



Public Information Reference Guide:

in accordance with Title 15: California Code of Regulations

INMATE INFORMATION: (213) 473-6100

**DISCLAIMER: THE INFORMATION PROVIDED IN THIS HANDOUT HAS BEEN EXTRACTED ONLY AS A "QUICK REFERENCE."
FOR SPECIFIC, DETAILED INFORMATION REFER TO EACH MCJ UNIT ORDER.**

ARTICLE 6: INMATE PROGRAMS AND SERVICES

1061: Inmate Education Plan (MCJ Unit Order 5-23-050)

General Population inmates are permitted to attend school if they are eligible per La Puente Hacienda Unified School District Regulations. The facility contains two school locations for general population inmates located on the 3000 and 4000 floor.

K-6G (classification used for Homosexual Inmates) inmates may participate in the school program through the 5000 floor.

The average number of general population inmates allowed to attend school is 50 inmates per floor. School hours generally begin at **0800hrs -1100hrs** and commence from **1200hrs-1500hrs** but are subject to change.

1062: Visiting (MCJ Unit Order 5-15-000)

Juveniles (under age 18) are allowed to visit inmates housed at MCJ. There is no restriction in regards to relationship but the juvenile must have a parent or responsible adult present. No form of identification for juveniles is required. **Adult visitors** must provide a form of identification (i.e. California Drivers License, Passport or State Identification). No visitor shall enter the visiting area without a valid pass.

Rules for visiting: No smoking, all children must be in control of their parent(s); No littering or defacing County property; No weapons; Shoes and shirts must be worn at all times; No cameras, radios cell phones, purses, briefcases, backpacks or recording devices allowed; No alcoholic beverages; No glass containers; No gang attire referencing gang affiliation; No drugs; No weapons; and ALL visitors are subject to search.

If any of the above rules are violated, **visiting privileges will be terminated**. If continuous violation of rules continues, that individuals visiting privileges will be terminated for a period of time.

All inmates attending a visit must be properly dressed and obey all facility rules and regulations. Inmates are not allowed to bring any writing materials to their visit. **Violation of any rules will terminate the inmate's visit**. Requests for extra visiting time must be approved prior to the visit.

Visits are conducted **Thursday thru Sunday between 1000hrs – 2000hrs**. Inmates may receive one **15 minute visit** each day (totaling one hour for the week). No more than three visitors are allowed per inmate.

If you desire to deposit money to an inmates account this must be conducted at the Inmate Reception Center. No money is accepted at MCJ. Property and money release forms can be signed for during visiting hours. General Relief Welfare Warrants will be forwarded to the Operations Office for the District Attorneys Office **without** being endorsed by the inmate.

1063: Correspondence (MCJ Unit Order 5-10-000)

There is **no limit to the volume of mail and inmate may send or receive**.

Confidential legal mail is: correspondence between an inmate and any State or Federal Court; between an inmate and any member of the State Bar (not incl. Bar Associations or Legal societies); between inmate and any member in the chain of command of the Los Angeles County Sheriff's Department.

Deputies and C.A.'s are prohibited from reading **outgoing confidential legal mail**.

Outgoing regular mail will be placed into the mailbox unsealed. All mail will be picked up at the beginning of AM Shift each day. A cursory search will be conducted of the mail prior to them being sealed. All sealed envelopes are sent to the Inmate Reception Center where it is transported to the Post Office.

Incoming confidential mail is picked up by the Legal Deputies or C.A.'s everyday between **0800hrs-0900hrs** at the mail room in the Inmate Reception Center. The legal mail is transported to the Attorney Room and will be examined (outer packaging) by the Attorney Room Officer. Once the inmate's location is verified, a pass will be sent for that inmate to pick up his legal mail. Once legal mail is picked up the inmate will sign for the mail indicating receipt of the package. The package is then opened in front of the inmate and checked for contraband – **No employee shall read the contents of the legal mail**.

Incoming Regular mail is subject to inspection by the Inmate Reception Center Mail Room.

ARTICLE 6: INMATE PROGRAMS AND SERVICES (cont.)

1064: Library Services (MCJ Unit Order 5-23-060)

The library is located in room #3022 on 5000 floor and is open to all sentenced inmates and inmate workers on 9000 floor between **1200hrs-1600hrs Monday thru Friday**.

No more than 15 inmates are allowed to be in the library at any given time and are restricted to **one visit per day** not exceeding one hour.

General Population inmates who are currently attending roof exercise may have access to the library if it is during regular operation hours. **Administrative Segregation** inmates are not allowed to access the library during roof exercise. Administrative Segregation inmates are granted access to library books once per week located in Module 1750 mini-library. A mobile-cart may be used for the distribution of library books to High Power inmates. Any inmate who willfully damages or destroys any library materials, or fails to return any materials on time, is subject to discipline.

1065: Exercise and Recreation (MCJ Unit Order 5-23-041, 5-23-043)

Recreation is conducted **7 days a week** on both 3000 and 9000 floor exercise yards between **0600hrs-2200hrs**. Each inmate is given the opportunity to exercise at least **three hours a week**. The time shall commence when the deputies enter to pick up the inmate (s) in the module and will conclude upon the inmates return to the housing area (including search time).

High Security Exercise Area (9000 floor): specified for individuals who pose a security threat or assaultive behavior. A line of no more than 12 high-power inmates can be escorted between the hours indicated above.

Exercise/Recreation time may be **terminated immediately** when any inmate's behavior poses a threat to jail security.

1066: Books, Newspapers, and Periodicals (MCJ Unit Order 5-21-001)

Inmates may receive books and/or magazines if sent **directly from the publisher**. Books that are allowed include personal, religious and/or library. Magazines must be of the **current month's** edition only.

Any publication can not have any form of pornography, or sexually explicit material that contains full or partial frontal and rear nudity. Acts of violence or cruelty to animals is not permissible. Materials delivered to the facility are inspected for contraband and if rejected, the inmate is notified and given a reason as to why the publication was rejected. All rejected publications are returned to the sender.

Newspapers are dispersed to all modules and accessible to all inmates during recreation time.

1067: Access to Telephone (MCJ Unit Order 5-13-000)

Inmates are allowed to have access to telephones **24 hours a day, 7 days a week**.

1068: Access to Courts and Counsel (MCJ Unit Order 5-23-061)

Inmates are provided with access to legal resource materials via the law library. The use of the law library is restricted to inmates who have been granted pro-per status by the court or granted limited access by the legal staff. Inmates of general population and high power may have access to the law library if access has been granted by the courts or by the legal staff.

The facility contains **two law libraries** – one for general population inmates and the other for high-power inmates. All pro-per inmates are granted up to **two hours per day** in the law library, according to a rotating schedule established by the legal staff.

1069: Inmate Orientation (MCJ Unit Order 5-23-070)

Video tapes and message signs are utilized to help familiarize inmates with jail life. The video tape utilized is 12 minutes in length and covers various subjects ranging from: correspondence, visiting, and telephone rules; rules and disciplinary procedures; inmate grievance procedures; programs and activities available; medical services; classification/housing assignments; court appearances.

1070: Individual / Family Service Programs (MCJ Unit Order xxx)

PENDING INFO

1071: Voting (MCJ Unit Order 5-24-010)

Inmates that are qualified by age, citizenship, residence, etc. to register to vote through a Deputy Registrar may do so by mail while in custody. Registration forms are made available in all control booths and can be accessed through an inmate request form. The registration by mail is done at the request of an "Affidavit of Registration Form," which can be received from:

Registrar-Recorder/County Clerk (Registrar of Voters)
12400 E. Imperial Highway Room 3001
Norwalk, CA 90650
(562) 462-2362

Inmates who are already registered to vote may vote by mail with an "Absentee Ballot." These ballots are completed, signed and sealed by the voting inmate and shall not be reviewed by Deputy Personnel. Campaign literature and/or sample ballots addressed to inmates are delivered without delay.

1072: Religious Observance (MCJ Unit Order 5-23-020)

Every effort is made to accommodate inmates wishing to participate in religious activities while incarcerated. Through the Religious Volunteer Services Office arrangements have been made for several weekly services to take place involving several denominations. Inmate request forms are readily available to all inmates wishing to receive further information regarding religious services.

1073: Inmate Grievance Procedure (MCJ Unit Order 5-12-000)

Inmate grievance is covered under inmate complaints and inmate request procedures. Similar to a complaint and request, inmates are required to fill out an Inmate Complaint/Service Request Form and will be advised on their grievance disposition within **ten days** of the assignment, whenever possible. For denied grievances, a written response will be provided stating reasons why the grievance was denied. An inmate's signature on the bottom of the completed form satisfies the requirement of written response.

Inmates who have been denied a grievance may appeal the decision. The Watch Commander will make the final determination whether the appeal is granted or denied.

ARTICLE 7: DISCIPLINE

1080: Rules and Disciplinary Penalties (MCJ Unit Order 5-22-000)

All discipline that is administered shall adhere to guidelines expressed by The California Code of Regulations, Title 15. At no time will an inmate, at the time of initial placement in discipline, receive more than **29 days** of discipline for any jail violation or combination of violations.

1081: Plan for Inmate Discipline

Preventative discipline is preferable to correction after the fact, but when a rule is violated, discipline must be prompt and fair. The disciplinary process must conform to constitutional standards of due process and equal protection. Advising an inmate of expected conduct is encouraged for the first violation.

1082: Forms of Discipline

There are two different forms of discipline – Adult and Juvenile. The degree of punitive actions taken by the disciplinary officer shall be directly related to the severity of the rule infraction.

1083: Limitations of Discipline

Limitations of disciplinary actions are based on the form of discipline that is being used – adult or juvenile. The State constitution and Penal Code expressly prohibit all cruel and unusual punishment.

ARTICLE 11: MEDICAL / MENTAL HEALTH SERVICES

1200: Responsibility for Health Care Services (MCJ Unit Order 5-08-010)

The Sheriff's Department Medical Services shall provide "Sick-call" that is available to all inmates **five days a week, Monday through Friday**. In the event of an inmate injury, the inmate shall be escorted or transported to the clinic for evaluation and treatment as may be necessary.

Inmates may request to be placed on the "Doctors Line" during "Sick-call." Medication is **dispensed four times a day** – 0800, 1200, 1600, and 2000hrs. All inmates shall receive their prescribed medication. Under no circumstances will medication ever be withheld for disciplinary purposes.

Nurse clinics are located on 2000, 3000, and 5000 floor. 4000 Floor has clinics set up inside each module. 9000 Floor inmates requesting to go to the clinic shall use the clinic on 5000 floor.