

## **PDC Fire Camp Visiting #0026 - RESCINDED**

**\*\*ORDER IS RESCINDED UNTIL FURTHER NOTICE. ALL FIRE CAMP VISITING IS CONDUCTED AT PDC-EAST FACILITY. REFER TO EAST UNIT ORDERS.\*\***

### **PURPOSE OF ORDER**

To establish rules and procedures for contact visiting at the Inmate Fire Training Facility.

### **SCOPE OF ORDER**

This order shall apply to all personnel assigned to or working in any capacity at the Inmate Fire Training 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**

The Camp Sergeant shall insure the following minimum standards are maintained.

### **VISITING DEPUTY DUTIES**

1. Supervises visiting operations.
2. Maintains the visiting log.
3. Monitors and supervises visitors and inmates.
4. Submits maintenance and supply requests for the visiting center.
5. Assists in all visiting operations as needed.
6. Supervise inmate workers during cleanup of visiting area each day.

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

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

### **CONTRABAND CONTROL**

The control of the flow of contraband (narcotics, weapons, tobacco) into the Fire Camp and South Facility is paramount. During a pilot program from July 2012 to January 2013, JIU discovered that narcotics and tobacco were being smuggled into the Fire Camp and South Facility via contact visits. The following protocols shall be followed to ensure the safety and security of Pitchess Detention Center remains intact:

1. Three deputies shall be assigned to the Fire Camp Compound on visiting days, and one of them shall

- be present in the visiting area at all times.
2. Staff restroom and meal breaks shall require proper relief.
  3. No food or beverages will be allowed, except for sealed water bottles.
  4. No purses or any other bags are allowed.
  5. The visiting "trustee" shall not be allowed back on the compound until visiting has ended and he has been searched.
  6. The visiting deputy shall search the grounds and portable restrooms daily after visiting, and seal any and all trash bags before inmate workers haul them to the trash area outside the compound.
  7. [REDACTED TEXT]
  8. A female deputy shall be assigned to the Main Gate Visitor's Center on all visiting days, and physically search all-female Fire Camp visitors.

## **PDC FIRE CAMP VISITING AREA**

The visiting area shall be in the Upper Ranch Compound, on the south lawn and picnic tables next to the chapel. At no time shall the visiting be permitted behind closed doors, in vehicles, etc. Portable restrooms will be provided for visitors. Inmates will not be allowed to use the visitor's portable restrooms. Inmates must use the separate portable restrooms by the Fire Training classroom. All inmates will be searched prior to entry back into the compound.

## **NUMBER OF VISITING SESSIONS**

Visiting shall be conducted on Saturday and Sunday only. Inmates will be allowed ONE two hour contact visit per weekend (Saturday or Sunday) due to staffing and facility constraints.

## **LENGTH OF VISITING SESSIONS**

Visiting sessions shall not be limited to less than 1/2 hour or more than two hours duration, and shall not extend beyond the normal visiting hours. Every effort will be given to ensure a full two-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 1430 hours. When necessary, the Camp staff may order a change in visiting hours for reasons including, but not limited to: weather, daylight saving time, emergency call outs, etc.

## **INMATE VISIT REQUEST**

All contact visits shall be conducted by appointment only and must be requested online by the visitor. Any visitor who arrives at the front visiting area and does not have prior approval shall be denied a contact visit, and the visit must take place at the PDC South Facility visiting area. Before any visitor can request a contact visit, the inmate must provide camp staff with the following information at least three days prior to visiting day to be added to the approved visitor contact list.

- The full legal names of all parties who will be attending the visit.

- Type and number of their identification information i.e.: CDL number, state identification number, etc.
- Phone number where the visitor can be contacted in case of visit cancelation.
- 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.

## **VISITOR PROCEDURES AND PROCESSING AT THE INMATE FIRE TRAINING FACILITY**

- Visitors having been cleared, processed and sent to the Inmate Fire Training Facility from the Dr. Elmer T. Jaffe Visiting Center, will be dropped off at the Upper Ranch Compound gate, and proceed to the chapel. The visiting process shall be conducted in the following manner:
- Visitors will report to the chapel, and present the visiting pass, issued to them at the Main Gate Visiting Center, to the Fire Camp visiting officer. The visiting officer will check the pass against the pre-approved visiting list.
- Visitors will be seated at one of the picnic tables provided on the chapel lawn.
- Inmates receiving visits will report to the chapel and check in with visiting officer.
- After an inmate checks in, he will be seated at the picnic table with his visitors.
- The visiting officer will note the time on the visiting log sheet and begin timing the visit.
- At the end of the designated visiting time, visiting personnel will announce to visitors their visiting time has expired.
- All inmates will immediately be instructed to leave the visiting area and return to the compound.
- Visitors will exit the visiting area and wait near the Upper Ranch Compound gate to board the next available bus returning to the Main Gate.

## **INMATE FIRE TRAINING FACILITY VISITING RULES**

- Up to five visitors total (three adults total plus small children. Teens count as adult visitors) will be allowed. Infants being carried in a carrier do not count as visitors. The number of visitors at any one session shall be determined by facility accommodations as determined by the Camp staff. However, the number of visitors shall not be limited to just one.
- Inappropriate clothing (revealing cleavage, short skirts, gang attire, profane or drug culture slogans and images) are prohibited, and will result in the visit being cancelled or terminated.
- Inappropriate touching shall be deemed anything other than hand holding, or brief hugs and kisses hello and goodbye. Prolonged embraces or touching of genitals by either party shall be grounds for termination of the visit or discipline.
- Cutting in line at ANY point of the registration and/or visiting process may result in the requested visit, or future visiting privileges, being denied.
- Juveniles (children 17 years of age and under) must be accompanied by their parent(s) or a legal guardian. Absent a legal guardian or parent, they 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.
- 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 needed.

- Visitors will not go near the fences at either end of the visiting area or wander around the Upper Compound.
- Children must be under the constant supervision of an adult, at all times. If children are found unsupervised, this may result in the termination of the responsible adults visit.
- Children will not be allowed to run around or behave in a manner that disrupts other visitors, or distracts visiting personnel from their duties.
- No tobacco products of any kind are allowed inside or outside the visiting area.
- No purses or bags of any kind are allowed, except for infant diaper bags which will be searched.
- Food or drinks are prohibited, except for sealed bottles of water.
- Cell phones or cameras are prohibited.
- 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 on-duty Sergeant. Any deviation from the entry guidelines must be approved by a Sergeant or above.

## **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 at PDC-South Facility.

## **INMATE MARRIAGES**

Inmate Marriages shall not be conducted at the Inmate Fire Training Facility. 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 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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