

# Los Angeles Police Department

## Jail Division

### Public Information Plan



January 2010

This Public Information Plan should be made available to the public and arrestees for review.

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Title 15 of the California Code of Regulations.

## **I. INMATE EDUCATION PLAN**

Los Angeles Police Department jails are categorized as Type I facilities; therefore, they are exempt from having an inmate education plan.

## **II. VISITING**

An inmate visitation period will be conducted daily in each jail facility from 1000 - 1500 hours. Other visitation hours may be instituted if the Commanding Officer, Jail Division, approves.

Inmates are to be permitted a maximum of one visit per day. Each visit will be limited to one person, except when minor children are present. One child may accompany the visiting adult. The visitation period will be limited to a maximum of 15 minutes.

A Jail Watch Commander or supervisor may suspend visitation when staffing levels are too low or other operational needs dictate.

## **III. CORRESPONDENCE**

All inmates shall be permitted correspondence privileges in accordance with the following procedures:

- There will be no limit on the volume of mail an inmate may send or receive.
- Correspondence privileges may be temporarily suspended when staffing levels are too low.
- Department personnel will not read mail except for security reasons and only with the approval of a supervisor.
- Inmates are permitted to correspond confidentially with their attorney, any element of the criminal justice system, any public official, elected representative, or member of the Corrections Standard Authority. Mail to or from any of these entities may be opened and inspected only to search for contraband, cash, checks, or money orders. Such inspections will be conducted in the presence of the inmate.
- A maximum of 15 minutes will be permitted for the inmate to complete the correspondence.
- All writing implements and material will be collected immediately.
- The inmate must be provided a white envelope bearing the Department's return post office box number. The inmate is to be instructed to address and seal the correspondence in the envelope provided.

- All completed correspondence must be placed in the divisional mailbag to be forwarded via Department mail.
- All mail received by an inmate must be collected at the end of the 15 minutes and placed into that inmate's property bag.

#### **IV. LIBRARY SERVICE**

Los Angeles Police Department jails are categorized as Type I facilities; therefore, they are exempt from having to provide library service.

#### **V. EXERCISE AND RECREATION**

An inmate reading and recreational period will be staged daily from 1000 hours to 2130 hours. All inmates are to be given reasonable access to reading and recreational material. Inmates who pose an immediate danger to themselves or who demonstrate an intent to misuse materials, may be denied reading and recreational materials with approval of the Watch Supervisor/Watch Commander. Televisions are also available for viewing by inmates.

Los Angeles Police Department jails are categorized as Type I facilities; therefore, they are exempt from having to develop written policies and procedures for an exercise program.

#### **VI. BOOKS, NEWSPAPERS, AND PERIODICALS**

A general circulation daily newspaper and a non-English language publication are available to interested inmates during the reading and recreation period.

#### **VII. ACCESS TO TELEPHONE**

The following guidelines apply to all telephone calls completed by in-custody adults:

- Adults shall be allowed to make telephone calls before and after booking.
- A prisoner's refusal to cooperate in the booking process shall not affect his or her right to complete calls. In any event, an adult arrestee's request to make phone calls shall be granted within three hours following arrest, except where physically impossible. A juvenile, upon being taken to a place of confinement, shall immediately be allowed the right to complete the phone calls, except when physically impossible.
- Calls made to a prisoner's attorney, religious advisor, or licensed physician shall not be monitored, eavesdropped upon, or recorded (636 P.C.).

Note: The Penal Code specifically prohibits the monitoring, eavesdropping upon, or recording of calls made to an attorney, religious advisor, or licensed physician. In other situations, an officer must act reasonably within the limits of his authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected (1/508).

- Normally, calls completed at City expense shall be limited to those which can be made on a City telephone by dialing "9."
- Arresting and custodial officers shall document calls made at City expense. The notation shall include the date and time, and the name and telephone number of the person-called.
- Adults. The notation shall be made on the Custody Record page of the Los Angeles Consolidated Booking Form, Form 5.1.
- If City-expense calls are waived in favor of coin operated or calling collect, a notation shall reflect that fact to avoid the appearance that the prisoner's telephone rights have been denied. The notation shall be made on the custody record page of the Los Angeles Consolidated Booking Form, Form 5.1.
- The commanding officer of any location within a Department facility where an arrestee may be detained shall ensure that a sign is posted in a conspicuous place containing the following information in bold block type:

Arrestees have the right to three free telephone calls within the local dialing area, or at their own expense if outside the local area. Arrestees may make calls to the following persons:

- (1) An attorney of their choice or, if they have no funds, the public defender or other attorney assigned by the court at (213) 974-2811. This telephone call shall not be monitored, eavesdropped upon, or recorded; or
  - (2) A bail bondsman; or,
  - (3) A relative or other person.
- The concerned arresting officer/custodial detention officer shall be responsible for advising an adult arrestee of the right to complete three telephone calls within three hours from the time of arrest. The calls, if in the local dialing area, shall be made at City expense. If City-expense calls are waived, the arrestee may utilize other available means (calling collect, coin operated, charge card) to complete the calls.

- When a prisoner is to be transferred from a Department jail for arraignment, and the arraignment will be in a court other than where the accusatory pleading (complaint) was filed, he/she shall be allowed three calls in addition to those listed above.
- A prisoner shall be permitted to complete one call, at his/her expense, to a magistrate for the purpose of obtaining release on bail.
- When intoxication is an element of the charge, the arrestee shall be permitted to call a qualified person of his or her choice, at his or her own expense, for the purpose of taking a breath, blood, or urine sample for analysis by an independent laboratory.

### **VIII. ACCESS TO COURTS AND COUNSEL**

- An attorney may interview a prisoner at any time during any stage of arrest or booking. Attorney interviews will not be audibly monitored.
- Inmates are permitted to correspond confidentially with their attorney, any element of the criminal justice system, any public official, elected representative, or member of the Corrections Standard Authority. Mail to or from any of these entities may be opened and inspected only to search for contraband, cash, checks, or money orders. Such inspections will be conducted in the presence of the inmate.
- Calls made to a prisoner's attorney shall not be monitored, eavesdropped upon, or recorded.

Note: The Penal Code specifically prohibits the monitoring, eavesdropping upon, or recording of calls made to an attorney, religious advisor, or licensed physician. In other situations, an officer must act reasonably within the limits of his authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected

### **IX. INMATE ORIENTATION**

Booking Detention Officers shall direct arrestees to review his/her Prisoner Receipt (Form 70-05-01.2) for answers to frequently asked questions. Arrestees are to be advised that applicable rules and regulations while in custody can be found on the bottom half and back of the Prisoner Receipt. If the arrestee does not understand English, the Detention Officer shall request an interpreter or use the Department language bank. If the arrestee cannot read, the Detention Officer is required to read the rules and regulations to the arrestee.

### **X. INDIVIDUAL/FAMILY SERVICE PROGRAMS**

Los Angeles Police Department jails are categorized as Type I facilities; therefore, they are exempt from having individual/family service programs.

## **XI. VOTING**

Any request from an inmate to vote in a local, state, or federal election will be brought to the attention of the Watch Commander. The Watch Commander will ensure that the County Registrar of Voters is notified of the inmate's request. Any identified representative from the registrar's office must be permitted to visit the inmate for the purpose of completing the voting process.

## **XII. RELIGIOUS OBSERVANCE**

Upon request, religious reading material is to be distributed to inmates during the daily scheduled reading and recreational period. In addition, when responding to an inmate's request, members of the clergy or other bona fide religious advisors are to be permitted to visit the inmate. These visits will be conducted in the same manner and with the same degree of confidentiality as attorney interviews.

## **XIII. INMATE GRIEVANCE PROCEDURE**

Any inmate complaint or grievance must be reported to a jail supervisor without delay. The concerned supervisor is responsible for investigating the inmate's complaint or grievance. When no formal action is determined to be necessary, the concerned supervisor will document the incident and any action taken on the Watch Supervisor's Worksheet or the Watch Commander's Daily Report. Supervisors may also use the Area Jail Daily Log and Worksheet to document the incident after notifying the concerned Watch Supervisor or Watch Commander.

## **XIV. RULES AND DISCIPLINARY PENALTIES**

No disciplinary action will be taken against inmates confined in Jail Division. Unruly or uncooperative inmates may, when necessary, be administratively segregated or, in extreme situations, transferred to Los Angeles County Jail custody. When appropriate, supplemental criminal charges will be instituted.

The denial of privileges available to the general jail population, including access to telephones, a dayroom, showers, etc. is viewed as discipline for misbehavior. Denying privileges to discipline inmates is prohibited. Inmate behavior that disrupts the orderly operation of any jail must be addressed with safety in mind.

When an inmate's behavior becomes threatening, a supervisor must be notified immediately. That supervisor will be responsible for determining the appropriate course of action and will ensure that the Watch Commander is briefed. If the inmate is denied access to certain privileges because of danger, documentation must be initiated and approved by a supervisor. Failure to document the reason for any deviation from this policy could subject an employee to an allegation that the denial of privileges was disciplinary rather than for the protection of the inmate, other inmates, or employees.



**XV. PLAN FOR INMATE DISCIPLINE**

Los Angeles Police Department jails do not take disciplinary actions against inmates confined in any of the jails.

**XVI. FORMS OF DISCIPLINE**

Los Angeles Police Department jails do not take disciplinary actions against inmates confined in any of the jails.

**XVII. LIMITATIONS ON DISCIPLINE**

Los Angeles Police Department jails do not take disciplinary actions against inmates confined in any of the jails.

**XVIII. RESPONSIBILITY FOR HEALTH CARE SERVICES**

A medical evaluation is required whenever an arrestee complains of a medical condition or the pre-screening process identifies the possibility of any medical and/or mental condition that might affect the arrestee's suitability for confinement. If medical problems are suspected at the pre-screening, detention personnel must direct the arresting or transporting officer to transport the arrestee to a contract hospital or a jail dispensary for medical treatment.

When it is first apparent that a booked prisoner is in need of emergency medical attention, the employee observing such a prisoner or made aware of such a situation shall immediately notify a jail supervisor. The jail supervisor shall cause an examination to be made by a jail dispensary employee. In facilities without a jail dispensary, the jail supervisor shall immediately notify Communications Division requesting that a Rescue Ambulance and a patrol unit respond to jail Code 3.

**APPENDIX**

Title 15 of the California Code of Regulations – Minimum Standards for Local Detention  
Facilities