by the COURT.

C. ADMINISTRATION OF AGREEMENT

1. SHERIFF's Chief of Court Services Division shall have authority to administer this Agreement on behalf of SHERIFF.
2. COURT's Executive Officer or designee shall have authority to administer this Agreement on behalf of COURT.

III. COSTS

A. BASELINE SERVICE LEVEL

1. Funding for SHERIFF's provision of the baseline service level set forth in Exhibit A, Master Service Level Form, of this Agreement is provided by the State of California directly to County of Los Angeles pursuant to California Government Code sections 30025 and 30027(c)(1).
2. Any increase in positions above the baseline service level set forth in Exhibit A, Master Service Level Form, of this Agreement that are requested by COURT shall be funded by COURT, as supplemental services.
3. Any modification to the service level needs of the COURT which creates a reduction of SHERIFF's personnel, shall result in a mutually agreed upon redeployment of SHERIFF's personnel within Court Services Division.

B. SUPPLEMENTAL SERVICES

1. COURT shall pay SHERIFF for all supplemental services at the Supplemental Trial Court Security Rates then in effect, which are attached hereto as Exhibit C, Supplemental Trial Court Security Rates, of this Agreement, as established by the County Auditor-Controller. The billing rates listed shall be readjusted annually by the County Auditor-Controller effective July 1 of each year to reflect the cost of such service. In such case, the annual rate adjustment shall be reflected in a revised Exhibit C, Supplemental Trial Court Security Rates, published by SHERIFF, and attached hereto as an Amendment to this Agreement, without the need for the signature of either party, to reflect the change in billing rates each fiscal year.
2. Special Operations Unit
 - (a) SHERIFF shall provide to COURT the services of the Special Operations Unit, which shall provide enhanced security for judicial officers and COURT personnel when requested by the Presiding Judge, Court Executive Officer, or designee.
 - (b) COURT shall pay one-half (1/2) of SHERIFF's cost of providing six (6) Deputy personnel to staff the Special Operations Unit at the Non-Relieved Service Unit Rate then in effect and set forth on Exhibit C, Supplemental Trial Court Security Rates, of this Agreement. In the event that the requirements for special judicial protection services exceed the assigned Deputy personnel and the amount allocated for these costs, COURT shall appropriate additional funding sufficient to reimburse SHERIFF for all agreed upon expenses.
 - (c) Overtime costs, at full cost, shall accrue on each day of service after the personnel assigned have provided eight (8) hours of service at the regular hourly (non-relieved service unit) rate set forth on Exhibit C, Supplemental

Trial Court Security Rates, of this Agreement. COURT shall also be responsible for incidental expenses incurred. Such incidental expenses may include, but shall not be limited to, mileage costs and travel fares, meals, portorage, and lodging. Such costs shall be billed either at the actual expense incurred or at the per diem rates allowed by SHERIFF for its own employees, whichever is less. The billings for overtime services and expenses of the Special Operations Unit shall contain an itemized accounting of all services provided and all incidental expenses incurred, with copies of receipts attached when appropriate. All overtime costs must be approved by COURT in advance.

IV. BILLING

- A. SHERIFF shall submit internal vouchers ("I.V.") to the County Auditor-Controller and to COURT on a monthly basis for payment for supplemental services provided under this Agreement. The I.V. shall be supported by an itemized detail of costs, including billing rates and supplemental services performed. Overtime costs shall be distinguishable from straight-time costs.
- B. Upon receipt of an I.V., COURT shall have thirty (30) calendar days to approve or reject any portion of the charges and notify SHERIFF and Auditor Controller in writing of any charges it disputes.
- C. The County Auditor-Controller shall transfer from the appropriate COURT account to SHERIFF's account on the thirty-third (33rd) calendar day following the date upon which the I.V. was submitted for any portion of the charges not disputed. In the event a dispute arises, the parties shall meet and confer within ten (10) business days in an attempt to resolve the dispute. In the event no agreement can be reached, final resolution of the dispute shall be made at a meeting between the SHERIFF Chief of Court Services Division and the Court Executive Officer. The County Auditor-Controller shall not pay any disputed amounts during the time a dispute remains unresolved.

V. GENERAL PROVISIONS

A. TERM

- 1. The initial term of this Agreement shall be five years, commencing upon execution by both parties and approval by the Board of Supervisors, unless terminated earlier as set forth herein. COURT and SHERIFF agree to negotiate future terms of this Agreement in good faith prior to the expiration of the Agreement's term.
- 2. The term of this Agreement may be extended for additional periods of one (1) year upon mutual assent and execution of a written Amendment signed by both parties. A template for such term extensions is attached hereto as Exhibit D, Amendment Template, of this Agreement.

B. AMENDMENTS

Unless otherwise stated herein, this Agreement may be amended from time to time upon the mutual assent and execution of a written Amendment signed by both parties.

C. NOTICES

Unless otherwise specified herein, all notices or demands required or permitted to be given or made under this Agreement shall be in writing and shall be hand delivered with signed receipt or mailed by first class registered or certified mail, postage prepaid, addressed to the parties at the following addresses and to the attention of the person named. Addresses and persons to be notified may be changed by either party by giving ten (10) calendar days prior written notice thereof to the other party.

To SHERIFF:

Chief of Court Services Division
Hall of Justice, 7th Floor
211 W. Temple Street
Los Angeles, California 90012

To COURT:

Court Executive Officer
Superior Court of California, County of Los Angeles
111 North Hill Street
Los Angeles, California 90012

D. DISPUTE RESOLUTION

1. Operational issues such as duties or assignments which do not impact funding or service changes shall be resolved by the appropriate COURT representative and SHERIFF representative that are responsible for the particular COURT location. The parties shall meet in a good faith effort to resolve the dispute to their mutual satisfaction.
2. If the parties are unwilling or unable to enter into a new agreement pursuant to California Government Code section 69926 subdivision (b) upon the expiration or termination of this Agreement, or if there is a dispute regarding the administration or level of services and equipment being provided pursuant to this Agreement, the parties shall meet and confer in a good faith effort to resolve any dispute. If this does not result in a resolution, the parties shall follow the dispute resolution procedures outlined in California Government Code section 69926 and the applicable Rule of Court.

E. EMPLOYMENT STATUS

COURT shall not be liable for the direct payment of any salaries, wages, or other compensation to any SHERIFF personnel performing services under this Agreement. For all purposes, SHERIFF personnel performing services under this Agreement are employees

of SHERIFF and not COURT.

F. MUTUAL INDEMNIFICATION

1. COURT shall indemnify, defend, and hold harmless COUNTY, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with COURT's acts and/or omissions arising from and/or relating to this Agreement.
2. COUNTY shall indemnify, defend, and hold harmless COURT and the State of California, and their elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, and expenses (including attorney and expert witness fees), arising from or connected with COUNTY's acts and/or omissions arising from and/or relating to this Agreement.

G. JURISDICTION

The terms and conditions of this Agreement shall be construed and interpreted under the laws of the State of California.

H. VALIDITY

If any provision of this Agreement or the application thereof to any person or circumstance is held invalid, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby.

I. WAIVER

No waiver by the parties of any breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of the parties to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

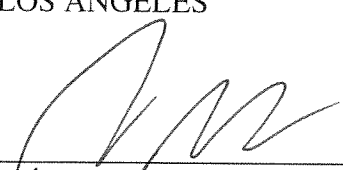
ATTACHED EXHIBITS:

- Exhibit A: Master Service Level Form
- Exhibit B: Trial Court Security - Service Level Form
- Exhibit C: Supplemental Trial Court Security Rates
- Exhibit D: Amendment Template
- Exhibit E: Court Security Plan

**MEMORANDUM OF UNDERSTANDING
AND COMPREHENSIVE COURT SECURITY PLAN**

The Court Executive Officer of the COURT and the SHERIFF negotiated and entered into this Agreement, subject to the approval and authorization of the County Board of Supervisors pursuant to California Government Code section 69926(b).

SUPERIOR COURT OF CALIFORNIA,
COUNTY LOS ANGELES

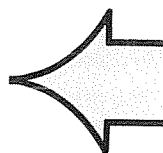
By: 
ERIC C. TAYLOR
Presiding Judge

Date: 7/21/2021


COUNTY OF LOS ANGELES

By: _____
ALEX VILLANUEVA
Sheriff

Date: _____



APPROVED AS TO FORM:
IVETTE PEÑA
Chief Deputy, Legal Services/Court Counsel

By: 
Court Counsel

APPROVED AS TO FORM:
RODRIGO CASTRO-SILVA
County Counsel

By: _____
Principal Deputy County Counsel

MASTER SERVICE LEVEL FORM

Exhibit A

FACILITY		SWORN PERSONNEL										NON-SWORN PERSONNEL				RELIEF ITEMS	TOTAL SERVICE LEVELS	TOTAL SERVICE LEVELS
LN NO	BRANCH	JUDICIAL DISTRICT	SERGEANT	BONUS	DEPUTY LOCK-UP	DEPUTY BAILIFF SECURITY	DEPUTY BAILIFF	DEP NON-RELIEVED	TOTAL	CUSTODY ASSISTANT	SECURITY OFFICER	SECURITY ASSISTANT	Private Armed AFTER HOURS	TOTAL				
1	CENTRAL JAIL ARRAIGNMENT	CENTRAL	1.00	2.00		2.00			5.00		2.00	1.00	2.00		5.00	3.00	10.00	13.00
2	CLARA SHORTRIDGE FOLTZ (CCB)	CENTRAL	7.00	7.50	48.00	21.00	60.00		143.50	5.00	5.00	7.00		17.00	6.00	160.50	166.50	
3	HOLLYWOOD	CENTRAL	1.00	1.00	7.00	4.00	4.00		17.00		3.00	3.00		6.00		23.00	23.00	
4	METROPOLITAN	CENTRAL	1.00	4.00	6.00	8.00	15.00		34.00	2.00	7.00	8.00	2.90	19.90	2.00	53.90	55.90	
5	STANLEY MOSK COURTHOUSE (CCH)	CENTRAL	1.00	3.00		7.00	40.00		51.00		11.00	23.00	4.40	38.40	3.00	89.40	92.40	
TOTAL CENTRAL BUREAU																14.00	336.80	350.80
1	ALHAMBRA	NORTHEAST	1.00	1.00	3.00	2.00	6.00		13.00	1.00	1.00	2.00		4.00	1.00	17.00	18.00	
2	BELLFLOWER	SOUTHEAST	1.00	1.00	5.00	2.00	6.00		15.00	1.00	2.00	3.00		6.00	2.00	21.00	23.00	
3	BURBANK	NORTH CENTR	1.00	1.00	4.00	2.00	4.00		12.00		1.00	3.00		4.00		16.00	16.00	
4	COMPTON	CENTRAL	2.00	3.00	17.00	8.00	31.00		61.00	3.00	6.00	9.00		18.00	2.00	79.00	81.00	
5	DOWNEY	SOUTHEAST	1.00	2.00	5.00	2.00	7.00		17.00	1.00	2.00	5.00		8.00	1.00	25.00	26.00	
6	EAST LOS ANGELES	CENTRAL	1.00	1.00	5.00	2.00	8.00		17.00	1.00	3.00	3.00		7.00	2.00	24.00	26.00	
7	EASTLAKE JUVENILE	CENTRAL	1.00	2.00	2.00	2.00	3.00		8.00		3.00	1.00		4.00	1.00	12.00	13.00	
8	EDELMAN CHILDREN'S COURT	CENTRAL	1.00	1.00	2.00	4.00	25.00		33.00		3.00	4.00		7.00		40.00	40.00	
9	EL MONTE	EAST	1.00	1.00	5.00	2.00	6.00		15.00		4.00	2.00		6.00		21.00	21.00	
10	GLENDALE	NORTH CENTR	1.00	1.00	2.00	2.00	4.00		10.00		1.00	2.00		3.00		13.00	13.00	
11	NORWALK	SOUTHEAST	1.00	2.00	10.00	3.00	11.00		27.00		3.00	3.00		6.00	2.00	33.00	35.00	
12	PASADENA	NORTHEAST	1.00	2.00	6.00	4.00	16.00		29.00	1.00	3.00	5.00		9.00	3.00	38.00	41.00	
13	POMONA NORTH	EAST	1.00	1.00	4.00	4.00			5.00	1.00				1.00		6.00	6.00	
14	POMONA SOUTH	EAST	1.00	1.00	6.00	4.00	16.00		28.00		4.00	4.00		8.00	1.00	36.00	37.00	
15	WEST COVINA	EAST	1.00	2.00	7.00	2.00	10.00		22.00	1.00	3.00	5.00		9.00	2.00	31.00	33.00	
16	WHITTIER	SOUTHEAST		1.00		2.00	5.00		8.00		2.00	2.00		4.00		12.00	12.00	
TOTAL EAST BUREAU																17.00	424.00	441.00
1	AIRPORT	WEST	1.00	2.00	13.00	4.00	13.00		33.00	2.00	3.00	3.00		8.00	2.00	41.00	43.00	
2	ANTELOPE VALLEY (ANTONOVICH)	NORTH	3.00	1.00	15.00	7.00	20.00		46.00	2.00	6.00	4.00		12.00	2.00	58.00	60.00	
3	BEVERLY HILLS	WEST		1.00		2.00	1.00		4.00		2.00	2.00		4.00		8.00	8.00	
4	CHATSWORTH	NORTH VALLEY		1.00		3.00	6.00		10.00		3.00	2.00		5.00		15.00	15.00	
5	GOVERNOR GEORGE DEUKMEJIAN	SOUTH	2.00	3.00	14.00	10.00	23.00		52.00	3.00	6.00	7.00		16.00	5.00	68.00	73.00	
6	INGLEWOOD	SOUTHWEST	0.70	1.50	5.00	4.00	9.00		20.20		3.00	5.00		8.00	1.00	28.20	29.20	
7	INGLEWOOD JUVENILE	SOUTHWEST	0.30	0.50		1.00	3.00		4.80		1.00	2.00		3.00		7.80	7.80	
8	LANCASTER JUVENILE	NORTH		1.00	2.00	2.00	3.00		8.00		2.00	2.00		4.00		12.00	12.00	
9	SAN FERNANDO	NORTH VALLE	1.00	2.00	15.00	6.00	15.00		39.00	1.00	1.00	3.00		5.00		44.00	44.00	
10	SANTA CLARITA	NORTH VALLE	1.00	1.00	4.00	3.00	3.00		12.00	1.00	1.00	2.00		3.00		15.00	15.00	
11	SANTA MONICA	WEST	1.00	1.00		4.00	5.00		11.00		3.00	2.00		5.00		16.00	16.00	
12	SYLMAR JUVENILE	NORTH VALLEY		1.00	1.00	2.00	2.00		6.00		1.00	2.00		3.00		9.00	9.00	
13	TORRANCE	SOUTHWEST	1.00	2.00	8.00	4.00	13.00		28.00	1.00	4.00	3.00		8.00	1.00	36.00	37.00	
14	VAN NUYS EAST	NORTHWEST	1.00	1.00		4.00	9.00		15.00		3.00	4.00		7.00		22.00	22.00	
15	VAN NUYS WEST	NORTHWEST	2.00	2.00	19.00	5.00	23.00		51.00	2.00	4.00	5.00		11.00	1.00	62.00	63.00	
TOTAL WEST BUREAU																12.00	442.00	454.00
GRAND TOTAL																43.00	1,202.80	1,245.80
SUPPLEMENTAL SERVICES																		
SECURITY OPERATIONS UNIT				1.00		1.00	4.00	6.00	6.00							6.00	6.00	
AB 1058 CSCP (Grant Funded)					8.00	2.00	4.00		6.00							6.00	6.00	
AB 109									14.00								14.00	

Exhibit B - Trial Court Security - Service Level Form

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

Trial Court Security - Service Level Form

BUREAU: _____

COURT: _____

FISCAL YEAR: _____

EFFECTIVE DATE: _____

JOB ASSIGNMENT	TOTAL SERVICE UNITS PURCHASED			COMMENTS
	CURRENT	CHANGE +/-	NEW	

I. COURTROOM SECURITY

SERGEANT	0	0.0	0	
BONUS 1	0	0.0	0	
WEAPON SCREENING BONUS 1	0	0.0	0	
DEPUTY, BAILIFF SECURITY	0	0.0	0	
DEPUTY, BAILIFF	0	0.0	0	
DEPUTY, BAILIFF SECURITY (RELIEF)	0	0.0	0	
TOTAL	0	0.0	0	

II. LOCKUP SECURITY

DEPUTY, LOCKUP	0	0.0	0	
CUSTODY ASSISTANT	0	0.0	0	
TOTAL	0	0.0	0	

III. PERIMETER SECURITY

SEC. OFFCR./PVT. ARMED (DAY)	0	0.0	0	
SEC. ASST./PVT. UNARMED (DAY)	0	0.0	0	
PVT. ARMED (AFTER HOURS / NIGHT)	0	0.0	0	
TOTAL	0	0.0	0	
GRAND TOTAL	0	0.0	0	

The Service Units are (circle)

RELIEVED

NON-RELIEVED

IV. REQUESTOR

DIRECTOR OF PUBLIC SAFETY _____ Date
LOS ANGELES SUPERIOR COURT

COMMANDER _____ Date
LOS ANGELES COUNTY SHERIFF'S

DISTRIBUTION: CLEB, CSD HQ, BUREAU, SUPERIOR COURT

CSD: REVISED 10/08

NOTE:

COUNTY OF LOS ANGELES
SHERIFF'S DEPARTMENT

"A Tradition of Service"

Since 1850

SUPPLEMENTAL TRIAL COURT SECURITY RATES

FISCAL YEAR 2021-2022

AS PUBLISHED BY THE AUDITOR-CONTROLLER

SERVICE UNIT			HOURLY RATE	
Deputy Sheriff, Generalist			\$ 84.64	
Deputy Sheriff, Bonus I			92.46	
Sergeant			112.16	
Lieutenant			134.77	
Security Officer			42.33	
Security Assistant			26.67	
Custody Assistant			58.08	

SERVICE UNIT			ANNUAL RATE (Salary & Benefits)	
Deputy Sheriff, Generalist (Non-Relieved)			\$ 190,081.00	
Deputy Sheriff, Bailiff (with Relief)			\$ 196,734.00	
Deputy Sheriff, Bailiff Security or Lock-up (with Relief)			\$ 214,982.00	
Deputy Sheriff, Bonus I (with Relief)			\$ 234,831.00	

Rates are effective July 1, 2021 through June 30, 2022

EXHIBIT D
AMENDMENT TEMPLATE

AMENDMENT
TO
MEMORANDUM OF UNDERSTANDING
AND
COMPREHENSIVE COURT SECURITY PLAN

This Amendment to Memorandum of Understanding and Comprehensive Court Security Plan (hereinafter "Amendment") is made and entered into by and between the SUPERIOR COURT OF CALIFORNIA, COUNTY OF LOS ANGELES (hereinafter "COURT") and the COUNTY OF LOS ANGELES, by and through the LOS ANGELES COUNTY SHERIFF'S DEPARTMENT (hereinafter "COUNTY"), effective upon execution by both parties.

I. APPLICATION

This Amendment shall modify the Memorandum of Understanding and Comprehensive Court Security Plan (hereinafter "Agreement") entered into by COURT and COUNTY on [month] _____, [year].

II. TERM

The term of the Agreement is hereby extended for a one (1) year period, from [date] to [date].

III. MODIFICATIONS [insert here, if any]

All other provisions of the Agreement shall remain in effect.

IN WITNESS THEREOF, the Superior Court of California, County of Los Angeles has caused this Amendment to be executed by its Presiding Judge, and the County of Los Angeles has caused this Amendment to be executed by the Sheriff of Los Angeles County. The signatories to this Amendment represent that they have full legal authority to bind their respective organizations to the terms and conditions contained herein.

SUPERIOR COURT OF CALIFORNIA,
COUNTY OF LOS ANGELES

COUNTY OF LOS ANGELES

By: _____
Presiding Judge (Date)

By: _____
Sheriff (Date)

Exhibit E - Court Security Plan

LAW ENFORCEMENT SECURITY PLAN

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- Our Creed

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LAW ENFORCEMENT SECURITY PLAN

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LAW ENFORCEMENT SECURITY PLAN

INTRODUCTION

The purpose of this law enforcement security plan is to provide an overview of the operation of our mission in the courts and how we accomplish this task. While we attempt to be as efficient as possible, we must comply with existing law. Those laws come in a variety of forms and each must be considered on what impact it has on our operation.

Senate Bill 1396 only sets down the guidelines for providing law enforcement and security staffing and billing for those services and not how we accomplish those tasks. The California Government Code fixes the law enforcement responsibilities in the court with the Sheriff of each county. We have established procedures to carry out our mission in compliance with those laws and in consideration of the needs of the court. These procedures are written to comply with the following legal requirements:

- Los Angeles Superior Court policy and procedure requirements.
- California Penal Code (Compliance with codes on handling inmates/defendants).
- California Rules of Court (Handling juries and defendants in court).
- California Board of Corrections Title 15 and Title 24 (Handling adults/ juveniles).
- California Welfare and Institutions Code (Handling of juveniles in custody).
- Local and State Fire Codes.
- Local and State Health Department Codes.
- County labor union Memorandum of Understanding (MOU) agreements.
- Court decisions as a result of lawsuits both State and Federal.
- Security contract signed by the Los Angeles County Board of Supervisors (BOS).

Additionally, we have developed specific procedures on the conduct of our personnel. All legal reference material is available in the applicable code. Our written procedures are detailed in numerous manuals and affect all phases of our operations in the below listed manuals:

- Court Services Division Lockup Volume.
- Court Services Division Bailiff Volume.
- Court Services Division Administrative Volume.
- Sheriff's Department Manual of Policy and Procedures.
- California Board of Corrections Title 15 and Title 24 manuals.
- Private Security contract.
- Sheriff's Department Directives issued between manual updates.

LAW ENFORCEMENT SECURITY PLAN

- Building Emergency Coordinators (BEC) Manual:
 - Emergency guidelines for building occupants
 - Emergency procedures manual guidelines for County buildings
 - Supplemental emergency procedures

All manuals are continually updated and require an annual review. All manuals and written procedures are available upon request.

DRAFT

MISSION STATEMENT

THE MISSION OF THE
LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
IS TO PARTNER WITH THE COMMUNITY
TO PROACTIVELY PREVENT CRIME,
ENFORCE THE LAW FAIRLY AND
ENHANCE THE PUBLIC'S TRUST THROUGH
TRANSPARENCY AND ACCOUNTABILITY.



Los Angeles County
Sheriff's Department

CORE VALUES

LEAD WITH COMPASSION,
SERVE WITH HUMILITY
AND COURAGEOUSLY
SEEK JUSTICE FOR ALL.



Los Angeles County
Sheriff's Department

OUR CREED

MY GOALS ARE SIMPLE,
I WILL ALWAYS BE PAINFULLY HONEST,
WORK AS HARD AS I CAN,
LEARN AS MUCH AS I CAN AND
HOPEFULLY MAKE A DIFFERENCE
IN PEOPLE'S LIVES.

DEPUTY DAVID W. MARCH FOW APRIL 29, 2002



Los Angeles County
Sheriff's Department

LAW ENFORCEMENT SECURITY PLAN

COURT SECURITY PLAN

The Los Angeles County Sheriff's Department is committed to providing the highest level of service possible to the court, judicial staff and public we serve in the most efficient means possible. Customer service means being able to provide the highest level of security possible without being intrusive on the operation of the court or those who conduct business at the courthouse. To accomplish this, the Sheriff's Department, along with the court, worked together to recommend, approve and implement changes that impact the delivery of service.

A critical component of court security is communication, not only between the deputy personnel, but also between the judge, clerk and bailiff. Effective and efficient communication between all court staff (sworn and civilian) creates a safer environment and can prevent disturbances within the court room as well as reduce the risk of incidents such as in-custody/remand escapes and use of force situations. Sheriff's Department personnel and judicial staff should continually work together in an effort to not only maintain communication but to improve it as well.

It is imperative that they work together as a team to ensure that vigilance is always maintained. By working together and developing a rapport, a level of confidence and safety is created. There is no substitute for a proactive approach to security and this can only be accomplished by a united effort. Therefore, each person must know their role and responsibility so that when an emergency does occur, it is dealt with effectively.

The court security administrator works closely with our counterpart to review security operations and the delivery of service. Their goal is to evaluate the court operation and what impact it has on the delivery of service to the public and what changes could be made to improve that service. Some courts have been consolidated or moved. This has meant closing some lockups and adjusting the staffing as needed. The changes needed would never have been possible without this close relationship. The attached court staffing matrix shows the minimum staffing required at each court. This staffing level was agreed upon by the court and the Sheriff's Department as the number of personnel needed to ensure the safety and welfare of all, and to continue to meet the court's mission.

The security provided to the judges and judicial staff is the most important component of court security and as such, we have developed a comprehensive bailiff / lockup training program. This 4-day course teaches the deputy how to handle defendants safely to prevent incidents. The deputies receive training on courtroom demeanor and in such areas as dealing with juries, witnesses, victims, evidence and the court calendar. During the actual training which takes place in a courtroom, a sitting judge assists the training staff by providing the trainee with realistic requirements of the court. Court Services Transportation Bureau and the Jail Investigations Unit also assists.

LAW ENFORCEMENT SECURITY PLAN

Additionally, we train deputies working overtime as bailiff and as a lockup deputy. The overtime deputy must have completed branch bailiff /lockup orientation provided by the branch supervisor before they can work in the courtroom and the court lockup.

Our branch supervisors receive court supervision training on the operation of their court. This includes weapon security, courtroom judicial protection, lockup operations, trial court funding, staffing, scheduling and high risk cases.

The supervisors are required to brief the court supervising judge and court manager on security issues relevant to the court. The dialog between the Department and the Court is imperative to allowed input from those responsible for the management of the security operation.

Judicial orientation day for new judges was implemented. This orientation acquaints the judges on how the Sheriff's Department operates and covers everything from how the inmate court line at the custody facility operates, to handling inmates in wheelchairs. This orientation has been well received by both the court and our staff, providing an opportunity for those not working in the courts to have an understanding of how the courts operate. Because of this training, we have made significant procedural changes which impact the movement of prisoners in and out of court.

Regular meetings are held with representatives of the Presiding Judge to address areas of mutual concern. These meetings are very informative for both the court and the Sheriff's Department. There have been several changes that have been very beneficial to the court in the transportation and handling of defendants appearing in court. These meetings help to develop strategies on dealing with such issues as high risk and high profile cases, where additional resources are needed or where the normal operation of the court may be affected.

A regular topic of discussion is transportation. Working with the Courts, the Sheriff's Department has been able to overcome numerous obstacles to ensure inmates arrive to court on time. Most notable are the improvements in transporting wheelchair inmates to court in a timely manner. Sheriff's Department Custody Division Personnel also attend these meetings to ensure efficiency of our operations.

Our bureau captains and area lieutenants meet regularly with the branch supervising judges to address issues relevant to those courts. This relationship helps to resolve day-to-day operational issues that can be handled at the local level. This practice has developed a good working relationship between our line personnel and the individual courts.

We have developed a training program for our security personnel that not only gives them tools to address the security concerns, but also training on how to treat people. We demand the same level of training and service from our private security relief personnel.

LAW ENFORCEMENT SECURITY PLAN

We continually monitor the efficiency and conduct of our personnel through personal observation, impromptu visits, security cameras, and public feedback. The Security Operations Unit conducts random “fake bomb” and contraband tests at the weapons screening stations to ensure diligence and compliance with trained established procedures.

The Sheriff’s branch supervisor is the designated building emergency coordinator. This responsibility requires the supervisor to coordinate building emergencies and evacuations with the court and conduct a court evacuation drill at least once per year. There is also a training and communications responsibility that requires the supervisor to ensure that all tenants are well versed and proficient in performing their responsibilities.

We are committed to continue our partnership with the court to provide the best service possible.

COURT SECURITY COMMITTEE

The Court Security Committee is comprised of members of the Los Angeles County Sheriff’s Department and the Los Angeles Superior Court. The purpose of the committee is to discuss any issues or ideas pertaining to the ongoing safety of the court system. Information about the committee can be obtained by contacting the Los Angeles County Superior Court Facilities Services and Capital Projects at (213) 974-5305.

LAW ENFORCEMENT SECURITY PLAN

SECURITY OPERATIONS UNIT (SOU)

The Security Operations Unit (SOU) is assigned to Court Services Division headquarters. The Unit consists of two sergeants, one bonus deputy and nine deputy generalists.

The Security Operations Unit (SOU) provides security services to the Los Angeles Superior Court, the Los Angeles County Board of Supervisors, and all 40 County departments.

The Security Operations Unit (SOU) is responsible for the following:

- Conduct and investigate threat assessments for all Los Angeles Superior Court judicial officers; including when necessary author search warrants, file cases to District Attorney's Office or City Attorney's office and testify as a result of the criminal filings.
- Provide embedded protection, on-off site security for elected and appointed judicial officers including their family members when warranted.
- Investigate crimes that occur within the courtroom(s) that do not involve an inmate.
- Assesses the security needs for high profile and high security trials, and will assist the courts with the preparation of the operational plans, jury viewings, high-security prisoner and high-security witness escorts, and the sequestration of juries when requested.
- Facilitate Carry Concealed Weapon (CCW) Permits and training for designated judicial officers.
- Plan and prepare detailed operation plans for significant events, as necessary.
- Provide court-related training throughout California.
- Prepare annual surveys of each court buildings' security operation, and recommending any upgrades or changes in procedures.
- Responsible for the security escort of the Superior Court's Narcotics Destruction Detail. The Superior Court relies on the Security Operations Unit to provide security throughout the destruction process of narcotics evidence.

Once a threat has been identified towards a judicial officer, SOU may provide 24-hour a day security, if needed. This judicial protection could last several days.

LAW ENFORCEMENT SECURITY PLAN

The Security Operations Unit is responsible for providing security for judicial conferences and any judicial event upon request. At many of the conferences, SOU is called upon to provide lectures on courtroom security, as well as personal security issues. The unit, upon request, is also responsible for conducting residential physical assessment and security evaluations for all bench officers.

The Security Operations Unit, assists outside governmental agencies with dignitary protection when conducting business with the court (such as dedications). The unit has also been implemented to augment the security details for the California Highway Patrol with their Governor Security Detail, the Secret Service for Heads of State Security Details, as well as, the International Liaison Office with any International Dignitary Security Details.

The Security Operations Unit (SOU) is also responsible for providing services to the Los Angeles County Board of Supervisors (BOS) and the other 40 Los Angeles County departments for the following:

- Provide the Sergeant-at-Arms and uniformed security for all on and off-site Board of Supervisors meetings and functions.
- Administer, monitor, respond and maintain the County security plan and the County's Executive Protection Program involving level one and other select County executives.
- Transportation of members of the Board of Supervisors, Chief Executive Officer, County Counsel to a secured location during the activation of the County's Continuity of Process (COOP) and the Continuity of Government (COG) programs, and establish satellite communication links if necessary.
- Serve as the Security Management Authority of the County of Los Angeles and administer the County's Threat Management/Workplace Violence Program (per County Policy DHR-620) and contact point for assistance in the County's Employee Domestic Violence Assistance Program (Policy DHR-622).
- Liaison with various levels of County management, law enforcement agencies and other government offices to assess the security needs and issues involving County employees and facilities; specifically in areas of risk management or workplace violence, threats, and criminal investigations and to identify resources and develop solutions to County security and safety plan issues.
- Conduct threat assessments for County executives of significant incidents perpetrated by members of the public.

LAW ENFORCEMENT SECURITY PLAN

- Provide security and training for Board of Supervisors, their staff members, and County executives.
- Develop and provide workplace violence training to all departments in areas such as Field Safety, Violence in the Workplace, and Active Shooter.
- Provide dignitary protection to members of the Board of Supervisors and other local, state, federal, and foreign dignitaries and other high profile individuals at special community or government events upon request.
- Responsible for conducting physical assessments for any County building or facility.
- Conduct site inspections of satellite Board of Supervisors' offices.
- Prepare operations plans for special events and security during work day disaster trainings and drills.
- Conduct criminal and confidential investigations for the County at the request of the BOS and CEO, and assist other County departments conduct internal criminal investigations.
- Regulate and administer the County Badge and Identification Card Ordinance, including the pending revision of the complete ordinance (LACC 5.64).

In 2019, SOU handled approximately 1,578 security incident reports of workplace violence and threats, 251 Superior Court security related issues, and 276 Board of Supervisors' security related issues. The unit investigates and files their own cases.

LAW ENFORCEMENT SECURITY PLAN

LAW ENFORCEMENT SECURITY STAFFING

SHERIFF: Alex Villanueva

Elected position is responsible for the overall operation of the Department. The Sheriff appoints the Court Services Division chief.

Court Services Division Chief: (1) assigned to the division:

The Division chief reports to the assistant sheriff and is responsible for the following:

- Acts as the Sheriff's Department's court law enforcement administrator;
- Approves the commander assignments;
- Oversees all Court Services Division responsibilities;
- Manages the Division resources;
- Negotiates and approves contracts and M.O.s affecting the Division;
- Manages the Civil Processing and Trial Court operations.

Commanders: (2) assigned to the division:

The Commanders report directly to the Division Chief and are responsible for the following:

- Recommendations concerning courthouse security operations;
- Administers personnel and budgetary issues;
- Manages the Trial Court Funding (TCF) budget and billing;
- Reviews, handles, and makes recommendations on all incidents involving the courts;
- Provides recommendations on staff promotions and assignments;
- Implements division policy.

Captains: (3) assigned to the following Bureaus:

- Central Bureau
- East Bureau
- West Bureau

LAW ENFORCEMENT SECURITY PLAN

The Bureau Captains report to the Commanders and are responsible for the following:

- Court security operations within their respective bureaus;
- All personnel issues including, investigations, staffing, and promotions at the deputy level;
- Civil processing operations at the appropriate courts;
- Meeting with the supervising judges on issues relevant to their courts;
- Manages the bureau resources and Services and Supplies (S&S) budget.

Area Lieutenants: (10) assigned to the following areas:

- Central Bureau
 - Clara Shortridge Foltz Area
 - Metropolitan Area
- East Bureau
 - Compton Area
 - Norwalk Area
 - Pasadena Area
 - Pomona Area
- West Bureau
 - Airport Area
 - Long Beach Area
 - North Valley Area
 - Van Nuys Area

The area lieutenants report to the bureau captains and handle all court issues for their respective courts, including all personnel issues, high profile trials, and individual court issues. The area lieutenants meet regularly with the branch supervising judge and court managers. They manage the areas' resources, including setting branch-specific operation procedures.

Sergeants: Report to their respective area lieutenant:

The sergeants report to the Area Lieutenant and are assigned to specific courthouses. They have the overall responsibility for the day-to-day operation of their specific courthouse and managing the resources assigned to the courthouse (including any trial court funding issues such as data input, overtime approval, etc.). They also deal with any security issue that may arise at that particular courthouse, including all lockup related issues. Their staff would include the following:

LAW ENFORCEMENT SECURITY PLAN

Bonus-1 Deputy:

Bonus Deputy, (Sworn) – supervises specific operations within the court and acts as the acting sergeant. Bonus-1 Deputy is responsible for the following:

- Deputy Sheriff Generalist (Sworn) 830.1. P.C. full-time peace officers;
- Custody Assistant (Non-Sworn)
- Security Officers (Non-Sworn Armed), 831.4 P.C.
- Security Assistant (Non-Sworn Unarmed); 831.4 P.C.
- Private Security who provide the relief for the security officers/assistants.
- Supervises the line personnel in the lockup, bailiff operations and perimeter security;
- Schedule personnel, approve time off requests;
- Coordinate overtime and additional staffing for high security court appearances.

Deputy Sheriff: 830.1 P.C.

- Bailiff;
- Lockup;
- Weapons Screening supervision;
- Bailiff Security (backs up the bailiff and responds to incidents in the courthouse).

Custody Assistant: Non-sworn (Unarmed)

- Inspect the lockup and floor detention areas prior to and after inmates have been present;
- Accept inmates, searching and processing;
- Scan inmates in and out using the Defendant Inmate Movement Management System (DIMMS).

Sheriff Security Officer: Non-sworn (Armed)

- Works at weapons screening;
- Perimeter security;
- Assists with high profile trials in halls and entrances to courtrooms.

Sheriff's Security Assistant: Non-sworn (Unarmed)

- Assists the Security Officers at weapons screening and perimeter security.

LAW ENFORCEMENT SECURITY PLAN

Private Security: (Securitas, Inc.,) both armed and unarmed.

- Provides a relief factor for Sheriff's (Non-Sworn) security personnel;
- Provides interior/ exterior security during off hours, 24/7;

DRAFT

LAW ENFORCEMENT SECURITY PLAN

TRAINING REQUIRED

SHERIFF SECURITY OFFICER AND ASSISTANT TRAINING

Court Overview

- Orientation
- Logistics
- Vouchers
- Initial Paperwork
- Introduction to Executive Staff

Practical Application

- On-the-Job Training at Courthouse
- Observation of Operation
- Weapon Screening
- Tactical Communications
- Radio Communications

First Aid

- CPR

Officer Safety Defensive Tactics

- Principles of Defensive Tactics
- Personal Weapons
- Control Holds

Use of Force / Searching

- Pepper Spray
- Searching
- Handcuffing / Take Downs
- Force Options Chart

Laws of Arrest

- Search and Seizure
- Probable Cause
- Vehicle Inspection
- Stress Management
- Report Writing
- Radio Code Study/Test

LAW ENFORCEMENT SECURITY PLAN

BAILIFF/LOCKUP ORIENTATION COURSE

Court Overview:

- Orientation / Administration Time
- Welcome / Executive Introduction
- Court Security
- Expectations

Bailiff /Lockup Responsibilities:

- Court Security
- LIVESCAN, VINE, CCHRS, DIMMS
- Vehicle Inspection
- Judicial Protection (Judge and Bailiff)
- Media Relations
- Procedures in Courtroom
- Judicial Protection
- Custody / Lockup Procedures /Title 15/ PREA
- Arson and Explosives
- Gangs
- Inmate Suicide / Custody Handling
- Terrorism / Active Shooter
- Cell Extraction

Applicable Minimum Peace Officer Standards Training (POST):

Peace Officer Standards and Training (POST) Basic Academy Course:

- Jail Operations Course (CCR Title 15, § 1010)
- Current in C.P.R. and First-Aid Training, biennially
- Hot Fire Training, biennially
- Continuous updates and recurrent 30-Minute briefing at a minimum of twice a month.

LAW ENFORCEMENT SECURITY PLAN

Other Continuous Professional Training (CPT) which is relevant to Court Security:

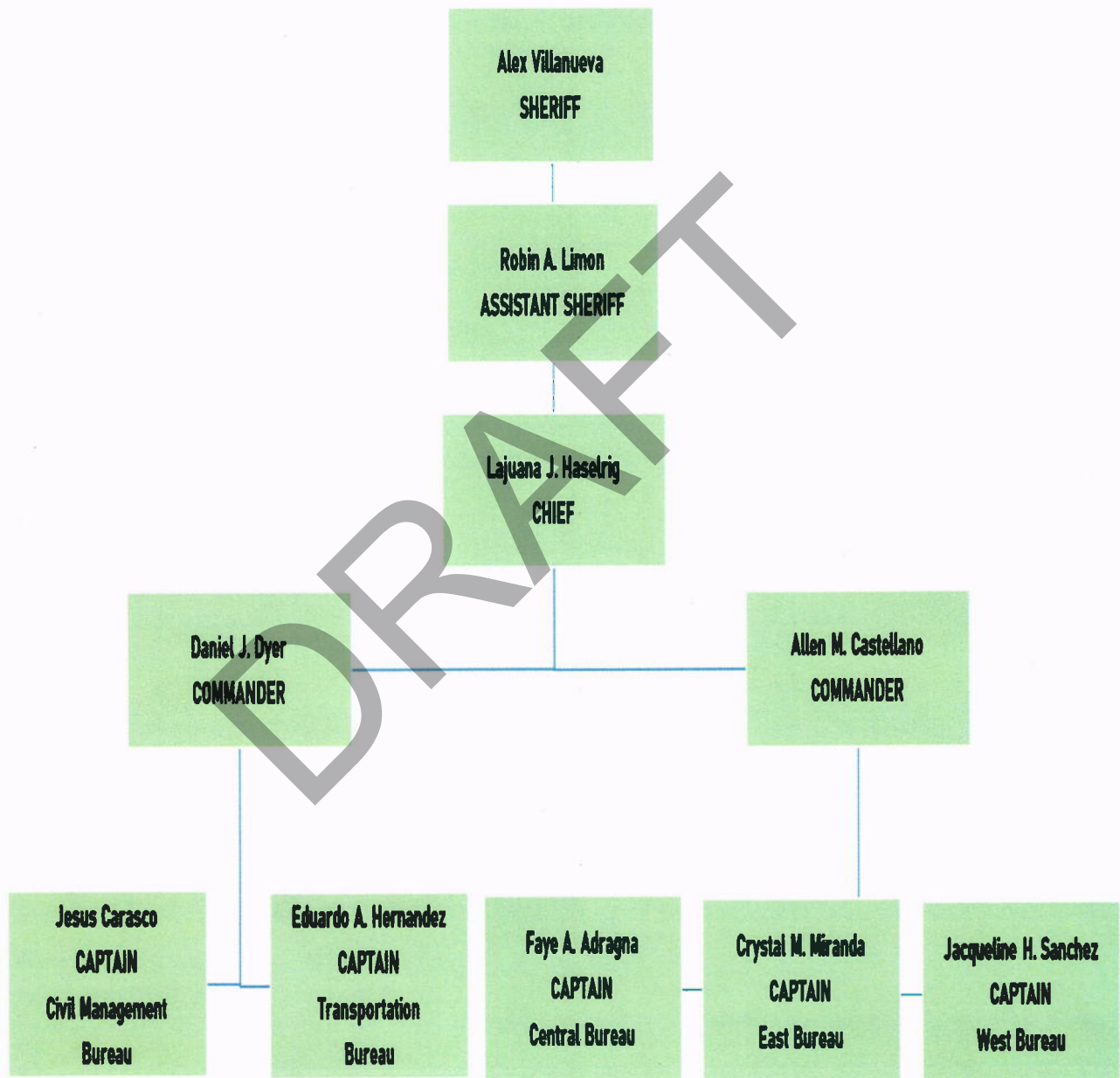
- AR 15 refresher
- Baton PR24 refresher
- Cell Extraction and X-26P Taser
- Civil Field Tactics
- Court Security / Escape
- Critical Court Incidents
- Crowd and Riot Control
- Defensive Tactics
- Branch Specific Prisoner Escape Procedures
- Escort and Takedown Procedures
- Drivers Training
- Force Lecture
- In-Court Releases
- Live Fire Problem Training
- Title 15 Lockup Manual Training
- Judicial Protection District Training
- Laser Village I and II Training
- Security Officer Overview / Alarms and Court System

Additional Supervision Training:

- Title 15
- Accountability through Supervision
- Asserting Supervision
- Building Emergency Coordinator responsibilities (BEC)
- Bonus I - Basic Supervision
- Lieutenant / Sergeant Court Services Division Orientation
- Emergency Operations Center (EOC)
- Force Reporting for Supervisors / Injury Reports / Administrative Investigations

LAW ENFORCEMENT SECURITY PLAN

ORGANIZATIONAL STRUCTURE – EXHIBIT “II”



LAW ENFORCEMENT SECURITY PLAN

FACILITY OPERATIONS

Access and Security of Courts

The Sheriff's office within each courthouse is responsible for the safety and security of all persons entering the courthouse. This responsibility requires the Sheriff's Department to respond to all incidents involving safety, security, and handling until rendered safe. When this has been accomplished, the incident is evaluated by the branch supervisor as to the appropriate course of action and when completed entered into an incident tracking system. When an incident is considered, by policy as a significant incident, it is reported. Video monitoring systems have been placed in courthouses public hallways and waiting areas, and some courtrooms, as well as, lockups and the clerk's office to assist in the security of courthouses. Bailiff security personnel are assigned throughout the courthouse to assist the public and be a visual deterrent of any unlawful acts (i.e., witness intimidation, family law disturbances, juror intimidation, graffiti). They are deployed in the event of an incident requiring law enforcement presence when necessary.

CSD Manual Administrative Volume I - Section 1-05/050.00 - Notification and Reporting of Significant Incidents.

Court Employee After-Hours Court Access

After-hour court access by court employees is determined by the court administrator and the Sheriff's Department branch supervisor. Access is limited to individual specific needs and may vary from courthouse to courthouse.

Jurisdiction and Responsibilities

The Sheriff's Department handles all incidents within the courtroom and lockup areas involving the judicial officers, staff, prisoners and public.

Any other incident requiring a law enforcement response to a crime that requires a report and/or arrest is handled by the local police agency. Our Department handles the incident until the local police agency responds.

CSD Manual Administrative Manual Volume I – Section 1-05/060.00 Agency Jurisdiction Involving Courthouse Incidents

After-Hour Policies / Response by the Sheriff

To ensure the integrity of the courthouse during after-hour emergencies, the Superior Court has requested the Sheriff's Department to take on that responsibility. The response notification could be via several means, such as the court manager, judicial staff or responding law enforcement agency.

LAW ENFORCEMENT SECURITY PLAN

The response by Court Services Division personnel would prevent the unnecessary destruction of court property by assisting the first responders to gain access to locked areas and securing those areas at the conclusion of the emergency. During emergencies at some of the larger facilities, it may be necessary to call in more than just the supervisor. By using Sheriff's court personnel it would also allow sufficient time to evaluate the impact of the emergency on the overall operation of the court, and ensure the least amount of disruption to the court on the next business day.

After-hour emergencies may be in the nature of an intruder, criminal, fire or structural/mechanical situations which require a reliable, uniform plan of response to be in place, designed to maintain security.

Los Angeles County Sheriff's Department - County Services Bureau, currently monitors the alarms which are already in place in Los Angeles County facilities. The local law enforcement agency is notified when an alarm is activated, in the case of an intruder, or when criminal activity or fire is detected.

If access to the building is necessary, the local law enforcement agency may call Los Angeles County Sheriff's Department, County Services Bureau to request for personnel to respond. County Services Bureau notifies the Sheriff's Information Bureau (SIB) who requests the on-call Court Services Division personnel to respond.

In the event of a structural/mechanical emergency, County Services Bureau notifies the Internal Services Department (ISD) and notifies the Sheriff's Information Bureau (SIB) that ISD is responding. County Services Bureau will provide the ISD Craft Services contact number. SIB notifies the on-call Court Services Division representative to make contact with ISD Craft Services to determine the extent of any damage(s), and the need to respond to the court facility if the emergency affects the lockup area(s), if keys to the building are needed, or if the alarm system needs to be reset.

All other after-hour emergencies, such as an observance of an intruder, criminal activity, fire or structural/mechanical are handled in the same manner except for an alarm being activated. In these cases, an observer on a site will contact the local law enforcement agency, which will activate the pertinent agencies to be contacted.

Building Emergency Coordinators (BEC) Manual Section II - Pages 16-20, Emergency Contact Number.

LAW ENFORCEMENT SECURITY PLAN

Court Security Alarms

Duress Alarms (Aiphone System)

This system is used for emergency notification of court security personnel.

The objective of the system is to dispatch and deploy court security personnel in a systematic, preplanned manner in response to a security threat or alarm in the courthouse. The system is a two-way communications link from the branch office to courtrooms, detention areas, and building tenants.

In order for the system to be used to its maximum potential, all court personnel must be knowledgeable in its use. Each bailiff and/or court tenant (who has an alarm system), tests the system daily by activating each alarm button. This test is done before the court opens to the public. If any mechanical problems with a specific alarm station occur, the branch supervisor is notified immediately and will arrange with ISD for immediate repairs.

It is the responsibility of the Sheriff's Branch Office to receive the checks and document them.

CSD Manual Bailiff Volume III – Section 3-04/020.05 - Court Security Alarm System (Aiphone)

Hand-Held Radios

All bailiffs carry a hand-held radio on their person. These radios are capable of communicating throughout the courthouse. It is recommended that bailiffs do a radio check at the same time they check their Court Security Duress Alarm buttons.

CSD Manual Bailiff Volume III – Section 3-04/020.10 - Hand Held Radios

Building Emergency Coordinators (BEC) Manual - Section III, Chapter 2 (page 5) and Chapter III (pages 6-9) for more detailed guidelines of each buildings communication systems.

Weapons Screening Policy

The Los Angeles Superior Court and courts countywide, in conjunction with the Los Angeles County Sheriff's Department, have adopted full weapons screening in all County court facilities in order to help provide a safe and secure environment for the public and employees.

LAW ENFORCEMENT SECURITY PLAN

Full weapons screening means that all members of the public (all jurors, attorneys, all court employees and employees of tenant departments), will pass through the weapons screening system, successfully, before being allowed to enter any court building. This includes all property: laptops, CD/MP3 players, cell phones, radios, briefcases, paperwork, crutches, walkers, canes etc.

Refer to CSD Manual Security Volume IV – Section 4-04/000.00 et al., which has detailed information regarding the policy and procedures of weapon screening. The Courthouse Overview Section of this plan has magnetometer counts for the individual courthouses. Signs regarding points of authority and prohibited items are posted at the entrance of each court house.

CSD Manual Security Volume IV – Chapter 4 et al., Security Policies and Procedures

Private Security Personnel

On an as needed basis, the Los Angeles County Sheriff's Department utilizes a private security firm for security guard services. Securitas Inc., provides both armed and unarmed security services. The primary duties of the security officers include weapons screening, patrolling an area or facility, lock and unlock gates/doors, answer questions and provide escort services as needed to members of the public, and monitor alarm systems, etc.

Security Guard Contract - SOW Section 9.0 – 9.15

All private security guards are supervised by the contractor's supervisory staff, as well as, a department supervisor who monitors their performance. The supervisory staff for the private security contractor travels to assigned facilities on a regular basis to work with their subordinates.

Security Guard Contract - SOW Section 18.1-18.8

Training Requirements for Private Security Personnel

Private security personnel are required to have a current California Guard Registration Card, California Fire Arms Qualification Card (Armed guards only), P.O.S.T. Certification in Side Handle, PR24 Baton or Collapsible Baton), and the contractor has ensured that all firearms training is in compliance with the California Department of Consumer Affairs. Bi-annual training will be facilitated by the Court Services Training Unit to all Contractor Guards.

Security Guard Contract - SOW Section 19.3 – 19.6

LAW ENFORCEMENT SECURITY PLAN

All Securitas, Inc., employees under this contract undergo an extensive background investigation completed by the Sheriff's Backgrounds Unit. The investigation includes, fingerprints submitted to the Department of Justice, a review of requested documentation, interview and a check of local law enforcement records.

Security Guard Contract - SOW Section 30.1

The Court may conduct bi-monthly audits to count the number of Sheriff personnel assigned to each courthouse, and to monitor the level of security services provided by the Sheriff to ensure an overall 98% minimum staffing compliance.

Metal Detectors

There are three general types of metal detectors currently in use. The large walk-through is typically used for weapons screening at the entrances of the courthouses, staffed by court security officers. Hand-held wands may also be used in special situations that do not require a complete search screen. The last type is a small hand-held metal detector that can be used by a bailiff for an individual that the bailiff feels may be carrying a concealed object.

CSD Manual Bailiff Volume III – Section 3-04/020.15- Metal Detectors

CSD Manual Security Volume IV – Section 4-04/010.00 Search Screen and Recommended Staffing

Firearms Policy

Any peace officer appearing as a party in any off duty matter, or to attend any family law related matter, is prohibited from entering any court building with a weapon.

CSD Manual Security Volume – Section 4-04/025.00 Peace Officers Entering a Courthouse

A private citizen is not allowed to bring, or possess, an unauthorized weapon in any court building.

A private citizen licensed to carry a concealed weapon, is not permitted to enter any court building with a weapon.

Mail Screening

Mail carriers (definition to include, U.S. Postal Service, UPS, FedEx and any other mail or package delivery service) are required to run all of their mail through weapons screening to ensure that the mail being brought into the courthouse is safe.

Suspicious Packages are handled according to the BEC - Section I (Emergency Guidelines) (page 10), which is written according to Field Operations Directive (F.O.D.) 01-14.

LAW ENFORCEMENT SECURITY PLAN

Contraband

Contraband is defined as property that can be legally owned by a citizen but that is prohibited from the court. When a citizen arrives at court that is in possession of a contraband item, they are given the choice of storing the item in their vehicle or leaving it with the weapons screening staff for safekeeping. When left with the weapons screening staff, a receipt is provided.

CSD Manual Security Volume IV – Section 4-04/050.00 – Contraband and Prohibited Items

Cameras and Recording Devices

Cameras, photography equipment, and portable electronic devices such as smartphones, tape recorders and dictaphones are visually inspected to determine if tampering has occurred and if they might have conceal a customized firearm or other dangerous object. Citizens are reminded that the use of such devices is restricted and cannot be used without the expressed approval of the judge hearing the case.

Inmate Handling

Inmate supervision in court lockups is essential to prevent escapes and assaults on deputies and other inmates. The responsibility to provide this protection lies with all the deputies working within the court. The branch supervisors, or lockup supervisors, ensure that all deputies are aware of the policies and procedures regarding inmate supervision.

CSD Manual Lockup Volume II Section 2-01/010.10 Inmate Handling Policy and Procedure

CSD Manual Lockup Volume II Section 2-01/010.15 Safety and Security - Weapons in Lockup

All inmates or individuals who are placed into custody are searched by deputies regardless of their status or where they came from. Officer safety is paramount in these situations.

Court Services Transportation Bureau (CST) is responsible for all inmate movement to and from court.

All inmates according to their classification (i.e. females, juveniles, keep always etc.) are kept in separate holding cells for their safety and the deputies' safety. The Los Angeles County Sheriff's Department complies with all Title 15 and Title 24 requirements. Inmates from the county jails are thoroughly searched as soon as practical on arrival at the court facility.

LAW ENFORCEMENT SECURITY PLAN

Inmates who are remanded in court are searched thoroughly. Their belts and shoe laces and/or shoes, are removed to assure safety for the inmates. When it is possible, new remands from court are housed separately to ensure integral security.

CSD Manual Bailiff Volume III - Sections 3-14/040.00 - New Remands

CSD Manual Bailiff Volume III – Sections 3-14/040.10 - Searching New Remands

Court lockup personnel are trained and prepared to handle recalcitrant inmates who become combative. We have an Emergency Response Team (ERT) designated to respond on short notice to any court where there is a major inmate disturbance or an inmate who refuses to exit a cell. This team has received training on how to extract inmates with non-lethal force; however, should it become necessary to use an elevated use of force to defuse an incident, the deputies have the Conducted Electrical Weapon (C.E.W.) and pepper spray available.

CSD Manual Administrative Volume I – Section 1-04/030.00 – Conducted Electrical Weapon (C.E.W.)

Movement

The movement of custodies in a courthouse is the weakest link in security because often the movement is down public hallways or open courtyards. It is necessary for all deputies to be aware of their surroundings and the public when moving custodies. It is the branch supervisor's responsibility to provide a security plan and train deputy personnel on procedures that are structured for their individual court when dealing with the movement of inmates.

Security Devices

Handcuffs are one of the most important and frequently used tools by the deputy in court. They are the most common restraint used for short trips to court and to the lockup.

CSD Manual Bailiff Volume III – Section 3-14/020.00 et al. - Inmate Restraint Devices

A four-man custody chain is another tool that allows deputies to move four inmates at one time. These chains consist of a length of chain with a pair of handcuffs welded to each end.

Leg chains are a length of chain with a padlock welded to each end. When applied to the inmate, they only allow him/her to take a step of approximately twelve inches. The inmate is able to walk slowly but is unable to run.

Waist chains are restraints made from a length of chain that encircles the waist. Handcuffs are attached to this chain by short lengths of chain in such a manner that the inmates' hands are held closely to their sides. The waist chain is locked snugly around the waist with the handcuff.

LAW ENFORCEMENT SECURITY PLAN

The use of visible security devices in the presence of juries is prohibited, and as such, we continue to explore alternative ways of maintaining security in the courts. Absent the presence of a jury, bailiffs are strongly encouraged to maintain in-custody defendants in restraints to ensure the safety and security of everyone in the courtroom.

Alternate methods include; deputy personnel must obtain supervisor approval before applying any of the following restraint devices. Also, permission must be obtained from the Court before use in court.

S.T.E.A.L.T.H. Belt: This device is a belt worn around the defendant with a “D” ring attached to the belt. The “D” ring is attached to an anchor installed in the lower back of the chair. This device prevents the defendant from standing or moving around the courtroom.

CSD Manual Bailiff Volume III – Section 3-14/020.10 - STEALTH Belt

Spit Mask: This device is used for defendants who have a history of spitting on deputies or court staff.

Inmate Count & Routine Safety Checks

A lockup deputy conducts an inmate count when inmates are first delivered to the court facility. This count is kept updated throughout the day by the lockup deputy. The total inmate count is recorded in a daily log. In addition to this, cell checks are conducted every thirty (30) minutes.

CSD Manual Lockup Volume II - Section 2-06/020.00 - Routine Safety Checks

CSD Manual Lockup Volume II – Section 2-06/015.00 Inmate Count

Suicide Prevention / Sick / Injured

County inmates with known suicidal tendencies are usually identified by a blue wristband and the special handling code of “S.” New bookings from outside agencies, station bookings and remands from court, are identified through written and verbal communications from jailers and court personnel. Any inmate with known suicidal tendencies is not placed in a cell alone unless absolutely necessary. They are housed so they can be readily observed. These inmates are visually checked every 15-Minutes and notification with BOMHR forms made to the Department of Mental Health at Inmate Reception Center (IRC).

A log is posted at each cell and signed after each check of the inmate. If possible, inmates that are deemed suicidal are placed in a windowed interview area, or with other inmates, so they can be seen at all times by deputy personnel.

CSD Manual Lockup Volume II – Section 2-06/025.00 - Suicide Prevention

CSD Manual Lockup Volume II – Section 2-06/025.05 - Suicide Intervention Kit

CSD Manual Lockup Volume II – Section 2-05/035.00 - Sick/Injured/Mentally Ill Inmate in a Court Lockup

LAW ENFORCEMENT SECURITY PLAN

Injured or Sick Inmates

All incoming court custodies are medically screened. All agencies are required to provide a signed copy of the form attesting to the medical condition of the inmate.

Injured and/or sick inmates are accepted only if they are accompanied with documentation by a medical authority stating they are cleared for booking. The lockup deputy will not accept the inmate, should it appear the inmate is in need of medical attention and the arresting agency or station did not provide a medical clearance. The lockup deputy will contact the agency, or station watch commander, to ascertain the medical status of the inmate. Stations and agencies may book sick or injured inmates at the Los Angeles County Medical Center Jail wards. It is the responsibility of the arresting agency to transport the sick or injured inmate from their lockup to the hospital.

Inmates who become injured or ill, and require medical treatment while in a court or a lockup facility, are transported to a prearranged hospital location by paramedics. An armed lockup deputy with a radio, accompanies the sick or injured inmate in the ambulance. The deputy handcuffs the inmate to the stretcher for security reasons. The deputy maintains visual contact with the inmate at all times until relieved by another deputy, or the inmate is secured in a medical jail facility.

CSD Manual Lockup Volume II – Chapter 5 et al., – For Specific Medical Care and Screening questions

Attorney Visits

It is the policy of the Sheriff's Department to provide the most expedient method of communication between persons in custody and their attorneys or persons attempting to secure their release.

Only accredited attorneys (or ordered medical staff), are permitted into a lockup to interview their client. In facilities without secure interview areas, access is restricted so that officer safety is not compromised. Under no circumstances is a co-defendant or relative allowed into a court interview area, unless directed by a judge or approved by a branch supervisor.

CSD Manual Lockup Volume II - Section 2-02/010.10 – Attorneys Interviews in Lockup

Processing of Releases

The release or transfer of an inmate is determined both by the law and by Department policy. All releases are approved by a supervisor.

It is the policy of Court Services Division to release all inmates (ordered released by the Court), directly from the court lockup as long as the inmate being released meets the release criteria.

LAW ENFORCEMENT SECURITY PLAN

All inmates being released are checked for additional cases, additional warrants and current sentence status for other unrelated cases. There are several systems that are accessed by the lockup deputy to determine whether an inmate/prisoner is cleared for release. These systems include, but are not limited to: the Automated Jail Information System, Countywide Warrant System, National Crime Information Center, Justice Department Interface System and Live Scan - which is a fingerprint database system maintained by the Department of Justice at the State and Federal level.

Inmates who do not meet the release criteria because of an additional case, holds, etc., are sent to the Inmate Reception Center for jail processing and housing.

Inmates with medical and mental conditions are released from the Inmate Reception Center after they are medically cleared.

CSD Manual Lockup Volume II - Chapter 2 et.al., - Release Procedures

Court Operations

The Sheriff, except as provided by law, is required to attend all sessions of the Superior Courts in Los Angeles County. This mandate is delegated to the Chief of the Court Services Division and to the deputies who comprise the Division.

The provision and maintenance of effective security measures throughout the Los Angeles County court system are the prime responsibility of the Court Services Division.

In each branch court throughout the County, the Sheriff is designated as the Security Coordinator and has the responsibility for providing, carrying out and directing security procedures in coordination with the other building tenants. It is extremely important that the bailiff and court staff, including the judge, work out appropriate responses to emergency situations, including the possibility of non-verbal communication.

Certain courtrooms throughout the County of Los Angeles employ the services of a Court Assistant/Court Attendant, instead of a deputy sheriff. They work solely in civil court rooms, such as unlawful detainer courts, limited and unlimited small claims courts and probate courts. Their duties consist mainly of acting as a link to the Sheriff's Office in the courthouse for any security situations which may arise. They maintain order in the courtroom, as well as, provide clerical assistant to the judicial assistant in the courtroom.

(Further Information - Contact the Office of Civil Trial Court Operations at (213) 974-8800)

LAW ENFORCEMENT SECURITY PLAN

Courtroom Preparation

It is the responsibility of each bailiff to ensure the courtroom he/she will be working is secure. At the beginning of the court day (before the public is allowed access), the bailiff searches the courtroom for any suspicious packages, weapons, etc. The bailiff checks and tests the microphones, court paging systems, and the Court Security Alarm System.

CSD Manual Bailiff Volume III – Section 3-05/010.00 – Courtroom Preparation

If the bailiff is working a criminal courtroom, he/she is responsible for searching the inmate detention area as well. The bailiff ensures that all plumbing, electrical or environmental controls are functioning properly. In the event that they are not working properly the court administrator's office is contacted and a repair request is made.

Assisting the Court

After the courtroom and lockup are secured, the bailiff works with the court clerk to ascertain any specific or unusual cases that may require special handling for the day. In any of these types of cases, the bailiff communicates to the judge and court staff special requirements that may be necessary.

Bailiffs assist the court in the handling of documents and court files that must be passed to, or from, the bench. No one is permitted to approach the front side (the well) of the bench without the permission of the judge. Therefore, anything that is to be passed to the bench must be handled by the bailiff or clerk.

The bailiff keeps the flow of the court moving. He directs witnesses, monitors the audience and ensures security and safety for all parties involved in a case. If cases involve custodies, the bailiff will maintain the "no communication with inmate policy."

*CSD Manual Bailiff Volume III - Section 3-05/020.00 Assisting the Court
Penal Code section 4570*

If the case requires extra security, the bailiff will arrange for backup.

*CSD Manual Bailiff Volume III - Section 3-04/010.00- Knowledge of Court Calendar to Assist
with Potential Security Issues*

LAW ENFORCEMENT SECURITY PLAN

Closing Court

At the close of the court day, the bailiff inspects all spectator areas for lost and forgotten items. The public entrance to the courtroom and lockup is secured and locked. All custodies and paperwork are delivered to the lockup by the bailiff for processing.

CSD Manual Bailiff Volume III - Section 3-05/050.00 - Closing Court

Jury Handling Procedures

It is the bailiff's responsibility to take charge of the jury and keep them together. The bailiff takes an oath not to let anybody speak to the jury regarding the case, including him/ herself.

Upon notification to the court that all sides of the court matter are prepared to select a jury and present their case, the clerk of the court contacts the jury assembly room and has the jurors sent to the courtroom. The bailiff will prepare for the duties and responsibilities for handling the jury and trial.

The bailiff will discuss the procedures with the judge in order to coordinate and be prepared for the coming trial. Some of the issues the bailiff will discuss with the judge are the seating and handling of the jury, defendant, spectators, possible security problems, the handling of evidence (weapons and narcotics), and any other problems that may arise during the trial.

Once the jury is impaneled, the bailiff instructs the jury with courtroom procedures.

CSD Manual Bailiff Volume III – Chapter 7 et al., - Jury Trials

Sequestered Jury

When a jury is sequestered and not permitted to separate during deliberations, the bailiff will advise the supervisor and prepare to maintain the jury.

This may entail taking the jury to lunch, making notifications to family, and arranging for transportation and lodging.

CSD Manual Bailiff Volume III – Chapter 8 et al., - Sequestered Jury

LAW ENFORCEMENT SECURITY PLAN

Site Visitation

When the jury has been asked to visit a crime scene, the bailiff will arrange transportation through the Court Services Transportation (CST) Bureau. Notification is made as soon as possible to allow for proper scheduling of equipment and drivers. When CST has provided a bus, the jurors are escorted from the courtroom to a prior designated location where they will board the bus and be taken directly to their destination. All efforts will be made to maintain proper security of the jury.

CSD Manual Bailiff Volume III - Section 3-07/055.00 - View of Crime Scene by the Jury

Deliberations

After being sworn to take charge of the jury, the bailiff will escort the jury to the jury deliberation room and make sure that all necessary supplies are provided for them.

After the jury is secured in the jury room, the bailiff will not leave the jury unguarded during their deliberation. If the jury room is locked, the bailiff is available at all times with the key in the event of an emergency. All jury deliberation rooms have their own private restrooms.

At times the jury may request to view certain pieces of evidence. Since it is the bailiff's responsibility to ensure the safety of the jurors, security measures will be taken before the jury views the evidence. For example, firearms are always viewed separate from ammunition and the bailiff checks the firearm to be sure it is unloaded. The bailiff is always present during the examination of weapons, such as daggers, knives, etc. Narcotics are verified that the evidence bag is sealed. During the viewing, the bailiff instructs the jury not to discuss the case, or the evidence, within his/her presence.

When the bailiff is summoned by the jury, the bailiff will always knock before entering the jury deliberation room.

CSD Manual Bailiff Volume III – Section 3-07/070.00 - Jury Deliberations

CSD Manual Bailiff Volume III – Section 3-07/080.00 - Viewing Evidence

High Security Trials

It is the branch supervisor's responsibility for the training and orientation of their bailiffs to ensure that they are aware of the branch security contingency plans and the building emergency procedures.

LAW ENFORCEMENT SECURITY PLAN

In the event of a high security trial, the bailiff will work with the branch supervisor to utilize all the tools available to ensure the highest level of security. One of the highly effective tools available during a high security trial is the Security Operations Unit (SOU). SOU's primary objective is to provide service in all areas relevant to the security interest of the Court Services Division. This unit investigates crime, identifies and apprehends criminals, and is a liaison with other law enforcement agencies regarding judicial threats. The SOU acts as the primary investigative unit for the Court Services Division.

The SOU is utilized for high profile trials and hearings, high security inmate escort, or any special circumstances decided by the branch supervisor that will involve extra security. The SOU aids with the planning of security within the courtroom as well as outside.

CSD Manual Administrative Volume I – Chapter 6 et al., - Security Operations Unit

High security trials and high profile trials tend to receive media attention. All such cases are subject to follow the strict guidelines posted in all courthouses.

Refer to Manual of Policy & Procedures Public Relations 3-01/080.05

Press Relations and 3-01/080.15

Rule 980, California Rules of Court, Photographing, Recording and Broadcasting in the Courtroom

CSD Manual Bailiff Volume III – Section 3-04/030.05 - Media Access

CSD Manual Bailiff Volume III – Section 3-04/030.15- High Profile Defendants

CSD Manual Administrative Volume I – Section 1-05/000.05 Court Security Plan (B.E.C)

There are several courthouses in the County of Los Angeles that were built with special high security courtrooms to accommodate high risk/high profile cases. In dealing with trials of this nature a special plan called, an "Operation Plan" will be developed. The plan will consist of the type of trial, number of participants, media, degree of anticipated risk, traffic, parking, overall security of the court facility, courtroom, perimeter security, housing of the inmate, victims, and witnesses, as well as, emergency contacts and assistance from other units or local emergency personnel.

LAW ENFORCEMENT SECURITY PLAN

Inmate Handling

Inmate control is one of the most frequent and hazardous functions a bailiff performs. Safely maintaining control of custodies is accomplished through awareness and consistent safety practices.

- Constant vigilance is maintained to prevent escapes;
- Extreme care is taken to keep weapons inaccessible to prisoners at all times. (At no time are deputies allowed to enter a lockup armed);
- Cooperation with other law enforcement agencies - as far as inmate control within the Sheriff's lockup - is expected at all times;
- Branch supervisors teach and train custody handling procedures consistent with the Department's Manual of Policy and Procedures;
- Males and females are not handcuffed or chained together except for exigent circumstances;
- Males and females are confined separately;
- Juveniles are not handcuffed or chained with adults;
- Juveniles are housed separate from adults.

Each branch supervisor is responsible for developing and maintaining unit policies and procedures for the movement of inmates within the courts.

CSD Manual Bailiff Volume III – Chapter 14 et al., - Custody Handling

Video Arraignment

Video arraignment is a process of having inmates arraigned at a lockup facility via video feed to a courtroom. The inmate is arraigned by the judge in the presence of his attorney, who is located in the lockup with their client. Arraignments involving multiple defendants, conflict of interests or special circumstances, are not conducted via video. In these cases, the concerned inmate is transported to the court to be arraigned in person.

This process allows for less crowding in the court lockup and significantly reduces the possibility and risk of unsecured situations, movement and transporting of inmates, and improves courtroom security.

Video arraignments are currently occurring between Glendale Police Department's lockup facility and Glendale Courthouse. This location has been elevated from a pilot program to a permanent process as of November 2010.

LAW ENFORCEMENT SECURITY PLAN

Video Arraignment 2.0: Streaming Justice Pilot Program

With the recommendation of the Citizens' Economy & Efficiency Commission, the Board of Supervisors has requested the reinstatement of a pilot video arraignment program in County courthouses. In this program, LAPD has given their support for continuing with video arraignment using the new Metropolitan Detention Center (MDC) as a test site. The results of this pilot program will be used to evaluate the potential benefits of inmate transportation costs savings together with the probability of risk reduction intrinsic in moving inmates from the detention centers and detaining them at the courthouse.

Video Appearances

A video appearance is the process of conducting a court appearance via video feed in real-time with full motion video and audio in the courtroom. The process is used for attorney interviews, placement hearings for P.C. 1368 inmates and Community Based Restoration (CBR) placements for those inmates eligible for release from LASD custody to a State hospital.

The inmate is escorted by custody staff to a specified location within the jail that is equipped with a camera, monitor, microphone and codec. From this location, the inmate is able to communicate with his or her attorney and be present while the hearing is conducted, thereby eliminating the need for physical transportation to court.

Video appearances are conducted on a daily basis and are an integral part of how many cases are handled at the Hollywood Mental Health Courthouse. These appearances are standard operation and require no modification to our normal operations.

Emergency Operations

Evacuations

The evacuation order for a court facility during any emergency situation is made by the Sheriff's Department.

Prior to the evacuation, the Presiding Judge will be notified of the need to evacuate. All court employees and Sheriff security personnel have been trained, assigned an area of responsibility and drilled on evacuation procedures. All procedures to remove staff and public from the facility safely are located in the BEC and manual section listed below.

LAW ENFORCEMENT SECURITY PLAN

In most situations, inmates will not be evacuated. All inmates are locked down in a secure location. If the situation escalates, and inmates must be evacuated, the local law enforcement agency will be notified to assist with the movement and security of the inmates. All inmates are handcuffed or chained prior to movement. Court Services Transportation Bureau will be notified immediately for a sufficient amount of busses to house or relocate the inmates.

BEC Section I - Building Evacuation, Page 13

BEC Section II- Section 3.10 - Evacuation of Buildings, Page 6

BEC Section III - Chapter XIII - Evacuation Plans for Lockup, Pages 30-32

CSD Manual Lockup Volume II - Section: 2-03/020.00 - Evacuations /Building Closure

Bombs and Bomb Threats

Bomb threats are a very common occurrence in court facilities. When court personnel receive any type of bomb threat, they are to contact their supervisor immediately.

Tenant supervisors will contact the Sheriff's branch supervisor, who will conduct an initial investigation and determine what response is necessary. Specific branch procedures are contained in the "Branch Security Contingency Plans" and the "Building Emergency Plan."

BEC Section I - Page 12 (Bomb Questionnaire) and Section III - Chapter VII Bombs and Bomb Threats, Pages 6, 9 & 12

CSD Manual Bailiff Volume III – Section 3-04/040.35 – Bomb Threats

Civil Disturbances

The Sheriff's office within the courthouse is responsible for the safety and security of all persons entering the courthouse. This responsibility requires the Sheriff's response to all incidents involving safety, security and handling until rendered safe. When this has been accomplished, the incident is evaluated by the branch supervisor as to the appropriate course of action.

The Sheriff's Department will handle all incidents within the courtroom and lockup areas involving the judicial officers, staff, inmates or public. Any other incident requiring a law enforcement response to crime, requiring a report and/or arrest, is handled by the local police agency.

Branch supervisors are encouraged to contact their local policing agency counterpart, and to develop a dialog on areas of mutual concern to ensure policies are in place prior to any incidents.

BEC Section I - Civil Disorder, Page 15 and Section III-Chapter XII - Civil Disturbance, Page 31

CSD Manual Bailiff Volume III - Section: 3-04/030.35 Demonstrators/ Demonstrations

CSD Manual Lockup Volume II – Section: 2-03/035.00 Civil Disturbance

Penal Code Section 169

LAW ENFORCEMENT SECURITY PLAN

Earthquakes

Natural disasters create a unique situation for the safety and security of inmates. Occurrences such as earthquakes, floods, etc., can make detention areas unusable. In the event of a natural disaster, the Building Emergency Operations Plan will be activated.

Inmates will be immediately evaluated, and if necessary, moved to an alternate secure area within the building. If there is no safe alternate, an attempt to contact the local law enforcement agency will be made to request assistance with security. Court Services Transportation Bureau will be notified to remove the inmates from the facility.

BEC Section I – Earthquakes, Page 15

BEC Section III - Chapter XI - Earthquakes and Evacuations

Fires

Each branch supervisor has developed, prepared and implemented (in conjunction with local fire officials), a fire suppression plan in the BEC Manual that includes provisions for regular inspections of lockup areas, and an evacuation plan for emergency housing of inmates in case of fire. The plan includes, but is not limited to:

- Means of exiting the facility;
- The installation and maintenance of fire extinguishing and fire alarm systems as required by local fire ordinance;
- The installation and maintenance of safe appliances, equipment, decorations and furnishings that preclude chances of a fire explosion or panic hazard;
- A system of reporting fires to the fire department is developed which includes the telephone numbers of responding units;
- A fire prevention plan, coordinated and approved by the responsible fire department;
- Regular fire prevention inspections by the branch supervisor and fire department;
- A plan for emergency relocation and/or evacuation of prisoners in case of a fire.
- Location of the emergency shut-off valves for the gas, electricity and water.

BEC Section I, Fire/Smoke, Page 17 - Steps in case of a fire

BEC Section II, Emergency Building Procedures and Fire Drill Instructions

BEC Section III, Chapter 10 Fire Emergency Staffing Procedures

LAW ENFORCEMENT SECURITY PLAN

Escapes

Any person who is in the custody of the Sheriff (inmates booked into the Sheriff's booking system, or a person who has been remanded to the custody of the Sheriff by a magistrate), who leaves, or attempts to leave the confines of the detention area or courtroom, is considered an escape.

In the event of an escape from a courtroom, the bailiff will immediately initiate an emergency broadcast by radio, or the court security alarm system, informing the branch office of the situation. A description of the escapee, the charge the inmate was being held on, and the direction of travel the escapee was last seen headed. In the event there are multiple inmates in the courtroom, the bailiff's first priority after making an emergency broadcast, is to secure the remaining inmates before entering into a pursuit of the escapee.

If an escape occurs from a lockup, the lockup deputy will immediately initiate an emergency broadcast by radio, or the court security alarm system, informing the branch office of the situation. A description of the escapee, the charge the inmate was being held on and the direction of travel the escapee was last seen headed. Because lockup deputies are unarmed, they are not authorized to engage in a pursuit of an escapee.

Branch supervisors will secure the building by utilizing deputies and other law enforcement personnel. They will also establish a containment area with responding units and make notifications to Sheriff's Information Bureau and the local law enforcement agency.

It is important for the supervisor to maintain control of the situation until the inmate is returned or the search is terminated.

BEC Section III, Chapter V - Escape Inmate, Page 11-13

CSD Manual Administrative Volume I – Section: 1-05/050.00 - Notification and Reporting of Significant Incidents

CSD Manual Bailiff Volume III – Section: 3-14/070.00 et.al - Inmate Escape/Erroneous Release

CSD Manual Bailiff Volume III- Section: 3-04/040.45 - Escapes

Manual of Policy and Procedures - 5-03/185.00 Escaped Adult Inmates

LAW ENFORCEMENT SECURITY PLAN

Hostage Incidents

In hostage situations, the Department will make every effort to affect the safe release of the hostage and to arrest the suspect. This is done while safeguarding the lives of all persons to the maximum extent possible.

In general, the suspect will not be allowed to escape, with or without a hostage. Immunity will not be granted, nor will a ransom be paid to resolve a hostage situation.

Manual of Policy and Procedures - 5-06/110.00 - Hostages and Barricaded Suspect
CSD Manual Bailiff Volume III – Section: 3-04/040.40 – Hostages

Active Shooter

Historically, incidents involving a lone shooter have occurred at courthouses throughout Los Angeles County. The unique nature of courthouse proceedings (high level of emotional involvement), mean that an incident may involve multiple shooters. Attempts to lynch an in-custody defendant, eliminate a witness, or injure an estranged spouse often involve pre-planning or several suspects working in concert.

Sheriff Department personnel assigned to the Court Services Division Training Unit and the Security Operations Unit have provided and continue to provide active shooter training geared specifically towards how court judicial staff (judges, clerks, etc.,) should respond in such a situation. This court specific training teaches court staff the “Run, Hide, Fight” scenario, which is also taught to the Sheriff’s Department civilian personnel.

Sheriff’s Department personnel and court staff will employ the BEC for emergency evacuation for the individual courthouse.

Sheriff personnel shall be guided by sound tactical principles when involved in any tactical incident. The tactics employed by Department members shall be governed by applicable Department Policies, accepted training practices, the exigency of the circumstances, and the application of sound judgment and common sense. The Department’s Core Values, a reverence for human life, and the safety of all parties shall be considered when deciding on a resolution to a tactical incident.

See Manual of Policy and Procedures Section – 3-10/150.00 Tactical Incidents
BEC Section I - Building Evacuation
BEC Section III - Subsection 1105-1109

LAW ENFORCEMENT SECURITY PLAN

COURTHOUSE OVERVIEW

The court facilities within Los Angeles County are a shared responsibility of the Los Angeles Superior Court. The court contracts with ABM to maintain the court buildings. ABM handles all areas. ABM also conducts and maintains the monthly generator checks for emergency/auxiliary power, landscaping and interior and exterior lighting. Sheriff personnel in each courthouse know where the emergency/auxiliary power sources are, as well as, where the emergency shut off valves for the gas, electricity and water are and how to operate them in case of an emergency. The back-up system for the emergency power is a battery operated system of lighting, and the back-up to the battery operated emergency system is a generated system of power which is located in a locked and secured area.

The court administrator and their staff are responsible for maintaining key and access card control logs, as well as, any maintenance for access and exit doors to ensure the locking systems are secure and functional for their individual courthouses. They keep a complete record to ensure key control and this ensures that a proper level of security is maintained for all court facilities.

Court administrators and ABM maintain the judges' parking area. Their parking is in a controlled environment, which is viewed and recorded on CCTV and can only be accessed by using a parking key card access entry. Signs are posted to depict permit parking for the court staff and other tenants of the court building.

Custodial services are contracted by the court administrator and their staff. All custodial staff is live scanned and has a background check completed before they are permitted to work at a facility. Once they have cleared their checks they are issued limited access cards to be able to enter the building.

Due to the nature of court business, it is the practice of both the Court and the Sheriff's Department that all sensitive information be shredded and disposed of through a contracted shredding company. Vital records are stored on site in a secure dry environment, however after records reach a certain age they are moved off-site to an archive storage site or shredded, depending on the documents importance. A new program is being implemented that will scan all documents and place on a data base for historical purposes.

Computer and data systems for both the courts and the Sheriff's Department are all password protected. The password is required to be changed every quarter. Training is given on all programs used in the Courts and the Sheriff's Department.

LAW ENFORCEMENT SECURITY PLAN

Many of the courts are old and in need of replacement or major repair. The court lockup must be built to "Institutional and Board of Correction Title-24 Standards," the cost is higher than normal construction. Any modification to court lock up, must obtain the approval from Board of State Community Corrections (BSCC).

The Sheriff's Department is required to conduct an annual court survey on security of the courthouse and its operation. As part of that review, our staff makes recommendations to the Court on improving security relating to the building, as well as, any procedural deficiencies.

The court always requests our input on any security issue affecting the courts. The court administrator and their staff ensure that all court staff is up to date on building emergency procedures and work with the Sheriff's Building Emergency Coordinator on annual drills. All court staff is trained to know how to use their duress alarm. Each courthouse has its own individual requirements as to the level of security needed (i.e., bullet proof glass, secure doors). Levels are assessed and implemented as necessary. Recommendations are made throughout the year and are included in the annual security survey. The court is receptive to our recommendations and makes every effort to upgrade when possible. Types of recommendations implemented have been private judges' entrance and parking, training on judicial personal protection seminars training the judges to be aware of their surroundings both personal and professional.

Keypads have been installed to accept either a proximity card or scramble code from the employee. This has greatly improved our ability to restrict unauthorized access to the buildings.

The attached overview of our court facilities is for the current operation, which continually changes as the mission changes.

LAW ENFORCEMENT SECURITY PLAN

AIRPORT COURTHOUSE

11701 La Cienega Boulevard
Los Angeles

Courtrooms 13

• Family Law	0
• Criminal	13
• Juvenile	0
• Traffic	0
• Civil	0

Detention Facilities

• Inmate Capacity	416
• Holding Cell	51
• Attorney/Interview Room	20

Number of Sheriff's Personnel

• Courtroom Security	33
• Perimeter Security	6
• Custody Assistant	2

Synopsis:

- Built in 1999
- 10 floors above ground, plus basement which houses main lockup.
- No Civil operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (1)

Security Recommendations:

- Install prop-alarms and CCTV camera on the cafeteria exterior doors.



ALHAMBRA COURTHOUSE

150 West Commonwealth Avenue
Alhambra



Courtrooms 8

• Family Law	0
• Criminal	6
• Juvenile	0
• Traffic	0
• Civil	2

Detention Facilities

• Inmate Capacity	127
• Holding Cells	10
• Attorney/Interview Room	3

Number of Sheriff's Personnel

• Courtroom Security	13
• Perimeter Security	3
• Custody Assistant	1

Synopsis:

- Built in 1973
- 4 floors above ground, plus basement.
- No Civil operations.
- Scanning Station (2)
- Entrance: Monitored (2), Exit: Unmonitored (0)

Security Recommendations:

- Provide secure, designated parking for judges and employees.
- Install CCTV cameras to the interior of all courtrooms.

LAW ENFORCEMENT SECURITY PLAN

MICHAEL D. ANTONOVICH
ANTELOPE VALLEY COURTHOUSE
42011 4th Street West
Lancaster

Courtrooms	22
• Family Law	2
• Criminal	13
• Juvenile	2
• Traffic	1
• Civil	4

Detention Facilities

• Inmate Capacity	687
• Holding Cell	89
• Attorney/Interview Room	25

Number of Sheriff's Personnel

• Courtroom Security	46
• Perimeter Security	10
• Custody Assistant	2

Synopsis:

- Built in 2003
- 4 floors above ground, plus basement.
- Criminal, Civil, Family, Juvenile and Traffic operations.
- Scanning Station (3)
- Entrance: Monitored (2), Exit: Unmonitored (0).

Security Recommendations:

- None.



BELLFLOWER COURTHOUSE
10025 East Flower Street
Bellflower



Courtrooms	6
• Family Law	0
• Criminal	5
• Juvenile	0
• Traffic	0
• Civil	1

Detention Facilities

• Inmate Capacity	103
• Holding Cells	13
• Attorney/Interview Room	8

Number of Sheriff's Personnel

• Courtroom Security	15
• Perimeter Security	5
• Custody Assistant	1

Synopsis:

- Built in 1988.
- 4 floors above ground.
- Criminal and Civil operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exits: Unmonitored (2)

Security Recommendations:

- Install alarms on exit stairway doors.
- Install bank teller-type glass on the Sheriff's office public counter.

LAW ENFORCEMENT SECURITY PLAN

BEVERLY HILLS COURTHOUSE

9355 Burton Way
Beverly Hills

Courtrooms	2	
• Family Law		0
• Criminal		0
• Juvenile		0
• Traffic		1
• Civil		1

Detention Facilities

• Inmate Capacity	0
• Lockup closed.	

Number of Sheriff's Personnel

• Courtroom Security	4
• Perimeter Security	4
• Custody Assistant	0

Synopsis:

- Built in 1971
- 4 floors above ground.
- Civil and Traffic operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (1)

Security Recommendations:

- Install reflective impact-resistant film on all ground floor windows.
- Install duress alarm button and CCTV at the weapons screening site.



BURBANK COURTHOUSE

300 East Olive Avenue
Burbank



Courtrooms	6	
• Family Law		0
• Criminal		4
• Juvenile		0
• Traffic		0
• Civil		2

Detention Facilities

• Inmate Capacity	156
• Holding Cells	17
• Attorney/Interview Room	5

Number of Sheriff's Personnel

• Courtroom Security	12
• Perimeter Security	3
• Custody Assistant	0

Synopsis:

- Built in 1958; renovated in 1995.
- 3 floors above ground, plus basement.
- Criminal and Civil operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (1)

Security Recommendations:

- Update entire duress alarm system throughout the building.

LAW ENFORCEMENT SECURITY PLAN

CATALINA COURTHOUSE

215 Sumner Avenue
Avalon

Courtrooms	1	
• Family Law		0
• Criminal /Civil/Juvenile.....		1
• Juvenile		0
• Traffic		0
• Civil		0

Detention Facilities

- | | |
|-------------------|---|
| • Inmate Capacity | 1 |
|-------------------|---|

Number of Sheriff's Personnel

• Courtroom Security	1
• Perimeter Security	0
• Custody Assistant	0

Synopsis:

- Built in 1959
- 1 floor above ground.
- Criminal, Civil and Traffic operations.
- A judge and bailiff assigned to Governor George Deukmejian Courthouse responds to Catalina every other Friday.

Security Recommendations:

- Install weapons screening equipment.



CENTRAL ARRAIGNMENT COURT

429 Bauchet Street
Los Angeles



Courtrooms	4	
• Family Law		0
• Criminal		4
• Juvenile		0
• Traffic		0
• Civil		0

Detention Facilities

• Inmate Capacity	130
• Holding Cells	16
• Attorney/ Interview Room	2

Number of Sheriff's Personnel

• Courtroom Security	19
• Perimeter Security	3
• Custody Assistant	2

Synopsis:

- Built in 1968.
- 2 floors above ground, plus below ground access to Central Men's Jail.
- No Civil operations.
- Scanning Station (1)
- Entrances: Monitored (1), Exits: Unmonitored (4)

Security Recommendations:

- Provide CCTV for judges' parking area.
- Install alarms and CCTV at all emergency exits.
- Upgrade the entire CCTV System.

LAW ENFORCEMENT SECURITY PLAN

CENTRAL CIVIL WEST COURTHOUSE

600 South Commonwealth Avenue
Los Angeles

Courtrooms	4
• Family Law	4
• Criminal	0
• Juvenile	0
• Traffic	0
• Civil	0

Detention Facilities

• Inmate Capacity	0
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Number of Sheriff's Personnel

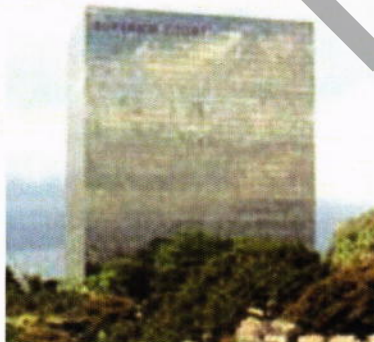
• Courtroom Security	8
• Perimeter Security	6
• Custody Assistant	0

Synopsis:

- Built in 1973.
- This is a shared occupancy building with 19 floors
3rd Clerk's Office, 4th Sheriff's Office, 16th
Courtrooms, and 7 Public Floors.
- No Civil operations.
- Scanning Stations (2)
- Entrances: Monitored (2), Exits: Unmonitored (2)

Security Recommendations:

- Install duress alarms and CCTV in the judges' parking area.



CHATSWORTH COURTHOUSE

9425 Penfield Avenue
Chatsworth



Courtrooms	11
• Family Law	3
• Criminal	0
• Juvenile	0
• Traffic	2
• Civil	6
• Misdemeanor Arraignment	0

Detention Facilities

• Inmate Capacity	0
• Lockup Closed July 2003	

Number of Sheriff's Personnel

• Courtroom Security	10
• Perimeter Security	5
• Custody Assistant	0

Synopsis:

- Built in 2001.
- 3 floors above ground, plus basement.
- Civil, Family and Traffic operations.
- Scanning Station (2)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Secure Departments F40 and F41 cashier door to courtroom to prevent patrons from re-entering adjacent courtrooms.
- Install duress alarm, with talk-back speaker, and CCTV camera in the second floor Self Help Center, and the third floor mediation room.
- Repair CCTV system, and replace a number of fixed cameras with pan-tilt-zoom type.
- Install CCTV for employee parking area (West).

LAW ENFORCEMENT SECURITY PLAN

CLARA SHORTRIDGE FOLTZ CRIMINAL JUSTICE CENTER 210 West Temple Street Los Angeles

Courtrooms	59	
• Family Law	0	
• Criminal	59	
• Juvenile	0	
• Traffic	0	
• Civil	0	
• Grand Jury	1*	

Detention Facilities

• Inmate Capacity	800
• Holding Cells	79
• Attorney / Interview Room	31

Number of Sheriff's Personnel

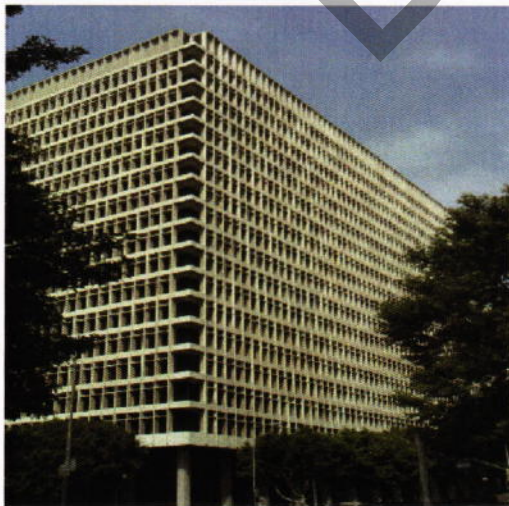
• Courtroom Security	140
• Perimeter Security	12
• Custody Assistant	5

Synopsis:

- Built in 1973.
- 19 floors above ground, plus basement.
- No Civil operations.
- Scanning Stations: (5)
- Entrances: Monitored (5), Exits: Unmonitored (0)

Security Recommendations:

- Provide Sheriff's staff with keys to every office in the building to aid emergency response.
- Install CCTV at all emergency exits.



COMPTON COURTHOUSE 210 West Compton Boulevard Compton



Courtrooms	28	
• Family Law	2	
• Criminal	21	
• Juvenile	2	
• Traffic	1	
• Civil	2	

Detention Facilities

• Inmate Capacity	767
• Holding Cells	51
• Attorney/Interview Room	17

Number of Sheriff's Personnel

• Courtroom Security	60
• Perimeter Security	15
• Custody Assistant	3

Synopsis:

- Built in 1978.
- 12 floors above ground, plus basement.
- Criminal, Civil, Family, Juve and Traffic operations.
- Scanning Station (3)
- Entrance: Monitored (2), Exit: Unmonitored (0)

Security Recommendations:

- Increase lighting around exterior perimeter of building.

LAW ENFORCEMENT SECURITY PLAN

DOWNEY COURTHOUSE

7500 East Imperial Highway
Downey

Courtrooms	7
• Family Law	0
• Criminal	6
• Juvenile	0
• Traffic	1
• Civil	0

Detention Facilities

• Inmate Capacity	251
• Holding Cell	26
• Attorney/Interview Room	10

Number of Sheriff's Personnel

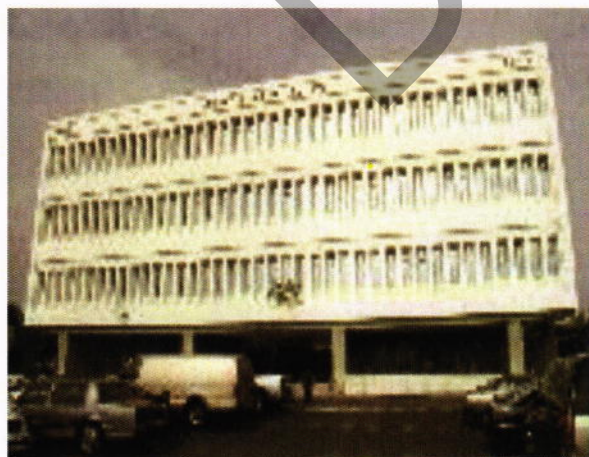
• Courtroom Security	17
• Perimeter Security	7
• Custody Assistant	1

Synopsis:

- Built in 1989.
- 4 floors above ground.
- Criminal and Traffic operations.
- Scanning Station (2)
- Entrance: Monitored (1), Exit: Unmonitored (1)

Security Recommendations:

- Install CCTV cameras on all lock up floors, cells and elevator.
- Update entire duress alarm system.



EAST LOS ANGELES COURTHOUSE

4848 Civic Center Way
Los Angeles



Courtrooms	6
• Family Law	0
• Criminal	6
• Juvenile	0
• Traffic	0
• Civil	0

Detention Facilities

• Inmate Capacity	312
• Holding Cell	25
• Attorney/Interview Room	11

Number of Sheriff's Personnel

• Courtroom Security	15
• Perimeter Security	6
• Custody Assistant	1

Synopsis:

- Built in 1990.
- 4 floors above ground.
- Criminal operations.
- Scanning Station (2)
- Entrance: Monitored (2), Exit: Unmonitored (0)

Security Recommendations:

- Install duress alarm buttons at both weapons screening sites.

LAW ENFORCEMENT SECURITY PLAN

EASTLAKE JUVENILE COURTHOUSE

1601 Eastlake Avenue
Los Angeles

Courtrooms	4
• Family Law	0
• Criminal	0
• Juvenile Delinquency	4
• Mental Health	0
• Civil	0

Detention Facilities

• Inmate Capacity	16
• Holding Cell	3
• Attorney/Interview Room	0

Number of Sheriff's Personnel

• Courtroom Security	10
• Perimeter Security	4
• Custody Assistant	0

Synopsis:

- Built in 1945.
- 1 floor above ground, plus basement.
- No Civil operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (2)

Security Recommendations:

- Provide secure designated parking for employees.
- Install CCTV in corridor adjacent to detention area.
- Increase all exterior perimeter lighting.



EDMUND D. EDELMAN CHILDREN'S COURT

201 Centre Plaza Drive
Monterey Park



Courtrooms	25
• Family Law	0
• Criminal	0
• Juvenile Dependency	25
• Traffic	0
• Civil	0

Detention Facilities

• Inmate Capacity	148
• Holding Cell	36
• Attorney/Interview Room	3

Number of Sheriff's Personnel

• Courtroom Security	34
• Perimeter Security	7
• Custody Assistant	0

Synopsis:

- Built in 1992.
- 6 floors above ground, plus basement.
- No Civil operations.
- Scanning Station (3)
- Entrance: Monitored (2), Exit: Unmonitored (0)

Security Recommendations:

- Install CCTV cameras in the parking structure.

LAW ENFORCEMENT SECURITY PLAN

EL MONTE COURTHOUSE

11234 East Valley Boulevard
El Monte

Courtrooms

6

• Family Law	0
• Criminal	5
• Juvenile	0
• Traffic	1
• Civil	0

Detention Facilities

• Inmate Capacity	166
• Holding Cell	9
• Attorney/Interview Room	3

Number of Sheriff's Personnel

• Courtroom Security	15
• Perimeter Security	6
• Custody Assistant	0

Synopsis:

- Built in 1978.
- 3 floors above ground, plus basement.
- Criminal and Traffic operations.
- Scanning Station (2)
- Entrance: Monitored (1), Exit: Unmonitored (1)

Security Recommendations:

- Build a secure parking area for judges, court staff and jurors that provide necessary physical and visual separation from the public.
- Improve CCTV coverage of all parking areas and building perimeter.



GLENDALE COURTHOUSE

600 East Broadway
Glendale



Courtrooms

6

• Family Law	0
• Criminal	3
• Juvenile	0
• Traffic	1
• Civil	2

Detention Facilities

• Inmate Capacity	46
• Holding Cell	6
• Attorney/Interview Room	0

Number of Sheriff's Personnel

• Courtroom Security	10
• Perimeter Security	3
• Custody Assistant	0

Synopsis:

- Built in 1966.
- 2 floors above ground, plus basement.
- Criminal, Civil and Traffic Operations.
- Scanning Station (1)
- Entrance: Monitored(1), Exit: Unmonitored(0)

Security Recommendations:

- Install CCTV cameras to inmate movement areas throughout the building.

LAW ENFORCEMENT SECURITY PLAN

HOLLYWOOD COURTHOUSE

5925 Hollywood Boulevard

Hollywood

(Re-opened 10/21/2019)

Courtrooms	4
• Competency Hearings	1
• Conservatorship Hearings	2
• SVP and Writ Hearings	1

Detention Facilities

• Inmate Capacity	54
• Holding Cells	25
• Attorney/Interview Room	15

Number of Sheriff's Personnel

• Courtroom Security	17
• Perimeter Security	6
• Custody Assistant	0

Synopsis:

- Built in 1986.
- 2 floors above ground.
- No Civil operations.
- Scanning Station (2)
- Entrance: Monitored (2), Exit: Unmonitored (0)

Security Recommendations:

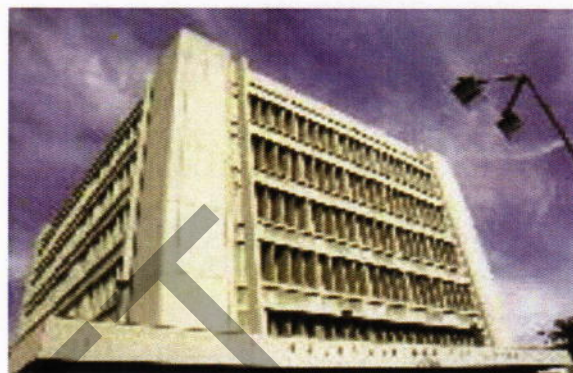
- Install CCTV to monitor parking for jurors and employees.



INGLEWOOD COURTHOUSE

1 Regent Street

Inglewood



Courtrooms	9
• Family Law	0
• Criminal	7
• Traffic	1
• Civil	1

Detention Facilities

• Inmate Capacity	150
• Holding Cell	13
• Attorney/Interview Room	5

Number of Sheriff's Personnel

• Courtroom Security	20.2
• Perimeter Security	8
• Custody Assistant	0

Synopsis:

- Built in 1979.
- 6 floors above ground, plus basement.
- Criminal, Civil and Traffic operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Install card readers to control pedestrian access to the judges' parking area
- Increase the exterior perimeter lighting.
- Update entire CCTV camera at Regent St. parking structure exit.
- Install CCTV camera to monitor Sherri's Vehicle parking area.
- Install CCTV to monitor all exterior perimeter doors.

LAW ENFORCEMENT SECURITY PLAN

INGLEWOOD JUVENILE COURTHOUSE

110 East Regent Street
Inglewood

Courtrooms

3

- Family Law 0
- Criminal 0
- Juvenile Delinquency 3
- Traffic 0
- Civil 0

Detention Facilities

- Inmate Capacity 0

Number of Sheriff's Personnel

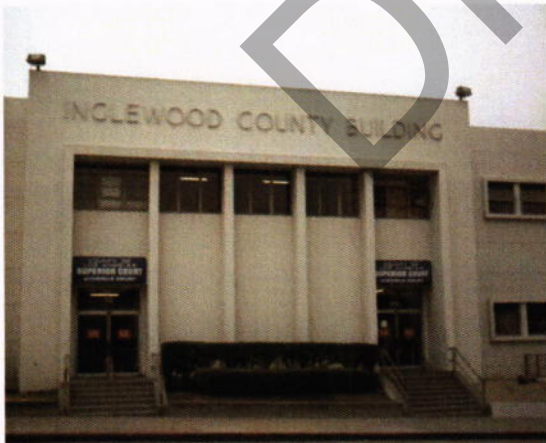
- Courtroom Security 4.8
- Perimeter Security 3
- Custody Assistant 0

Synopsis:

- Built in 1929.
- 2 floors above ground.
- Juvenile, Delinquency operations.

Security Recommendations:

- Install CCTV cameras to monitor all perimeter doors.
- Secure the stairwell on the ground floor that provides roof access.



ALFRED J. McCOURTNEY JUVENILE JUSTICE CENTER (LANCASTER COURTHOUSE)

1040 West Avenue J
Lancaster



Courtrooms

3

- Family Law 0
- Criminal 0
- Juvenile Dependency 3
- Juvenile Delinquency 0
- Civil 0

Detention Facilities

- Inmate Capacity 44
- Holding Cell 3
- Attorney/Interview Room 3

Number of Sheriff's Personnel

- Courtroom Security 8
- Perimeter Security 4
- Custody Assistant 0

Synopsis:

- Built in 1968.
- 2 floors above ground.
- Juvenile Dependency operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (1)

Security Recommendations:

- Install card readers for staff-only entry doors.
- Update key card reader system and master key pad to facility.
- Install master key control for front public entry door adjacent to weapons screening.

LAW ENFORCEMENT SECURITY PLAN

GOVERNOR GEORGE DEUKMEJIAN COURTHOUSE 275 Magnolia Avenue Long Beach

Courtrooms	29
• Family Law	4
• Criminal	17
• Juvenile	2
• Traffic	1
• Civil	5

Detention Facilities

• Inmate Capacity	773
• Holding Cell	159
• Attorney/Interview Room	45

Number of Sheriff's Personnel

• Courtroom Security	52
• Perimeter Security	13
• Custody Assistant	3

Synopsis:

- Built in 2013.
- 5 floors above ground, plus basement.
- Criminal, Civil, Family, Juvenile and Traffic operations.
- Managed by JCI & CBRE through the Long Beach Judicial Partners and Superior Court.
- Scanning Station (4)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- None.



METROPOLITAN COURTHOUSE 1945 South Hill Street Los Angeles



Courtrooms	13
• Family Law	0
• Criminal	8
• Juvenile	0
• Traffic	5
• Civil	0

Detention Facilities

• Inmate Capacity	250
• Holding Cell	25
• Attorney/Interview Room	3

Number of Sheriff's Personnel

• Courtroom Security	39
• Perimeter Security	17.9
• Custody Assistant	2

Synopsis:

- Built in 1973.
- 10 floors above ground, plus basement.
- Criminal and Traffic operations.
- Scanning Station (2)
- Entrance: Monitored (2), Exit: Unmonitored (0)

Security Recommendations:

- None

LAW ENFORCEMENT SECURITY PLAN

NORWALK COURTHOUSE

12720 Norwalk Boulevard
Norwalk

Courtrooms 15

• Family Law	0
• Criminal	10
• Juvenile	0
• Traffic	0
• Civil	5

Detention Facilities

• Inmate Capacity	221
• Holding Cell	9
• Attorney/ Interview Room	3

Number of Sheriff's Personnel

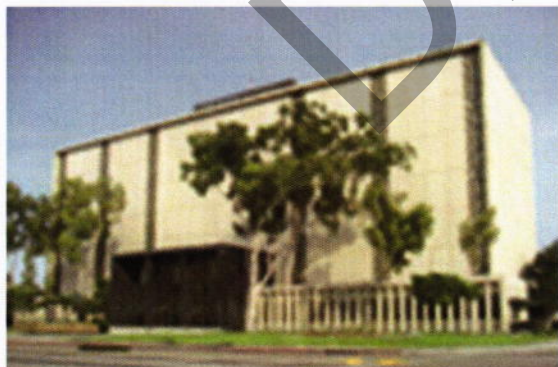
• Courtroom Security	34
• Perimeter Security	6
• Custody Assistant	0

Synopsis:

- Built in 1969.
- 7 floors above ground, plus basement.
- Criminal and Civil operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- None.



PASADENA COURTHOUSE

300 East Walnut Avenue
Pasadena



Courtrooms 16

• Family Law	2
• Criminal	10
• Juvenile	0
• Traffic	1
• Civil	3

Detention Facilities

• Inmate Capacity	203
• Holding Cell	12
• Attorney/Interview Room	5

Number of Sheriff's Personnel

• Courtroom Security	29
• Perimeter Security	8
• Custody Assistant	1

Synopsis:

- The two story wing was built in 1955; the six story section in 1972.
- Criminal, Civil, Family and Traffic operations.
- Scanning Station (2)
- Entrance: Monitored(2), Exit: Unmonitored (0)

Security Recommendations:

- Install CCTV at front perimeter of the building and inside each of the lock-up cells.
- Install new security system to alarm at each of the exit doors.
- Install additional detention cells to accommodate "Special Handle" inmates.

LAW ENFORCEMENT SECURITY PLAN

POMONA-NORTH COURTHOUSE

350 West Mission Boulevard
Pomona

POMONA-SOUTH COURTHOUSE

400 Civic Center Plaza
Pomona

*All Courtrooms closed

Courtrooms	0
• Family Law	0
• Criminal	0
• Juvenile	0
• Traffic	0
• Civil	0

Detention Facilities

• Inmate Capacity	81
• Holding Cell	7
• Attorney/Interview Room	2

Number of Sheriff's Personnel

• Courtroom Security	5
• Perimeter Security	0
• Custody Assistant	1

Synopsis:

- Built in 1955.
- 2 floors above ground, plus basement.
- Used as overflow for Pomona South's Lock up.

Security Recommendations:

- Improve exterior perimeter lighting.



Courtrooms	19
• Family Law	4
• Criminal	10
• Juvenile	2
• Traffic	0
• Civil	3

Detention Facilities

• Inmate Capacity	155
• Holding Cell	12
• Attorney/Interview Room	5

Number of Sheriff's Personnel

• Courtroom Security	28
• Perimeter Security	8
• Custody Assistant	0

Synopsis:

- Built in 1965.
- 7 floors above ground, plus basement.
- No Civil operations.
- Scanning Station (3)
- Entrance: Monitored (3), Exit: Unmonitored (0)

Security Recommendations:

- Improve exterior perimeter lighting.

LAW ENFORCEMENT SECURITY PLAN

SAN FERNANDO COURTHOUSE

900 Third Street
San Fernando

Courtrooms	15	
• Family Law	0	
• Criminal	15	
• Juvenile	0	
• Traffic	0	
• Civil	0	

Detention Facilities

• Inmate Capacity	429
• Holding Cell	29
• Attorney/ Interview Room	12

Number of Sheriff's Personnel

• Courtroom Security	39
• Perimeter Security	4
• Custody Assistant	1

Synopsis:

- Built in 1982
- 4 floors above ground, plus basement.
- Criminal operations.
- Scanning station (1)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Improve the lighting in the judges' and employee



parking area.

SANTA CLARITA COURTHOUSE

23747 West Valencia Boulevard
Valencia



Courtrooms	3	
• Family Law	0	
• Criminal	3	
• Juvenile	0	
• Traffic	0	
• Civil	0	

Detention Facilities

• Inmate Capacity	34
• Holding Cell	2
• Attorney/ Interview Room	2

Number of Sheriff's Personnel

• Courtroom Security	12
• Perimeter Security	3
• Custody Assistant	0

Synopsis:

- Built in 1971
- 1 floor above ground.
- Criminal operations.
- Scanning station (1)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Install duress alarm buttons inside all judges' chambers.

LAW ENFORCEMENT SECURITY PLAN

SANTA MONICA COURTHOUSE

1725 Main Street
Santa Monica

Courtrooms	16	
• Family Law	1	
• Criminal	0	
• Juvenile	0	
• Traffic	2	
• Civil	13	

Detention Facilities

• Inmate Capacity	0
• Lockup Closed July 2004	

Number of Sheriff's Personnel

• Courtroom Security	10
• Perimeter Security	5
• Custody Assistant	0

Synopsis:

- Built in 1957.
- 3 floors above ground, plus basement.
- Civil, Family and Traffic operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Improve the exterior perimeter lighting.
- Replace chain link enclosure around the judges' parking area with a masonry wall.



STANLEY MOSK COURTHOUSE

110 North Grand Avenue
Los Angeles



Courtrooms	108	
• Family Law	31	
• Criminal	0	
• Juvenile	0	
• Traffic	0	
• Civil	66	
• Probate	11	

Detention Facilities

• Inmate Capacity	0
• Lockup closed November 2002	

Number of Sheriff's Personnel

• Courtroom Security	51
• Perimeter Security	33.40
• Custody Assistant	0

Synopsis:

- Built in 1940.
- 9 floors above ground.
- Civil operations.
- Scanning Station (6)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Increase the exterior perimeter lighting.
- Install a barrier adjacent to the ledge of the ninth floor balcony to prohibit public access.

LAW ENFORCEMENT SECURITY PLAN

SYLMAR JUVENILE COURTHOUSE

16350 Filbert Street
Sylmar

Courtrooms	2	
• Family Law		0
• Criminal		0
• Juvenile		2
• Traffic		0
• Civil		0

Detention Facilities

• Inmate Capacity	12
• Holding Cell	2
• Attorney/Interview Room	0

Number of Sheriff's Personnel

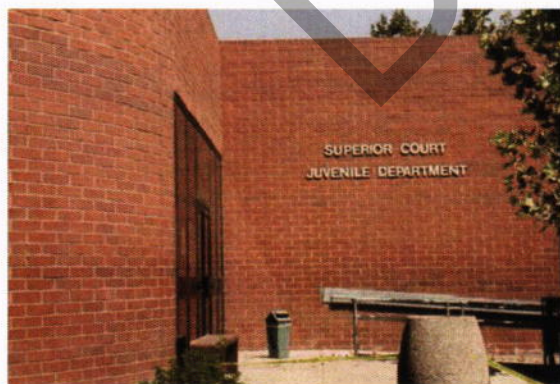
• Courtroom Security	6
• Perimeter Security	3
• Custody Assistant	0

Synopsis:

- Built in 1978.
- 1 floor above ground.
- Juvenile operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Install CCTV in Public Defenders Lobby & 2nd Lockup cell.
- Install Cuffing Port on 2nd Lockup cell door.



TORRANCE COURTHOUSE

825 Maple Avenue
Torrance



Courtrooms	17	
• Family Law		2
• Criminal		10
• Juvenile		0
• Traffic		1
• Civil		4

Detention Facilities

• Inmate Capacity	190
• Holding Cell	8
• Attorney/ Interview Room	4

Number of Sheriff's Personnel

• Courtroom Security	28
• Perimeter Security	7
• Custody Assistant	1

Synopsis:

- Built in 1968.
- 5 floors above ground, plus basement and two out buildings.
- Criminal, Civil, Family and Traffic operations.
- Scanning Station (2)
- Entrance: Monitored (2+1), Exit: Unmonitored (0)

Security Recommendations:

- Secured parking for staff.
- Increase the exterior perimeter lighting.

LAW ENFORCEMENT SECURITY PLAN

VAN NUYS-EAST COURTHOUSE

14400 Erwin Street Mall
Van Nuys

Courtrooms	17
• Family Law	3
• Criminal	0
• Juvenile	0
• Traffic	0
• Civil	12

Detention Facilities

• Inmate Capacity	0
• Holding Cell	0
• Attorney/Interview Room	0

Number of Sheriff's Personnel

• Courtroom Security	14
• Perimeter Security	7
• Custody Assistant	0

Synopsis:

- Built in 1965
- 7 floors above ground, plus basement.
- Criminal and Family operations.
- Scanning Station (1)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Install CCTV to monitor the weapons screening site.
- Install CCTV to monitor Judges' path to travel and from courthouse.
- Relocate courtroom gun lockers from inside lockup to courtroom.
- Pave and fence South dirt lot.
- Repair front lobby.
- Install CCTV for perimeter of courthouse
- Install Ai-phone system in all Judges's chambers.



VAN NUYS-WEST COURTHOUSE

14400 Erwin Street Mall
Van Nuys



Courtrooms	19
• Family Law	0
• Criminal	17
• Juvenile	0
• Traffic	2
• Civil	0

Detention Facilities

• Inmate Capacity	499
• Holding Cell	42
• Attorney/Interview Room	31

Number of Sheriff's Personnel

• Courtroom Security	51
• Perimeter Security	9
• Custody Assistant	2

Synopsis:

- Built in 1989.
- 9 floors above ground, plus basement.
- Criminal and Traffic operations.
- Scanning Station (2)
- Entrance: Monitored (1), Exit: Unmonitored (0)

Security Recommendations:

- Install CCTV in secured parking at all exterior doors, in public elevators and additional CCTV in lockup.

LAW ENFORCEMENT SECURITY PLAN

WEST COVINA COURTHOUSE

1427 West Covina Parkway
West Covina

Courtrooms	10
• Family Law	0
• Criminal	8
• Juvenile	0
• Traffic	1
• Civil	1r

Detention Facilities

• Inmate Capacity	133
• Holding Cell	8
• Attorney/Interview Room	2

Number of Sheriff's Personnel

• Courtroom Security	21
• Perimeter Security	8
• Custody Assistant	1

Synopsis:

- Built in 1959
- 1 floor above ground, plus basement.
- Criminal, Traffic and Civil operations.
- Scanning Station (2)
- Entrance: Monitored(2), Exit: Unmonitored (0)

Security Recommendations:

- Install CCTV to monitor Judges' parking area and all exterior perimeter doors.
- Construct a secure enclosure around deputy work station in the main lockup.



WHITTIER COURTHOUSE

(Re-opened 05/28/18)
7339 South Painter Avenue
Whittier



Courtrooms	6
• Family Law	6
• Criminal	0
• Juvenile	0
• Traffic	0
• Civil	0

Detention Facilities

• Inmate Capacity	160
• Holding Cell	5
• Attorney/Interview Room	3

Number of Sheriff's Personnel

• Courtroom Security	14
• Perimeter Security	3
• Custody Assistant	0

Synopsis:

- Built in 1970.
- 3 floors above ground, plus basement.
- Civil operations.
- Scanning Station (1)
- Entrance: Monitored(1), Exit: Unmonitored (3)

Security Recommendations:

- Construct a secure enclosure around judges' parking area.
- Install CCTV to monitor exterior perimeter and interior public areas.
- Install dead bolt locks on inmate interview rooms.

LAW ENFORCEMENT SECURITY PLAN

SPRING SREET COURTHOUSE

312 North Spring Steet
Los Angeles

Courtrooms 31

- Civil 31

Detention Facilities

- Inmate Capacity0

Number of Sheriff's Personnel

- None
- Security are provided by Federal Protective Services (FPS)

Synopsis:

- Built in 1937~ 1940
- Civil operations.

Security Recommendations:

- None



October 26, 2021

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL TO EXECUTE AN AGREEMENT WITH CROWN JEWEL OF
PACIFICA, LLC DBA SHERATON CERRITOS HOTEL TO HOST THE
34th ANNUAL CONTRACT CITY MANAGER'S CONFERENCE
(ALL DISTRICTS) (3 VOTES)**

SUBJECT

The Los Angeles County (County) Sheriff's Department (Department) is seeking Board approval to host the 34th Annual Contract City Manager's Conference (Conference), which will be held on March 3, 2022, at the Sheraton Cerritos Hotel in the city of Cerritos.

IT IS RECOMMENDED THAT THE BOARD:

Delegate authority to the Sheriff, or his designee, to execute an agreement with Crown Jewel of Pacifica LLC dba Sheraton Cerritos Hotel (Sheraton Hotel) at an estimated cost not to exceed \$75,000, for conference site rental fees, venue space usage fees, food and beverage fees, and room fees to host the 34th Annual Contract City Manager's Conference. The Conference is fully funded by all 42 contract cities through the Law Enforcement Consolidated Cost Model.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Board approval of the recommended action will enable the Los Angeles County Sheriff's Department to execute an agreement with the Sheraton Hotel, to host the 34th Annual

Contract City Manager's Conference to be held on March 3, 2022. The Conference is an on-going event that takes place each fiscal year.

The Conference will be attended by various Contract City Officials (e.g. City Managers, Public Safety Directors, and Department executives). Approximately 150 attendees participate in the Conference.

The purpose of the Conference is to discuss a wide variety of law enforcement issues and strategies that affect the delivery of the Department's law enforcement service to contract cities. The Department works collaboratively with its contract cities in hosting this event.

Implementation of Strategic Plan Goals

The Conference relates to the County's Strategic Plan, Goal 1 – Operational Effectiveness/Fiscal Sustainability, by providing effective administration of the Department's Contract Cities Program, and Goal 3 – Integrated Services Delivery, by maximizing opportunities to measurably improve client and community outcomes and leverage resources through the continuous integration of health, community, and public safety service.

FISCAL IMPACT/FINANCING

There is no net county cost for this event. The Conference is funded by all 42 contract cities through the Consolidated Law Enforcement Cost Model. The cost of the Conference is recovered in the rates the contract cities pay for their law enforcement services and budgeted to the Department's Contract Law Enforcement Bureau.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The 2022 Contract City Manager's Conference will be the 34th annual event.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The Conference has no impact on current services.

The Honorable Board of Supervisors
October 26, 2021
Page 3

CONCLUSION

Upon approval by the Board, please return the adopted Board letter to the Department's Contract Law Enforcement Bureau.

Sincerely,

ALEX VILLANUEVA, SHERIFF

TIMOTHY K. MURAKAMI
UNDERSHERIFF

DRAFT

AV:JAL:jl
(Contract Law Enforcement Bureau)

- c: Board of Supervisors, Justice Deputies
Celia Zavala, Executive Officer, Board of Supervisors
Fesia Davenport, Chief Executive Officer
Sheila Williams, Senior Manager, Chief Executive Office (CEO)
Rene Phillips, Manager, CEO
Jocelyn Ventilacion, Principal Analyst, CEO
Anna Petrosyan, Analyst, CEO
Rodrigo A. Castro-Silva, County Counsel
Elizabeth D. Miller, Chief Legal Advisor, Legal Advisory Unit
Michele Jackson, Principal Deputy County Counsel, Legal Advisory Unit
Timothy K. Murakami, Undersheriff
Jorge A. Valdez, Chief of Staff
Conrad Meredith, Division Director, Administrative Services Division (ASD)
Glen C. Joe, Assistant Division Director, ASD
Sergio V. Escobedo, Captain, Contract Law Enforcement Bureau
Bryan C. Aguilera, Lieutenant, Contract Law Enforcement Bureau
Vanessa C. Chow, Sergeant, ASD
Julie A. Lowe, Sergeant, Contract Law Enforcement Bureau
Kristine D. Corrales, Deputy ASD
(Contract Law – 2022 34th Annual Contract City Manager's Conference 10-26-21)



**COUNTY OF LOS ANGELES
DEPARTMENT OF AUDITOR-CONTROLLER**

KENNETH HAHN HALL OF ADMINISTRATION
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LOS ANGELES, CALIFORNIA 90012-3873
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CHIEF DEPUTY AUDITOR-CONTROLLER

ASSISTANT AUDITOR-CONTROLLERS

**PETER HUGHES
KAREN LOQUET
CONNIE YEE**

October 6, 2021

TO: Supervisor Hilda L. Solis, Chair
Supervisor Holly J. Mitchell
Supervisor Sheila Kuehl
Supervisor Kathryn Barger
Supervisor Janice Hahn

FROM: Arlene Barrera *Arlene Barrera*
Auditor-Controller

SUBJECT: **SHERIFF'S DEPARTMENT – INMATE WELFARE FUND FINANCIAL AND COMPLIANCE REVIEW (May 18, 2021, Board Agenda Item 13)**

On May 18, 2021, your Board instructed the Auditor-Controller (A-C), in conjunction with the Chief Executive Office (CEO), to perform a financial and compliance audit of the Sheriff's Department's (Sheriff or Department) Inmate Welfare Fund (IWF) covering Fiscal Years (FY) 2017-18 through 2020-21. Specifically, your Board requested:

- Motion Directive 2.a - An evaluation of the Sheriff's usage of IWF revenues and whether the expenditures complied with the California Penal Code 4025.
- Motion Directive 2.b - An evaluation of the Sheriff's efficiency and effectiveness in reaching the IWF purpose, goals, and objectives.

To address this request, we split the evaluations as follows: (1) a private auditing firm, BCA Watson Rice LLP (BCA), to conduct a review of the Sheriff's usage of IWF revenues and whether the expenditures complied with the California Penal Code 4025 and (2) the A-C to conduct follow-up reviews of two recent A-C reports since the recommendations in these reports addressed the efficiency and effectiveness in reaching the IWF purpose, goals, and objectives. Details of these evaluations are discussed below.

Motion Directive 2.a - Compliance Review Conducted by BCA

The A-C contracted with BCA, at the request of the Sheriff, to conduct their routine financial and compliance audits of the IWF on May 10, 2021. As a result of this motion, the A-C requested that BCA conduct the compliance portion of the audit to cover FYs 2017-18 through 2020-21 and issue their audit report separately. BCA's audit is in progress, and they anticipate issuing their compliance audit report to the A-C by November 30, 2021. We will issue the results to your Board under a separate cover in December 2021.

Motion Directive 2.b – Follow-up of Prior A-C IWF Reports

As mentioned above, the A-C's evaluations consisted of two recently issued follow-up reports on the IWF to fulfill this as part of the Board motion since it contains the recommendations related to the

efficiency and effectiveness in reaching the IWF purpose, goals, and objectives. Specifically, we followed-up on the 12 Recommendations from these two prior reviews:

- Sheriff's Department – Inmate Welfare Fund Process Review issued on April 22, 2021 (7 Recommendations)
- Sheriff's Department – Inmate Welfare Fund Financial Comparison Review issued on April 28, 2021 (5 Recommendations)

As summarized in Table 1 and 2, Sheriff fully implemented four recommendations, partially implemented three recommendations, and has not implemented five recommendations.

Table 1 - Results of First Follow-up Review – INMATE WELFARE FUND PROCESS REVIEW

PRIORITY RANKINGS	TOTAL RECOS	RECOMMENDATION IMPLEMENTATION STATUS		
		FULLY IMPLEMENTED	PARTIALLY IMPLEMENTED	OUTSTANDING RECOMMENDATIONS NOT IMPLEMENTED
PRIORITY 1	2	1	1	0
PRIORITY 2	5	2	2	1
PRIORITY 3	0	0	0	0
TOTAL	7	3	3	1
				4

Table 2 - Results of First Follow-up Review – INMATE WELFARE FUND FINANCIAL COMPARISON REVIEW

PRIORITY RANKINGS	TOTAL RECOS	RECOMMENDATION IMPLEMENTATION STATUS		
		FULLY IMPLEMENTED	PARTIALLY IMPLEMENTED	OUTSTANDING RECOMMENDATIONS NOT IMPLEMENTED
PRIORITY 1	1	0	0	1
PRIORITY 2	4	1	0	3
PRIORITY 3	0	0	0	0
TOTAL	5	1	0	4
				4

Attachment I details our follow-ups on all 12 recommendations from both reviews, including the Department's corrective actions and the Department's justifications and/or disagreements for certain recommendations they have not implemented. In accordance with our standard procedures, we will conduct a second follow up of the outstanding Priority 1 and Priority 2 recommendations.

We thank Sheriff management and staff for their cooperation and assistance during our review. If you have any questions please call me, or your staff may contact Mike Pirolo at mpirolo@auditor.lacounty.gov.

AB:OV:PH:MP:JU:jd

Attachment

c: Fesia A. Davenport, Chief Executive Officer
Celia Zavala, Executive Officer, Board of Supervisors
Alex Villanueva, Sheriff
Dardy Chen, Principal Analyst, Chief Executive Office
Audit Committee
Countywide Communications

LOS ANGELES COUNTY AUDITOR-CONTROLLER

Attachment I
Page 1 of 6

Peter Hughes
ASSISTANT AUDITOR-CONTROLLER

Mike Pirolo
DIVISION CHIEF

AUDIT DIVISION

Report #K21EK

SHERIFF'S DEPARTMENT – INMATE WELFARE FUND PROCESS REVIEW - FIRST FOLLOW-UP REVIEW

	RECOMMENDATION	A-C COMMENTS
1	<p>Priority 1 - Sheriff's Department (Sheriff or Department) management establish a process and control to ensure that the Department:</p> <p>a) Develops Key Performance Indicators (KPI) and other performance measures to track and evaluate the effectiveness of their Inmate Welfare Fund (IWF or Fund) programs.</p> <p>b) Periodically evaluates IWF inmate programs with established KPIs and other performance measures.</p> <p>Original Issue/Impact: The Department generally relied on IWF program contractors to report back their progress and results of their programs, which generally included statistics when requesting additional funding from the Sheriff. While KPIs are not required by California Penal Code (CPC) 4025, they are a best practice that assists management in determining the effectiveness of the programs. The Sheriff had \$19.4 million in net program expenditures from the IWF in Fiscal Year (FY) 2018-19.</p>	<p>Recommendation Status: Partially Implemented</p> <p>We confirmed that Sheriff management is developing KPIs in various forms. Specifically, the Sheriff is developing a Quality Control Plan that will define parameters for individual program contractor success and a Standardized Funding Report Form that will require each contractor to define its desired outcomes and value added to the inmate population. We reviewed a draft Quality Control Plan and Standardized Funding Report showing the Sheriff's proposed KPIs.</p> <p>The Department indicated that they are not able to provide an estimated full implementation date at this time due to staffing shortages and other high priority assignments. We will review this recommendation again as part of our second follow-up.</p>
2	<p>Priority 1 - Sheriff management establish a process and control to ensure that the Department:</p> <p>a) Performs periodic IWF assessments of the overall inmate program needs and other expenditures for the direct benefit/welfare of inmates to ensure that the current allocation percentages for inmate programs and jail maintenance is appropriate.</p> <p>b) Annually evaluates and considers adjustments to the IWF allocations based on the periodic Fund assessments and evaluations.</p> <p>Original Issue/Impact: The Sheriff has historically and continues to allocate 51% of IWF revenue to inmate programs and 49% to jail maintenance. The CPC requires IWF monies to be used for the benefit, education, and welfare of inmates confined within the jail and any funds not needed for the welfare of</p>	<p>Recommendation Status: Implemented</p> <p>Sheriff management indicated that each IWF program is reviewed and approved by the Sheriff, County Counsel, and the Inmate Welfare Commission (IWC). The Sheriff has implemented a "Funding Request Form" as part of this process. In addition, the IWC reviews IWF financial information (i.e., revenue and program and maintenance expenditures) and program performance information at each of its monthly meetings to ensure funding is sufficient. We reviewed documentation of the approval process for a recently approved birth certificate program (i.e., provides inmates with birth certificates, which will assist them upon release to obtain other benefits like housing, financial assistance) and confirmed this process, and we reviewed a monthly financial</p>

Priority Ranking: Recommendations are ranked from Priority 1 to 3 based on the potential seriousness and likelihood of negative impact on the Agency's operations if corrective action is not taken.

RECOMMENDATION	A-C COMMENTS
<p>inmates may be used for jail maintenance expenditures. For FY 2018-19, the Sheriff allocated approximately \$18 million to inmate programs and \$17.2 million to jail maintenance, respectively. The lack of procedures to periodically evaluate inmate needs increases the potential that the 51% of IWF revenues allocated to inmate programs may not be sufficient to meet program funding needs.</p>	<p>information package used at an IWC monthly meeting.</p> <p>Sheriff management also indicated that they have not encountered a situation where the current IWF allocation has prevented the Sheriff from meeting their inmate program needs and that this discussion would be held if an individual program was not approved due to a lack of funding.</p>
<p>3 Priority 2 - Sheriff management establish a process to ensure that an itemized IWF expenditure report is submitted annually to the Board of Supervisors (Board).</p> <p>Original Issue/Impact: The Sheriff has an outside Certified Public Accounting firm conduct IWF financial/compliance audits, which include an itemized summary of expenditures. However, we noted the Sheriff has historically had these reviews performed biennially or less frequent, instead of annually, as required by CPC 4025 (e). In addition, as of April 2020, Sheriff's last reported itemized expenditures to the Board covered FY 2015-16.</p>	<p>Recommendation Status: Partially Implemented</p> <p>As of FY 2018-19, the Sheriff is required to prepare and provide annual spending plans to the Chief Executive Office (CEO) as part of the annual budgeting process for all special revenue funds that includes itemized expenditures. Sheriff management indicated that they are currently developing an expenditure report using these annual spending plans as the form/template since they already include the same itemized expenditure categories when reporting the budget. However, we noted that this proposed IWF expenditure report is still not submitted to the Board. Sheriff management indicated that they would work with the CEO to determine how to report this document to the Board annually.</p> <p>The Department indicated that they are not able to provide an estimated implementation date at this time due to staffing shortages and other high priority assignments. We will review this recommendation again as part of our second follow-up.</p>
<p>4 Priority 2 - Sheriff management strengthen their IWF expenditure reporting processes to ensure that Salaries and Employee Benefits (S&EB) costs are accrued throughout the fiscal year and reported to the IWC accordingly.</p> <p>Original Issue/Impact: The Sheriff accrued all their S&EB costs at the end of each fiscal year. While this does not violate CPC 4025, accounting for costs more frequently is a best practice that assists management in monitoring IWF funds.</p>	<p>Recommendation Status: Implemented</p> <p>We confirmed that the Sheriff accrues S&EB costs in the IWF quarterly. We reviewed and verified the Sheriff's transfer of S&EB costs to the IWF for the third quarter of FY 2020-21.</p>

RECOMMENDATION	A-C COMMENTS
<p>5 Priority 2 - Sheriff management develop ongoing self-monitoring processes that include:</p> <ul style="list-style-type: none"> a) Examination of process and control activities, such as review of an adequate number of transactions on a regular basis to ensure adherence to established procedures and internal controls, County rules, and best practices. b) Documenting the monitoring activity and retaining evidence so it can be subsequently validated. c) Elevating material exceptions to management on a timely basis to ensure awareness of relative control risk, and to ensure appropriate corrective actions are implemented. <p>Original Issue/Impact: The Sheriff did not have self-monitoring processes over the IWF (e.g., reviewing funding allocations, ensuring timely accrual of S&EB costs, etc.), as required by County Fiscal Manual (CFM) Section 1.0.2. This weakness increases the risk that important departmental and Fund objectives are not being achieved. In addition, it increases risk for not promptly identifying and correcting any processes/control weaknesses or instances of non-compliance with State, departmental, and County guidelines.</p>	<p>Recommendation Status: Not Implemented</p> <p>The Sheriff has not developed ongoing self-monitoring processes. Sheriff management indicated that staffing shortages and other high priority assignments have contributed to the delay in implementing this recommendation.</p> <p>The Department indicated that they are not able to provide an estimated implementation date at this time due to staffing shortages and other high priority assignments. We will review this recommendation again as part of our second follow-up.</p>
<p>6 Priority 2 - Sheriff management establish written standards and procedures to adequately guide supervisors and staff in the performance of their duties for all key IWF processes and controls.</p> <p>Original Issue/Impact: The Sheriff did not have adequate written standards and procedures for some of their IWF processes (e.g., evaluating the allocation of Fund revenues, ensuring that an itemized IWF expenditure report is submitted annually to the Board, etc.), as required by CFM Section 8.3.0. This weakness increases the risk that management and/or staff will perform tasks, such as budgeting and expenditure approvals incorrectly or inconsistently. It may also increase the effort required to train new staff to perform these processes to ensure accurate data/information is provided to the State, the IWC, the Board, and Chief Executive Office.</p>	<p>Recommendation Status: Partially Implemented</p> <p>We confirmed that the Sheriff is drafting written standards and procedures. We reviewed a draft procedure over accounting of the IWF: Inmate Services Bureau Handbook for Accountant III. Sheriff management indicated that staffing shortages and other high priority assignments have contributed to the delay in fully implementing this recommendation.</p> <p>The Department indicated that they are not able to provide an estimated implementation date at this time due to staffing shortages and other high priority assignments. We will review this recommendation again as part of our second follow-up.</p>
<p>7 Priority 2 - Sheriff management consider extending the IWC's authority to include oversight over IWF jail maintenance expenditures to ensure appropriate oversight of all Fund revenues to the extent possible/practical.</p>	<p>Recommendation Status: Implemented</p> <p>Sheriff management indicated that they considered this recommendation and do not believe extending IWC authority to include oversight over IWF jail</p>

RECOMMENDATION	A-C COMMENTS
<p>Original Issue/Impact: The IWC does not have any authority or oversight of the 49% of revenues allocated to jail maintenance costs. While CPC 4025 does not require the IWC to oversee jail maintenance expenditures, this process would increase the accountability of use of IWF funds. In FY 2018-19, the Sheriff reported jail maintenance expenditures of \$11.8 million, which are approved by the Sheriff facilities personnel as opposed to the IWC.</p>	<p>maintenance is appropriate. Currently, the IWC reviews all jail maintenance expenditures retroactively during their monthly meetings, which includes briefings from the Sheriff's Facilities Services Bureau director. In addition, Sheriff management indicated that some jail maintenance expenditures are emergent in nature, which would not be able to be approved by the IWC. However, emergent expenditures are included in the IWC's monthly review.</p>

SHERIFF'S DEPARTMENT - INMATE WELFARE FINANCIAL COMPARISON REVIEW - FIRST FOLLOW-UP REVIEW	
RECOMMENDATION	A-C COMMENTS
<p>1 Priority 1 - Sheriff management establish a process and control to ensure that the Department develops and maintains a multi-year spending plan to implement best practices and account for the IWF balance.</p> <p>Original Issue/Impact: The Department annually budgets the IWF revenue and expenditures but does not develop a multi-year spending plan. While this is not required by CPC 4025, multi-year spending plans help to ensure that the Sheriff is effectively managing and maximizing the use of the Fund balance. As of June 30, 2019, the Fund had a balance of approximately \$15.3 million.</p>	<p>Recommendation Status: Not Implemented</p> <p>The Sheriff has not established a process and control to ensure that the Department develops and maintains a multi-year spending plan. Sheriff management indicated that staffing shortages and other high priority assignments have contributed to the delay in implementing this recommendation.</p> <p>The Department indicated that they are not able to provide an estimated implementation date at this time due to staffing shortages and other high priority assignments. We will review this recommendation again as part of our second follow-up.</p>
<p>2 Priority 2 - Sheriff management strengthen their IWF monitoring practices by periodically benchmarking IWF practices with peer counties to identify, evaluate, and implement best practices where applicable.</p> <p>Original Issue/Impact: The Sheriff does not periodically compare their IWF collection, allocation, funding usage, etc. with other local peer counties for best practices. For example, we noted that while the Sheriff allocates 51% of IWF revenues toward inmate programs, the three other counties we reviewed appeared to spend between 65% to 85% of their Fund revenue on inmate programs. While benchmarking is not required by CPC 4025, this is a best practice that assists management and the IWC in identifying and potentially implementing best practices.</p>	<p>Recommendation Status: Not Implemented</p> <p>The Sheriff has not strengthened their IWF monitoring practices by periodically benchmarking IWF practices with peer counties. The Sheriff disagreed with this recommendation in their response to our original report and Sheriff management indicated that they continue to do so. However, management indicated that they would consider implementing this recommendation in the future, possibly biennially, as long as the final decision to use any benchmarked practices is up to the Sheriff's discretion.</p>

RECOMMENDATION	A-C COMMENTS
<p>3 Priority 2 - Sheriff management strengthen their IWF monitoring controls by periodically reviewing and evaluating the mark-up charged to inmates and their families under the commissary/vending machine and telephone contracts/amendments to ensure that profit margin for these good/services are fair and appropriate.</p> <p>Original Issue/Impact: The Sheriff does not periodically review the methodology for mark-up percentages/amounts for commissary and telephone services, the planned usage of the funds, and the potential impact of mark-up changes. While the Sheriff sets the prices for commissary and telephone services with the vendor during contract renewal, as required by CPC 4025, the mark-up has remained the same for several years and the Sheriff does not analyze the mark-ups or mark-up methodology periodically or as part of the renewal process (i.e., should inmates be charged market prices, "at cost" prices, etc.), which is a best practice to ensure the appropriateness of the prices charged to inmates.</p>	<p>Recommendation Status: Not Implemented</p> <p>This recommendation is pending Part 1 of the Board's motion on May 18, 2021. The Board requested that the CEO and other relevant departments report on the fiscal impacts of making telephone calls free and commissary items "at cost" for inmates, among other information. The Sheriff disagreed with this recommendation in their response to our original report and management indicated that they continue to do so since mark-ups are reviewed and approved as part of the contracting process and are appropriate. However, if the County proceeds to make telephone calls free and commissary items "at cost," this recommendation will no longer be applicable. We will review this recommendation again as part of our second follow-up.</p>
<p>4 Priority 2 - Sheriff management work with County Counsel to obtain a legal opinion on the appropriate allocation of the IWF for inmate program and jail maintenance expenditures, as defined by CPC Section 4025 and ensure compliance with County Counsel's interpretation.</p> <p>Original Issue/Impact: The CPC requires that the IWF be used for the primary benefit, education, and welfare of inmates, and that "any funds not needed for the welfare of inmates may be expended for the maintenance of County jail facilities." We noted that the Sheriff has continued their historical practice of allocating 51% of IWF revenues to inmate programs and the remaining 49% for jail maintenance costs, which may not be consistent and in compliance with the CPC.</p>	<p>Recommendation Status: Implemented</p> <p>We confirmed that the Sheriff obtained County Counsel's opinion on the appropriate allocation of the IWF. We reviewed the confidential correspondence from County Counsel to the Sheriff indicating their opinion. We are not able to report the opinion due to confidentiality, but the Sheriff has taken the opinion under advisement internally.</p>

RECOMMENDATION	A-C COMMENTS
<p>5 Priority 2 - Sheriff management improve their IWF expenditure controls to ensure that the IWF is not used to supplant required jail maintenance costs related to confining inmates to County jails, as defined by CPC Section 4025.</p> <p>Original Issue/Impact: The Sheriff did not periodically review IWF expenditures to ensure that the Fund uses comply with the intent of the CPC. During our review, the Department indicated that if a periodic review determined that more funds were needed for programs, the decrease in the amount or percentage of IWF revenue spent on jail maintenance activities will require an equal increase to the Sheriff's General Fund and the Department's and County's Net County Costs to achieve the same level of service.</p>	<p>Recommendation Status: Not Implemented</p> <p>The Sheriff has not improved their IWF expenditure controls to ensure that the IWF is not used to supplant required jail maintenance costs related to confining inmates to County jails. Sheriff management indicated that they believe they are not supplanting required jail maintenance costs since no prior audit has indicated that they have supplanted funds. However, since jail maintenance expenditures are not reviewed by County Counsel similar to program expenditures, and since the IWC and outside auditors only review these expenditures after-the-fact, the Sheriff should still improve their IWF expenditure controls to ensure that the IWF is not used to supplant required jail maintenance cost going forward.</p> <p>The Department indicated that they are not able to provide an estimated implementation date at this time due to staffing shortages and other high priority assignments. We will review this recommendation again as part of our second follow-up.</p>

We conducted our review in conformance with the International Standards for the Professional Practice of Internal Auditing. For more information on our auditing process, including recommendation priority rankings, the follow-up process, and management's responsibility for internal controls, visit auditor.lacounty.gov/audit-process-information.