

## COORDINATION OF VISITS WITH ADULT DETENTION FACILITIES

**AUTHORITY:** Administrative Directive

**RESCINDS:** Procedure Manual Item 2-1-102, dated **09/08/16**

**FORMS:** Orange County Jail Official Agency Visitation

**PURPOSE:** To provide a guide for the use of Probation staff in regulating visits to inmates in the Intake/Release Center, Main Jail, and Theo Lacy Security Facility.

### I. GENERAL INFORMATION

The Orange County Jail Official Agency Visitation form and County Identification will be required, in order to access inmates from any of the facilities. Appointments can be made at the Men and Women's Main Jail. Theo Lacy Security Facility will accept requests to hold an inmate in custody instead of sending the inmate out of the facility on a work crew. Locating an inmate and obtaining the Booking Number can be accomplished by accessing the Automated Jail System or the Orange County Sheriff's Jail Website.

If an interpreter is required, the jail must approve the interpreter in advance. If the interpreter was not previously approved, the form is available at the Women's Jail, Attorney/Bonds. It takes two to four weeks for approval.

### II. PROCEDURE

#### A. Intake/Release Center

1. Address: 550 N. Flower Street, Santa Ana, CA 92703, Phone Number (Watch Commander) (714) 647-6015.
2. Official Visiting can be conducted on any day of the week. Public Visiting is Friday through Monday 8:00 a.m. to **5:00** p.m. If possible, avoid this period.
3. Meals - Breakfast 5:00 – 6:00 a.m., Lunch 11:00 a.m. – 12:00 p.m., and Dinner 4:00 – 5:00 p.m. Inmates will not be summoned during these periods. Times may vary depending on jail activities or lock downs.
4. Once at the Intake/Release Center, proceed to the Official Visiting Window, Present Identification and the booking number. Inform the Deputy if a Privacy Booth is required, or paperwork needs to be passed.

#### B. Men's and Women's Main Jail

1. Address: 550 N. Flower Street, Santa Ana, CA 92703, Men's Main Jail Phone Number (Watch Commander) (714) 647-6015.
2. Official Visiting can be conducted on any day of the week. Public Visiting

is Friday through Monday 8:00 a.m. to **5:00** p.m. If possible, avoid this period.

3. Meals - Breakfast 5:00 – 6:30 a.m., Lunch 10:45 a.m. – 12:00 p.m., and Dinner 3:30 – 5:00 p.m. Inmates will not be summoned during these periods and times may vary depending on jail activities/ lock downs.
4. Visits by appointments can be made by telephone at least 30 minutes but not more than one hour prior to the scheduled time.
  - a. Men – Phone Number (714) 647-4539 (Main Control)
  - b. Women – Phone Number (714) 647-4598 (Main Control)
  - c. Request a maximum of one inmate (they are not called until you are there)
  - d. Private interview rooms cannot be reserved in advance. Make a request upon arrival at the Jail.
  - e. Jail staff will hold inmates at the Visiting Area 30 minutes past the appointment time. Thereafter, the inmate will be returned to the housing area. Only at Central Men's Jail.

C. Theo Lacy Security Facility

1. Address: 501 The City Drive South, Orange, CA 92668, Telephone Number (714) 935-6940 (Wait for the attendant, then ask to be transferred to the front desk).
2. Official Visits can be conducted on any day of the week. The visitor will present the Deputy with proper Identification and a booking number.
3. There are two areas for visitation, contact and non-contact areas. In the non-contact Visiting Area, an enclosed room is available, but the interview has to be conducted over a telephone. In both areas, paperwork may be passed.
4. Public Visiting is Friday through Monday 8:00 a.m. – **5:00** p.m. If possible, avoid this period.
5. Meals - Breakfast 5:30 – 6:00 a.m., Lunch 11:00 a.m. – 12:30 p.m., and Dinner 4:00 – 5:30 p.m. Inmates will not be summoned during these periods and times may vary depending on jail activities or lock downs. There may be a delay, but official visits may occur at any time.
6. More than one inmate can be summoned, but only one interview will be conducted at a time, unless Court ordered or approved by the Watch Commander.
7. Interview inmates and work crews outside the compound at the work site only in urgent matters with the approval of the Watch Commander. If necessary, ask staff to hold an inmate from work for interviews.

**REFERENCES:**

Procedures:	2-2-001	Pre-Plea & Sentencing Reports
	2-2-002	County Parole
Policy:	B-1	Case Confidentiality – Client's Right to Privacy

**S. Andrews**

**APPROVED BY:**