

OFFICE OF THE CHIEF OF POLICE

ADMINISTRATIVE ORDER NO. 21

November 6, 2018

SUBJECT: BAIL BONDSMAN OR ATTORNEY REQUESTING TO SEE PRISONER – RENAMED AND REVISED; PRISONER REQUESTS FOR ATTORNEY AND BAIL BONDSMAN INFORMATION – RENAMED AND REVISED; PRISONER VISITATION AND TEMPORARY SIGN-OUT RECORD, FORM 06.31.00 – RENAMED AND REVISED; INMATE TEMPORARY SIGN-OUT RECORD, FORM 06.31.01 – ACTIVATED; AND, CERTIFICATE OF BAIL SURRENDER, FORM 06.40.00 – REVISED

PURPOSE: The purpose of this Order is to reflect Custody Services Division's (CSD) current procedures in documenting visitations and bond interviews for inmates housed in its jail facilities. Custody Services Division's current practice ensures that the documentation of visitors, such as family members, acquaintances, law enforcement personnel, and/or bond interviews are maintained and readily available to assist with investigations, as well as address complaints.

In addition, this Order establishes procedures related to documenting when an inmate is temporarily removed and returned for legal reasons from a CSD facility by Department personnel.

PROCEDURE:

- I. BAIL BONDSMAN OR ATTORNEY REQUESTING TO SEE PRISONER – RENAMED AND REVISED.** Department Manual Section 4/650.50, *Bail Bondsman or Attorney Requesting to See Prisoner*, has been renamed as the *Bail Bonds Agent or Attorney Requesting to See Inmate*. Attached is the revised Department Manual section with the revisions indicated in italics.
- II. PRISONER REQUESTS FOR ATTORNEY AND BAIL BONDSMAN INFORMATION – RENAMED AND REVISED.** Department Manual Section 4/650.65, *Prisoner Requests for Attorney and Bail Bondsman Information*, has been renamed as the *Inmate Requests for Attorney and Bail Bonds Agent Information*. Attached is the revised Department Manual section with the revisions indicated in italics.
- III. PRISONER VISITATION AND TEMPORARY SIGN-OUT RECORD, FORM 06.31.00 – RENAMED AND REVISED.** The Prisoner Visitation and Temporary Sign-Out Record, Form 06.31.00, has been renamed as the Inmate Visitation Record. Attached is the Form Use explanation with the recently established instructions on completing the form indicated in italics.
- IV. INMATE TEMPORARY SIGN-OUT RECORD, FORM 06.31.01 – ACTIVATED.** The Inmate Temporary Sign-Out Record, Form 06.31.01, has been activated. Attached is the Form Use explanation with the recently established instructions on completing the form indicated in italics.

- V. **CERTIFICATE OF BAIL SURRENDER, FORM 06.40.00 – REVISED.** The Certificate of Bail Surrender, Form 06.40.00, has been revised to reflect current changes related to this form. The use, completion, and distribution of this form remain unchanged.

FORM AVAILABILITY: The revised Inmate Visitation Record; Inmate Temporary Sign-Out Record; and, the Certificate of Bail Surrender are attached for immediate use and duplication, and are available in E-Forms on the Department's Local Area Network (LAN). The "Form Use" link applicable to the aforementioned forms is also accessible in E-Forms. All other versions of these forms shall be marked "obsolete" and placed into the divisional recycling bin.

AMENDMENTS: This Order amends Sections 4/650.50 and 4/650.65 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Audit Division, shall review this directive and determine whether an audit or inspection shall be conducted in accordance with Department Manual Section 0/080.30.



MICHEL R. MOORE
Chief of Police

Attachments

DISTRIBUTION "D"

DEPARTMENT MANUAL

VOLUME IV

Revised by Administrative Order No.21, 2018

650.50 BAIL BONDS AGENT OR ATTORNEY REQUESTING TO SEE INMATE. The detention officer or police officer assigned to Custody Services Division (CSD) shall:

- *When an attorney or bail bonds agent who is requested by an inmate, friend, or relative of an inmate, desires to see the inmate, enter the name of the attorney or bail bonds agent on the Inmate Visitation Record, Form 06.31.00, and complete all of the applicable sections;*

Note: A bail bonds agent responding to a request made by a relative or friend of an inmate must be accompanied by such person except when the relative or friend has been contacted directly by the inmate with a request to obtain the services of a bail bonds agent.

- *When the inmate wishes to see his or her attorney or bail bonds agent, allow the interview and enter the name of the attorney or bail bonds agent on the Inmate Visitation Record and complete all of the applicable sections;*
- *When the bail bonds agent provides his or her name for the Inmate Visitation Record, the CSD officer shall write "Bond" along with the referral source (e.g., inmate's name, relative's name) under the Type of Visit (Bond, Personal) If Bond: Referral Source box; and,*
- *When the inmate does not desire to meet with his or her attorney or bail bonds agent, inform the attorney or bail bonds agent of the inmate's refusal. The CSD officer shall write "Refused" within the Visitation Time's Start and End boxes.*

650.65 INMATE REQUESTS FOR ATTORNEY AND BAIL BONDS AGENT

INFORMATION. *Inmates requesting information concerning the services of an attorney or bail bonds agent shall be referred to the referral agency telephone numbers conspicuously posted in each jail facility or to the applicable resources available (e.g., hard copy of a phone book or other available resource).*

FORM USE
INMATE VISITATION RECORD
Revised by Administrative Order No.21, 2018

06.31.00 INMATE VISITATION RECORD, FORM 06.31.00.

06.31.00-01 **Use of Form.** This form is used as a record of *all persons, including officers, probation officers, attorneys, and bail bonds agents who visit inmates.*

06.31.00-10 Completion.

- The *Custody Services Division (CSD) detention officer or police officer* accepting a request for a visitation of an inmate shall be responsible for completing this form.
- A new *Inmate Visitation Record* shall be initiated at 0001 hours on a daily basis by a *CSD detention officer or police officer.*
- If the inmate refuses to be visited by an attorney or bail bonds agent, the *CSD officer shall write "Refused" within the Visitation Time's Start and End boxes.*
- If the visitation involves a bail bonds agent, the *CSD officer shall write "Bond" along with the referral source (e.g., inmate's name, inmate's relative's name) under the Type of Visit (Bond, Personal) If Bond: Referral Source box.*

06.31.00-80 Distribution.

1 - Original, CSD.

1 - TOTAL

FORM USE
CERTIFICATE OF BAIL SURRENDER
Revised by Administrative Order No21, 2018

06.40.00 CERTIFICATE OF BAIL SURRENDER, FORM 06.40.00.

06.40.00-01 **Use of Form.** This form is used as a receipt to a person who has surrendered a *defendant*, previously released on bail from the Los Angeles Police Department, to the custody of the Department.

06.40.00-10 **Completion.** Completion of this form is self-explanatory.

06.40.00-80 Distribution.

1 - Original, person surrendering *defendant*.

1 - *Copy*, Misdemeanor Office, Criminal Division, Los Angeles Municipal Court, *or* Los Angeles County Courthouse.

2 - TOTAL

FORM USE
INMATE TEMPORARY SIGN-OUT RECORD
Activated by Administrative Order No 21 , 2018

06.31.01 INMATE TEMPORARY SIGN-OUT RECORD, FORM 06.31.01.

06.31.01-01 Use of Form. This form is used as a record of all inmates who are removed temporarily from and/or returned back to the Custody Services Division's (CSD) City Jail System by investigating officers, or officers authorized by:

- *The investigating officers.*
- *The commanding officer, concerned division.*
- *The commanding officer, concerned bureau.*

06.31.01-10 Completion. Completion of this form is self-explanatory.

06.31.01-80 Distribution.

1 - Original, CSD.

1 - TOTAL

INMATE VISITATION RECORD

DIVISION OF CONFINEMENT: _____
CUSTODY SERVICES DIVISION AND SECTION: _____

DATE:	TIME:	INMATES LAST NAME, FIRST NAME:	BOOKING NO.:	VISITOR INFORMATION				TYPE OF VISIT (BOND, PERSONAL) IF BOND: REFERRAL SOURCE	BUSINESS/DIVISION/ RELATIONSHIP NAME	** VISITATION		* CSD OFFICERS INITIALS & SERIAL NO.:
				IDENTIFICATION	NO.	STATE/ COUNTRY	REFERRAL SOURCE			START	END	

REVIEWING SUPERVISOR'S SIGNATURE: _____ SERIAL NO.: _____ DATE: _____

06.31.00 (09/18)

* The CSD officer accepting the request shall initial and place his or her Serial No. in the space provided.
** If the inmate refuses to be visited by an attorney or bail bonds agent, the CSD officer shall write "Refused" within the Visitation Times Start and End boxes.

CERTIFICATE OF BAIL SURRENDER

06.40.00 (02/17)

DATE:	TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
DEFENDANT:		
CHARGE/WARRANT NO.:	BOOKING NO.:	

THIS IS TO CERTIFY THAT ON THIS DATE, THE ABOVE NAMED DEFENDANT HAS BEEN SURRENDERED AND RECOMMITTED TO THE CUSTODY OF THE LOS ANGELES POLICE DEPARTMENT IN LIEU OF AND UPON PRESENTING A CERTIFIED COPY OF:

BOND <input type="checkbox"/> NUMBER:	DATED:
DEPOSIT <input type="checkbox"/>	
BY:	<input type="checkbox"/> DEPOSITOR <input type="checkbox"/> BONDS AGENT
REPRESENTING:	
SUPERVISOR'S SIGNATURE:	
SERIAL NO.:	DIVISION/SECTION:

CERTIFICATE OF BAIL SURRENDER

06.40.00 (02/17)

DATE:	TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
DEFENDANT:		
CHARGE/WARRANT NO.:	BOOKING NO.:	

THIS IS TO CERTIFY THAT ON THIS DATE, THE ABOVE NAMED DEFENDANT HAS BEEN SURRENDERED AND RECOMMITTED TO THE CUSTODY OF THE LOS ANGELES POLICE DEPARTMENT IN LIEU OF AND UPON PRESENTING A CERTIFIED COPY OF:

BOND <input type="checkbox"/> NUMBER:	DATED:
DEPOSIT <input type="checkbox"/>	
BY:	<input type="checkbox"/> DEPOSITOR <input type="checkbox"/> BONDS AGENT
REPRESENTING:	
SUPERVISOR'S SIGNATURE:	
SERIAL NO.:	DIVISION/SECTION:

CERTIFICATE OF BAIL SURRENDER

06.40.00 (02/17)

DATE:	TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
DEFENDANT:		
CHARGE/WARRANT NO.:	BOOKING NO.:	

THIS IS TO CERTIFY THAT ON THIS DATE, THE ABOVE NAMED DEFENDANT HAS BEEN SURRENDERED AND RECOMMITTED TO THE CUSTODY OF THE LOS ANGELES POLICE DEPARTMENT IN LIEU OF AND UPON PRESENTING A CERTIFIED COPY OF:

BOND <input type="checkbox"/> NUMBER:	DATED:
DEPOSIT <input type="checkbox"/>	
BY:	<input type="checkbox"/> DEPOSITOR <input type="checkbox"/> BONDS AGENT
REPRESENTING:	
SUPERVISOR'S SIGNATURE:	
SERIAL NO.:	DIVISION/SECTION:

CERTIFICATE OF BAIL SURRENDER

06.40.00 (02/17)

DATE:	TIME:	<input type="checkbox"/> AM <input type="checkbox"/> PM
DEFENDANT:		
CHARGE/WARRANT NO.:	BOOKING NO.:	

THIS IS TO CERTIFY THAT ON THIS DATE, THE ABOVE NAMED DEFENDANT HAS BEEN SURRENDERED AND RECOMMITTED TO THE CUSTODY OF THE LOS ANGELES POLICE DEPARTMENT IN LIEU OF AND UPON PRESENTING A CERTIFIED COPY OF:

BOND <input type="checkbox"/> NUMBER:	DATED:
DEPOSIT <input type="checkbox"/>	
BY:	<input type="checkbox"/> DEPOSITOR <input type="checkbox"/> BONDS AGENT
REPRESENTING:	
SUPERVISOR'S SIGNATURE:	
SERIAL NO.:	DIVISION/SECTION: