

## **SANTA RITA JAIL**

### **Interview Instructions**

Policy & Procedure 17.02, Interviews, has established a process for attorney's, attorney assistants, investigators, medical examiners, individuals working with drug treatment and other rehabilitation programs to interview inmates. Those of you listed above may interview inmates during normal facility operating hours. The on-duty Watch Commander may grant requests for interviews during other than normal operating hours based on security requirements of the facility.

#### **INSTRUCTIONS:**

1. You and your possessions are subject to search.
2. Nothing shall be passed to the inmate directly by you for the inmate's retention per 4570 P.C.
3. If you intend to give an inmate written documents for their retention you must first notify jail staff.
4. If the documents are not objectionable, the jail staff will allow the inmate to have them.
5. Documents containing "contraband" or any items considered "contraband" will be refused. Contraband items include but are not limited to paper clips, staples, metal fasteners or metal items of any kind.
6. Tape recorders or photographic equipment are not permitted in the interview room without prior permission from the on-duty Watch Commander.
7. Breached of law, jail security, or these instructions may terminate your interview.

#### **PROCEDURE:**

To proceed with your interview walk to the interview room as directed by the lobby staff. Upon your arrival at the interview location:

- a. Press the intercom button on the Attorney Visit door and hold for 1 second.
- b. Identify yourself to the jail staff and please speak slowly and clearly.
- c. When the door lock buzzes, open the door and proceed to the designated numbered interview room.
- d. When you have completed your interview, return to the Attorney Visit door and press the intercom button again.
- e. Inform the jail staff that your interview is completed and exit the door when it buzzes.
- f. If the intercom button fails to provide you with a timely response, proceed to the Red Phone located to the left or right of the attorney visiting door and lift up on the receiver.
  1. This phone rings directly to Control Point 1.
  2. Identify yourself and your location (located directly above the phone). Advise the jail staff of your situation.

3. CP 1 staff shall dispatch deputies to your location.