

## 5-06-040 Law Enforcement, Attorney, and Professional Visiting Procedures

**REFERENCE:** CDM 3-01/090.05, 3-10/015.00, 4-06/005.00, 5-10/010.05, 5-10/020.05, 5-10/030.00, 5-10/055.00; MPP 5-03/060.05; Title 15 Section 1068; 825(b)PC; Unit Order 3-05-006

### **PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for law enforcement, attorney, and professional visits at Pitchess Detention Center (PDC) South Facility.

### **SCOPE OF ORDER:**

This order applies to all personnel assigned to and working at PDC South Facility.

### **ORDER:**

#### GENERAL INFORMATION

Attorney visiting hours are held daily from 0800 to 2200 hours, in the PDC South Facility Visiting Center (South visiting). Professional visits, other than attorneys, shall be conducted in South Visiting or the administrative briefing room (admin briefing) from 0800 to 2200 hours daily. Any exceptions shall be approved by the watch sergeant, due to limited space and personnel conducting public visiting.

All public, professional, and law enforcement visitors shall be registered and scheduled through the Inmate Video Visitation System (IVS) scheduling application.

Reasonable efforts shall be made to accommodate all court orders pertaining to law enforcement, attorney, and non-routine visits. If a request presented by a court order cannot be accommodated, arrangements shall be made, with the approval of the watch commander, to send the inmate to another facility to honor the court order.

All visitor registration forms shall be filed in the copy room.

Weapons, ammunition, cameras, and wireless communication devices, including, but not limited to, a cellular telephone, voice over internet protocol (VOIP) phone, or wireless Internet devices are not allowed inside the facility. Weapons may be secured in the visiting gun lockers. All other items shall remain in the visitor's locked vehicle.

In accordance with CDM section 3-01/090.05, "Wireless Communication Devices," attorneys in possession of

a valid California State Bar card, representatives from the Office of Inspector General (OIG), and American Civil Liberties Union (ACLU) representatives (staff, interns, or volunteers with a marked "PROPERTY OF ACLU" laptop) may use laptop computers or tablets in the attorney and public visiting rooms during professional visit with their clients upon signature and agreement of the "Laptop Request and Acknowledgment Form (SH-J-460)," as delineated in CDM section 5-10/030.00, "Attorney and Professional Room Visits." Laptop computers or tablets shall not be used to record audio, video, take photographs, or to stream video/audio. All wireless connectivity functions shall be turned off and/or set to "airplane mode," or the equivalent.

If a visitor is unsure where an inmate is housed, they shall be directed to contact the IVVS Support Group by emailing [IVVSupport@lasd.org](mailto:IVVSupport@lasd.org) or by calling (213) 680-6984.

### CHECK IN PROCEDURES

All attorneys and/or professional visitors requesting to visit an inmate, shall be directed to check in with the deputy at the security booth (in/out shack) located at gate eight (8). Visitors are required to provide a valid, governmentally issued identification (ID) (e.g., California Driver's License, U.S. Passport, other state Identification).

Along with a valid form of identification, the requesting individual shall provide identification supporting their request/reason to visit the inmate. Types of acceptable identification include:

- Current California Bar card (for attorneys)
- Current private investigator license
- Law enforcement identification
- Parole officer identification
- Paralegal license/certificate\

Any question regarding the approval to visit an inmate shall be brought to the attention of the watch commander. The watch commander shall have the final determination as to whether a visit will be granted.

Attorneys requesting a visit shall complete the official "Attorney Request Slip" (SH-J-9) and shall be logged on the visitor log.

Law enforcement investigators shall check in for their visit at main control. Inmate interviews shall be conducted in the South Facility admin briefing room. Law enforcement investigators include, but are not limited to:

- Deputy sheriff personnel (not assigned to custody)
- Outside agency law enforcement officers
- District attorneys or district attorney investigators
- Federal or state law enforcement officers

### SECURITY INSPECTION

All visitors, including attorneys, who request to visit an inmate shall be subject to an article search prior to entry

into secured areas of the facility. An article search consists of all purses, briefcases, case files, etc. However, personnel shall not read confidential/legal correspondence. Visitors should be encouraged to take as little as possible into the visiting area.

Persons who accompany attorneys or bondsmen, such as material witnesses or bail sponsors, shall not be allowed to bring any property into the visiting center. These items should remain secured in their vehicle.

### PROCESSING INMATES

When the inmate arrives, their identity shall be verified by visually inspecting their wristband. If the inmate refuses the visit, they shall be directed to return to their barrack immediately. The visitor shall be informed of the refusal and escorted out. If the inmate accepts the visit, they shall be directed to a visiting window.

### APPROVED VISITORS

#### **Attorneys and Public Defenders:**

- Must be in possession of a valid, governmentally issued identification card and a valid California State Bar
- A Los Angeles County Public Defender's identification card shall be acceptable identification for access, in accordance with CDM 5-10/030.00, "Attorney and Professional Room Visits"
- May bring in two other persons who are necessary for the preparation of the case
- Out-of-state attorneys shall be referred to the watch commander for approval
- If an attorney forgets, or has lost their Bar card, their status may be checked online at <http://members.calbar.ca.gov/search/member.aspx>, or by calling the California Bar Association at (800) 843-9053 (number verified 04/27/21) to verify valid membership

#### **Bondsmen:**

- Shall present a valid Sheriff's Department pass before being allowed to interview an inmate
- Passes may be obtained at the Men's Central Jail, Room 1014
- May bring in two visitors to sponsor bail
- Shall **not** pass money or business card to the inmate

#### **United States Department of Health, Education, and Welfare Personnel:**

- Must be in possession of a valid governmentally issued photo identification
- Use form PHR 205

#### **Medical Staff, Physicians, Psychiatrists:**

- Must have a court order that specifies use of the Visiting Room at any hour
- L.A. Superior Court psychiatric - psychological panel:
- These doctors are pre-screened by a committee of judges
- A list of these panel members is kept at main control

- They can interview an inmate, with or without a court order, at any time

#### **Ministers, Priests, Chaplains, Etc.:**

- All chaplains processed by our Department shall have a "home badge," which shall be kept at their "home facility." This badge shall include their picture and facility name.
- Chaplains shall also carry a Departmentally issued chaplain photo identification card. This identification shall be used when they enter their home facility and exchanged at main control for their "home badge."
- In the event of an emergency, an information card for each chaplain shall be kept on file at their home facility.
- Chaplains may only pass business cards to inmates.
- A chaplain visiting a facility, other than their unit of assignment, shall check in with main control. The chaplain shall exchange their driver's license, or their "home badge," for a generic chaplain badge.

#### **News Media:**

- The watch commander shall be notified, and the inmate interview shall be approved by the respective Custody Division chief.
- The media representative must be from a bona fide news gathering agency and possess valid identification.
- Inform the concerned inmate of the request for an interview, their right to have their attorney present during the interview, and their right to refuse the interview.
- Informational interviews and photos of federal prisoners must be approved by the United States Marshal.
- Complete form SH-CR-550, "News Media Interview Record."
- If the inmate is represented by the L.A. County Public Defender's Office, it shall be noted on the SH-CR-550. It is the policy of the Public Defender's Office that their clients shall not give media interviews. If the prisoner insists on the interview, the watch commander shall call the Chief of Central Superior Court Trials Division, Public Defender's Office, at (213) 974-2901, who will arrange for a public defender to represent the prisoner at the interview. The news media representative shall be advised of Public Defender requirements. If the Public Defender's Office is closed or permission cannot be obtained, the interview shall be denied.

#### **Notary Public:**

- Must be in possession of a valid, governmentally issued photo identification and notary stamp which matches the name on the ID

#### **Parole and Probation Officers:**

- Must be in possession of a valid, governmentally issued photo identification

#### **Law Enforcement Officers:**

- Must be in possession of a valid, Departmentally issued identification

#### **State licensed, Court Appointed and Private Investigators:**

- Same rules as attorneys except their identification shall be federal or state identification, or court badge

**U.S./District Attorney or U.S./District Attorney Investigators:**

- Same rules as law enforcement officers

**ICE Investigators:**

- Same rules as law enforcement officers. Refer to CDM section 4-06/005.05, "ICE Detainer Acceptance and Processing Procedures" and 5-10/055.00, "Inmate Interview Procedures for Law Enforcement."

**RULES AND REGULATIONS**

1. Weapons, ammunition, cameras, electrical devices, and umbrellas shall not be permitted inside the secured area of the facility.
2. Physical contact shall not be allowed, including handshakes.
3. Clothing, books, newspapers, personal, and non-legal material shall not be passed to the inmate.
4. All papers passed to or from an inmate shall be inspected and approved by supervising personnel.
5. No food or beverages shall be allowed.
6. Interviewers and inmates shall remain seated during the visit.
7. Loud or abusive language shall not be allowed.
8. Only one inmate shall be interviewed at a time, unless they are co-defendants in the same case.
9. There is no time limit to a visit.
10. Attorneys may bring in two material witnesses.
11. Confidential consultation with an attorney shall be allowed with supervisor approval and subject to space availability.

**LAW ENFORCEMENT OFFICERS/INTERVIEWS**

The watch commander, or their designee shall determine the location of the interview. Absent a court order, inmates shall not be transported to another facility to be interviewed.

Investigators shall request approval from the facility watch commander, in person, of their need to conduct a confidential interview and to utilize any electronic devices in their possession. Once approved, the watch commander shall ensure the appropriate personnel are notified of the approval, in accordance with CDM section 3-01/090.00, "Security of Personal Property."

**PROCESS SERVICE**

For process service procedures refer to PDC South Facility unit order 3-05-006, "Process Service on PDC Property."

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