

Commander for permission to receive the published materials from other sources.)

3. Obscene publications or writing as determined by the Facility Commander, and other mail containing information concerning where, how or from whom such matter may be obtained; and any matter of a character tending to incite murder, arson, riot, violent racism, or any other form of violence; and any matter concerning unlawful gambling or an unlawful lottery; and any publication concerning the cultivation or illegal production of narcotics or drugs; and any mail that violates federal or state law.
4. Packages are not accepted and will be returned to the sender unless previously approved by the Facility Commander.
5. Items which cannot be inspected by normal means or without damaging the item, i.e., multilayered cards, photos, laminated items, etc.
6. Items containing foil or metal of any type, glass, wood, hard plastic, rubber or other prohibited substances.
7. Maps, travel brochures, wall calendars, wall posters.
8. Credit cards, personal checkbooks, etc.
9. Any illegal item or any item which could constitute a security hazard or tend to incite violence or other unpermitted conduct.
10. Any food item.
11. Any article of clothing, hygiene item or other personal property.
12. Items such as stationary, stamps and envelopes are no longer accepted without a court order.

Drop-off Letters

- Items such as letters and greeting cards will be accepted for distribution to the inmate population. These items should be in a sealed envelope and show the inmate's name, booking number and have a return address for the sender. Visitors must place such items in the designated drop box located in the public visiting lobby. Letters that do not fit in the provided drop box will not be accepted.
- Bulk items such as blank stationery/greeting cards, envelopes, stamps, books/magazine and 4" black lead pencils without erasers are no longer accepted without a court order.
- Material packaging must show the intended inmate's name, booking number and housing location and include a return address for the sender. Any drop off mail not properly addressed will NOT be accepted.
- Magazines and books must be sent through the United States Mail.

Special Handling Mail

- Occasionally, the jail receives inmate mail which requires special handling. This mail is generally delivered by Postal Service Express Mail, UPS, or Federal Express and requires a signature by the receiving party.
- All special handling mail will be accepted by the Visiting Guard Station. The Visiting Guard Station Deputy/SSO will accept and sign for mail for any inmate in custody in the Central Jail Complex.
NOTE: The signature only accepts the mail for further delivery and does not accept responsibility for the contents.
- The person delivering mail for an inmate at a branch jail will be directed to the appropriate facility.
- Mail will not be accepted for anyone not in the custody of the Sheriff.

Inmate Property and Clothing

Personal Clothing Exchanges

- Requirements for exchange: One exchange of personal clothing or one addition to the existing personal clothing will be permitted during an inmate's period of incarceration. The clothing exchange is allowed providing that existing clothing is insufficient, improper or not suitable for court. More frequent clothing exchanges will only be permitted by court order. Inmates pending an in-custody release to state prison will not be allowed to exchange without special circumstances.
- Persons bringing in clothing for exchange must stop at the Visiting/Reception Guard Station where the Deputy/SSO will fill out in triplicate, a "Property Release Authorization" form (J-025), filling in the

inmate's name, booking number, housing location, date, time and person bringing in the clothing for exchange.

- The new garments will be thoroughly searched for contraband. Contraband found in the clothing will be brought to the Operations Sergeant's attention immediately.
- Items brought in for exchange must be clean and ready to hang in storage.
- Preferred Items are exchanged on a "one for one" basis. Any more than one article requires a court order on file. 1 shirt, 1 pants, 1 shoes, etc.

Property

- Inmates may only possess items which have been issued by jail staff, purchased through commissary, permitted at the time of booking, permitted to be received through the mail, or by court order. All other items are considered contraband and will result in the item being confiscated and disciplinary action may be taken.
- Articles, including food items, personal hygiene items, etc. will not be accepted from individuals or by mail.
- Photographs no larger than 8 x 10 inches will be accepted.

Transfers to State Institutions:

California State Prisons

- Only the items listed on the supplemental form are permitted for transfers to state institutions. Request the form for California State Prison property guidelines from the Visiting Guard Station personnel.

Medical And Health Services

- All Inmate medical files are under the control of Correctional Medical Services. Access to inmate medical files are controlled and regulated by the Custodian of Records, Jean Marie Legacy, 515 N. Sycamore, Room 120, Santa Ana; phone 834-3536; FAX 835-9312.
- Matters of judgement regarding health care services will be the sole province of the health services staff. This is limited to diagnosis of illness and injury and development of medical treatment plans which include recommendations to the Sheriff's Department regarding housing and safety precautions.
- It is the goal of the Correctional Medical Services program to comply with the *American Medical Association Health Care Accreditation Standards* (September 1981). Orange County Jail is accredited by The Institute for Medical Quality.

Medical Care

- Inmates are provided medical care from the time of their admission, throughout their period of incarceration, and until released. Health care services and equipment will be provided at a level appropriate to meet individual and group needs. Inmates whose health care needs cannot be satisfactorily met at the jail will be transported to a fully licensed and accredited local hospital for treatment.
- The Intake/Release Center is equipped with a variety of resources designed to meet the health care needs of the incarcerated individual. Adequate space, equipment, supplies and personnel have been provided as determined by the Medical Program Administrator.

Mental Health Care

- The Mental Health Care Services Program is designed to screen, evaluate and treat mentally ill inmates in order to provide necessary onsite mental health treatment during their incarceration.
- Correctional Mental Health Services is a division of the County Health Care Agency.
- They are responsible for providing 24-hour on-site mental health care services to inmates incarcerated in the Intake/Release Center.
- CMHS staff will evaluate and treat mentally ill inmates in order to provide necessary on-site mental health treatment during their incarceration.
- Confidential mental health records will be maintained pursuant to Welfare and Institutions Code Section 5328.

Dental Care

- Provisions are made for 24-hour emergency dental care. Routine dental care is provided to those requesting this service.

- Dental treatment includes oral prophylaxis, restorative dentistry, endodontics, oral surgery, periodontics and referrals.
- Dental care is provided to inmates under the direction and supervision of a dentist, fully qualified and authorized to provide care in accordance with state licensure requirements; and a dental assistant.

Public Visiting

- The Administration of each Correctional Facility encourages inmates to maintain ties with their family and friends through regular visits. In order to provide a smooth and organized visiting program, maintain order and protect the rights of those citizens in the visiting area, each facility has established the same basic visiting rules and guidelines, visiting schedule and rules of conduct. Visiting sign-up procedures may vary between facilities depending upon the classification of inmates assigned to each facility. Please ask any member of the visiting staff to provide you with a detailed list of their facility visiting rules and procedures.
- Visiting hours at all facilities, Men's Jail, Women's Jail, Intake and Release Center, Theo Lacy Facility, and the Musick Facility are Friday through Sunday between the hours of 8:00 a.m. and 5:00 p.m.
- Visiting groups may contain a maximum of three people, if the third person is under the age of five. Unaccompanied children under the age of 18 must have prior approval from the Watch Commander to visit.
- Children should be supervised and under your control at all times. They should not be left unattended and allowed to stray away from you.
- Each visit is 30 minutes in length and inmates are entitled to two visits per week.
- Photo identification and the inmate's booking number are required when signing up for a visit. Visitors who have been released from a correctional facility within 60 days, unless the visitor is a spouse or blood relative of the inmate, is ineligible to visit. Penal Code section 4571 prohibits persons convicted of a felony, and who have served time in any California State Prison, from entering upon the Jail premises without permission of the Watch Commander.
- Violation of visiting rules, laws, regulations or procedures by a visitor may result in the visitor being removed, denied visiting privileges and subject to criminal charges.

Inmate Telephone Usage

- Inmates confined in the Orange County Jail system will have access to telephones in order to maintain community and family ties and communicate with legal representatives or the courts.
- Telephones in the housing and dayroom areas are available for inmate use. Telephone calls are made collect. There are no restrictions on the number or duration of calls. The use of a non-collect free phone for regularly assigned inmates is restricted to instances where the inmate collect phone cannot be used. The use of this phone is with the permission of the on duty Sergeant, Lieutenant or pursuant to court order.
- Inmates on loss of privileges or placed in isolation shall have restricted access to the telephone as a condition of the discipline imposed. They will not, however, be prevented from making telephone calls to their legal representatives or the courts in connection with prospective or pending litigation.
- Incoming calls to inmates are not accepted. The Watch Commander must approve emergency messages to inmates.

Public Information Telephone Numbers

Inmate Records (Central Jails) (714) 647-4666
 Inmate Records (Theo Lacy) (714) 935-6940
 Cashier (714) 647-6087