

FACILITY PROCEDURES AND RESOURCES

Name of Facility	MDC	San Bernardino County Sheriff, Central Detention Center	San Bernardino County Sheriff, West Valley Detention Center	Santa Ana
Address of Facility	535 N. Alameda Street, Los Angeles, CA 90012	630 E. Rialto Ave, San Bernardino Ca. 92415	9500 Etiwanda Ave, Rancho Cucamonga, Ca. 91739	62 Civic Center Plaza, Santa Ana, CA 92701
Contact - Legal Visits	Executive Assistant - 213-485-0439, ext. 5123, LOS/ExecAssistant@bop.gov	Laurie Vong and Michelle Birdsall, 909 386 0929, cdc-marshall1@sbcscd.org	Michelle Grossi, 909 463 5018, wv-marshall1@sbcscd.org	Security Supervisor C.Villa 714-245-8115 Candrade-Villa@santa-ana.org
Contact - Medical Concerns	Executive Assistant - 213-485-0439, ext. 5123, LOS/ExecAssistant@bop.gov	Laurie Vong and Michelle Birdsall, 909 386 0929, cdc-marshall1@sbcscd.org OR CDC Marshal Liaison at cdc-marshall1@sbcscd.org , cdc-marshall2@sbcscd.org or 909 386 0929	Michelle Grossi, 909 463 5018, wv-marshall1@sbcscd.org	Security Supervisor C.Villa 714-245-8115 CAndrade-Villa@santa-ana.org
Contact - Discovery Matters	Executive Assistant - 213-485-0439, ext. 5123, LOS/ExecAssistant@bop.gov	Laurie Vong and Michelle Birdsall, 909 386 0929, cdc-marshall1@sbcscd.org	Michelle Grossi, 909 463 5018, wv-marshall1@sbcscd.org	Security Supervisor C.Villa 714-245-8115 CAndrade-Villa@santa-ana.org
Contact - General Matters	Executive Assistant - 213-485-0439, ext. 5123, LOS/ExecAssistant@bop.gov	Laurie Vong and Michelle Birdsall, 909 386 0929, cdc-marshall1@sbcscd.org	Laurie Vong and Michell Birdsall, 909 386 0929, cdc-marshall1@sbcscd.org	Security Supervisor C.Villa 714-245-8115 Candrade-Villa@santa-ana.org
LEGAL VISITS				
Visiting Hours	Monday to Friday - 8 a.m. to 8 p.m., Saturday to Sunday - 8 a.m. to 3 p.m.	Anytime with the Watch Commanders approval. Meal times may delay legal visits.	Anytime with the Watch Commanders approval. Meal times may delay legal visits.	No time constraints
What are the procedures for emergency visits or after-hours or emergency visits?	Submit to the Executive Assistant the request at least 2 working days before the requested visit. Regular visiting hours should suffice for last minute visits; this procedure is for visits during non-visiting hours.	Contact the Watch Commander at 909 386 0910	Contact the Watch Commander at 909 463 0517	Contact Shift Supervisor at 714-245-8100
Are paralegals required to be accompanied by an attorney?	Paralegals may enter without an attorney if they complete an application to enter the institution.	No, they do need a letter from the attorney of record on the attorney's letterhead.	No, they do need a letter from the attorney of record on the attorney's letterhead.	No
What documentation must a paralegal present to visit an inmate if not accompanied by an attorney? Is such documentation kept on file at the facility, or should it be presented at each visit?	Application to Enter Institution as Representative is required and is kept on file at the institution.	On each visit, the paralegal must have valid identification and a letter from the attorney.	On each visit, the paralegal must have valid identification and a letter from the attorney.	Valid I.D. A letter from attorney. The document is kept on file for that specific inmate.
Are paralegals visiting without an attorney permitted a contact visit?	yes	yes	yes	yes

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Are paralegals visiting without an attorney permitted to use the facility's computers to review discovery?	yes	yes	yes	yes
Are Investigators required to be accompanied by an attorney?	No. Investigators may enter without an attorney if they complete an application to enter the institution.	No, They need a letter from the attorney of record on the attorney's letterhead.	No, They need a letter from the attorney of record on the attorney's letterhead.	No
Are investigators visiting without an attorney permitted a contact visit?	yes	Yes. Same official visiting booth as attorney.	Yes. Same official visiting booth as attorney.	Yes
Are investigators visiting without an attorney permitted to use the facility's computers to review discovery?	yes	yes	yes	Yes
What documentation must an investigator present to visit an inmate if not accompanied by an attorney? Is such documentation kept on file at the facility, or should it be presented at each visit?	Application to Enter Institution as Representative is required and is kept on file at the institution.	On each visit, the investigator must have valid identification and a letter from the attorney.	On each visit, the investigator must have valid identification and a letter from the attorney.	Valid I.D., Investigator I.D. and Letter from Attorney.
Does your facility have the ability to host confidential phone calls between attorneys and clients? If so, what is the procedure for setting up this kind of call?	Yes, the inmate must make a request with his or her unit team. For CJA attorney to set one up, atty can send inmate an email to set one up or send a request to the exec assistant at MDC	Make request with the USMS liaison Silva.	Make request with the USMS liaison Silva	Security Supervisor C.Villa 714-245-8115 CAndrade-Villa@santa-ana.org

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ELECTRONIC DISCOVERY REVIEW DURING LEGAL VISITS				
Are attorneys (or their paralegals and investigators) representing inmates charged in federal court permitted to bring laptops into the facility?	no	No, but facility laptop computers are available if needed.	No, but facility laptop computers are available if needed.	Yes, in very limited circumstances when the facility laptop is not an option. Internet signal off. Situational-Security Supervisor C.Villa 714-245-8115 CAndrade-Villa@santa-ana.org
Are attorneys (or their paralegals and investigators) representing inmates charged in state court permitted to bring laptops into the facility?	n/a	No, but facility laptop computers are available if needed	No, but facility laptop computers are available if needed	Situational-Security Supervisor C.Villa 714-245-8115 CAndrade-Villa@santa-ana.org
How many computers are available for attorney use in your facility?	12	2	2	3
What software is loaded on these computers?	Adobe, Quick View Plus 12, VLC Player, For the Record, Fair Shake Reentry Resource Center, Hawk Player, Pelco Player, ICMV CODEC	Word, Adobe Reader, Windows Media Player, 7-Zip File Opener	Word, Adobe Reader, Windows Media Player, 7-Zip File Opener	Adobe, Excel, Word, VLC Audio Software
What media can be brought in by attorneys and other legal visitors? Please check all that apply.	Thumb Drive, CD, DVD, Portable Hard Drive (must be approved by warden first)	Thumb Drive, CD, DVD	Thumb Drive, CD, DVD	Thumb Drive, CD, DVD, Portable Hard Drive
Is there a reservation system for computers? If so, how can a reservation be made?	no	No reservation. First come, first serve basis.	No reservation. First come, first serve basis.	No, first come first served.
Have attorneys been declined use of computers because they are all in use or not working?	no	Previously no, but an increase in demand may cause an attorney to wait for a computer.	Previously no, but an increase in demand may cause an attorney to wait for a computer.	Not to our knowledge.

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INMATE ACCESS TO DISCOVERY				
Are there computer facilities for inmates to review electronic discovery on their own time?	Yes, discovery and electronic law library computers are available in each housing unit and in the Education Department.	Yes	Yes	Yes
How does an inmate request access to these computers?	Housing unit computers are available for use on a first come basis whenever inmates are not locked down. Computers in the Education Department can be used on the housing unit's designated day.	They can submit a request slip for computer access.	They can submit a request slip for computer access.	Sign up sheet in housing unit.
What media can be used on the inmate/cellblock computers?	CD/DVD, USB hard drive; must be labeled with name and register no.	Thumb Drive, CD, DVD, Portable Hard Drive	Thumb Drive, CD, DVD, Portable Hard Drive	None - must be loaded onto hard drive by facility
How many hours per day can an inmate use the computers to do research and/or review discovery?	Approximately 13 hours on Monday to Friday, and 12 hours on Saturday and Sunday.	Four hours a week	Four hours a week	Housing sign ups are in one hour blocks. Inmate can request multiple blocks of time.
How many days per week can an inmate use the computers to do research and/or review discovery?	7 days per week	Once per week. Requests for more time or additional day may be accommodated.	Once per week. Requests for more time or additional day may be accommodated.	7 days a week
How can media for inmate computers be delivered to the facility? Please include the contact person, telephone number, and mailing address (if media can be mailed) and any restrictions on who can deliver the media.	Discovery Material Authorization Form should be faxed to (213)253-9505. Legal Assistant Yolanda Sanchez is the point of contact. The original form and media should also be mailed to the inmate as legal mail.	Mailed or dropped off from the Attorney of Record.	Mailed or dropped off from the Attorney of Record.	Security Supervisor C.Villa 714-245-8115 CAndrade-Villa@santa-ana.org
Are there times when inmates cannot view electronic discovery because all of the computers are reserved? How often does this occur?	Staff have not received any such complaints.	CDC- No past problems.	WVDC- No past problems. Support Services schedules discovery times.	no

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INMATE MEDICAL CONCERNS				
What is the procedure for family members to bring outside prescriptions to the jail? Please include the contact person and telephone number, along with any restrictions on who can deliver the medications.	Not applicable as this is not permitted.	Family cannot deliver any medication to inmates.	Family cannot deliver any medication to inmates.	Security Supervisor C.Villa 714-245-8115 CAndrade-Villa@santa-ana.org
What is the procedure for an inmate to request medical attention?	For routine care, inmates must submit a "Request to Staff" form to the Medical Department or sign up for sick-call; emergent issues should be brought to any staff member.	Submit an inmate medical request (currently electronic) or notify staff of medical emergency.	Submit an inmate medical request (currently electronic) or notify staff of medical emergency.	Medical request form in housing unit.
What is the procedure for an inmate to request medical records?	Inmates must submit a "Request to Staff" form to the Medical Records Department	Inmate can submit a request to Medical Unit staff.	Inmate can submit a request to Medical Unit staff.	Contact USM Nuno Marquez
What is the procedure for an inmate to request eyeglasses or an eye exam?	Same procedure for requesting any other medical procedure. Reading glasses are available from commissary. Other glasses are available after the inmate undergoes an eye exam.	Submit an inmate request to Medical/Dental Staff.	Submit an inmate request to Medical/Dental Staff.	Medical request form in housing unit.
What is the procedure for an inmate to request a dental exam?	Inmates must submit a "Request to Staff" form to the Dental Department.	Submit an inmate request to Medical/Dental Staff.	Submit an inmate request to Medical/Dental Staff.	Medical request form in housing unit.
What routine dental care is offered at the facility?	Pre-trial detainees are subject to US Marshals Service rules regarding approved dental procedures.	Basic dental care. Advance dental procedures may be coordinated through the U.S. Marshal's Office	Basic dental care. Advance dental procedures may be coordinated through the U.S. Marshal's Office	Dental Screening, exams, xrays.
What provisions are made for emergency dental care?	There is a Medical Duty Officer and a Dentist on-call after duty hours. All dental emergencies are referred to the Medical Duty Officer, who can assess whether to transfer inmates to the local hospital.	Emergency dental care would be evaluated by medical staff and forwarded to the dental provider.	Emergency dental care would be evaluated by medical staff and forwarded to the dental provider.	After approval from USM, inmate can be taken to specialist.

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Please indicate which positions are staffed at the facility. Check all that apply.	LPN, RN, PA, MD	LPN, RN, PA, MD	LPN, RN, PA, MD	LPN, RN, PA, MD
When inmates are released or transferred to the custody of another agency, are they given extra dosages of medication? If so, please state how many days of medication they receive and whether outside prescriptions are also released with the inmate.	Yes, supply size depends on the type of release or transfer. To Residential Reentry Centers, inmates are provided up to 90 days of medication. If the inmate is releasing from BOP custody, they are provided 30 days. If the inmate is transferring to another BOP institution, they are provided at least 7 days of medication.	Yes, inmates are transferred with Discharge Summary and five days of all medications.	Yes, inmates are transferred with Discharge Summary and five days of all medications.	Yes, 30 days or whatever is left in inmates stock
MISCELLANEOUS				
Does your facility have a notary on staff? If so, what is the procedure for getting a document notarized? If there is no notary on staff, what is the procedure for bringing a notary into the facility?	No. The process to enter is the same as for paralegals and investigators.	No. Notary provided by attorney, paralegal, or investigator. Notary procedure for having a notary at the jail is the same procedure as an official visit but for the limited basis of notarizing paperwork. The notarization is supervised and observed by a deputy.	No. Notary provided by attorney, paralegal, or investigator. Notary procedure for having a notary at the jail is the same procedure as an official visit but for the limited basis of notarizing paperwork. The notarization is supervised and observed by a deputy.	No. Notary must do a non-contact visit. There is a paperpass window. No security information required.
Please provide any additional information you believe would be helpful to the Court, counsel, or their clients.	All BOP policy is available online at www.bop.gov . MDCLA specific information is available at www.bop.gov/locations/institutions/los/			