

## 5-15-045 Hospital Visiting Procedures



### PURPOSE OF ORDER:

The purpose of this order is to establish a uniform process whereby attorneys and other legal visitors may pass documents to inmates via the [REDACTED TEXT] control booth deputy when the attorney room is closed or the inmate is unable to visit in the attorney room.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

### ORDER:

When an attorney initially enters the [REDACTED TEXT] floor visiting area, the control booth deputy shall inquire if they intend to pass documents. If they indicate they will be passing documents, the booth deputy shall remain in the booth to facilitate the transfer or arrange to be in the booth at the appropriate time.

When requested to pass documents, the deputy shall receive the documents through the pass-through window, place them on the wooden platform (in view of the visitor) face down, and quickly leaf through the documents checking for contraband. Personnel shall not read any legal documents being passed to the inmate.

The documents shall then be placed in an envelope, sealed with tape, and immediately taken to the inmate.

If the deputy's duties preclude them from immediately taking the documents to the inmate, the visitor should be advised to hold the documents. Once received by personnel, the documents shall immediately be taken to the inmate.

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