

## Contact Visiting #0012 - Temporarily Supended

\*\*\*SUSPENDED UNTIL FURTHER NOTICE\*\*\*

### PURPOSE OF ORDER:

To establish procedures for inmate worker visiting regulations at Inmate Fire Training/East Facility.

### SCOPE OF ORDER:

This order shall apply to all personnel assigned to or working in any capacity at the Inmate Fire Training/East Facility.

### ORDER:

Nothing in this order will supersede procedures set forth in the above referenced Field Operations Directive and Custody Division Manual.

### CAMP SERGEANTS RESPONSIBILITY:

As each camp differs in structural accommodations and work programs, inmate worker's visiting rules and regulations vary from camp to camp. Where possible, these rules should be standardized to prevent unfair application. Therefore, the Camp Sergeant shall ensure the following minimum standards are maintained.

### VISITOR AREA:

The visitor area shall be designated so as to afford the inmate worker and visitors semi-privacy. At no time shall the visiting be permitted behind closed doors, in vehicles, etc.

### NUMBER OF VISITORS:

The number of visitors at any one session shall be determined by facility accommodations as determined by the Camp Sergeant. However, the number of visitors shall not be limited to just one (not counting children under 16 years of age).

### NUMBER OF VISITING SESSIONS:

Visiting sessions shall not be limited to less than two on any visiting day. Visiting shall be conducted on Saturday and Sunday only.

### LENGTH OF VISITING SESSIONS:

Visiting sessions shall not be limited to less than 1/2 or more than three hour's duration, and shall not extend beyond the normal visiting hours. Every effort will be given to ensure a full three-hour visit per inmate.

However, depending on the number of visitors and space available, visits may be terminated after 1/2 hour.

### VISITING HOURS:

Normal visiting hours shall be between 0800 and 1600 hours. When necessary, the Camp Sergeant may decree a change in visiting hours for reasons including, but not limited to: weather, daylight saving time, emergency call outs, etc.

#### **FOOD:**

Visitors may bring food to inmate workers and are allowed to use the BBQ grills provided in the visiting area, (BBQ briquettes or wood shall not be provided); however, all food must be consumed on the day of the visit, excluding reasonable amounts of candy or cookies. Inmates using the BBQ grill shall be responsible for cleaning and extinguishing the BBQ grill.

#### **INMATE VISIT REQUEST:**

All visiting shall be conducted by appointment only, based on the remote location of the fire camp, and must be requested by the inmate to be visited. However, any visitor who arrives at the visiting center and has not made a prior appointment shall not be denied a visit but the visit may be delayed while their eligibility for the visit is confirmed by camp staff. Any inmate requesting a visit must provide camp staff with the following information at least three days prior to visiting day.

1. The full legal names of all parties who will be attending the visit.
2. Type and number of their identification information ie: CDL number, state identification number, etc.
3. Phone number where the visitor can be contacted in case of visit cancelation.
4. Visitors must follow all visiting rules set forth in CDM 5-10/020.00 VISITOR IDENTIFICATION. For detailed information, they may visit [www.lasd.org](http://www.lasd.org) or call (213) 473-6080.

#### **FIRE DEPARTMENT EMERGENCY DURING VISITING:**

In the case where the Fire Department is requested for an emergency response and that response would include the inmate work crews, visiting may be suspended for that day. All inmates will be counted and return to their bunks for assignments. However, if at the discretion of the Camp Sergeant, depending on the number of inmates needed for the response, some visiting may continue.

#### **LEGAL VISITS**

Inmates may receive legal visits from attorneys or authorized representatives/investigators only with prior arrangements. These visits will occur on a regular visiting day whenever possible. Unusual circumstances may require the temporary transfer of the inmate to an institutional setting where an attorney visiting room is available.

#### **CAMP STAFF/VISITING DEPUTY RESPONSIBILITY**

Camp staff shall conduct searches of all inmates and their property to ensure he is wearing the proper clothing and taking only authorized property to the visiting center. Each inmate shall be searched upon returning from the visiting area for possession of contraband.

#### **INMATE MARRIAGES**

Inmate Marriages shall not be conducted at the Fire Camp. Any inmate requesting to be married while in the custody of the Sheriff's Department shall be transferred to a proper custody facility.

### **PSYCHIATRIC VISITING**

Any inmate with a court-ordered or "one time" or any other type of Psychiatric visit or any staff member suspects the inmate is in need of a Psychiatric visit/evaluation for any reason, that inmate shall be immediately transferred to a proper custody facility for evaluation.

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