

CSD DIRECTIVE 25-03 USE OF LAPTOPS AND-OR TABLETS IN THE COURT LOCKUP AND ATTORNEY INTERVIEW ROOMS

Los Angeles County Sheriff's Department

COURT SERVICES DIVISION DIRECTIVE Number 25-03

Effective: December 16, 2025

USE OF LAPTOPS AND/OR TABLETS IN THE COURT LOCKUP AND ATTORNEY INTERVIEW ROOMS

PURPOSE

The purpose of this Court Services Division (CSD) Directive is to establish policies and procedures for Department members regarding the use of laptops and/or tablets by attorneys while conducting interviews in a court lockup or attorney interview room.

The Court lockup refers to a designated secure area that contains a physical barrier between the attorney and the client. Attorney interview room refers to a secure room, adjacent to the courtroom, that does not contain any physical barrier between the attorney and the client.

This CSD Directive does not apply to Field Operations or the Custody Division, which have different requirements.

ORDER

In order for an attorney to access and use a laptop and/or tablet in a court lockup or attorney interview room, an attorney must possess valid government issued photo identification, and a valid California State Bar card. These items shall be presented to the designated Los Angeles Sheriff's Department deputy, assigned to monitor the court lockup or attorney interview rooms, for inspection upon request, with the exception of attorneys from the Los Angeles County Public Defender's or Alternate Public Defender's Offices

A Los Angeles County Deputy Public Defender or Alternated Deputy Public Defender's valid department

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identification card shall be acceptable for access and use of a laptop and/or tablet in the court lockup or attorney interview room. Public Defender or Alternate Public Defender law clerks shall be allowed to access and use a laptop and/or tablet in a court lockup or attorney interview room, if they are accompanied by a Public Defender or Alternate Public Defender attorney or paralegal who possessed a valid Public Defender or Alternate Public Defender's Identification Card.

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 laptop marked "PROPERTY OF ACLU" laptop) may use laptop computers or tablets in the court lockup or attorney interview rooms during their professional visit with a client, and upon signing and agreeing to the terms and conditions outlined on the - "Laptop Request and Acknowledgement Form" (SH-J-460). The form shall be provided by Court Services personnel and shall be completed for each visit by an attorney/professional requesting to use a laptop computer or tablet in any courthouse facility lockup or attorney interview room.

- The designated deputies assigned to monitor the court lockup or attorney interview room must inspect all items before the professional visitor enters the court lockup or attorney interview room.
- Attorney/Professional visitors shall not possess an unauthorized wireless communication device, including, but not limited to, a cellular telephone, pager, or any wireless device described in PC section 4575(a), "Possession of Wireless Communication Devices."
- Laptop computers or tablets shall not be used to record audio, video, take photographs, or stream video or audio. All wireless device connectivity functions shall be turned off and/or set to "airplane mode" or the equivalent.
- In facilities without secure interview areas, access may be restricted to ensure officer safety and inmate security are not compromised. The overall security and integrity of the building and lockup areas are at the discretion of the bureau unit commander or their designee, and interviews may be revoked if necessary.

The policies and procedures outlined in this directive shall remain in effect until this operation directive is revised or rescinded.
