

2-07/015.15 Pro-per Sataus of Inmates

The policies and procedures implemented for the inmates on pro-per status shall be in accordance with the Los Angeles County Pro-Per Policy Memorandum, approved and adopted, May 10, 1979. Special privileges, granted by Court Order to inmates, shall be limited to the following areas:

- Law library
- Telephone usage
- Subpoenas
- Legal runners
- Witnesses
- Equipment and supplies
- Investigators

An inmate may obtain legal assistance from another inmate, within existing jail guidelines, regarding inmate movement, visitation, hours of jail operation, maintenance of institutional security, and administrative manageability.

The Sheriff is authorized to suspend any and all privileges for cause.

All inmates in Custody Division facilities shall be permitted to maintain exclusive possession of personal legal documents at all times (e.g., mealtimes, enroot to court, recreation, and discipline, etc.) unless possession poses a distinct hazard to jail security. Possession of legal documents, however, will be limited to the amount of material that can be carried within one legal folder or container. While away from their normal housing quarters, these inmates are restricted to possession of only that quantity of legal material that which can be carried within the prior described folder or container.

Inmates in Court Services Division shall be permitted to keep exclusive possession of all personal legal documents while in a court lockup. On arrival at a court facility, the material shall be physically searched for contraband in the presence of the inmate. At no time shall searching personnel read any of the inmate's legal papers. If contraband is located, immediately contact the branch supervisor. The inmate shall be isolated from other inmates and be kept under constant visual observation until the branch supervisor arrives. The branch supervisor shall conduct an investigation and notify Jail Investigations for follow-up.

When a court issues an order that an inmate is to be placed on pro-per status, the concerned bailiff shall contact the Central Jail Legal Unit and advise them of the following:

- The inmate's name
- Booking number
- Date the order was issued
- The Judicial Area/Superior Court issuing the order, along with the judge's name and Division/Department number
- The case number under which the inmate is to have pro-per status

After completing this, the bailiff shall deliver the pro-per status order to lockup personnel for transmittal to IRC/CRDF. Lockup personnel shall confirm that the Central Jail Legal Unit has been contacted and make an

appropriate entry into Uniform Daily Activity (UDAL) /Title 15 Log.

Since the issue of pro-per status involves a technical aspect of custody that can result in significant legal consequences if mishandled, the centralized receiving of pro-per documentation should be routed through the Central Jail Legal Unit.

No legal documentation, CDs, DVDs, or video tapes will be accepted at a court facility for pro-per inmates. All legal documentation and other legal aids must be submitted through the Central Jail Legal Unit. In order to remain in compliance with pro-per property restrictions, Court Services personnel will advise all legal runners and investigators for a pro-per inmate, that all legal documents and/or legal aids must be routed through the Central Jail Legal Unit. If a judge requests that we take the paperwork at a court, a supervisor will discuss the policy and reasons we would prefer the investigator go through the proper channels. If the judge remains insistent in his decision to allow the property to be given at the court, we shall obtain a court order and accept the legal paperwork. We must be diligent in inspecting all documents for inappropriate material not applicable to their legal case and for contraband.

For questions regarding pro-per information or procedures, contact the Central Jail Legal Unit (213) 973-0103.
