

## **5-14/030.00 Court Removal Orders - Funerals**

All removal orders for funerals shall be coordinated by the Office of Religious and Volunteer Services (RVS). Under no circumstances will an inmate be permitted to leave a Custody Services Division facility for a funeral without a court order and the approval from the area commander of RVS.

### **The following criteria shall apply to all removal order requests for funerals:**

- The funeral must be for an immediate family member of the inmate. The immediate family includes husband, wife, father, mother, child, step-child, brother, sister, grandparents and grandchildren, or step or half brother or sister (as deemed appropriate by RVS)
- Funerals shall be limited to the Los Angeles County area only
- Transportation to funerals will generally be permitted between 0900 and 1300 hours, Monday through Friday. The Court Services Transportation Bureau watch commander may extend the hours when additional resources are available. Requests to attend a funeral on weekends or holidays shall not be processed.
- Inmates shall not be allowed to attend the funeral when the victim of the crime, victim's family member, or the witness testifying against the inmate is attending the funeral
- Inmates shall not be allowed to attend the funeral when inmate's fellow gang members are attending the funeral
- No hospital visits shall be allowed
- Inmates or family members shall acquire all fees for processing and transportation to the funeral
- Any deviation from the above policy must have the prior approval of the Court Services Transportation Bureau watch commander and the area commander of RVS

### **The following requests should be approved by the concerned Division Chief on a case by case basis:**

- Inmates with any type of "hold"
- Inmates with bail amount of \$50,000 or greater
- Inmates with parole/probation violation

### **The following inmates are not eligible to attend funerals:**

- Homicide suspects
- Potential two or three strike inmates
- Inmates classified as an "escape risk" or "dangerous"
- Inmates with "no bail" designation
- Inmates with previous or current restraining orders
- Inmates with previous or current domestic violence charges
- Inmates with weapons violations or any violent crime convictions

### **Procedures to obtain a court removal order:**

Inmate's family member must first contact the Office of Religious and Volunteer Services to submit a request

for a court removal order.

RVS shall complete a "Request for Removal of Prisoner" form (court order) for inmates who meet the criteria, and shall verify the following information before submitting to the Court:

- The inmate has met the eligibility requirements
- The information on the form is accurate and is accompanied by the inmate's current arrest charges and previous criminal history
- The inmate does not pose any additional security risk which may make it necessary to void the request
- The RVS shall be responsible for the verification of the death
- The RVS shall confirm that the inmate or inmate's family is able and willing to pay all fees for processing and transportation to the funeral
- The request for a court removal order shall be submitted to the area commander of RVS for the approval

When the court order is complete, including the Court's signature, RVS shall distribute one copy of the order to the Inmate Reception Center and retain a copy in the RVS Office. The original order shall be given to Court Services Transportation Bureau.

**Retention of records:**

All court removal orders shall be retained for two (2) years, in accordance to Custody Division Manual section 4-13/000.00, "Retention of Records".

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