

Public Tours #0019

PURPOSE OF ORDER:

To establish procedures for conducting routine public tours of the facility in order to foster public confidence by demonstrating the professionalism and dedication of Fire Camp personnel assigned to the Fire Camp Training Unit.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the Fire Camp Training Unit.

ORDER:

Public tours of the Fire Camp Training Facility shall be conducted in accordance with the guidelines and standards set forth in section 3-11/000.00 TOURS OF CUSTODY DIVISION FACILITIES of the Custody Division Manual.

The Camp Sergeant will be responsible for scheduling and conducting all routine public tours. Routine public tours at the Fire Camps shall be conducted on Tuesdays and Thursdays at 0930 hrs. If the Camp Sergeant is not available at the scheduled time, he/she will assign alternate personnel to conduct the tour.

Persons wishing to participate in a tour of the Fire Camps will be required to schedule that tour at least a week in advance. Those requesting a tour may schedule one by contacting the Camp Sergeant, Monday through Friday, during the AM shift. The Camp Sergeant will obtain the full name, birth date, and driver's license number of all persons requesting to tour the facility. Prior to the scheduled date of the tour, the Camp Sergeant will ensure a background record check has been made of every person requesting a tour, in order to identify any potential security risks.

Due to this facility having unsecured housing areas, routine public tours shall be limited to no more than five (5) individuals at a time.

Prior to persons being allowed into the facility for a scheduled tour, the following procedures shall be followed:

- A LASD Tour Agreement and Civil Claims Release form (SH-J-444) shall be completed, signed, and retained at the Fire Camps office until the tour is completed.
- The identification of the individual requesting to tour the facility shall be checked. This check is to ensure that the same individual whom a background check was done is the same person who is currently presenting themselves.
- All persons on the tour shall be escorted to the Fire Camps office and exchange their identification for a [REDACTED TEXT]
- Approval for all routine public tours shall be at the discretion of the on-duty Watch Commander/Camp Sergeant. The Department member giving the tour shall advise the on-duty Watch Commander/Camp Sergeant of the number of individuals requesting to tour the facility, and obtain approval prior to entering the facility and conducting the tour.

Routine public tours at the fire camps shall be conducted on Tuesdays and Thursdays at 0930hrs. The

amount of time it takes to complete the tour will vary, based on the areas of the facility that are open and available. Generally, tours of the facility should last from 1 - 2 hours, with the following areas being shown:

- Administration
- Camp Office
- Inmate Housing (Civilians shall not be taken inside barracks while inmates are present).
- Inmate Dining Room / Kitchen
- Inmate Library
- Yard (Tours shall not be taken into the yard if inmates are present)
- Inmate Processing Area (Tours shall not be taken into the Inmate Processing Area during the processing of incoming/outgoing lines. The deputy presenting the tour shall ensure the area is clear prior to allowing tour participants to access or look into this area).
- Inmate Services / Barbershop
- Fire Camp Visiting Center

Public Tours will not be allowed access to, be shown, or advised of the following:

- [REDACTED TEXT]

At the conclusion of the tour, all individuals will return to the Fire Camp office, sign out of the visitor's log, and return all visitor passes. The Deputy escorting the tour will escort all participants to the Administration Briefing Room and will fill out any paperwork the participants may need. The escorting Deputy shall additionally complete a LASD Fire Camp Public Tour Information Form (SH-J-443), utilizing a unit reference number, and submit the completed form to administration for input into the C.A.R.T.S. system.
