

SAN DIEGO COUNTY SHERIFF'S DEPARTMENT
COURT SERVICES BUREAU
POLICIES AND PROCEDURES MANUAL

DATE	DISSEMINATION	CATEGORY	NUMBER
August 01, 2017	SAN DIEGO	COURT HOLDING	E.13.S
SUBJECT: ADMITTANCE TO ATTORNEY VISIT AREAS AND WAITING TANKS			PAGE 1 of 2

Purpose:

To establish guidelines for the San Diego County Courthouse (SDCC) allowing personnel into the Attorney Visit Areas and Waiting Tanks.

Policy:

Only authorized personnel will be allowed into holding/waiting tanks. It shall be the responsibility of the bailiff to ensure that only authorized personnel gain admittance to the attorney visit areas. Attorneys will not be allowed to visit inmates in [REDACTED] Holding. Attorney visitation will be held in the attorney visit areas adjacent to the courtrooms. All visitors will be dressed in uniform or contemporary business attire.

All visitors will comply with the visitor's procedures set forth in CSB Policy & Procedures A.6, section VI regarding Visitor Logs.

Procedure:

- I. Attorneys will contact the courtroom bailiff to speak with an inmate in the attorney visit area and sign the Facility Sign-In Sheet (J-315). The bailiff will contact the adjacent holding tank deputies to have the inmate moved into the attorney visit area.
 1. All visitors will display proper identification at all times.
 2. Authorized personnel allowed into the attorney visit area are:
 - a. Counsel or attorneys of record
 - b. Court Clerks and certified interpreters
 - c. Law clerks
 - d. Drug Court counselors
 - e. Pre-Trial Services
 - f. General Services (building maintenance)
 - g. Custodians
 - h. Peace Officers
 - i. District Attorney, City Attorney, Public Defender, & Alternate Public Defender Investigators
 - j. Private Conflicts Counsel

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3. News media are not permitted into the attorney visit areas or holding/waiting tanks.
4. The only visitors allowed into holding/waiting tanks are General Services & Custodians. Visitors will not be allowed in the holding/waiting tanks when inmates are out of their holding cells. All efforts will be made to ensure the safety and security of any visitors in holding/waiting tanks.