

## 5-15-046 Use of floor Interview Rooms for Face to Face



### PURPOSE OF ORDER:

The purpose of this order is to establish procedures for the use of the [REDACTED TEXT] floor interview rooms for “face-to-face” visits.

### SCOPE OF ORDER:

This order applies to all personnel assigned to, and/or working at Men's Central Jail (MCJ).

### ORDER:

Law enforcement and District Attorney's Office personnel shall be allowed face-to-face visits with inmates without a court order for the purpose of conducting investigations pertaining to their case.

Licensed clinical social workers, Public Defenders Office attorneys, psychologists, and psychiatrists shall adhere to the following procedures to schedule an appointment to use a [REDACTED TEXT] floor interview room.

- Under no circumstances shall a visitor engage in any form of physical contact with the inmate. Failure to follow these procedures shall result in the termination of the visit.

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- The [REDACTED TEXT] floor interview room doors shall remain ajar unless the inmate being interviewed is a “special handle” inmate.
  - The [REDACTED TEXT] floor interview rooms shall be used by appointments only for licensed clinical social workers, Public Defender's Office attorneys, and psychological evaluations.
  - Licensed clinical social workers, Public Defender's Office attorneys, psychiatrists, and psychologists shall contact the MCJ Legal Unit to schedule an appointment at least one (1) week prior to the interview.
  - Public Defenders Office attorneys and law clerks representing a detainee classified as a sexually violent predator (SVP), may schedule an appointment without obtaining a court order. All other appointments not specified shall require a court order.
  - No appointment will be granted until a copy of the court order is faxed to the MCJ legal unit.
  - Public Defenders Office attorneys shall complete an Attorney Interview Form (SH-J-9) and give it to the Main Control pass deputy prior to entering the facility.
  - Licensed clinical social workers, Public Defenders Office attorneys, psychiatrists, and psychologists shall not be permitted to bring any of the following devices into the facility, with the exception of attorney and professional visiting areas:
    - Cameras, tablets, video cameras, tape recorders, digital recorders, or laptops.
    - Laptops without wireless capabilities and audio recorders stated in a court order may be brought into security with the approval of the MCJ Legal Unit or the watch commander.
  - The scheduled visiting times shall be from 0700 to 1300 and 1430 to 2030.
  - Each appointment shall be for a two (2) hour block.
  - Each appointment shall be for one (1) inmate.
  - Each week, the MCJ Legal Unit shall distribute a copy of the schedule to Main Control, and [REDACTED TEXT] control.
  - The [REDACTED TEXT] control booth officer shall be responsible to send a pass for the inmate upon arrival of the interviewer. If the inmate hasn't arrived within 30 minutes, the floor sergeant shall be notified.
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