5-15-010 Public Visiting- Approved by CSS Policy on 5/21/2026

Los Angeles County Sheriff's Department

CUSTODY SERVICES DIVISION	**Unit Order:** 5-15-010
SPECIALIZED PROGRAMS	**Effective Date:** 01/01/1994
CENTURY REGIONAL DETENTION FACILITY	**Reviewed Date:** 05/18/2026

Subject: Public Visiting

Reference: CDM 4-11/060.00, 5-03/050.05, 5-03/080.10, 5-03/085.00, 5-03/105.00, 5-10/010.00, 5-10/020.05; CCR Title 15, Section 1062; UO 5-00-03, GRS UO's #004 and #005

Unit Commander Signature: On File **Date:** 06/03/2026

PURPOSE OF ORDER:

The purpose of this order is to establish procedures for public visits and the operation of the visiting center for inmates housed at the Century Regional Detention Facility (CRDF).

SCOPE OF ORDER:

This order shall apply to all personnel assigned to and/or working in any capacity at CRDF.

ORDER:

To comply with California Code of Regulation (CCR) Title 15, section 1062, "Visiting," the following shall apply to public visits and the operation of the visiting lobbies for inmates housed at CRDF.

Visiting Personnel Responsibilities

The visiting sergeant shall be responsible for the visiting center and shall report to the watch commander, as needed. Deputy personnel assigned to visiting shall ensure:

- All visitors pass through the metal detector and conduct pat-down searches as needed
- Visitors with felony warrants are arrested with the approval of the on-duty watch commander

- Visitors with misdemeanor warrants may be arrested with the approval of the on-duty watch commander. Visitors with low bail misdemeanor warrants may be issued a Notice to Appear citation provided they have valid identification, and the watch commander is notified.

Visiting personnel shall maintain the Public Information Plan and have it available upon request. The Public Information Plan shall include:

- Complete street address and telephone number
- General map location
- Visiting information such as days of the week and times of the day
- Visiting rules and regulation
- Other pertinent information

The public may also be directed to look for Department, community, and inmate information through the Department's website at www.lasd.org.

Floor Control

Floor control personnel shall review the visiting dashboard hourly to ensure that all inmates arrive on time for their visits. The visiting phones will be turned on and off as follows:

ON	OFF
0830	0900
0930	1000
1030	1100
1130	1200
1230	1300
1330	1400
1430	1500
1530	1600
1630	1700
1730	1800

Dress code for CRDF Visiting Center Personnel

- Class "A" or "B" uniform

- Full Sam or Sally Brown gun belt
- Chemical agent spray
- Flashlight
- Ballistic vest (advised)
- Narcan (advised)

Security Checks

Visiting personnel shall conduct a security check of the lobby and each visiting floor:

- At the beginning of the shift before opening for business;
- At the end of the shift after all visitors have vacated the facility; and
- As needed throughout the shift.

A security check shall include, but is not limited to, the following:

- Conduct a visual check of all visitors inside and around the visiting lobby.
- Ensure visitors are on the floor visiting the inmate they noted on the pass at the beginning of the session.
- Ensure all doors in the visiting area are secure.
- Note any non-working lights or inoperable visiting phones.
- Ensure the visiting lobby is secure at the conclusion of the visiting day.
- Ensure visitors and inmates do not engage in activity that violates any laws, facility rules, or the visiting policy.
- Check and clear the restrooms and lockers at the end of the visiting day.

Procedures for Visitors

- Visitors shall register and create an online account at visit.lasd.org, before visiting an inmate at CRDF. Once registered, the visitor may book a visit online using the IVVS system, or by contacting IVVS Public Visiting Support at 213-680-4887.
- A maximum of two (2) people are allowed to visit during each visiting session.

Procedures for Public Video Conferencing

- Visitors shall register and create an online account at visit.lasd.org before visiting an inmate at CRDF.
- A maximum of two (2) people are allowed to visit during each video visiting session.
- Visitors shall be searched before entering the video conferencing room.
- Visitors shall adhere to all visiting center rules; failure to do so may result in termination of the video visiting session.
- All visits shall be recorded in the IVVS system.
- Video visiting privileges may be cancelled or changed at any time.
- CRDF visiting personnel may monitor video visits utilizing IVVS. Any inappropriate behavior will result in immediate termination of the video visit session.
- When a visitor has a scheduled video visit with an inmate housed at another Los Angeles County Sheriff's Department facility (MCJ, TTCF, etc.), CRDF visiting personnel shall contact the respective

visiting center and advise them of the video visit.

Ex-Felons and Recently Released Inmates

A potential visitor who has been recently released from the custody of any Los Angeles County jail facility, shall not be denied visiting privileges based solely on their date of release from the County jail.

Potential visitors who have been previously convicted of a felony, confined in any state prison, or have subsequently been placed on parole or probation following their release, shall submit a written request to the unit commander requesting permission to enter the facility. The unit commander shall review the request and, upon a determination that the ex-convict has satisfactorily completed their parole and has no other significant issues which would make them a threat to facility security, shall approve the visit. The unit commander's written response to the request for visitation shall be provided to the requesting party within 30 days from the date the request was received by the unit commander. In those cases where visiting privileges are denied, the reason(s) for the decision shall be documented, and the requesting party will be informed in writing of those reason(s).

Disabled Visitors

Visiting center personnel shall make every effort to assist those visitors who require accommodation due to a disability.

News Media Interview Requests

All news media requests to interview a prisoner must be authorized by the chief of Custody Services Division – Specialized Programs. Sheriff's Information Bureau shall coordinate all news media interviews that take place in any Department custody facility or station.

Please refer to Custody Division Manual (CDM) section 5-10/020.05, "News Media Interview Requests."

Visiting Procedures, Rules, and Regulations

All inmates shall be allowed at least two (2) visits totaling one hour per week. Any deviations exceeding an inmate's weekly quota (two [2] visits one hour per week)will be made at the discretion of the supervisor or unit commander per CCR Title 15, section 1062, "Visiting."

Minors under the age of sixteen (16) shall be accompanied by, and remain under the close supervision of, their parent or verifiable legal guardian.

All persons under the age of eighteen (18) shall present a valid and current driver's license, state identification card, passport, or school identification. Adults accompanying minors under the age of five (5) must provide a birth certificate, proof of guardianship, or any documentation verifying the identity of the minor.

Upon prior request from an inmate, their minor children over the age of twelve (12) years and not yet sixteen (16) years, may be permitted to visit unaccompanied by an adult with the approval of the facility unit commander.

All public visits are scheduled by appointment through the Inmate Video Visitation System (IVVS) scheduling

application. Walk-in visitors may be granted a visit only if an appointment is available and scheduled through the IVVS by the visitor.

Although days and times are subject to change at any time due to facility constraints, the public visiting hours are as follows:

Onsite visits

Friday: 0900-1230

Saturday: 0730-1730

Sunday: 0730-1730

Monday: 0900-1230

Video onsite visits

Friday 0730-1230

Saturday 0730-1730

Sunday 0730-1730

Monday 0730-1230

Video remote visits

Friday 0730-1230

Saturday 0730-1730

Sunday 0730-1730

Monday 0730-1230

Additionally, the public visiting center will be open on Thanksgiving Day and Christmas Day, regardless of which day of the week they fall upon.

Visitors who identify themselves as a professional visitor are welcome to conduct their visits without an appointment, during attorney room visiting hours and on weekends during public visiting hours.

All visitors shall have a valid picture identification card in their possession while inside the CRDF visiting center.

NOTE: The visiting doors shall remain open during business hours. Any deviation from this unit order shall be approved by the on-duty watch commander.

Search of Visitors

Visitors shall pass through a metal detector and shall submit to a pat-down search before entering the visiting area. To ensure the expeditious process of searching all visitors for contraband, visitors shall secure all personal property, except an identification card and a locker key or a single-vehicle key, before passing through the metal detectors.

Rules for Visitors

- Visitors shall dress in acceptable civilian attire.
- Visitors shall not speak in a loud or boisterous manner or use abusive language toward Sheriff's Department personnel and/or other visitors.
- Visitors shall follow directives given by Department personnel to terminate the visiting session and return to the visiting lobby area.
- Visitors shall only visit the inmate with whom they have a scheduled appointment
- Visitors shall not engage in any activity that violates the security of the facility or threatens the safety of Department personnel or inmates.
- Smoking is prohibited inside the facility.
- Cameras, recording devices, radios, and all electronic devices are prohibited within the visiting areas.
- Visitors in possession of or under the influence of any alcoholic beverage, illegal drug/narcotic, and/or any other substance deemed unlawful to possess, shall not be allowed in the facility and will be subject to arrest.
- Visitors shall not engage in lewd conduct or indecent exposure.
- Parents/guardians must maintain immediate control of their children.
- The use of gang colors, signs, language, or any gang paraphernalia used to show gang affiliation is prohibited.
- Loitering or any other unacceptable behavior is prohibited.

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

Termination of Visiting Privileges

- Visitors dressed in provocative, revealing, or tattered clothing shall not be authorized to visit.
- Minor offenses such as littering, smoking in the lobby, lewd conduct, and arguments with other visitors/personnel shall result in the termination of visiting privileges for that day.
- Major offenses, such as attempting to bring narcotics or weapons into the facility, or other felonies, shall result in the loss of visiting privileges and arrest as determined by the watch commander.
- Termination of visiting privileges for one week shall require the watch commander's approval. Termination of visiting privileges longer than one week shall require the unit commander's approval.

All terminations of visiting privileges shall be documented in the IVVS by the visiting center sergeant, or designee.

For additional information pertaining to inmate visiting, rules and regulations, and ex-felons and released inmates, refer to CDM section 5-10/010.00, "Inmate Visiting."

Pass-Through Privileges

Public visitors are not authorized to pass items to inmates. Inmates may pass property release forms to a visitor with the assistance of custody personnel at the discretion of the visiting center's personnel.

Property and Money Release Forms

Visiting personnel are responsible for retrieving all property and money release forms from the Main Control sally port mailbox at the beginning of their shift. Visiting personnel shall ensure the forms are signed by the inmate authorizing the release of their property/money to their designee and by custody personnel assigned to the inmate's housing area. This process verifies custody personnel has confirmed the identity of the inmate releasing their property. Visiting personnel shall verify the identity of the designee upon their arrival.

Acceptance of Prescription/Corrective Eyeglasses

Inmates are authorized to have one pair of prescription eyeglasses in their possession. Visitors wishing to leave prescription eyeglasses for inmates housed at CRDF may do so with visiting center personnel during operational hours. Visiting personnel are responsible for delivering all prescription/corrective eyeglasses directly to the inmate.

For additional information on the acceptance of prescription/corrective eyeglass, refer to CDM section 5-03/105.00, "Acceptance of Prescription/Corrective Eyeglasses."

Acceptance of Orthopedic Footwear

The inmate must have a current medical order on file for orthopedic footwear. Once the medical order is issued by Correctional Health Services (CHS) personnel, the inmate must contact a family member to purchase the orthopedic footwear.

All prescriptions (if available) for orthopedic footwear issued by an outside doctor may be inspected and approved by CHS. If the inmate already possesses orthopedic footwear, personnel from CHS will assess the inmate's medical need for the orthopedic footwear.

Orthopedic footwear must meet the following criteria:

- Black or white in color
- No graphics or designs (custom fabricated)
- Shoes must have Velcro straps

Family members may deliver approved orthopedic footwear to the CRDF visiting center during operational hours. Visiting personnel will contact CHS personnel who will take possession of the orthopedic footwear from the family member and deliver it to the inmate.

Court orders regarding orthopedic footwear for inmates will be processed by the Court Orders Unit of CHS. To ensure proper handling of court orders, refer to CDM section 4-11/060.00, "Notification and Compliance with Court Orders."

For further information regarding orthopedic footwear, refer to CDM section 5-03/080.10, “Orthopedic or Prosthetic Medical Appliances.”

NOTE: Orthopedic footwear includes orthopedic boots, shoes, and orthotic insoles.

Medications Brought into the Facility by an Inmate’s Family or Designated Representative

In the rare occasion that the pharmacy is unable to supply a particular medication for an inmate, CHS personnel may request the inmate to arrange for the medication to be brought to the facility.

- Family members visiting an inmate under mental health observation are permitted to leave a list of pre-existing prescribed medications the inmate was taking before incarceration with visiting center personnel. At the end of each shift, visiting center personnel shall fax the form listing the medication to CHS.

Medication may be delivered to the CRDF visiting center during operational hours. Visiting center personnel shall contact the on-duty supervising nurse or pharmacist to report to the visiting center to take possession of the medication, as delineated in CDM section 5-03/050.05, “Medications Brought into Facility by Inmate, Inmate’s Family, or Designated Representative.”

Found Items

The Visiting center shall have a designated temporary storage area (Lost and Found) for items left behind by visitors. The temporary storage area shall be purged weekly. Items having, or appearing to have, significant value such as jewelry and purses/wallets containing money and credit cards shall not be temporarily stored; a Found Property Report shall be written, and the items booked into evidence. The visiting sergeant shall ensure the proper handling of all found property.

Mental Health Assistant – Forensic Inpatient (FIP) Step-Down Contact and Webex Visits

Mental health assistants assigned to the FIP Step-Down program will be offered non-barrier contact visits and Webex visits at the direction and supervision of personnel assigned to the Gender Responsive Services (GRS) Unit. For additional information, refer to GRS Unit Orders #004 BEAR Families Program for Contact Visiting and #005 BEAR Families Program for Webex Visiting.

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