

LOS ANGELES COUNTY SHERIFF'S DEPARTMENT



SUICIDE INTERVENTION KITS AND FIRST AID KITS  
AUDIT  
COURT SERVICES DIVISION – WEST BUREAU  
2018-12-A

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**SHERIFF**

**November 1, 2018**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**  
**Audit and Accountability Bureau**

**SUICIDE INTERVENTION KITS AND FIRST AID KITS AUDIT**  
**COURT SERVICES DIVISION – WEST BUREAU**  
**Project No. 2018-12-A**  
**AUDIT REPORT**

**PURPOSE**

The Audit and Accountability Bureau (AAB) conducted the Suicide Intervention and First Aid Kits Audit, Court Services Division (CSD) – West Bureau, under the authority of the Sheriff of Los Angeles County. The audit was performed to determine how the Los Angeles County Sheriff's Department (Department) adhered to its policies and procedures and California State law related to Suicide Intervention Kits (SIKs) and First Aid Kits (FAKs). The AAB also evaluated the Department's compliance, in part, with requirements of the United States Department of Justice (DOJ) Mental Health Joint Settlement Agreement (Settlement Agreement).<sup>1</sup>

The AAB conducted this audit under the guidance of the Generally Accepted Government Auditing Standards.<sup>2</sup> The AAB determined the evidence obtained was sufficient and appropriate, providing a reasonable basis for the findings and conclusions based on the audit objectives.

**BACKGROUND**

The Los Angeles Superior Court (LASC) system is comprised of thirty-eight branch courthouses, twenty-four of which handle criminal cases. As the only court system in Los Angeles County, an area which encompasses eighty-eight cities and over ninety law enforcement agencies, it serves a population of over ten million people. Throughout the court system, there were over 180,000 criminal case filings and over 10,000 mental health case filings during fiscal year 2016-2017.<sup>3</sup>

The Department's Court Services Division is responsible for carrying out the duties of the Sheriff as the Chief Ministerial Officer of the LASC. The CSD personnel provide courthouse, courtroom, and prisoner security to the Superior Courts.<sup>4</sup> There are three bureaus within CSD which handle prisoner security inside the courthouses: Court Services East Bureau, Court Services West Bureau, and Court Services Central Bureau. The CSD, West Bureau is responsible for inmates who are transported to and

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<sup>1</sup> On August 5, 2015, Sheriff Jim McDonnell and the Department entered into an agreement with the United States Department of Justice to address suicide prevention and mental health care in custody, case CV 15-5903.

<sup>2</sup> United States Government Accountability Office – By the Comptroller General of the United States, Government Auditing Standards, December 2011.

<sup>3</sup> Los Angeles Superior Court 2016/2017 Annual Report pp. 6, 12-13, 20.

<sup>4</sup> Manual of Policy and Procedures (MPP) §2-08/010.00, Functions and Responsibilities (December 2013).

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are temporarily detained in secure enclosures (lockups) under the control of a peace officer in court holding facilities pending their judicial proceedings.<sup>5</sup>

The Department, in partnership with the Los Angeles County Department of Mental Health, works to provide effective custodial care of all inmates<sup>6</sup> in LASC lockups. Every effort is made to provide the highest level of mental health treatment, however, individuals can become depressed or suicidal at different stages of court proceedings.<sup>7</sup>

On August 5, 2015, Sheriff Jim McDonnell and the Department entered into an agreement with the DOJ to address suicide prevention and mental health care in custody. The Settlement Agreement recognizes the Department's commitment to addressing the serious medical and mental health needs of inmates in its custody, and the need to ensure their reasonable safety.

The Settlement Agreement calls for the presence of SIKs and FAKs in the control booth or officer's station of each housing unit, and further states all custody staff, who have contact with inmates, will be trained in the use of the kits' contents. The requirements of the Settlement Agreement apply to lockup facilities and courthouse holding areas.<sup>8</sup>

The Department has established policies and procedures to mandate the presence of SIKs in all secure staff stations to assist in the intervention of suicide attempts. Additionally, FAKs are required to be available in all court lockups. The Department also implemented training requirements for both SIKs and FAKs in conjunction with the California Code of Regulations (CCR), Title 15.<sup>9</sup>

**PRIOR AUDIT**

This is the first SIKs and FAKs Audit conducted at Court Services Division – West Bureau. In October 2018, the AAB published the Suicide Intervention Kits and First Aid Kits Audit of Court Services Division – Central Bureau, Project No. 2018-10-A. Seven recommendations were made and all seven recommendations are in progress.

In 2015, the AAB conducted a SIKs and FAKs audit at Twin Towers Correctional Facility (TTCF), Project No. 2015-7-A. Five of the eight recommendations were implemented,

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<sup>5</sup> The California Code of Regulations (CCR), Title 15 defines “lock up” as a locked room or secure enclosure under the control of a peace officer or custodial officer that is primarily used for the temporary confinement of adults who have recently been arrested (CCR, Title 15, §1006).

<sup>6</sup> Includes pre-trial detainees and individuals convicted of a criminal offense.

<sup>7</sup> CSD 14 No. 3 Training Bulletin, *Procedures and New Notification for Recognizing Signs of Suicide for Inmates in Courts*, July 2014.

<sup>8</sup> Settlement Agreement - CV 15-5903, §III. Definitions, 15.(b), pp. 6-7 states the term “jails” includes facilities in which prisoners are detained such as lockup facilities.

<sup>9</sup> The CCR, Title 15 establishes minimum standards for local detention facilities in California.

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two were not implemented, and one is still in progress. In 2016, a SIKs and FAKs audit was conducted at the North County Correctional Facility (NCCF), Project No. 2016-6-A. One of the six recommendations was implemented, two were not implemented, and three are still in progress. The TTCF and NCCF recommendations were specific to Custody Services Division and did not have an impact on CSD.

**METHODOLOGY**

**Scope**

The CSD – West Bureau consists of 16 courthouses, ten courthouses of which have a combined total of twelve functioning lockups, temporarily hold adult inmates or juvenile subjects. The Airport Courthouse, Governor George Deukmejian Courthouse, Inglewood Courthouse, Lancaster Juvenile Justice Center, Michael D. Antonovich Antelope Valley Courthouse, San Fernando Courthouse, Santa Clarita Courthouse, Sylmar Juvenile Courthouse, Torrance Courthouse, and Van Nuys West Courthouse. The Beverly Hills Courthouse, Inglewood Juvenile Courthouse, Santa Monica Courthouse, Catalina Courthouse, Chatsworth Courthouse and Van Nuys East Courthouse do not temporarily hold adult inmates or juvenile subjects, and therefore, were excluded from this audit.

The audit encompassed four main objectives which included a physical inspection of all SIKs and FAKs located within the ten courthouses. The applicable Court Services Manual (CSM), CSD training bulletins and the CCR Minimum Standards for Adult Local Detention Facilities (Title 15) were used during the course of this audit to determine the presence, condition, and contents of the SIKs and FAKs, and the applicable training in the use of the kits.

Auditors evaluated the electronic Uniform Daily Activity Log (e-UDAL) to determine whether the kits were inspected by CSD personnel, and if the inspection was documented.<sup>10</sup> Auditors also examined the Commission on Peace Officer Standards and Training (POST) Learning Portal System, the Learning Management System (LMS), Department Employee Course Inquiry (CTS) and Training Records System (TRS)<sup>11</sup> training records to determine whether personnel received training in the use of the kits' contents and first aid.

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<sup>10</sup> CSM Section 2-01/040.05, Uniform Daily Activity Log (UDAL/EUDAL)/Title 15 Log (July 13, 2018).

<sup>11</sup> The LMS, CTS and TRS are databases used to document training and are maintained by the Department. The Learning Portal System is a database maintained by POST.

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**Audit Time Period**

The inspection of the kits occurred during the month of August 2018. The training records were evaluated for CSD – West Bureau personnel who were assigned on August 31, 2018. Table No.1 identifies the date of inspection per courthouse for Objectives No.1 and No. 2.

**Table No. 1 – Date of Inspection**

Courthouse	Date	Courthouse	Date
Airport	August 16, 2018	San Fernando	August 21, 2018
Gov. George Deukmejian	August 23, 2018	Santa Clarita	August 21, 2018
Inglewood	August 16, 2018	Sylmar Juvenile	August 11, 2018
Lancaster Juvenile	August 28, 2018	Torrance	August 14, 2018
Michael D. Antonovich Antelope Valley	August 28, 2018	Van Nuys West	August 23, 2018

**Audit Population**

For Objectives No. 1 and No. 2, auditors identified 12 lockups among the 10 courthouses.<sup>12</sup> Each was identified as a location requiring the presence of SIKs and FAKs.

For Objective No. 3 and No. 4, the population was identified using the Personnel Identification Reports<sup>13</sup> from CSD – West Bureau and Data Systems Bureau. The population consisted of sworn<sup>14</sup> and custody assistants assigned to CSD – West Bureau.<sup>15</sup> Auditors identified a total of 321 sworn and custody assistants assigned to West Bureau on August 31, 2018. With a total population of 321 personnel, a statistically valid sample of 74 personnel were identified for these objectives.<sup>16</sup>

**SUMMARY OF AUDIT FINDINGS**

The management and staff at each of the audited courthouses were accommodating and cooperative in providing the necessary information during audit field work and in the informal discussion of findings.

<sup>12</sup> Torrance Courthouse was identified as having three lockups and e-UDALS within the courthouse.

<sup>13</sup> Personnel Identification Reports are used to identify personnel at a specific unit of assignments.

<sup>14</sup> The term “sworn” refers to peace officers employed by the Department. For the purposes of this audit, sworn personnel refers to those employees who hold the rank of deputy sheriff, sergeant and lieutenant.

<sup>15</sup> CSD – West Bureau requires and offers the same training for sworn and Custody assistants on SIKs and FAKs.

<sup>16</sup> A sample was identified using a statistical one-tail test with a 95% confidence level and a 4% error rate.

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The CSD – West Bureau achieved excellent results in the following areas:

- Basic Suicide Intervention Training
- Basic First Aid Training

The CSD – West Bureau achieved varied results, which did not meet the standard in the remaining objectives. The results of the audit are summarized in Table No. 2 below.

**Table No. 2 - Summary of Audit Findings**

<b>Objective No.</b>	<b>Audit Objectives</b>	<b>Met the Standard</b>
<b>1</b>	<b>SUICIDE INTERVENTION KITS</b>	
1(a)	<i>Presence, Contents, and Condition of Suicide Intervention Kit</i>	83%
1(b)	<i>Documentation of the Suicide Intervention Kit Inspection</i>	83%
<b>2</b>	<b>FIRST AID KITS</b>	
2(a)	<i>Presence of First Aid Kit</i>	92%
2(b)	<i>Documentation of the Presence of First Aid Kit</i>	83%
<b>3</b>	<b>STAFF TRAINING ON SUICIDE INTERVENTION KITS</b>	
3(a)	<i>Basic Suicide Intervention Training</i>	100%
3(b)	<i>Suicide Intervention Refresher Training</i>	51%
<b>4</b>	<b>STAFF TRAINING ON FIRST AID KITS</b>	
4(a)	<i>Basic First Aid Training</i>	100%
4(b)	<i>First Aid Refresher Training</i>	64%

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**Objective No. 1 – Suicide Intervention Kits**

**Objective No. 1(a) – Presence, Contents, and Condition of Suicide Intervention Kit**

**Criteria**

Court Services Manual, Section 2-06/025.05, Suicide Intervention Kit (July 13, 2018), states:

*All Court Services Division lockups will have a Suicide Intervention Kit accessible to personnel when needed. The Kits shall be stored in a secure area at each facility and only be removed to assist in suicide intervention or during suicide intervention drills. The Kit is a standard military issued ammunition container which is air-tight and water resistant, painted white with red stenciling stamped on the sides labeled, "Suicide Intervention Kit." Each Kit contains a cut-down tool, a rescue breathing mask, and two towels.*

United States Department of Justice/Mental Health Joint Settlement Agreement - CV 15-5903, Section G, "Suicide Risk Procedures," subparagraph 45 (p.26) states:

*Consistent with existing Sheriff's Department policies, the County and the Sheriff will provide both a Suicide Intervention Kit that contains an emergency cut-down tool and a first-aid kit in the control booth or officer's station of each housing unit...*

**Audit Procedures**

Auditors inspected 12 lockups to determine whether a SIK was present and stored in a secure area during the time period. Each kit was inspected to determine if they were properly marked and contained all items specified by the CSM.

Auditors opened and inspected the SIKs to determine if they contained the required items as specified by the CSM. Additionally, the contents were inspected to determine if all items were in good working order, and whether the kit contained any unauthorized items (those items not specifically listed in the CSM). Auditors documented their inspection by photographing the SIKs and their contents.

**Findings**

Ten of the 12 (83%) lockups met the standard for this objective. Two lockups did not meet the standard because they did not have SIKs.

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**Objective No. 1(b) – Documentation of the Suicide Intervention Kit Inspection**

**Criteria**

Court Services Manual, Section 2-06/025.05, Security and Inspection of the Kit (July 13, 2018), states:

*CSD personnel responsible for each lockup area shall inspect the Kit at the beginning of the shift to ensure that all contents are present. This inspection shall be documented in the Electronic Uniform Daily Activity Log (e-UDAL)/Title 15 Log. If the Kit's contents are missing or have been tampered with, an inventory of the Kit shall be made and a supervisor shall be notified immediately.*

**Audit Procedures**

Auditors examined the e-UDAL system to determine if CSD personnel documented the inspection of the SIK in each lockup. In those instances where contents are missing or have been tampered with, auditors determined if an inventory of the kit was made, and whether a supervisor was immediately notified by reviewing documentation in the e-UDAL.

**Findings**

Ten of 12 (83%) e-UDALs met the standard for this objective. Two lockups did not meet the standard because there was no SIK inspection documented in the e-UDAL.

**Objective No. 2 – First Aid Kits**

**Objective No. 2(a) – Presence of First Aid Kit**

**Criteria**

Court Services Manual, Section 2-01/045.00, Equipment (July 13, 2018), states:

*The Branch Supervisor shall ensure that the following equipment will be maintained in all court lockups:*

- *Approved and stocked first aid kit (CCR Title 15, §1220)...*

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California Code of Regulations Title 15, Section 1220, First Aid Kits (April 2018), states:

*First aid kit(s) shall be available in all facilities. The responsible physician shall approve the contents, number, location, and procedure for periodic inspection of the kit(s). In Court and Temporary Holding facilities, the facility administrator shall have the above approval authority, pursuant to Section 1200 of these regulations.*

United States Department of Justice/Mental Health Joint Settlement Agreement - CV 15-5903, Section G, "Suicide Risk Procedures," subparagraph 45 (p.26) states:

*Consistent with existing Sheriff's Department policies, the County and the Sheriff will provide both a Suicide Intervention Kit that contains an emergency cut-down tool and a first-aid kit in the control booth or officer's station of each housing unit...*

**Audit Procedures**

Auditors inspected 12 lockups to determine if a FAK was present. A physical inspection was conducted to determine if each kit contained emergency medical supplies for applying first aid pending the arrival of trained medical staff. Auditors documented their inspection by photographing the FAKs and their contents.

**Findings**

Eleven of the 12 (92%) lockups met the standard for this objective. One lockup did not meet the standard because they did not have FAKs.

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**Objective No. 2(b) – Documentation of the Presence of First Aid Kit**

**Criteria**

Court Services Manual, Section 2-01/040.05, Uniform Daily Activity Log (UDAL/EUDAL) / Title 15 Log (July 13, 2018), states:

*Completing the Uniform Daily Activity Log (UDAL)*

*Housing, movement, prowler, supervisory, and other officers, having oversight for the housing area and for the inmates contained therein, are responsible for making complete and legible entries in the UDAL throughout the shift as follows:...*

<b>Field Name</b>	<b>Description/Instructions</b>
<i>Equipment</i>	<i>Record the condition of the equipment in the housing area.</i>

Court Services Manual, Section 2-01/045.00, Equipment (July 13, 2018), states:

*The Branch Supervisor shall ensure that the following equipment will be maintained in all court lockups:*

- *Approved and stocked first aid kit (CCR Title 15, §1220)...*

**Audit Procedures**

Auditors examined the e-UDAL system to determine if CSD personnel documented the presence of an approved and stocked FAK in each lockup.

**Findings**

Ten of twelve (92%) lockups met the standard for this objective. Two lockups did not meet the standard because there was no FAK inspection documented in the e-UDAL.

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**Objective No. 3 – Staff Training on Suicide Intervention Kits**

**Objective No. 3(a) – Basic Suicide Intervention Training**

**Criteria**

Court Services Manual, Section 2-01/015.00 Training (July 13, 2018), states:

*Custodial personnel who are responsible for supervising inmates in a court holding or temporary holding facility shall complete eight (8) hours of specialized training. Such training shall include, but not be limited:*

- *Applicable minimum jail standards*
- *Jail operations liability*
- *Inmate segregation*
- *Emergency procedures and planning*
- *Suicide prevention<sup>17</sup>*

*Such training shall be completed when practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of these regulations (CCR Title 15 §1024).*

*Completion of the Jail Operations or Jail Supervisory Training course will fulfill the above requirement...*

California Code of Regulations Title 15, Section 1024, Court Holding and Temporary Holding Facility Training, (April 2018), states:

*Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:*

- (a) applicable minimum jail standards;*
- (b) jail operations liability;*
- (c) inmate segregation;*
- (d) emergency procedures and planning, fire and life safety; and,*
- (e) suicide prevention.*

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<sup>17</sup> For the purposes of this audit, the terms “intervention” and “prevention” are interchangeable.

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*Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training...*

**Audit Procedures**

Auditors examined POST, LMS, TRS and CTS training records for the 74 CSD personnel to determine if they received suicide intervention training within six months of their assignment to CSD.

Sworn personnel who attended the Deputy Sheriff Training Academy, Jail Operations Course, or Jail Supervisory Training Course<sup>18</sup> met the standard for this objective. Likewise, custody assistants who completed the Department's Custody Assistant Academy met the standard for this objective.

**Findings**

All 74 (100%) CSD personnel met the standard for this objective.

**Objective No. 3(b) – Suicide Intervention Refresher Training**

**Criteria**

California Code of Regulations Title 15, Section 1024, Court Holding and Temporary Holding Facility Training, (April 2018), states:

*...Eight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight hour refresher...*

**Audit Procedures**

Auditors examined POST, LMS, TRS and CTS training records for the 74 CSD personnel to determine if they attended a suicide prevention training refresher course in the past two years from the date identified of inspection. Sworn personnel who attended the Deputy Sheriff Training Academy, the Jail Operations Course, or the Jail Supervisory Training Course within the last two years met the standard for this

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<sup>18</sup> Suicide intervention training is contained within the DeVRT Overview for Supervisors portion of the Custody Orientation for Supervisors Course. "DeVRT" is an acronym for de-escalation and verbal resolution.

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objective. Likewise, custody assistants who attended the Department’s Custody Assistant Academy met the standard for this objective.

For personnel who attended the academy more than two years ago, auditors examined POST, LMS, TRS, and CTS training records to determine if they completed a suicide intervention refresher course within the two-year timeframe. Personnel who attended Department-approved Title 15 Compliance Training (CPT)<sup>19</sup>, Title 15 Compliance/Update, or Title 15 – Suicide Prevention met the standard for this objective.

**Findings**

Thirty-eight of 74 (51%) CSD personnel met the standard for this objective. Thirty-six personnel did not meet the standard because there was no documentation of completion of an indicated academy, Jail Operations Course, Jail Supervisory Training Course or suicide intervention refresher course in the past two years.

**Objective No. 4 – Staff Training on First Aid Kits**

**Objective No. 4(a) – Basic First Aid Training**

**Criteria**

Court Services Manual, Section 2-01/015.00, Training (July 13, 2018), states:

*Custodial personnel who are responsible for supervising inmates in a court holding or temporary holding facility shall complete eight (8) hours of specialized training. Such training shall include, but not be limited:*

- *Applicable minimum jail standards*
- *Jail operations liability<sup>20</sup>*
- *Inmate segregation*
- *Emergency procedures and planning*
- *Suicide prevention*

*Such training shall be completed when practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of these regulations (CCR Title 15 §1024).*

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<sup>19</sup> CCR, Title 15, § 1025. Continuing Professional Training states custody personnel shall complete annual required training.

<sup>20</sup> Basic first aid training is contained within the Jail Operations Liability training course.

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*Completion of the Jail Operations or Jail Supervisory Training course will fulfill the above requirement...*

California Code of Regulations Title 15, Section 1024, Court Holding and Temporary Holding Facility Training, (April 2018), states:

*Custodial personnel who supervise inmates in, and supervisors of, a Court Holding or Temporary Holding facility shall complete 8 hours of specialized training. Such training shall include, but not be limited to:*

- (a) applicable minimum jail standards;*
- (b) jail operations liability;*
- (c) inmate segregation;*
- (d) emergency procedures and planning, fire and life safety; and,*
- (e) suicide prevention.*

*Such training shall be completed as soon as practical, but in any event not more than six months after the date of assigned responsibility, or the effective date of this regulation. Successful completion of Core training or supplemental Core training, pursuant to Section 1020, Corrections Officer Core Course, may be substituted for the initial eight hours of training...*

**Audit Procedures**

Auditors examined POST, LMS, TRS, and CTS training records for the 74 CSD personnel to determine if they received basic first aid training within six months of their assignment to CSD.

Sworn personnel who attended the Deputy Sheriff Training Academy, Jail Operations Course, or Jail Supervisory Training Course met the standard for this objective. Likewise, custody assistants who completed the Department's Custody Assistant Academy met the standard for this objective.

**Findings**

All 74 (100%) CSD personnel met the standard for this objective.

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**Objective No. 4(b) – First Aid Kit Refresher Training**

**Criteria**

California Code of Regulations Title 15, Section 1024, Court Holding and Temporary Holding Facility Training, (April 2018), states:

*...Eight hours of refresher training shall be completed once every two years. Successful completion of the requirements in Section 1025, Continuing Professional Training may be substituted for the eight hour refresher...*

**Audit Procedures**

Auditors examined POST, LMS, TRS, and CTS training records for the 74 CSD personnel to determine if they attended a first aid training refresher course in the past two years. Sworn personnel who attended the Deputy Sheriff Training Academy, Jail Operations Course, or Jail Supervisory Training Course within the last two years from the date of the auditors' inspection met the standard for this objective. Likewise, custody assistants who attended the Department's Custody Assistant Academy met the standard for this objective.

For personnel who attended the academy more than two years ago, auditors examined POST, LMS, TRS, and CTS training records to determine if they completed a first aid refresher course within the two-year timeframe. Personnel who attended POST update, Department-approved Title 15 Compliance Training (CPT), Title 15 Compliance/Update, or Title 15 – Suicide Prevention met the standard for this objective.

**Findings**

Forty-seven of 74 (64%) CSD personnel met the standard for this objective. Twenty-seven personnel did not meet the standard because there was no documentation of the first aid training within the past two years.

**OTHER RELATED MATTERS**

Other related matters are pertinent issues discovered during the audit, but were not objectives measurable against the CSM, and/or CSD training bulletins, or the Settlement Agreement.

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*Torrance Courthouse e-UDAL Logs*

Auditors found there was only one log for three separate lockups (Main, 2<sup>nd</sup> floor, and 5<sup>th</sup> floor). Main lockup personnel were responsible for maintaining a log throughout the shift. Auditors reviewed the log, and there was no mention of 2<sup>nd</sup> and 5<sup>th</sup> floor lockups. There were first aid kits in all three lockups but no suicide kits in the 2<sup>nd</sup> and 5<sup>th</sup> floor lockups. Per the CSM Section 2-01/0.25.00, Staffing, the definition of “dedicated satellite lockup” references holding areas utilized as an extension of the main lockup.

*Court Services Manual - Training Policy*

Auditors found that CSM Section 2-01/015.00, Training, lacks the Title 15 requirement for eight hours of suicide prevention refresher training to be completed once every two years as mandated in the CCR, Title 15, Section 1024, Court Holding and Temporary Holding Facilities Training (April 2018).

*Court Services Manual - First Aid Kit Policy*

Auditors found the CSM Section 2-01/045.00, Equipment stated an approved and stocked first aid kit will be maintained in all court lockups. The CSD Training Unit replaces the contents when items are missing or requested by CSD personnel.

The language in the CSM regarding first aid kits is vague compared to the Custody Division Manual (CDM), Section 3-14/090.00, First Aid Kits, and Station Jail Manual, Section 6-16/040.00, First Aid Kit(s). Both these manuals list with specificity the recommended items for first aid kits, of whereas the CSM does not.

*Custody Assistant Training Requirements*

Auditors found there was no specific First Aid/CPR training requirements for custody assistants. Auditors found custody assistants fell under the CCR, Title 22 Section 100022, Public Safety First Aid and CPR Retraining Requirements.<sup>21</sup> The Department lacked policy regarding custody assistants and refresher training.

**CONCLUSION**

During the course of this audit, auditors assessed the policies, procedures, and practices related to SIKs and FAKs, and identified areas in need of improvement. The

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<sup>21</sup> Auditors consulted with Custody Training and Standards Bureau regarding state law requirements for custody assistants and found they fell under CCR, Title 22 for refresher training.

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evidence collected provides a reasonable assurance that management has made significant efforts to comply with Department policies and state mandates.

**RECOMMENDATIONS**

The AAB considers the results of this audit to be a helpful management tool for all Department personnel and therefore makes the following recommendations:

1. It is recommended that CSD management require their personnel to inspect the contents of the SIKs at the beginning of each shift, and document the inspection in the Uniform Daily Activity Log/e-UDAL in accordance with CSM Section 2-06/025.05, Security and Inspection of the Kit. It is further recommended a checklist of the required items be included with the SIK for reference during the inspection to ensure the required items are contained within. (Objective No. 1)
2. It is recommended that CSD management require their personnel to inspect and ensure a FAK is maintained at lockup at the beginning of each shift, and document the inspection in the e-UDAL in accordance with CSM Section 2-01/040.05, Uniform Daily Activity Log (UDAL/EUDAL/Title 15 Log). (Objective No. 2)
3. It is recommended CSM be updated to comply with the Title 15 suicide prevention and first aid refresher training requirement of every two years. (Objective No. 3 and No. 4)
4. It is recommended that a policy be created by the Department for non-sworn custodial personnel (custody assistants) regarding first aid retraining requirements in the same manner expressed in MPP Section 3-02/080.01, Training Requirements for Sworn Personnel. (Other Related Matters)
5. It is recommended all CSD management update the CSM policy regarding FAKs to include their required contents. It is further recommended a checklist of required items be included with the FAK for reference during the inspection. (Other Related Matters)
6. Policy currently dictates all lockups shall utilize the e-UDAL. It is recommended Torrance courthouse utilize e-UDAL for each respective lockup and maintain SIKs and FAKs as required. (Other Related Matters)

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COURT SERVICES DIVISION – WEST BUREAU  
Project No. 2018-12-A**

7. It is recommended the CSD Training Unit develop an annual training plan for personnel to complete all required training. (Other Related Matters)

**Views of Responsible Officials**

On November 1, 2018, the AAB received the Response Memorandum from the Chief of Court Services Division requesting additional time to conduct an in-depth review of the audit findings to properly identify existing issues and coordinate any corrective action needed. The AAB believes that auditors evaluated the best evidence to support the audit findings and that sufficient opportunity was extended to CSD to respond and refute the audit findings.

A copy of the audit report was provided to the Office of Inspector General.

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This audit was submitted on this 1<sup>st</sup> day of November 2018, by the Audit and Accountability Bureau.

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EVELYN VEGA  
Project Manager, Sergeant  
Audit and Accountability Bureau  
Los Angeles County Sheriff's Department

*Original signature on file at AAB*

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KENNETH DIAZ  
Assistant Project Manager, Law Enforcement Auditor  
Audit and Accountability Bureau  
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M. ROWENA NELSON  
Head Compliance Officer  
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FAYE A. ADRAGNA  
Captain  
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