8-55/000.00 - Facility Tours

PURPOSE OF ORDER

The purpose of this order is to establish procedures for conducting tours of the Inmate Reception Center (IRC).

SCOPE OF ORDER

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

ORDER:

Scheduling Tours

Routine public tours of IRC are not conducted. However, tours of IRC may be accommodated with the approval of the unit commander.

The operations lieutenant shall designate personnel to coordinate and conduct approved tours. The number of sworn personnel conducting the tour shall be dictated by the number of tour participants, with an emphasis on providing security to the tour participants. Tours shall be limited to a maximum of 25 participants.

Participants shall be informed that tours last approximately one (1) hour. Tour coordinators shall also provide instructions on parking and where to properly secure personal items prior to arriving for the scheduled tour.

Tour Guidelines

Each participant shall adhere to the following guidelines:

- Persons under sixteen (16) years of age may not tour IRC without the expressed approval of the watch commander, or higher ranking member
- Present a valid, government issued picture identification card (i.e., state driver's license or identification card, military identification, or passport)
- Have no prior felony convictions
- Have no family, friends, or acquaintances currently housed within the facility
- Must be appropriately dressed. Tank tops, tee shirts, jeans, shorts, gang related attire, or excessively revealing clothing shall not be allowed.
- All participants shall be subject to search and a background record check (to include, at a minimum, a check for wants and warrants)
- Cell phones or other electronic devices such as audio and/or video recording devices shall not be permitted within the secured area of the facility
- Participants shall park in the public parking garage

NOTE: The watch commander has the discretion to refuse the participation of anyone who may potentially compromise facility security or normal facility operations.

Tour Agreement and Civil Claims Release Form

On the designated tour date and time, assigned personnel shall meet participants outside of the civilian entry before conducting the tour.

Participants shall then provide valid identification cards to IRC personnel conducting the tour and the civilian entry deputy shall distribute visitor passes to each participant.

Prior to the beginning of the tour, each participant shall be required to complete a "Tour Agreement and Civil Claims Release" form (SH-J-444), which can be found in the LASD Document Center. All tour agreement forms shall be completed prior to conducting the tour and submitted to IRC operations. These agreements shall be maintained by IRC operations for two (2) years.

Tour Review

Personnel conducting the tour shall document the tour in the Custody Automated Reporting and Tracking System (CARTS) “Facility Tour” module.

If requested by the unit commander, personnel conducting the tour shall provide a report of the tour including the number of participants in attendance, the date and time, and other pertinent information.