

## Section 6 - Inmate Visiting

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### • 5-06-010 Inmate Visiting Procedures

#### **PURPOSE OF ORDER:**

The purpose of this order is to establish visiting procedures and general public inmate visiting hours. This order does not apply to attorneys, parole agents, or special visits. Visiting guidelines for attorneys or special visitors may be found in Pitchess Detention Center (PDC) South Facility Unit Order 5-06-040, "Law Enforcement, Attorney, and Non-Routine Visit Procedures."

#### **SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at PDC South Facility.

#### **ORDER:**

Inmate visiting at South Facility shall be conducted every Saturday and Sunday, as well as on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

Each inmate shall be allowed two (2) 30-minute visits per week. On the above listed holidays, inmates may receive one (1) additional 30-minute visit.

Walk up visiting registration hours will be from 0800-1400 hours. Visitors requesting to visit an inmate at South Facility shall be processed at the Dr. Elmer T. Jaffe Visitor Center (main visiting center). Visiting registration at the main visiting center will close promptly at 1340 hours. Any visitor reporting to the main visiting center after 1340 hours will be denied access to the property and the requested visit. Refer to unit order 5-06-050, "Elmer T. Jaffe Visiting Center Procedures," for operating procedures at the main visiting center.

#### VISITOR PROCEDURES AND PROCESSING AT SOUTH FACILITY

Visitors who have been cleared and processed by the main visiting center, shall be dropped off at the South Facility visiting center, and enter the visiting center through Gate 10. The visiting process shall be conducted in

the following manner:

- Visitors shall report to the visiting center office and present their visiting pass (issued to them at the main visiting center) to personnel at the visiting center window.
- Visiting personnel shall ensure the visiting pass has a stamp on the upper left corner indicating the date, number of visitors, and bus number as outlined in South Facility unit order 5-06-050, "Elmer T. Jaffe Visiting Center Procedures."

Note: If the visiting pass does not contain the stamp, visiting personnel shall notify the main visiting center sergeant and return the visitor(s) to the bus to be transported back to the main visiting center.

- Visiting personnel shall assign the visitors to a visiting window and indicate the window number on the visiting window assignment sheet.
- After assigning all visitors to a window, visiting personnel shall give the inmate visiting passes to the visiting center inmate workers, who shall contact the appropriate inmate at their assigned barrack, and direct them to the visiting center for their visit.
- Inmates receiving visits shall report to the visiting center and check in with the inmate worker and visiting center personnel.
- When inmates check in and sit at their assigned seats, visiting center personnel shall note the time on the visiting log sheet and begin timing the 30 minute visit.
- At the end of the designated visiting time, visiting personnel shall announce to visitors that their visiting time has expired.
- The inmates shall immediately be instructed to leave the visiting center and return to their barracks.
- Visitors shall exit the visiting center and wait near Gate 10 to board the next available bus returning to the main visiting center.
- South Facility visiting center personnel shall also be responsible for time stamping the inmates' visiting passes with three individual times: the visitor's time of arrival, the time the inmate's visit began, and the time the visit was completed.

#### END OF THE VISITING DAY

After all visitors have been cleared from the South Facility visiting center and sent back to the main visiting center, visiting personnel shall ensure the following:

- Visiting personnel shall determine the total number of visitors and inmates for the day. The South Facility desk shall be advised of the count totals and log that information in the facility log.
- After all visitors have left the visiting center, assigned visiting personnel shall secure Gate 10.
- Visiting passes shall be bound and labeled with the date and number of inmates. Passes shall be stored for three (3) years, after which time they may be disposed of.
- All inmate workers shall be searched and returned to their barracks.
- Inmate Processing Area (IPA) personnel shall conduct a thorough search of the visiting center to locate any discarded contraband, potential security issues, damaged equipment, and/or possible hazards. After the search has been completed, the PM shift Methicillin-Resistant Staphylococcus Aureus (MRSA) cleanup crew shall clean the visiting center.

#### SOUTH FACILITY VISITING RULES

1. Only one adult visitor shall be allowed at the visiting window at a time. All other visitors may be asked to wait outside the visiting center due to space limitations and security issues.
2. Only three visitors total shall be allowed. Infants carried in a carrier do not count as visitors. All other children shall be counted visitors.
3. Cutting in line at ANY point of the registration and/or visiting process may result in the cancelation of the requested visit, and/or future visiting privileges being denied.
4. Juveniles (children 17 years of age and under) shall be accompanied by their parent(s) or a legal guardian. Absent a legal guardian or parent, they shall have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit and they shall be accompanied by an adult in order to visit an inmate.
5. Visitors under eighteen years of age, and married to an inmate, are considered emancipated and do not have to be with an adult. However, proof of the marriage and proper identification is required.
6. Visitors shall not go near the fences at either end of the visiting center or look through the tarp into the compound or recreation area.
7. Children shall be under the constant supervision of an adult at all times. Unsupervised children may result in the termination of the responsible adult's visit.
8. Children shall not be allowed to run around or behave in a manner that disrupts other visitors or distracts visiting personnel from their duties.
9. No smoking is allowed inside or outside the visiting center.
10. No food or drink is allowed inside the visiting center.

Any violation of the rules and regulations may result in the termination of the visit and the visitor being placed on the first available bus back to the main gate. Any unsatisfied visitor wishing to speak with a supervisor shall be immediately directed to the supervising line sergeant. Any deviation from the entry guidelines shall be approved by a sergeant or above.

#### PRE-REGISTERED VISITORS- FACE TO FACE

Civilian visitors have the option to pre-schedule their visits with an inmate by using the [www.lasd.org](http://www.lasd.org) website. This pre-registration, face to face process is only available on weekends and selected visiting holidays. All above rules and orders shall apply to this option, as visitors will still be processed and screened at the main visiting center and transported to the South Facility visiting center.

#### PRE-REGISTERED VISITORS- (IVVS) VIDEO CONFERENCE

Civilian visitors have the option to pre-schedule a 30 minute video conference style visit by using the [www.lasd.org](http://www.lasd.org) website. There are currently two video conference machines at the main visiting center which are shared by visitors amongst the PDC custody facilities. South Facility currently has one video conference machine installed in the South Facility visiting center and shall be available from 0800-1400 hours, Monday through Friday, and from 0900-1400 hours on weekends and all six (6) of the indicated visiting holidays.

Monday through Friday, the dayshift watch deputy shall have the responsibility to check the Officer Visiting Scheduling System at the beginning of their shift for any scheduled visits for that day. If visits are scheduled, the watch deputy shall coordinate with the respective compound personnel to ensure the inmate(s) are present at the video conference machine fifteen (15) minutes prior to the scheduled time.

During weekends and indicated visiting holidays, the South Facility assigned visiting deputy or custody assistant shall be responsible to check the Officer Visiting Scheduling System at the beginning of their shift for any scheduled visits for that day. If visits are scheduled, visiting personnel shall coordinate with the respective compound staff, to ensure the inmate(s) are present at the video conference machine fifteen (15) minutes prior to the scheduled time.

Compound personnel shall be responsible for escorting the inmate(s) to the visiting center. They shall also be responsible for monitoring the inmate(s) and reporting any deficiencies with the equipment to the watch deputy. Deficiencies shall be documented in the watch deputy log and reported to the Help Desk using the Cherwell portal link: [REDACTED TEXT]

When the visit is scheduled to start and there appears to be no one on the video screen, compound personnel shall allow 30 minutes for that visitor to arrive. Following 30 minutes, the visit shall be terminated and the inmate shall be returned to their assigned barrack. This information shall be reported to the watch deputy and documented in the watch deputy log.

Note: For reporting procedures when civilian visitors allege they sustained an injury while on PDC property, refer to unit order 04-01-010, "Non-employee Injury Reporting."

Note: For special visits (e.g., attorneys, etc.) at South Facility, refer to unit order 05-06-040, "Law Enforcement, Attorney, and Non-Routine Visit Procedures."

**Revision Date 02/18/20**

**Revision Date 08/24/18**

**Revision Date 02/16/17**

**01/30/98 SOUF**

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## • **5-06-020 Visits For Outside Workers**

### **PURPOSE OF ORDER:**

To establish procedures for providing visits, attorney visits, law enforcement interviews, and video conference for inmates assigned to outside work details.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to South Facility.

### **ORDER:**

VISITING

[REDACTED TEXT]

When an inmate is removed from his outside work assignment for a visit, he shall be sent back to his assigned barrack following the completion of his visit and not back to his work assignment. Desk personnel will remove these inmates from their "out of count" list. Any exception from this procedure must be arranged through desk personnel to avoid complications with the inmate count.

ATTORNEY VISITS AND LAW ENFORCEMENT INTERVIEWS

[REDACTED TEXT]

After 1500 hours, the desk or South Senior Deputy shall assign a Deputy to the visiting area during the duration of the interview. The Deputy shall be responsible for searching any inmates coming to the visiting area from an outside work assignment.

Video conferencing appointments will be held at the South Facility video conference room. [REDACTED TEXT]

If for any reason an "Adam" field unit is not available to transport inmates for visits/interviews, arrangements for alternate transportation or escort will be made via the South Facility Watch Sergeant.

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• **5-06-030 Access to Courts, Counsel and Legal Mail**

**PURPOSE OF ORDER:**

This order establishes policy and guidelines to ensure the right of inmates to have access to the courts and to legal counsel.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to South Facility.

**ORDER:**

Each inmate has the right to unlimited legal material, including legal correspondence as provided in Section 1063 of Title 15, and to confidential consultation with attorneys.

All inmates housed at this facility will be available for an interview by an attorney, court appointed officer, or police officer from 0600-2200 hours daily.

## • 5-06-040 Law Enforcement, Attorney, and Professional Visiting Procedures

**REFERENCE:** CDM 3-01/090.05, 3-10/015.00, 4-06/005.00, 5-10/010.05, 5-10/020.05, 5-10/030.00, 5-10/055.00; MPP 5-03/060.05; Title 15 Section 1068; 825(b)PC; Unit Order 3-05-006

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for law enforcement, attorney, and professional visits at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at PDC South Facility.

### **ORDER:**

#### GENERAL INFORMATION

Attorney visiting hours are held daily from 0800 to 2200 hours, in the PDC South Facility Visiting Center (South visiting). Professional visits, other than attorneys, shall be conducted in South Visiting or the administrative briefing room (admin briefing) from 0800 to 2200 hours daily. Any exceptions shall be approved by the watch sergeant, due to limited space and personnel conducting public visiting.

All public, professional, and law enforcement visitors shall be registered and scheduled through the Inmate Video Visitation System (IVVS) scheduling application.

Reasonable efforts shall be made to accommodate all court orders pertaining to law enforcement, attorney, and non-routine visits. If a request presented by a court order cannot be accommodated, arrangements shall be made, with the approval of the watch commander, to send the inmate to another facility to honor the court order.

All visitor registration forms shall be filed in the copy room.

Weapons, ammunition, cameras, and wireless communication devices, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless Internet devices are not allowed inside the facility. Weapons may be secured in the visiting gun lockers. All other items shall remain in the visitor's locked vehicle.

In accordance with CDM section 3-01/090.05, "Wireless Communication Devices," attorneys in possession of a valid California State Bar card, representatives from the Office of Inspector General (OIG), and American

Civil Liberties Union (ACLU) representatives (staff, interns, or volunteers with a marked "PROPERTY OF ACLU" laptop) may use laptop computers or tablets in the attorney and public visiting rooms during professional visit with their clients upon signature and agreement of the "Laptop Request and Acknowledgment Form (SH-J-460)," as delineated in CDM section 5-10/030.00, "Attorney and Professional Room Visits." Laptop computers or tablets shall not be used to record audio, video, take photographs, or to stream video/audio. All wireless connectivity functions shall be turned off and/or set to "airplane mode," or the equivalent.

If a visitor is unsure where an inmate is housed, they shall be directed to contact the IVVS Support Group by emailing [IVVSupport@lasd.org](mailto:IVVSupport@lasd.org) or by calling (213) 680-6984.

### CHECK IN PROCEDURES

All attorneys and/or professional visitors requesting to visit an inmate, shall be directed to check in with the deputy at the security booth (in/out shack) located at gate eight (8). Visitors are required to provide a valid, governmentally issued identification (ID) (e.g., California Driver's License, U.S. Passport, other state identification).

Along with a valid form of identification, the requesting individual shall provide identification supporting their request/reason to visit the inmate. Types of acceptable identification include:

- Current California Bar card (for attorneys)
- Current private investigator license
- Law enforcement identification
- Parole officer identification
- Paralegal license/certificate\

Any question regarding the approval to visit an inmate shall be brought to the attention of the watch commander. The watch commander shall have the final determination as to whether a visit will be granted.

Attorneys requesting a visit shall complete the official "Attorney Request Slip" (SH-J-9) and shall be logged on the visitor log.

Law enforcement investigators shall check in for their visit at main control. Inmate interviews shall be conducted in the South Facility admin briefing room. Law enforcement investigators include, but are not limited to:

- Deputy sheriff personnel (not assigned to custody)
- Outside agency law enforcement officers
- District attorneys or district attorney investigators
- Federal or state law enforcement officers

### SECURITY INSPECTION

All visitors, including attorneys, who request to visit an inmate shall be subject to an article search prior to entry into secured areas of the facility. An article search consists of all purses, briefcases, case files, etc. However, personnel shall not read confidential/legal correspondence. Visitors should be encouraged to take as little as

possible into the visiting area.

Persons who accompany attorneys or bondsmen, such as material witnesses or bail sponsors, shall not be allowed to bring any property into the visiting center. These items should remain secured in their vehicle.

### PROCESSING INMATES

When the inmate arrives, their identity shall be verified by visually inspecting their wristband. If the inmate refuses the visit, they shall be directed to return to their barrack immediately. The visitor shall be informed of the refusal and escorted out. If the inmate accepts the visit, they shall be directed to a visiting window.

### APPROVED VISITORS

#### **Attorneys and Public Defenders:**

- Must be in possession of a valid, governmentally issued identification card and a valid California State Bar
- A Los Angeles County Public Defender's identification card shall be acceptable identification for access, in accordance with CDM 5-10/030.00, "Attorney and Professional Room Visits"
- May bring in two other persons who are necessary for the preparation of the case
- Out-of-state attorneys shall be referred to the watch commander for approval
- If an attorney forgets, or has lost their Bar card, their status may be checked online at <http://members.calbar.ca.gov/search/member.aspx>, or by calling the California Bar Association at (800) 843-9053 (number verified 04/27/21) to verify valid membership

#### **Bondsmen:**

- Shall present a valid Sheriff's Department pass before being allowed to interview an inmate
- Passes may be obtained at the Men's Central Jail, Room 1014
- May bring in two visitors to sponsor bail
- Shall **not** pass money or business card to the inmate

#### **United States Department of Health, Education, and Welfare Personnel:**

- Must be in possession of a valid governmentally issued photo identification
- Use form PHR 205

#### **Medical Staff, Physicians, Psychiatrists:**

- Must have a court order that specifies use of the Visiting Room at any hour
- L.A. Superior Court psychiatric - psychological panel:
- These doctors are pre-screened by a committee of judges
- A list of these panel members is kept at main control
- They can interview an inmate, with or without a court order, at any time

#### **Ministers, Priests, Chaplains, Etc.:**



- All chaplains processed by our Department shall have a “home badge,” which shall be kept at their “home facility.” This badge shall include their picture and facility name.
- Chaplains shall also carry a Departmentally issued chaplain photo identification card. This identification shall be used when they enter their home facility and exchanged at main control for their “home badge.”
- In the event of an emergency, an information card for each chaplain shall be kept on file at their home facility.
- Chaplains may only pass business cards to inmates.
- A chaplain visiting a facility, other than their unit of assignment, shall check in with main control. The chaplain shall exchange their driver’s license, or their “home badge,” for a generic chaplain badge.

**News Media:**

- The watch commander shall be notified, and the inmate interview shall be approved by the respective Custody Division chief.
- The media representative must be from a bona fide news gathering agency and possess valid identification.
- Inform the concerned inmate of the request for an interview, their right to have their attorney present during the interview, and their right to refuse the interview.
- Informational interviews and photos of federal prisoners must be approved by the United States Marshal.
- Complete form SH-CR-550, “News Media Interview Record.”
- If the inmate is represented by the L.A. County Public Defender's Office, it shall be noted on the SH-CR-550. It is the policy of the Public Defender's Office that their clients shall not give media interviews. If the prisoner insists on the interview, the watch commander shall call the Chief of Central Superior Court Trials Division, Public Defender's Office, at (213) 974-2901, who will arrange for a public defender to represent the prisoner at the interview. The news media representative shall be advised of Public Defender requirements. If the Public Defender's Office is closed or permission cannot be obtained, the interview shall be denied.

**Notary Public:**

- Must be in possession of a valid, governmentally issued photo identification and notary stamp which matches the name on the ID

**Parole and Probation Officers:**

- Must be in possession of a valid, governmentally issued photo identification

**Law Enforcement Officers:**

- Must be in possession of a valid, Departmentally issued identification

**State licensed, Court Appointed and Private Investigators:**

- Same rules as attorneys except their identification shall be federal or state identification, or court badge

**U.S./District Attorney or U.S./District Attorney Investigators:**

- Same rules as law enforcement officers

**ICE Investigators:**

- Same rules as law enforcement officers. Refer to CDM section 4-06/005.05, "ICE Detainer Acceptance and Processing Procedures" and 5-10/055.00, "Inmate Interview Procedures for Law Enforcement."

**RULES AND REGULATIONS**

1. Weapons, ammunition, cameras, electrical devices, and umbrellas shall not be permitted inside the secured area of the facility.
2. Physical contact shall not be allowed, including handshakes.
3. Clothing, books, newspapers, personal, and non-legal material shall not be passed to the inmate.
4. All papers passed to or from an inmate shall be inspected and approved by supervising personnel.
5. No food or beverages shall be allowed.
6. Interviewers and inmates shall remain seated during the visit.
7. Loud or abusive language shall not be allowed.
8. Only one inmate shall be interviewed at a time, unless they are co-defendants in the same case.
9. There is no time limit to a visit.
10. Attorneys may bring in two material witnesses.
11. Confidential consultation with an attorney shall be allowed with supervisor approval and subject to space availability.

**LAW ENFORCEMENT OFFICERS/INTERVIEWS**

The watch commander, or their designee shall determine the location of the interview. Absent a court order, inmates shall not be transported to another facility to be interviewed.

Investigators shall request approval from the facility watch commander, in person, of their need to conduct a confidential interview and to utilize any electronic devices in their possession. Once approved, the watch commander shall ensure the appropriate personnel are notified of the approval, in accordance with CDM section 3-01/090.00, "Security of Personal Property."

**PROCESS SERVICE**

For process service procedures refer to PDC South Facility unit order 3-05-006, "Process Service on PDC Property."

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**• 5-06-050 Elmer T. Jaffe Visiting Center Procedures**

**REFERENCE:** CDM 5-10/010.00 and 5-10/020.00; UO 5-06-010

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures regulating the processing, searching, and transportation

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of persons requesting to visit inmates housed in various facilities located on the Pitchess Detention Center (PDC) property.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to, and working at the Elmer T. Jaffe Visiting Center (main visiting center).

**ORDER:**

Currently there are four (4) jail facilities being operated on the PDC property. Visitors from the general public wishing to visit inmates housed at these facilities shall be searched, processed, and transported from the main visiting center located adjacent to the PDC main gate entrance. The overall operation and staffing of the main visiting center is under the command and control of PDC South Facility, however, no part of this policy shall take precedent over the respective visiting policies of any other PDC facility (i.e., South, East, North, North County Correctional Facility [NCCF]). For South Facility visiting policies, refer to South Facility unit order 5-06-010, "Inmate Visiting Procedures."

STAFFING

Personnel assigned to work at the main visiting center are provided by all facilities located on PDC property (i.e., NCCF, East, North and South facilities).

In addition to personnel assigned to work inside the visiting center, South Facility shall assign two (2) deputies to a patrol unit (G-7) to provide security in the main visiting center parking lot.

OPERATION TIME AND DAYS

Inmate visiting for all PDC custody facilities shall normally be conducted every Saturday and Sunday, as well as on the following holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Christmas

On the above listed holidays, inmates may receive one (1) additional thirty (30) minute visit.

Visiting hours shall be from 0800-1400 hours, and visits shall be scheduled on the Android Scheduling App (for phones and tablets) or on-line at: <https://visit.lasd.org/app>. Any visitors requesting to visit an inmate housed in any facility on the PDC property shall be processed at the main visiting center. Visiting processing

at the main visiting center shall stop promptly at 1340 hours to allow for proper boarding and travel time to each facility. Any visitor reporting to the main visiting center after 1340 hours shall be denied access to the property and the requested visit. All visitors shall arrive sixty (60) minutes prior to their scheduled visit to allow for visiting check-in procedures. Visitors shall bring their confirmation number/receipt and proper identification.

If a visitor arrives late, they shall immediately inform visiting personnel. Visiting personnel shall try to accommodate as best as possible to re-schedule the visit for a different time on the same day or another date/time. Approval is required by the visiting sergeant for any variation of the visiting hours depending on special circumstances or situations occurring at the various facilities. Late visits may be subject to cancellation.

Visitors shall be advised to coordinate visits with family and friends in order to avoid multiple visitors attempting to visit the same inmate. In the event multiple visitors are requesting to see the same inmate, and the parties cannot come to an amicable agreement as to whom will visit, the visiting sergeant shall make a determination as to who shall be allowed to visit. The sergeant shall ascertain each situation on its own merit; however, in most cases, an attempt to determine which visitor arrived first shall be made, and the visit shall be granted to that person(s).

#### VISITING RULES AND REGULATIONS

The goal of the main visiting center is to provide a comfortable and family-friendly atmosphere to the visiting public, while minimizing security risks. In this effort, the following rules and regulations shall be adhered to:

Only three **two (2)** visitors **(one [1] adult and one [1] child)**, per inmate, shall be allowed. Infants in a carrier do not count as visitors. All other children shall be counted as a visitor.

- All adults shall have a valid, government-issued, picture identification.
- All visitors shall be driven by contracted buses to the facility housing the inmate they are requesting to visit (i.e., South, North, East, or NCCF).
- Cutting in line at any point of the check-in and visiting process may result in the requested visit being denied.
- Any unsatisfied visitor wishing to speak with a supervisor shall be immediately directed to the main visiting center sergeant. Any deviation from the entry guidelines shall be approved by the main visiting center sergeant.

#### CONTRABAND

Items considered contraband or a threat to the safety and security of the facility shall not be permitted beyond the metal detector room. Any attempt to bring contraband onto PDC property may result in that individual's visit being terminated. Any attempt to bring illegal items onto PDC property, regardless of the location, may result in the arrest of the individual(s) bringing in the illegal items. Signs are posted at the PDC entrance, and various other locations in the main visiting area, which state an individual is subject to search at any time, and for any reason, while on PDC property.

Items not permitted and considered contraband consist of, but may not be limited to, the following:

- Weapons such as firearms, knives, brass knuckles, tear gas/O.C. dispensers, and any object which may possibly be used as a weapon
- Alcoholic beverages or products of any kind
- Tobacco products of any kind
- Lighters, matches, or devices designed to ignite substances
- All electronic items, including, but not limited to cellular phones, cameras, recording devices, pagers, portable video games, and digital music players
- Glass objects or containers, including mirrors
- Sharp metal objects such as nail clippers, tweezers, nail files, or any other object which may be used as a weapon or pose a security risk (e.g., fashioned into an escape device or lock pick)
- Any form of identification card issued to the inmate
- Photographs of the inmate
- Photographs containing images of gang affiliation, nudity, or sexually suggestive poses

### DRESS CODE

Failure to dress in appropriate attire may be cause for denial of a requested visit. It shall be the responsibility of the visiting sergeant to determine the appropriateness of the visitor's attire. Any visitor denied a visit due to their attire shall be given the opportunity to return for the visit, upon dressing appropriately.

The following guidelines for appropriate dress shall be followed:

- Shoes and shirts shall be worn at all times
- Visitors may not wear pants in a sagging manner (below the hips), or in any manner that exposes the boxers/underwear. Pants shall not extend below the heel of the shoe
- Visitors may not wear clothing with slogans, pictures, or symbols which depict obscenities, vulgarity, racism, mutilation of humans or animals, sexual acts, or gang affiliation (i.e., graffiti or tagging)
- Visitors may not wear clothing that in any way reflects gang affiliation. Examples include:
  - A predominance of one particular color clothing and accessories meant to identify that person with a particular gang
  - Oversized clothing, tank top undershirts, or athletic jerseys
  - Baseball caps with gang initials, insignias, characters, or other indicators
  - Rags or handkerchiefs tied around the head
- Visitors may not dress in immodest or sexually provocative clothing, which includes clothing that exposes undergarments or inappropriately exposes the body. Examples include:
  - Skirts or shorts worn above mid-thigh, strapless, midriff-exposing, or very low cut tops and blouses
  - Bra-less tops meant to emphasize the chest
  - Sheer, see-through clothing or lingerie
  - Beach or swimming attire
  - Clothing generally considered to be sleeping attire

### MINORS

Legal guardians shall be in possession of court documents confirming their guardianship status at the time of the visit.

Absent a legal guardian or parent, minors under eighteen (18) years of age who are not the inmate's legal spouse, or children, must have a notarized letter from their parent/legal guardian indicating whom they are allowed to visit and be in the company of an adult in order to visit an inmate.

All notarized letters allowing a minor to visit an inmate must contain the following information:

- The name and booking number of the inmate the minor is requesting to visit
- The relationship of the minor to the inmate
- The date of the visit
- The name of the adult accompanying the minor
- The name and contact information of the parent/legal guardian authorizing the minor to visit (Failure to provide a verifiable contact number may be cause to refuse the visiting request)

Upon prior request from an inmate, his minor children, over the age of twelve (12) years and under sixteen (16) years, may be permitted to visit unaccompanied by an adult with the prior approval of the facility's unit commander (CDM section 5-10/010.00).

Minors between the ages of fifteen (15) and seventeen (17) years old must possess a valid school or government issued form of identification, including, but not limited to:

- School identification card for current school year, or no more than the last completed school year
- Passport or immigrant visa
- State issued driver's license or identification card

Acceptable identification for minors must have a photograph of the minor and indicate the minor's name.

All U.S. born children under the age of fifteen (15) years must have with them, prior to the visit, a copy of their U.S. birth certificate or court order showing parents' names or legal guardians' names. Hospital issued birth certificates shall not be accepted.

All non-U.S. born children shall have with them a foreign passport with supporting documents (e.g., I-94 arrival/departure and U.S. immigrant visa, permanent resident card, or resident alien card).

Visitors under eighteen (18) years of age, and married to an inmate, are considered emancipated and do not have to be accompanied by an adult. However, proof of the marriage and proper identification is needed.

#### VISITING CHECK IN PROCEDURES

All visitors requesting access to PDC for the purpose of visiting an inmate shall be security screened.

Visitors will enter the main visiting center security screening room and be processed in the following manner:

- Visitors shall empty their pockets and place all personal items into a holding box to be x-rayed. The box and all property shall be screened through the x-ray machine and examined by personnel before being

returned to the owner.

- Visitors shall walk, one at a time, through metal detectors, to be screened. If the visitor cannot proceed through the detector without activating the sensors, a hand wand shall be used to identify the object causing the activation.
- Visitors will only be allowed to proceed when personnel are satisfied that no weapons or contraband are present in the visitor's property or on their person. If there is doubt as to whether contraband or weapons may be possessed by the visitor, a personal search, in compliance with Department procedures, shall be conducted.
- Visitors shall fill out a Visiting Request Pass, listing the name and booking number of the inmate they wish to visit. The pass will also include the names of all the visitors (including infants) wishing to enter the property and visit.
- Visitors shall then present themselves to the main visiting processing booth, present their valid identification, and their completed request pass.
- The processing booth personnel shall verify the inmate to be visited is housed at one of the PDC facilities and is eligible for a visit. If the inmate is clear to have a visit, a pass shall be issued.
- The pass shall be stamped in the upper left corner. The stamp shall include the date, number of people in the visitor's party, and the bus number assigned to the visitors. No visitors shall be allowed to be transported to any of the facilities without having this stamp on their pass. If a visitor arrives without the proper stamp, they shall be immediately transported back to the main visiting center sergeant's office. The sergeant shall determine how the person was able to gain access to the facility without the proper authorization.
- Visitors shall be directed to a waiting line where they shall board the contract buses transporting them to the various facilities. Visitors shall enter the bus loading lines at the rear of the line only. Sending family members ahead to hold a place in line is NOT permitted and shall be considered "cutting" the line. Any visitors found to have "cut" into line may have their visit revoked and be asked to leave the property.

Walk-in visits are welcome, but are available on a first come, first served basis and are subject to availability. Due to the high volume of visits, there is no guarantee of same day visits. Visitors shall be encouraged to register in the Inmate Video Visitation System (IVVS) prior to their visit in order to avoid delays and ensure availability.

### BUS LOADING AND UNLOADING

Transportation services for all visitors are provided by a chartered bus service. The chartered buses shall be the only means by which visitors will be transported to their respective facilities and back.

Personnel assigned to the bus loading area are responsible for monitoring the bus lines and directing the buses to specific facilities. They shall base their decision on how many visitors are waiting for each facility, as well as how long it has been since visitors were last sent. It is not necessary to wait until a bus can be filled in order to send visitors. Bus loading personnel should also be cognizant that the longer a facility waits to receive a bus, the more backlogged they become with visitors who have completed their visit.

Personnel shall continually roam and monitor the bus lines to ensure visitors stay in order, wait in line, and do not attempt to "cut" in line.

Buses will unload visitors near the "one way" revolving exit gate leading to the visiting center parking lot. Visitors are required to exit this gate. Personnel shall monitor visitors unloading from the returning buses and

ensure they exit the facility.

### MOBILITY-IMPAIRED VISITOR ACCOMMODATIONS

Mobility-impaired visitors shall be accommodated at all times. When checking into the main visiting center, all mobility-impaired visitors will shall be allowed to circumvent the general public line and enter the facility by way of the center metal detector corridor. Personnel assigned to the metal detector screening room shall ask all mobility-impaired visitors if they require any assistance with the rest of the check-in process. If an individual requires assistance, the visiting sergeant shall be notified and shall ensure the individual is assisted with the process.

Once checked into the facility, mobility-impaired visitors will shall present themselves to the visiting processing booth in the same manner as the general public.

Upon receiving their stamped pass, mobility-impaired visitors will shall be directed to check in with the bus loading deputies. The bus loading deputies shall allow the mobility-impaired visitors to position themselves at the front of the line where they can easily be contacted.

Service dogs under Titles II and III of the American Disabilities Act (ADA) are allowed to accompany visitors with disabilities. A service animal is a dog that is trained to do work or perform tasks for a person with a disability. Generally, Title II and Title III entities must permit service animals to accompany people with disabilities in all areas where members of the public are allowed entry. Examples of such work or tasks include guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function are to provide comfort or emotional support do not qualify as service animals under the ADA ([https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm)).

The main visiting sergeant shall determine the validity of any service animal and shall ensure the individual is assisted with the visiting process.

The main visiting sergeant or designee shall assist visitors who need help exiting the main visiting center by opening/closing the gate as needed for visitors with objects that will not fit through the turnstile exit (e.g., wheelchairs, strollers, service animals, etc.).

### CLOSING PROCEDURES

At 1340 hours, personnel assigned to the main visiting center shall stop processing appointments and ensure all visitors board their assigned buses as soon as possible. After all visitors have left the visiting center, the main visiting center shall be locked, secured, and searched. A search report shall be entered into the Custody Automated Reporting System (CARTS) and submitted to the visiting sergeant and watch commander. The PDC South Facility Citizen's Commission on Jail Violence (CCJV) sergeant shall report to the main visiting center to ensure all visitors have access to exit the center after it is closed.

The G-7 personnel shall monitor and provide security at the main visiting center exit and open/close the gate as needed for visitors with objects that will not fit through the turnstile exit. The G-7 unit shall remain at this post



until relieved face-to-face by the PDC roving patrol (Adam) unit (i.e., PM shift Adam 7).

Between 1430 and 1500 hours, Adam 7 personnel shall continue monitoring the exit and opening/closing the gate until all visitors have finished their visits and exited PDC property. Once all buses have dropped off visitors, and all visitors have exited the main visiting center, Adam 7 personnel shall contact each facility's main control by telephone to verify no visitors are left behind.

The CCJV sergeant and Adam 7 personnel shall verify all visitors have exited PDC property and each facility has verified no other visitors remain before the main visiting center exit gate is locked and secured. The CCJV sergeant shall notify the PDC South Facility watch commander that the main visiting center is closed and secure. The watch commander shall document in the "Watch Commander Shift Summary" log that the main visiting center is closed, all visitors have left the property, and the main visiting center is secured.

**Revision Date 02/18/20**

**Revision Date 10/23/19**

**04/15/09 SOUF**

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• **5-06-060 Public Information Plan**

**Reference:** CCR Title 15, Article 4, section 1045;

**PURPOSE OF ORDER:**

The purpose of this order is to establish guidelines for establishing and maintaining a public information plan.

**SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at Pitchess Detention Center (PDC) South Facility.

**ORDER:**

PDC South Facility shall establish and maintain a "Public Information Plan" that will be accessible for review at any time by any member of the general public. A digital copy shall be maintained in the PDC South Facility share files in the following location: [REDACTED TEXT] and a printed hard copy shall be maintained at South Facility operations, visiting and main control.

The Public Information Plan shall be reviewed annually and updated as necessary.

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