

## 3-12-015 General Public Tours of Mens Central Jail



### PURPOSE OF ORDER:

To establish policy and procedures for tour requests of Men's Central Jail by the general public.

### SCOPE OF ORDER:

This order applies to all personnel assigned to Men's Central Jail, and covers all tours of the general public entering the facility.

### ORDER:

Tours of Men's Central Jail, by the general public, shall occur between Tuesday – Thursday starting as early as 0800hrs or as late as 1800 hours. There shall be no more than **two tours** scheduled each week – each tour containing no more than 25 participants.

All tours are by reservation only through the Legal Unit. Reservations for General Public tours shall be taken during normal business hours only. The Legal Unit shall maintain a reservation calendar detailing all scheduled tours for that month.

Upon approval of the requested tour date and time, the Legal Unit shall prepare and distribute a Public Tour Information Form (SH-J-443) to the Watch Commander, Watch Sergeant, Main Control, Main Lobby, and Training Unit if applicable.

The General Public Tours will be conducted by two deputies from the Legal/Line-ups Unit. If the Legal/Line-ups Unit is unable to conduct the tour on the specified date and time, two deputies from inside security will be chosen by the Watch Sergeant to assist with the tour. The selection of deputies to perform the tour shall be predicated on their communication skills, professionalism, uniform appearance and knowledge of the facility.

Prior to the beginning of the tour, each participant shall be required to complete a Tour Agreement and Civil Claims Release Form (SH-J-444). These Agreements shall be returned to the Legal Unit along with the completed Public Tour Information Form. Agreements and Information Forms shall be maintained by the Legal Staff for **two years**. [REDACTED TEXT]

Members of the general public requesting tour reservations shall be advised of the following [MCJ Tour Guidelines/Information](#):

1. Persons less than sixteen years of age may not tour occupied jail facilities [REDACTED TEXT].
2. All persons approved for a tour of the facility must be dressed appropriately. No tank tops, tee shirts, jeans, shorts, gang related attire or excessively revealing clothing may be worn. Questions relative to the appropriateness of any tour participant shall be brought to the attention of the Watch Commander before admittance is permitted.
3. All persons participating in a public jail tour must present a governmentally issued photo identification.
4. All persons participating in a public jail tour are subject to search and a background record check.
5. All personal property of persons participating in a public jail tour is subject to being searched.
6. [REDACTED TEXT]
7. No audio and/or video recording or photographs are permitted during the tour. No cellular telephones are permitted inside security. No purses or briefcases may be taken inside of security.
8. All provisions of Penal Code Sections 4570, Communications with Prisoners, 4570.5 False Identification to Secure Admission to Prisons and Jails, 4571, Ex-convict Coming upon Prison, 4573, Controlled Substances, Bringing into Prison or Jail, and 4573.5, Alcoholic Beverages, Bringing into Prison or Jail, shall apply to public jail tours.

**NOTE: Non-Compliance to any of the above guidelines will be cause for immediate cancellation of the tour.**

