

**A GUIDE THROUGH CUSTODY
LOS ANGELES COUNTY JAIL**



"Our goal is to create a life worth living by eliminating fear and fostering a life-long desire to learn"

Sheriff Leroy D. Baca
Los Angeles County Sheriff's Department
SHERIFF LEROY D. BACA

Inmate Code of Conduct

You shall be familiar with and conduct yourself within the guidelines of the Inmate Rules and Regulations. You are under the custody of the Sheriff; you are expected to treat all persons with respect and basic human dignity. Any violations of the jail rules, act of discrimination, or commission of a crime against staff members or other inmates based upon race, color, sex, religion, sexual preference, age, physical or mental disability will not be tolerated. All crimes committed by gang members in jail will be prosecuted to the fullest extent of the law.

Treatment of Inmates

You are entitled to fair and impartial treatment. At the same time staff members must be firm and resolute in requiring compliance with rules and regulations. Staff members shall treat those persons in custody with respect and dignity.

You shall not be threatened, intimidated, mistreated, abused, denied privileges, denied access to programs or services, or disciplined in retaliation for speaking with a legal representative, or any inmate advocacy organization. In addition, you shall not be threatened, intimidated, mistreated, abused, denied privileges, denied access to programs or services, or disciplined in retaliation for expressing dissatisfaction with the conditions of your confinement.

You shall not be subject to retaliation through threats, intimidation, abuse, or mistreatment because of your status, membership in a particular group or class, reason for incarceration, or circumstances surrounding your arrest.

You shall not be subject to retaliation through threats, intimidation, abuse, or mistreatment as a result of inmate conduct that occurs while you are in custody. When inmate conduct calls for a response from staff members, that response is to be handled through the criminal justice system, inmate disciplinary system, or other methods consistent with the Department's Core Values and current policies, practices, and procedures. It is still your responsibility to follow all the Inmate Rules and Regulations.

Consulate Information

If you are a non-U.S. citizen who has been arrested, you are entitled to contact your country's consulate representative here in the United States. A consulate official from your country may be able to provide assistance, such as helping you obtain legal counsel, contacting your family, or visiting you in jail.

Attorney Visits

Legal representatives may visit inmates during regular business hours. If necessary, you will be given the option to meet with your legal representative in a confidential visiting area if available.

Inmate Mail

You may send or receive mail to or from anyone you know. All outgoing mail and envelopes will be visually checked for contraband. Due to postal regulations, drawing on the front of your outgoing envelopes is prohibited.

Incoming mail will be opened and inspected for contraband prior to you receiving it. Legal mail will be opened and inspected in your presence, but will not be read. Personal mail may be read when necessary for the safety and security of the jail.

Contraband found in mail, (plastic cards, excess of 5 photos, combs, or pornographic material, etc.) will be returned to the sender. If you have been released, any mail you receive will be returned to sender. All inmate mail, including mail containing U.S. Post Office money orders, and cashier's checks for inmates in the Los Angeles County Jail system should be mailed to the following address:

All Inmates:

Inmate Name, Booking Number
PO BOX 86164
Terminal Annex
Los Angeles, CA 90086-0164

Inmate Rules and Regulations

You must obey the following rules and regulations. Failure to obey will result in disciplinary action. Punishment may include, but is not limited to: extra duty, loss of privileges, job transfer, and removal from work details, confinement in disciplinary housing, isolation, or loss of good or work time credits.

Criminal acts committed or attempted while in custody will be prosecuted.

2. You must obey verbal orders and instructions given by Sheriff's Department members.
3. Do not make or have anything that is contraband or could be used as a weapon.
4. Do not molest, harass, threaten, abuse, or do anything harmful to another inmate, or engage in "horseplay."
5. Do not alter, deface, destroy or damage County property.
6. Wristbands must remain attached and be maintained in good condition.
7. Do not use indecent language or make excessive noise.
8. You must show respect for all employees. County employees will be addressed as "Mr.," "Officer," "Deputy," or "Ma'am."
9. Any form of gambling is prohibited.
10. Money transactions between inmates is prohibited.
11. Living quarters must be neat and clean at all times. You will be responsible for your own bunk and the area immediately surrounding it.
12. Do not talk or move about during count.
13. You are not allowed to exchange personal belongings or civilian clothing with another inmate at any time.
14. You must be clean and well groomed at all times, however, barber work will not be permitted except in the barber shop.
15. Tattooing and body piercing is prohibited.
16. When leaving the sleeping area, you must be fully dressed.
17. False claims of illness may result in disciplinary action.
18. Obey all signs and deadlines. You may not enter restricted areas.

Americans with Disabilities Act (ADA)

The Los Angeles County Sheriff's Department does not discriminate on the basis of disability. If you believe you require a reasonable accommodation for your disability, you should file an Inmate Request/ Complaint Form, check the "ADA Box", and indicate the reasonable accommodation you are requesting and why you need it.

Pursuant to the American with Disabilities Act (ADA), the Department has designated an ADA coordinator to carry out this Department's compliance with the non-discrimination requirements of the ADA. Information concerning the provisions of the ADA and this Department's compliance are available from the Department's ADA Unit which can be contacted at this address:

ADA Coordinator
4700 Ramona Boulevard
Room 214 Monterey Park, CA 91754

OR
Mon.-Fri. 7 a.m. to 4:30 p.m. at:
(323) 526-5671, (866) 234-3438, or TTY (323) 260-5291

American Civil Liberties Union (ACLU) Jail Protect Los Angeles

Based on agreements between the ACLU and the Sheriff's Department in *Rutherford v. Block*, the ACLU monitors certain conditions in all Los Angeles County Jail facilities. Specifically these conditions refer generally to beds, outdoor and indoor recreation, telephones, meals, cell searches, and change of clothing.

If you wish to contact the ACLU, you may do so at the following address:

ACLU Jails Project
1313 W. 8th Street #200
Los Angeles, CA 90017
(213) 977-9543

The ACLU does not handle criminal cases, nor is it in a position to give legal advice.

Inmate Request/Complaint

You may submit a complaint or request for service relating to any condition of confinement using the Inmate Request/ Complaint Form. The procedure for filing is located on the complaint form. All complaints must be submitted to the Sheriff's Department within the indicated time on the complaint form, of the event upon which the complaint is based, or it will be denied. Appeals of Inmate Complaints must be filed within seven (7) calendar days of the response. Notify a staff member to obtain an Inmate Request/ Complaint Form, or you may obtain one at your housing location.

Classification

All inmates are classified upon arrival, before being admitted into the general population. The classification system will ensure that you are placed in the appropriate category and physically separated from other categories. You will be housed according to your classification.

The Office of Ombudsman

The Office of Ombudsman is a division of Los Angeles County's Community and Senior Services that provides a professional, neutral, and independent forum for people who seek answers and solutions to problems.

510 S. Vermont, Suite 215
Los Angeles, CA 90020
213-738-2003
800-801-0030 (Inquiries)
213-637-8662 (FAX)

Los Angeles Office Of Independent Review (OIR)

The Office of Independent Review ("OIR") is a civilian oversight group that was created by the Los Angeles County Board of Supervisors.

4900 South Eastern Avenue, Suite 204
Commerce, CA 90040 (323) 890-5425

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Medical/Dental Care

MEDICAL AND DENTAL SERVICES

Medical and Dental services are available to you at each facility, upon request, by contacting one of the medical personnel. Free HIV and Sexually Transmitted Disease counseling and testing is available upon request. For any emergency medical complaint, immediately notify a deputy or custody assistant who will summon medical personnel.

NURSE CLINIC AND CO-PAYMENT

For any inmate initiated, non-emergency health care service, a co-payment will be charged and deducted from your inmate account. To gain access to the Nurse Clinic a sign-up sheet is provided in each housing area. No inmate will be refused medical treatment based upon their inability to pay. Although you will be treated, unpaid charges will remain on your account indefinitely; and as you receive money, it will be deducted accordingly.

PATIENT RIGHTS

Patients have the right to:

- a. Access to care - Medical/Mental Health treatment will be provided in a reasonable time period and the patient will not be denied necessary medical treatment.
- b. Confidentiality - Patients have the right to be assured of confidential treatment of health records and to approve or refuse the release of information to any individual not involved in that patient's care, except as allowed based on transfer to another health care facility, or as required by law or third party payment contract.
- c. Information - Patients have the right to obtain from the clinician, complete and current information concerning their diagnosis, treatment, and prognosis (if known). The patient will be afforded the right to discuss treatment options and the information will be communicated in terms that can be reasonably understood. If it is not medically appropriate to provide such information to the patient, the information shall be provided to the legal authorized representative of the patient.
- d. Abuse - Patients have the right to be free from abuse and any allegations will be reported and investigated in compliance with applicable laws and regulations.
- e. Courtesy and Respect - Patients will be treated with dignity, respect and courtesy at all times.
- f. Health Record - Copies of medical records will be available upon written request and authorization consistent with statutory and case law.
- g. Refusal of Treatment - Each patient has the right to participate in decisions regarding health care and can refuse treatment. A patient will not be subjected to any procedure without his/her voluntary, informed consent. If the patient lacks capacity to consent, a representative will be selected based on statute and in accordance with state and federal laws.
- h. Grievance or Complaint Regarding Healthcare - The grievance or complaint will be handled expeditiously.
- i. Interpreter - When a patient does not speak or understand the predominant language, he/she will have access to an interpreter.
- j. Denial or Limitation of Rights - Privileges outlined in Title 15 may be limited or curtailed temporarily by a physician to promote good health and recovery. Additionally, specialty care items (i.e. durable medical equipment) will be reviewed by a physician and consideration may be given to items that are medically necessary and in the patient's best interest. Such considerations may not be approved if they are detrimental to security or jeopardize the health and/or safety of the patient or others.

PATIENT RESPONSIBILITIES

Patient responsibilities include:

- a. Being considerate and respectful of others including other patients and health care providers. This includes respecting the privacy and confidentiality of other patient(s).
- b. Provide accurate and complete information regarding present health care concerns, past illnesses, past hospitalizations, medications and other information related to health status. Communicate honestly and clearly any concerns regarding current health care, and request information or clarification when an explanation is unclear.
- c. Report any changes in condition, failure to improve, or safety concerns which may affect your health.
- d. Report any changes in condition, failure to improve, or safety concerns which may affect your health.
- e. Comply with agreed upon health care plan including post release follow-up care and treatment.
- f. Refrain from taking illegal drugs, alcohol and/or other patient's medication.
- g. Accept responsibility or consequences for outcomes related to non-compliance with treatment.
- h. Comply with all Los Angeles County Sheriff's Department rules and regulations.

GENERAL HEALTH HABITS

To improve your health and the health of others, please follow this advice:

1. Wash your hands after using the restroom, before meals, and after coughing or sneezing.
2. Cover your mouth and nose with a paper tissue when coughing or sneezing. If you do not have a paper tissue, use your sleeve in the elbow area.
3. Avoid touching your eyes, nose, or mouth.
4. Drink plenty of water.
5. Immediately report any wounds, cuts, or "spider bites" to medical personnel. This may be a skin infection which requires treatment.
6. Do not share clothing, towels, hygiene items or bedding with other individuals.
7. Shower often especially after exercising.
8. Get flu vaccine when available.
9. Avoid placing paper tissue or other foreign objects in your ear canal. If you have an earache or discharge report to the nurse clinic for treatment.

Imminent Harm

If you are aware of a specific and immediate threat to your safety or security, you should notify Custody personnel immediately and file an Inmate Request/ Complaint Form detailing the threat. If necessary, Sheriff's Department personnel will take appropriate action to protect you.

Commissary Services

You are allowed to order a selection of food, stationery, hygiene items, vending cards, and telephone cards once per week from an order form which will be given to you by facility staff members. Your inmate trust account is debited and the order is delivered to your facility on a designated delivery day by Keefe Commissary personnel. You are required to verify the contents of your order before you walk away from the delivery person. Any discrepancies will be handled immediately, with either a credit issued to your account, or the missing item provided (if possible).

Community Transition Unit

The mission of the Community Transition Unit is to offer inmate educational, vocational, and other life-skills training programs, and to assist with their successful return into the community. Correctional staff, public and private community based organizations and programs work together to offer programs and services. Several are listed below.

INMATE PROGRAMS

Individualized Education Programs
Behavior Modification Programs
Moral Recognition Therapy (MRT)
Adult Basic Education

LIFE SKILLS PROGRAMS

Domestic Violence Prevention
Drug Education
Parent Education
Adults Bonding with Children (ABC)

TREATMENT MODULES

Bridges to Recovery Program
Impact Program
Veterans Programs
Maximizing Education Reaching Individual Transformation (MERIT)

BUSINESS MANAGEMENT

Women Investing in Success Through Education (SMART)
Inmate Commissary
Women in Transition Support (WITS)
Legal Assistance Program (Harriet Buhai)

JAIL ENTERPRISE UNIT

Bicycle Repair
Plastic bag Manufacturing
Commercial Nursery Operations
Commercial Embroidery
School Lunch Program
Printing Occupations
Inmate Meal Program for Sheriff's Station Jails

RELIGIOUS & VOLUNTEER SERVICES

12-Step Program
A Purpose Driven Life
Friends Outside
God in our Midst Ministries
Funeral/Hospital Visits
Inmate Marriages
Family Outreach Program

TRANSPORTATION NEEDS PROGRAM

The Community Transition Unit partners with the International Institute of Los Angeles to provide transportation in the form of Taxi vouchers and Bus tokens to indigent inmates leaving county jail for programs and homeless shelters.

If you would like to receive additional information regarding the Community Transition Unit, or if you would like the assistance of the Community Transition Unit before, during, and after your release, please notify a staff member, or for more information call: (888) 288-9909.

Right to Physician of Choice

Female Prisoner's Rights to Services Involving Pregnancy.

You have the right to receive the services of the physician of your choice in order to determine whether you are pregnant.

If you are found to be pregnant, you are entitled to a determination of the extent of the medical services needed and to receive those services from the physician of your choice.

Any expenses occasioned by the services of a physician whose services are not provided by the Los Angeles County Sheriff's Department are your responsibility.

Authority cited: Penal Code Section 4023.6

Law Library

All general population inmates may request legal reference materials by submitting an Inmate Request/Complaint Form. Law Library Kiosk services are available at CRDF and MCJ for all Pro Per inmates.

Sexual Abuse Zero Tolerance Policy

The Los Angeles County Sheriff's Department has zero tolerance for sexual abuse and abides by the standards set forth in the Prison Rape Elimination Act of 2003. If you have been the victim of any sexual assault or sexual abuse, report it. You can do any of the following:

Notify any custody personnel

Fill out an Inmate Complaint Form

Fill out a confidential Medical Request Form

Notify the County Ombudsman at

510 S. Vermont, Suite 215, Los Angeles, CA 90020

(213) 738-2003 or (800) 801-0030 (Inquiries)

Over-detention

If you believe you are being detained in the Los Angeles County Jail system past your release date, notify Custody staff immediately and file an Inmate Request/Complaint Form stating your belief and your expected release date if you know it.

Wrong Warrants

If you believe you are being held in the Los Angeles County jail system because of a warrant issued for another person, you should notify Custody personnel immediately and file an Inmate Request/Complaint Form explaining the basis for your belief.

Fire Camps

Inmates assigned to the Fire Camps will receive training by the Los Angeles County Fire Department. Working in a Fire Camp is a privilege. If you meet the below requirements, and are interested in the Fire Camps, please fill out an **Inmate Request Form**.

Inmates assigned to the Fire Camps must pass a medical, and be able to meet the physical requirements of the Los Angeles County Fire Department, such as hiking up to 4 miles in rugged terrain or completing a 1 ½ mile run in 20 minutes in rugged terrain.

Inmates desiring to work at a fire camp must also meet the following requirements:

Convicted of a non-serious, non-violent or non-sex related charge, and

No past conviction of a violent felony or arson and

Are not a registered sex offender, and

Must be sentenced to a minimum of 18 months in county jail.

Inmates assigned to a work in a Fire Camp will receive two days of credit for every one day served.

Department of Veterans Affairs

The United States Department of Veterans Affairs provides case management and links incarcerated military veterans with the following services: housing, financial benefits, health care, rehabilitation, education, employment, probation support, faith-based referrals, identification, and transportation.

When inmates identify themselves as veterans to Community Transition Unit staff, they will be provided with links to organizations such as U.S. Veterans, Volunteers of America (VOA), New Directions, and a variety of other service providers that can provide case management services.

Child Support Collaboration

The purpose of this group is to give information to Los Angeles County inmates with a child-support order. Inmates are responsible for payments even though they usually cannot meet their responsibilities while in custody. Inmates with established support orders are encouraged to initiate the review and adjustment process as soon as possible to modify their support orders to reflect their current circumstances.

Education Based Incarceration (EBI)

Education-Based Incarceration is a component of the criminal justice system that is focused on deterring and mitigating crime by investing in its offenders through education and rehabilitation. By providing substantive and intellectual education in jails, and being supportive rather than punitive in efforts to reduce crime related behavior, the likelihood to recidivate is lowered while success and stability in the community occurs.

Education-Based Incarceration Unit
Offender Services Bureau
Correctional Services Division
Los Angeles County Sheriff's Department
Twin Towers Correctional Facility
450 Bauchet Street, Room E888
Los Angeles, CA 90012
(213) 893-5242

Religious Services

All inmates shall have access to religious resources, services, instruction and counseling on a voluntary basis. All inmates shall be given an opportunity for pursuing any legitimate religious belief or practice within the constraints of security and safety considerations.

Mental Health

If you feel like hurting yourself, someone else or committing suicide, or know of someone who is thinking of hurting themselves, **immediately** notify a staff member. We want to help everyone that is feeling suicidal and we want to ensure that you receive the help that you need.

If you want to see a mental health professional, fill out an inmate request form, seal it and place it into the specially identified envelopes for privacy. The inmate shall then place their booking number on the outside of the envelope, in the designated place and deposit the envelope into the inmate request box.

Special Education

If you are between the ages of 18-22 and believe you may be eligible for special education during your time in Los Angeles County jail, you should fill out an Inmate Request/Complaint Form and check the box marked "IEP/Special Education". When filing the Inmate Request/Complaint Form include the last school you attended if you know it.

OUR CORE VALUES

As a leader in the

Los Angeles County Sheriff's Department,

I commit myself to

honorably perform my duties with

respect for the dignity of all people,

integrity to do right and fight wrongs,

wisdom to apply common sense

and fairness in all I do and

courage to stand against racism,

sexism, anti-Semitism, homophobia

and bigotry in all its forms.