

Unit Order 73 - Inmate Visiting Procedure

PURPOSE:

The purpose of this station order is to establish guidelines for inmate visiting which will ensure compliance with Title 15 standards.

SCOPE:

In order to preserve the safety and security of station personnel, visitors, and inmates housed at West Hollywood Sheriff's Station, an inmate visiting area will be designated with established visiting hours and set supervision procedures.

ORDER:

PRISONERS HOUSED PENDING ARRAIGNMENT AND/OR RELEASE

Visiting hours shall be every Saturday between 1100 and 1300 hours. Inmates and their visitors shall use the Speco Technologies camera phone. One is located in the lobby for visitors and the second half is located inside the station jail.

INMATE WORKERS

Visiting hours shall be every Saturday between 0900 and 1100 hours. The designated visiting area shall be the station's car wash bay. After coming to the front counter, the visitors will be instructed to walk to the San Vicente gate, where the on-duty Custody Assistant will escort them to the visiting area. At the conclusion of the visit, the visitors shall be escorted back to the San Vicente gate. Visitors are subject to search before, during, and after the visit. The number of visitors shall be limited to four per inmate. Anyone under the age of 18 shall be accompanied by an adult. The jailer shall supervise the inmates and visitors at all times. If a contingency arises, the briefing room may be used as an alternative visiting area. The jailer shall ensure all sensitive law enforcement material has been removed.
