

## TLF - Visiting

### 7028.1 ATTORNEY, BONDSMAN AND OFFICIAL VISITORS

(a) Location of visits:

1. Attorneys, Bondsmen, Social Service Employees and other official visitors for inmates at the Theo Lacy Facility shall check in at the Lobby Desk.
2. Official visitors requesting a visit with an inmate housed in the barracks will be directed to the non-contact side of public visiting in the Inmate Programs Building, at a table set aside for that purpose. Official visitors requesting a visit with inmates housed in the modules will be directed to that module's respective non-contact visiting area.
  - i. If more privacy is requested, the official visitor will be directed to the enclosed booths on the non-contact side of visiting.
  - ii. Official visitors may only visit one inmate at a time unless approved by the Shift Commander.
  - iii. Use of cell phones is prohibited while inside the Theo Lacy Facility. Laptop computers will be authorized for attorneys in an official capacity; however electrical outlets are not available within the visiting area. Computers and related accessories are subject to search at any time.
3. An attorney, including Public Defenders, may visit on the contact side of visiting, unless legitimate security or operational concerns exist. The official visitor will be advised of the lack of privacy afforded on the contact side.

(b) Search of Laptop Computers

1. Laptop computers are subject to search if an attorney wishes to possess it during a contact visit. The scope of the search will be limited to:
  - i. Powering on and off the laptop computer.
  - ii. Verifying the battery compartment and disc drives have not been altered for the purpose of hiding weapons or contraband.
2. Records stored on the computer will not be read.
3. The purpose of the search is to detect and prevent the introduction of weapons or other contraband within the facility.
4. For procedures on passing papers during official visits, refer to CCOM Section 1902.4(h) - Visiting Area Procedures.

### 7028.2 IN-CUSTODY VISITATION

- (a) For more information about In-Custody Visitation, refer to CCOM Section 1902.7 – In-Custody Visitation.

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#### **7028.3 WESTERN MEDICAL CUSTODY WARD/HOSPITAL VISITS**

- (a) All visitors for inmates confined in the custody ward must check in with the Hospital Deputy prior to the visit.
- (b) Public visiting at the hospital ward will be conducted in accordance with Theo Lacy visiting regulations. Hospital visiting hours are:
  - 1. Friday through Sunday 0800 – 1700
- (c) There will be no contact between visitors and inmates confined in locked cells. Visiting for these inmates will be permitted in the designated visitation room. Inmates are allowed one visit each day, lasting a minimum of 30 minutes.
  - 1. Hospital staff may establish restrictions for medical reasons.
- (d) No visits outside of the custody ward will be allowed. However, if the inmate's medical condition warrants a visit, it can be allowed with the Watch Commander's prior approval.
- (e) Sheriff's personnel will not regulate the length or frequency of visits an inmate has with their attorney. Hospital staff, however, may establish restrictions for medical reasons.
  - 1. The Hospital Deputy will determine that the requesting party is a licensed attorney.
  - 2. Persons accompanying attorneys will not be permitted to be present during visitation, unless they have obtained a court order and it has been reviewed by the TLF Watch Commander.
  - 3. An attorney will be afforded as much privacy as possible without removing other inmates from the room.
    - i. A Deputy will always remain present in the room whenever an inmate is considered a security risk or other special circumstances are involved. The Theo Lacy Facility Shift Commander should be advised of these situations, prior to the visit. The Deputy will not monitor the conversation.
- (f) Sheriff's personnel will not regulate the length or frequency of visits an inmate has with their religious representatives, unless legitimate security or operational concerns exist. Hospital staff however, may establish restrictions for medical reasons.
  - 1. The Hospital Deputy will determine that the requesting party is eligible for religious visitation.
- (g) The proper Visitation Request Form must be completed prior to the visit.
  - 1. The Request Forms will be forwarded to the Theo Lacy Facility for delivery to the IRC for inclusion in the inmates' file.

#### **7028.4 SCHEDULED ATTORNEY AND OFFICIAL AGENCY VISITATION**

- (a) Official Visitor's requesting appointments should be referred to the Shift Commander for approval.

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- (b) Appointments must be adhered to within a reasonable amount of time or the appointment shall be cancelled by the Lobby Deputy or SSO.

#### **7028.5 VISITATION DURING CHOW HALL**

- (a) Inmates attending a visit during dinner chow hall times will be informed by the Visiting Deputy/SSO they have one of the following meal options:
  - 1. The inmate may attend chow hall for a meal including hot food. All inmates who choose this option will be the final group for chow hall and will immediately follow once all other chow hall groups have been served.
    - i. The Visiting Deputy/SSO will take note of the number of inmates choosing to attend chow hall.
    - ii. After the last barracks group has been seated in chow hall, the Crow's Nest will notify the Visiting Deputy/SSO to send the inmates to chow hall who have selected this meal option.
    - iii. The Visiting Deputy/SSO will radio the Crow's Nest with the number of inmates enroute to chow hall.
  - 2. The inmate may choose to receive a sack lunch, which will be provided upon completion of their visit.