

# Men's Central Jail Tour Guidelines/Information

441 Bauchet Street • Los Angeles CA 90012

## How to Schedule a Tour:

1. Contact the MCJ Legal Unit: Phone: (213) 974-0103 Fax: (213) 626-5961
2. Have available the following information when scheduling a tour:
  - a. **Contact person** - full name, department/program/school affiliated with, email and phone number
  - b. **Date and time of tour** - Tours (approx. 2 HRS long) are **ONLY** conducted **Tuesday thru Thursday** each week of every month and can begin as early as 0800 HRS or start as late as 1800HRS (6PM). You are **NOT** able to schedule tours more than **ONE MONTH** in advance.

Because this is a jail facility and things can occur unexpectedly, your tour *may* be cancelled on a short notice. Knowing this it is imperative that the contact information provided be accurate.

- c. **Participants List** - full name (first, middle, last), date of birth, and driver's license number. (List must be submitted **two weeks prior** to tour date. Once submitted **no additions** will be made)

If the tour involves current county employees, full name and employee number will only be needed. Current county employment will be verified.

If the tour involves **MINORS** (between 15-17 years of age) **PRIOR APPROVAL FROM THE CAPTAIN** must be obtained. Upon approval, each student must complete a Tour Agreement Form for Minors. All forms must be submitted **two weeks prior** to the tour date.

**NO TOURS FOR MINORS BELOW THE AGE OF 15 ARE AVAILABLE. NO EXCEPTIONS.**

**IMPORTANT:** If any participant has a relative/family member currently incarcerated at MCJ or they themselves have any criminal history, he/she will **NOT** be allowed into our facility. **EVERYONE is subject to a background check** verifying ANY criminal history

3. Once the above information has been verified, and the date you are requesting is available, you will be placed on our tour calendar. *If you need to cancel your tour* for any reason, do so in a **timely manner**. This does **NOT** mean the day of your scheduled tour.

## Tour Day Rules:

1. **Parking** – located on the corner of Vignes and Bauchet for \$7.00 (**Visitor Parking** structure)
2. **Valid Photo California ID required** – all ID's will be collected prior to entering the facility and in exchange everyone will be provided with a badge, identifying that you are part of a tour group
3. **Tour Agreement and Civil Claims Release Form** – this form will be provided to you on the day of the tour and **MUST** be signed by **ALL** participants of the tour. This agreement states that you were made aware of a background check being conducted to verify any prior criminal history
4. **Search of person and Property** – everyone participating in the tour is subject to a search of their person and property brought along (i.e. backpacks, purses, etc.)
5. If you are an **expectant mother** or think you may be pregnant, you will **not** be allowed into the facility
6. **NO** audio and/or video recording, cell phones or photographs are permitted during the tour
7. **NO** alcoholic beverages or drugs of any sort are allowed on the premises or in the facility
8. **NO** backpacks, handbags or purses of any sort are allowed into the facility
9. **DO NOT** wear any of the following clothing/attire:
  - a. Tank tops, tee shirts with derogatory slogans, sandals, hats, gang related clothing or excessively revealing clothing
  - b. **Women** should stray away from: tight revealing clothing, necklaces or any form of jewelry (small diamond studs on the ear will suffice)
  - c. **ALL** tattoos must and will be covered
10. **NO** talking during the tour unless the person conducting the tour has asked for questions
11. Do **NOT** stray away from the tour at ANY given time
12. Do **NOT** taunt, toy with, or talk to any of the inmates

**IF YOU ARE LATE (15 MIN. MAX) ON THE DAY OF YOUR TOUR, YOUR TOUR WILL BE CANCELLED. NO EXCEPTIONS.**