

Los Angeles Police Department

Custody Services Division

2024 Public Information Plan



August 2024

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

TABLE OF CONTENTS

| | | |
|--------|--|---|
| I. | Inmate Education Plan | 1 |
| II. | Visiting | 1 |
| III. | Correspondence | 1 |
| IV. | Library Service | 2 |
| V. | Exercise and Out of Cell Time..... | 2 |
| VI. | Books, Newspapers, Periodicals and Writings..... | 2 |
| VII. | Access to Telephone | 2 |
| VIII. | Access to Courts and Counsel | 4 |
| IX. | Orientation | 4 |
| X. | Individual/Family Service Programs | 4 |
| XI. | Voting | 4 |
| XII. | Religious Observance | 4 |
| XIII. | Grievance Procedure | 5 |
| XIV. | Rules and Disciplinary Actions | 5 |
| XV. | Plan for Discipline of Incarcerated Persons..... | 5 |
| XVI. | Forms of Discipline | 5 |
| XVII. | Limitations on Discipline | 5 |
| XVIII. | Responsibility for Health Care Services | 6 |
| | Appendix | 7 |

Title 15 of the California Code of Regulations.

I. INMATE EDUCATION PLAN

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

II. VISITING

The visitation period will be conducted daily in each jail facility. 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.

The watch commander or supervisor may cancel visitation when deployment is below minimum staffing levels or if other operational needs justify cancellation.

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 as operational needs dictate.
- 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 Board of State and Community Corrections. 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.
- Inmates may correspond, confidentially, with the facility manager or the facility administrator.
- A maximum of 15 minutes will be permitted for the inmate to complete the correspondence.
- All writing implements and materials will be collected immediately.
- The inmate will be provided an envelope bearing the Department's return post office box number. The inmate will be instructed to address and seal the correspondence in the envelope provided.
- All completed correspondence will be placed in the divisional mailbag to be forwarded via Department mail.

- All mail received by an inmate will be collected at the end of the 15 minutes and placed into that inmate's property bag.

IV. LIBRARY SERVICE

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

V. EXERCISE AND OUT OF CELL TIME

Inmate recreational period is staged daily from 1000 hours to 2130 hours. All inmates are given reasonable access to recreational material. Inmates who pose an immediate danger to themselves or who demonstrate an intent to misuse materials, may be denied recreational materials with approval of the watch commander or supervisor.

Los Angeles Police Department Custody Facilities 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, PERIODICALS AND WRITINGS

Inmate reading period is staged daily from 1000 hours to 2130 hours. All inmates are given reasonable access to reading material. Inmates who pose an immediate danger to themselves or who demonstrate an intent to misuse materials, may be denied reading materials with approval of the watch commander or supervisor.

VII. ACCESS TO TELEPHONE

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

- Adults are allowed to make telephone calls before and after booking.
- An arrestee'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.
- Calls made to an inmate's attorney, religious advisor, or licensed physician are not 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 custody officers may document calls made at City expense for adult arrestees, when directed by the concerned investigating officer or a supervisor. The notation will include the date and time, and the name and telephone number of the person called.
- If City-expense calls are waived in favor of calling collect, a notation shall reflect that fact to avoid the appearance that the arrestee's telephone rights have been denied. The notation shall be made on the Custody Record page of the Los Angeles Consolidated Booking Form, Form 05.01.00.
- 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 bonds agent; or,
 - (3) A relative or other person.
- The concerned arresting/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 to pay for calls.
- When an inmate 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 or she shall be allowed three calls in addition to those listed above.
- An inmate shall be permitted to complete one call, at his or 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 an inmate at any time during any stage of arrest or booking. Attorney interviews will not be audibly monitored.
- Inmates are permitted to confidentially consult with their attorney,
- Calls made to an inmate'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 or her authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected.

IX. ORIENTATION

Custody Services Division personnel shall direct inmates to review their Prisoner Receipt (Form 05-01.2) for answers to frequently asked questions and the rules and regulations. If the inmate does not understand English, the Officer shall make an attempt to locate an employee who speaks the same language as the inmate to explain the back of the form.

X. INDIVIDUAL/FAMILY SERVICE PROGRAMS

Los Angeles Police Department Custody Facilities 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 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 will 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. GRIEVANCE PROCEDURE

Any inmate complaint must be reported to a supervisor. The supervisor shall conduct a preliminary investigation. If the sole reason for the complaint is regarding accommodations, cell assignment, quality\quantity of food a complaint shall not be initiated, unless the initial conversation with the complainant identifies misconduct. When no formal action is determined to be necessary, the supervisor will document the incident on the Watch Supervisor's Worksheet Daily Report.

CSD shall provide multiple ways for inmates to privately report sexual abuse, sexual harassment, and retaliation by other inmates, or staff for reporting sexual abuse or sexual harassment, and staff neglect or violation of responsibilities that may have contributed to such an incident [PREA Standard §§115.151(a)].

Employees shall accept reports made verbally, in writing, anonymously and from third parties and promptly document any third-party verbal reports {PREA Standards § 115.151(c)}.

XIV. RULES AND DISCIPLINARY ACTIONS

No disciplinary action will be taken against inmates. The denial of access to telephones, dayroom, showers, etc. could be viewed as discipline for misbehavior and is prohibited. An inmate's behavior that disrupts the orderly operation of any jail shall be addressed individually.

XV. PLAN FOR DISCIPLINE OF INCARCERATED PERSONS

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

XVI. FORMS OF DISCIPLINE

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

XVII. LIMITATIONS ON DISCIPLINE

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

XVIII. RESPONSIBILITY FOR HEALTH CARE SERVICES

The responsibility for health care services is provided by the City of Los Angeles Personnel Department, Medical Services Division, Correctional Care. The primary goal is to provide quality medical and speciality care to the populations served in compliance with local, state and federal regulations.

The purpose of Correctional Care is to provide high-quality medical care at three designated City jails: Metropolitan Detention Center, Van Nuys and 77th Street station. Medical care is provided for arrestees 24-hours per day, seven days a week.

The medical and nursing care provided include pre- and post- booking examinations and treatment, routine daily sick calls and follow-up evaluations and treatments. When presented with complex medical conditions requiring a higher level of care that can be provided at the jail clinic, local medical centers are utilized. In these cases, there is collaboration between law enforcement, correctional care medical services and the receiving medical provider to assure the highest quality of medical care is provided. Oversight for external medical service agreements is the responsibility of the Medical Services Division.

APPENDIX

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