5-00-03 MERIT MASTER-INMATE CONTACT VISITS (PILOT PROGRAM) APPROVED BY CSS 2/13/2024

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for non-barrier contact visits with the Forensic Inpatient (FIP) Step Down Merit Master inmates at the Century Regional Detention Facility (CRDF). For the purpose of this order, Leadership, Mental Health Assistant, and Peer Support Specialist inmates will all fall under the title of Merit Master.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to the FIP Step Down module, CRDF Visiting Center, Main Control, Century booking, and/or working in any capacity at CRDF.

ORDER:

Non-barrier contact visits shall only be conducted in an interview room located in Century Booking. Non-barrier contact visits shall only be offered to FIP Step Down Merit Master inmates housed at CRDF.

Non-barrier Contact Visiting Hours:

Saturday-Sunday: 0700 – 1600 hours

Each non-barrier contact visit shall be pre-scheduled to accommodate each Merit Master during the designated hours of operation. Each visit will be thirty (30) minutes in duration.

NOTE: Non-barrier contact visits shall not occur between the hours of 1300 to 1400 to allow for shift change and count without interruptions. The last visiting request for the day shall be scheduled no later than 1530 hours.

Non-barrier Contact Visiting Schedule:

Non-barrier contact visits will be granted once a month on Saturday or Sunday.

Non-barrier contact visits shall be pre-scheduled by the CRDF Visiting Center. The FIP Step Down Merit Masters shall provide a list of potential visitors to the FIP Step Down deputies and include the following:

- Visitor’s full legal name
- Date of birth
- California driver license number
- Telephone number
- Address

Once this information is obtained, FIP Step Down deputy personnel shall provide the potential visitor list to

CRDF Visiting Center personnel. Visiting Center personnel shall review the information and conduct a background check of each potential visitor. After approval is granted, Visiting Center personnel shall contact the visitor and schedule a visit utilizing the Inmate Video Visitation System (IVVS).

A maximum of one adult and one child shall be allowed to participate in a non- barrier contact visit.

NOTE: Additional child visitors may be granted on a case-by-case basis as staffing levels permit.

Each visit shall be staggered so there is no more than one visit occurring at any given time. The non-barrier contact visiting schedule shall be provided to the Merit Master visitors by the FIP Step Down sergeant or designee, monthly. The FIP Step Down sergeant or designee will maintain the current list of approved visitors.

NOTE: Walk-in or unscheduled non-barrier contact visits are discouraged and may be turned away.

NOTE: The Merit Master inmates are still eligible to receive their two weekly visits per Title 15 Section 1062, "Visiting."

Contact Visitor Requirements

- Each visitor shall sign the Los Angeles County Sheriff's Department Visitation and Civil Claims Release form prior to entry.
- Juveniles under the age of 18 years must be accompanied by a parent or legal guardian and sign a waiver on their behalf. They must possess a valid form of identification and/or birth certificate, which shall be provided to Visiting Center personnel prior to entry (no exceptions).
- Visitors shall adhere to the dress code established for non-barrier contact visits.
- The following attire is prohibited: loose-fitting or tight-fitted clothing, extra layers, and/or bulky jackets outside of inclement weather, revealing or provocative clothing, open toed shoes, high-heel/pumps, bras with metal underwire*, or gang-related attire including specific gang affiliated colors.
    - * Bras with metal underwire may cause metal detectors and detection wands to sound, indicating the visitor is in possession of weapons or other contraband.
- Contact visitors shall be limited to the Merit Masters' parent(s), grandparent(s), spouses/fiancé, and/or children.
- All visitors shall adhere to CRDF's Code of Conduct at all times. Failure to do so may result in the visit ending prematurely, cancelled, or loss of visiting privileges.

Identification

- Each visitor's name shall be provided to visiting personnel for clearance/approval for the non-barrier contact visit.
- Each visitor shall be checked via the Justice Data Interface Controller (JDIC) for wants, warrants, restraining orders against the inmate, and outstanding tickets for initial approval and once again upon arrival for the scheduled visit.
- Visitors with wants or warrants, restraining orders against the inmate and/or outstanding tickets will not be allowed to participate in the visit.

- All visitors entering CRDF, except for minors, must present an authentic, current, and valid photo identification, including any of the following:
  - State driver's license
  - State identification card
  - Interim driver's license, only when accompanied by a scanned photo issued by the California Department of Motor Vehicles
  - Military identification
  - Passport
  - Alien Registration Card
  - Identification card issued by any country consulate's office
  - School ID for anyone appearing to be 18 years old, but representing themselves as a minor.

NOTE: Damaged/altered/expired identification cards are not accepted.

Procedures for Visitors

- Persons named on a visiting appointment for a non-barrier contact visit with the inmate must arrive at a minimum of thirty (30) minutes prior to their appointment; otherwise, the visit shall be documented as a "no show," resulting in a canceled visit. The canceled visit may be counted toward the Merit Master's one contact visit for the month.
- Prior to entry, all visitors shall exchange their personal mask, disposable or reusable, for a disposable mask provided by CRDF visiting personnel. Any visitor with a reusable mask shall secure their mask in a locker with any personal items prior to entry.
- Visitors shall submit to a pat down search and are required to pass through a metal detector prior to being escorted into the Century booking interview room.
- Visitors with a pacemaker are exempt from going through a metal detector but are still required to submit to a pat down search.
- Visitors refusing to be searched shall be denied their visit and shall be escorted out of the facility. The visitor may still be searched prior to being escorted out of the facility. If contraband is found, the visitor may be charged with violation of Penal Code 4573.5 P.C. (Bringing Contraband into a Jail Facility).
- Visitors shall make minimal physical contact (limited to a hug or handshake) with the Merit Master inmate at the beginning and end of the visit.
- All visitor's property shall be secured in their vehicle or stored in a locker prior to entry.

NOTE: Wireless communication devices, hats, purses, etc. are prohibited

NOTE: Children under the age of 14 shall not be searched.

Visiting Area Rules

Any violation of the following rules may result in the visitor's removal from the facility and the cancellation of visiting privileges:

- Visitors shall follow all directives given by Department personnel.

- Visitors shall not engage in any activity which may violate the security of the facility or threaten the safety of Department personnel or inmates.
- Cameras, recording devices, radios, and all electronic devices are prohibited within the visiting areas.
- The use, possession of, or evidence of being under the influence of any alcoholic beverage, illegal drug, narcotic or other substance shall not be allowed in the facility and will subject the visitor to arrest.
- Visitors shall not engage in lewd conduct or indecent exposure.
- Parent/guardian shall maintain control of their child in the visiting area.
- The use of gang colors, signs, language, or any gang paraphernalia used to show gang affiliation is prohibited.
- Individuals cleared for non-barrier contact visits must comply with all rules. Violation(s) may result in the visitor being suspended from further contact visits.
- Discretion can be utilized to allow a minor child to sit on their mother's lap during the non-barrier contact visit.

Ex-felons/Parolees and Visitors on Probation

- Persons previously convicted of a felony, parolees and/or visitors on probation shall require prior written approval from the Division Chief or their designee to participate in contact visits.
- Anyone requesting a visit who has been incarcerated in the Los Angeles County jail system shall not be denied visitation privileges based on their previous incarceration status.

Inmate Requirements

- Inmates have the right to refuse a visit. The inmate's refusal shall be documented in IVVS and the electronic Uniform Daily Activity Logs (e-UDAL).
- Inmates shall be properly dressed in their issued Los Angeles County jail clothing when going to or coming from a visit.
- Inmates shall obey all facility rules and regulations. Any violation of the jail house rules shall result in the termination of the inmate's visit as well as disciplinary action.
- Inmates shall not engage in any lewd conduct or indecent exposure.

Procedures for Merit Master Inmates

- FIP Step Down module personnel may perform a visual body cavity search (VBCS) or strip search of the Merit Master inmate prior to escorting them to Century booking, if necessary. The Merit Master inmates may be subject to VBCS's or strip searches upon completion of the visit to ensure no contraband was passed into the facility. A complete full body scan shall be conducted. Should a strip search or VBCS be necessary, custody personnel shall notify a supervisor and articulate the need for the search.

NOTE: All visual body cavity search protocol shall be adhered to.

Cancellation of Visits

CRDF personnel may cancel a visit at any time for the following reasons:

- Visitor(s)/inmate engage in any inappropriate behavior

- Visitor(s)/inmate refuse to be searched
- Contraband is found on the visitor(s)/inmate
- Visitor(s)/inmate disrupt the visiting process in any manner
- Visitor(s) shall not enter the facility under the influence of drugs or alcohol
- An inmate is on restricted status (Covid-19 related quarantine/discipline)
- Security conditions of the facility

NOTE: All visits shall be immediately canceled or denied entry in the event of a facility lock down.

CRDF Personnel Responsibilities

- Visiting personnel shall ensure all contact visitors have been searched for contraband prior to entering the facility.
- Visiting personnel shall escort the non-barrier contact visitor to [REDACTED TEXT] where they shall exchange their identification card/passport for an escort pass. Visiting personnel shall then escort the visitor to the Century booking area.
- FIP Step Down module personnel shall escort the Merit Master inmates to the Century booking interview room and shall assist with monitoring the thirty (30) minute visit.

NOTE: If additional deputy personnel are required to provide security and monitor the scheduled non-barrier contact visit in the Century booking area, the east tower supervising line deputy/or east tower sergeant shall designate appropriate personnel prior to the visit.

- All non-barrier contact visits shall be documented in the e-UDAL by FIP Step Down module personnel.