

Inmate Visitation

808.1 POLICY

Inmates will be encouraged to maintain relationships with family and friends through the non-contact visiting process. Visiting will be scheduled on a regular basis for all inmates, with no fewer than two visits totaling one hour, per inmate, per week. Pretrial inmates will be afforded a visit no later than seven calendar days following arrest. Limits on the visiting process will only be those necessary to maintain order, security, control, and discipline within the facility. Staff demands, inmate population, and facility limitations, may also be a factor. Professional visits will be facilitated to the greatest extent possible, and reasonable access by attorneys will not be limited. Interview rooms are maintained for the private use of attorneys, enforcement, and other professional visitors. All employees of this facility shall share the responsibility to ensure compliance with the visiting procedures and regulations. Staff shall also share the responsibility to assist in the use of interview rooms.

Visits may not be canceled unless a legitimate operational or safety and security concern exists. All canceled visits must be documented and forwarded to the facility Watch Commander. The Watch Commander shall regularly review canceled visits and document such review.

Inmates who have unsupervised contact visits will be searched before return to the housing area.

Reasonable accommodation shall be afforded to inmates with mobility-disabilities to facilitate their full participation in visiting whether contact or non-contact.

Non-contact visiting booths will be accessible for inmates with mobility-disabilities.

Inmates with mobility disabilities shall be provided with modifications necessary for them to participate in the visiting program in a manner consistent with ensuring the safety and security of the facility.

808.2 DEFINITIONS

COURT ORDERED VISITS - *A special visit for an inmate ordered by a Judge of the Shasta County Court. All court orders for inmate visits are to be given to the Watch Commander.*

INTRA/INTER JAIL VISITS - *A visit between inmates in the custody of this facility or between an inmate of this facility and some other detention facility. All such visits are specifically prohibited unless ordered by the court or directed by the Sheriff.*

PROFESSIONAL VISIT - *A visit, as defined by policy, between the inmate and attorney or other professional person. A partial list of examples would include, but not necessarily be limited to, the following:*

- Member of the clergy
- Parole/Probation agents including Probation Assistants

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- Other law enforcement officers as defined by Section 830 of the California Penal Code or similar corresponding Federal law
- Psychiatrists/Psychologists
- Physicians
- Licensed bail bonding agents or their authorized representatives
- Representatives of public and private attorneys to include authorized private investigators

PUBLIC VISIT - *A non-contact visit between inmate and family member, friend, or associate. Regular visits are conducted in the glass visiting areas at booking or on the inmate housing levels on the regularly established facility visiting schedule.*

RECEPTION - *The area of initial contact for those entering through the lobby.*

RECEPTIONIST - *The service officer on duty at Reception who accepts visiting forms, assigns visiting/interview rooms, clears visitors through the metal detector, and directs visitors to the proper inmate housing level.*

SECURITY AREA - *All interior areas of the facility excluding the lobby.*

SPECIAL VISIT - *A visit outside the regularly established facility visiting schedule authorized by the Watch Commander or higher authority.*

VISITING RULES - *Regulations governing visiting for inmates and visitors. All such rules are enforced by detention facility personnel. The rules are to be posted in the facility lobby and all inmate living areas.*

WEAPON - *A device used that is designed or intended to inflict bodily harm, physical or structural damage. Such weapons include but are not limited to, firearm, knife, ASP, Taser, OC spray, etc. (added 10/9/16)*

808.3 JAIL ENTRANCE

All persons wanting to visit an inmate of the Shasta County Jail, shall enter through the lobby and be processed by Reception.

808.4 PROCESS FOR VISITATION

All persons, including local area sworn police officers, who wish to visit an inmate of this facility, shall check in and out with the Service Officer at Reception in the front lobby.

808.4.1 IDENTIFICATION

The Reception Officer shall properly identify all persons entering the security area of the Jail.

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In cases of disputed identification or entry questions, the Reception Officer shall refer the matter to the Watch Commander.

All persons entering the security area, except sworn police officers in uniform displaying their badge, will be issued a clip-on visitor tag by Reception.

The visitor tag must be displayed at all times while within the security area.

The visitor tag must be returned to Reception upon leaving the security area.

808.4.2 INMATE VISITS

All Public Visitors shall conform to the public visitor requirements and adhere to the visiting schedule maintained at Reception.

Public visits are to take place at the established visiting location for each inmate housing area.

All inmate visits, unless specifically accepted by this policy or ordered by the court, are non-contact in nature.

Visits between inmates are prohibited unless ordered by the court or directed by the Sheriff. Prohibited visits include persons on Alternative Custody, Electronic Ankle Monitor, SOR, PSOR, Probation and/or Parole.

808.4.3 PUBLIC VISITORS

Each Public visitor is required to complete and submit a Inmate Visitation Request Form located on the Shasta County Jail Website. The form must be submitted 7 days in advance of the requested visitation appointment. Visitors who are unable to access the jail Website may request a visitation appointment in person at the Shasta County Jail reception window. The reception deputy will schedule all appointments made in person, no less that 7 days after the request is made.

Proper identification shall be as follows:

- Verifiable California Drivers License with picture.
- Verifiable California Identification Card with picture.
- Other verifiable photo identification card (military I.D., etc).
- A valid and verifiable California Temporary Driver's License may be used in conjunction with some form of photo identification when the visit and/or identification is approved by the Watch Commander or higher authority.
- Parole and Probation Identification Cards will not be accepted for entry into the facility.

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808.5 SPECIAL VISITS

Special visits are discretionary and may be authorized for good cause by the Watch Commander or higher authority.

808.5.1 MINORS

Special visits for minors must be pre-arranged by the Watch Commander or higher authority.

If a minor requests a visit with an inmate/parent, it shall be pre-approved through Jail Administration prior to the visit.

Minors should not be a victim of any crime for which parent/inmate is now in Jail. The District Attorney's Office shall be notified of any request to visit if the minor is a victim as described above.

Minors 12 years and older may visit an inmate with an adult who provides proper verifiable identification.

It is encouraged to have a guardian, social worker, or CPS worker present if the minor's parent is not available.

Special visits for minors will be non-contact unless authorized by Facility Manager or higher authority

808.6 GENERAL VISITATION RULES

Visitors will not be allowed to smoke within the Jail facility.

One visit will be allowed during each visiting period. Visitation shall be limited to one adult and one minor at any given time.

Infants unable to walk, may be carried by adult visitors and are not counted as part of the total.

Visitors shall be responsible for the conduct and control of children at all times. Visits may be terminated by staff at any time where control becomes a problem.

No children are to be left unattended in the Reception area while a visit is in progress. Violations may be cause for staff to terminate the visit.

Visitors are to conduct themselves in a reasonable manner at all times. Abusive behavior or conduct may be cause for staff to deny or terminate an in-progress visit.

Visitors must be at least 18 years of age unless accompanied by a parent or guardian.

No purses, backpack, packages, or large carry-in items are to be allowed within the security area.

All visitors will be required to pass through and clear the metal detector before being allowed within the security area of the Jail.

Any visitor shall be subject to additional search before being allowed inside the security area of the Jail.

All visitors wishing to enter the Facility are required to wear appropriate attire. Attire which could be construed sexually harassing in nature to persons in the Facility such as, miniskirts and/or

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sagging pants that expose the buttocks or private area, or blouses with plunging necklines that expose excessive cleavage are prohibited. Such outfits will result in the visit being denied.

Any person refusing to pass through the metal detector and/or refusing additional search, as may be required, shall not be allowed within the security area of the Jail.

Contraband found during a visitor search may be cause for arrest and to initiate criminal prosecution.

Visitors will be required to wear the identification tag issued by Reception in plain view at all times while within the security area of the Jail.

Inmates will be entitled to a minimum of a half-hour visit twice a week.

Extended visits may be allowed at the discretion of the Watch Commander, or higher authority, when no additional visitors are waiting for a booth and when it does not interfere with facility process.

Mod Control Service Officers shall not give nor take any items directly to or from a visitor.

No knife or similar item, nor any potential weapon, will be allowed within the security area of the Jail.

Public visitors will not be allowed to have cell phones, or other similar electronics inside the visiting area.

808.7 PROFESSIONAL VISITS

Professional visitors will include but not necessarily be limited to, the following:

- Parole/Probation including Probation Assistants,
- Attorneys and their authorized representatives,
- Clergy, including authorized lay representatives,
- Peace officers as defined by Section 830 of the Penal Code and corresponding Federal law,
- Non-facility employed medical personnel to include psychiatrist and psychologists,
- Social and certain program workers (CPS workers fall under this category),
- Licensed bail bonding agents and their representatives (These contact visits shall be authorized only with the permission of the Facility Manager).

Professional visitors who are not defined by Section 830 of the Penal Code or corresponding Federal laws, will be subject to the same controls, regulations, and requirements as other facility visitors.

808.7.1 GENERAL

All persons, who wish to visit an inmate of this Facility, shall check in and out with the Officer at Reception in the front lobby.

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All professional visitor are required to fill out a professional visitors form (pink) and deliver it to the Officer at Reception together with sufficient identification to verify both the information on the visitors form and the identity of the individual requesting a visit.

Professional visitors shall be allowed reasonable visitation without restriction to the posted public visitation schedule.

All professional visitors, except sworn police officers from local area jurisdictions, or law enforcement officers in full uniform, will be required to pass through the metal detector.

All professional visitors will be logged in the computer under the Visitor Menu. A valid and verifiable first and last name, and date of birth are required prior to a visit being approved.

Professional visitors may be allowed contact visits with inmates as provided by other facility or departmental policy and/or at the direction of the Watch Commander or higher authority.

Any inmate returning from a contact visit shall be searched before returning to work or living area.

Professional visitors are allowed briefcases and other hand-carry items reasonably related to their function. Laptops and cameras are approved if necessary to the professional visitor's investigation. All such items are subject to search before admittance to the Jail. A refusal to allow this search will be cause to refuse the visit.

Professional visitors are not to possess cell phones, however, pagers are accepted.

Firearms, deadly weapons, or explosives are unlawful to bring into a jail. Refer to Penal Code 4574 PC.

Professional clergy visits shall be consistent and in accordance with departmental and facility policy on inmate religious programs.

Professional medical visits shall be consistent and in accordance with department and facility policy on medical service.

Professional attorney visits are allowed on an unrestricted basis as reasonable for client representation or prosecution in the case of the District Attorney's Office.

Attorney visits may not be denied because an inmate is in a lockdown, disciplinary, or medical status.

Attorney/client visits are the subject of absolute legal confidentiality and are not to be audio recorded or audio monitored in any way.

Attorney visits during the normal periods of inmate non-movement are discretionary and should be referred to the Watch Commander in cases of conflict.

Peace officers shall be allowed the same access to inmates as an attorney.

Volunteers and certain program workers, including licensed bail bond agents and private investigators, may be allowed functional access to inmates in accordance with departmental and facility policy.

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Such access shall be reasonable and consistent with the security and other needs of the facility.

808.7.2 IDENTIFICATION OF PROFESSIONAL VISITORS

The Officer at Reception shall properly identify all persons entering the security area of the Jail.

All visitors, including peace officers not in full uniform, or law enforcement support staff, shall be required to wear an identification tag issued by the Officer at Reception.

Law Enforcement Officers in uniform do not need an ID tag.

The visitor tag must be displayed at all times while within the security area.

The visitor tag must be returned to Reception upon leaving the security area.

In the event a professional visitor does not have acceptable identification or other clearance by this Department, the Officer at Reception will refer the matter to the Watch Commander or higher authority for disposition.

The Watch Commander will make a reasonable effort to identify the professional visitor who lacks acceptable identification.

Professional visitors who cannot be identified to the satisfaction of the Watch Commander will be denied permission to visit.

808.8 COMPLIANCE

Violations of visiting rules and regulations shall be directed to the Watch Commander.

Repeated violations shall be documented and referred to the Facility Manager for disposition.

Repeated violations by public or professional visitors may be cause for loss or suspension of access rights to the facility.

Visiting related violations by inmates may result in disciplinary action.

Inmate visiting rights may also be lost or restricted as a result of disciplinary action.

Inmates serving a disciplinary sanction shall not be allowed in person public visitation for the duration of the imposed sanction. Inmates serving consecutive sanctions shall be allowed one visit between each sanction being imposed.

Cell phones, are not allowed in the Facility.

808.9 LOST VISITOR TAGS

The Officer at Reception shall be responsible to ensure the return of all issued visitor tags. If possible, Reception will not allow a visitor to exit the facility in possession of a tag.

808.10 AUTHORIZATION TO SEARCH VISITORS

Individuals who enter the secure perimeter of this facility are subject to search if there is reasonable cause to believe the visitor has violated the law, is wanted by a law enforcement agency, or is

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attempting to bring contraband onto the facility property or into the facility. All searches shall be made in accordance with current legal statutes and case law.

The area designated for a visitor to be searched prior to visiting with an inmate shall have a notice posted indicating that any cellular telephone, wireless communication device or any component thereof shall be confiscated for the period of the visitation and returned to the visitor upon departure from the facility (Penal Code § 4576(b)(3)).

808.11 VISITING SCHEDULE

The Captain shall designate a person to develop a schedule for inmate visitation that includes daytime, evening and weekend hours. Each inmate shall receive a copy of the visitation schedule in the inmate handbook at orientation. The visiting hours will also be posted in the public area of the facility.

808.12 INTERVIEW ROOMS

All requests for the use of interview rooms will go through Reception.

Reception will direct the visitor to the appropriate interview room.

808.12.1 USE

Inmates will not be placed in or left in an interview room by themselves.

At the conclusion of the interview, a Correctional Deputy will remove the inmate before the security door to the visiting sally port area is opened.

A Correctional Deputy will be responsible to search and return the inmate to his or her assigned housing area.

808.13 SOR/PSOR

SOR personnel will primarily use the Professional Visit Rooms, or option to use a detention level glass booth; if a conflict arises, they will use a booking level glass booth as a last resort. SOR personnel do not have the option to use an alternate area when installing the EM ankle monitors on inmates, although they may request a Correctional Deputy to stand by during installation.

808.13.1 PROCESS

Interviews and Electronic Monitor (EM) ankle monitor placement by SOR/PSOR personnel in professional visitor rooms:

- Professional Visiting Room #4, will be designated for use by SOR/PSOR personnel between the hours of, 1500-1700 Monday through Friday.
- SOR/PSOR personnel will fill out a pink professional visitor form(s) and give it to the Reception Officer or Central Control's through the window port,
- Reception officer will enter all information into the computer,

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- Reception officer will assign SOR/PSOR personnel to Professional Visitor Room #4. SOR/PSOR personnel have the option to ask a deputy to standby while they are with inmate in the interview rooms,
 - Reception Officer will place the Professional Visitor form into the envelope on the professional visiting room door,
 - Reception Officer will call for the first inmate,
 - When SOR/PSOR personnel has completed the interview or monitor placement, they will push the alert button when they are ready for the next inmate,
 - A deputy will search the inmate, send them back up to their level and call for their next inmate
 - After the last inmate has been searched and sent up by a deputy, SOR/PSOR personnel will let themselves out of the interview room and notify reception that the room is available
- Inmates are never to be left alone in the interview rooms
 - SOR/PSOR personnel will not key out or escort any inmates

If SOR/PSOR personnel choose to utilize a detention level visiting booth, they will follow the Glass Booth Visiting Procedure for Professional Visitors.

808.13.2 SOBERING CELL AND SAFETY CELL INTERVIEWS

SOR/PSOR personnel may interview inmates in sobering cells and safety cells (only) at the cell doors.

SOR/PSOR personnel must first ask the shift watch commander (or a booking deputy) for permission to interview at cell doors.

Interviews with inmates in holding and booking cells will be accommodated on booking glass booths only.

808.14 LAW ENFORCEMENT OFFICER (LEO)

Law Enforcement Officers are allowed briefcases and other hand-carry items reasonably related to their function. Cell phones, laptops and recording devices are permitted after items are declared with the Reception Officer.

808.14.1 RECEPTION OFFICER PROCESS ENTERING LEO INTO THE COMPUTER

- (a) Enter the last name and first name only. In the middle name field, add the LEO's badge number.
- (b) Enter the DOB 1/1/1901- This date is intentionally added to protect the law enforcement officer's identity for safety, security and confidentiality reasons ()
- (c) Use their work address and phone
- (d) DO NOT ASK FOR THE LEO's SOCIAL SECURITY NUMBER; it is not needed

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(e) On the second screen, list as - Probation, Parole or LEO, etc. Be sure to add the agency name. For local agencies, acronyms such as, SCSO, RPD and APD are acceptable. For all out of county agencies, list the name of the agency the law enforcement officer is affiliated with. For example, Siskiyou County Sheriff, Red Bluff Police, Lassen County Sheriff, etc.

(f) No other information is required

LEO/Probation interviews that are not SOR/PA related are handled like standard professional visits.

LEO/Probation will fill out a pink professional visitor slip and be assigned a professional visitor room.

If there are no rooms available, LEO/Probation have the option to conduct interviews on the glass visiting booths upstairs when no visitors are present.

If there is public visiting scheduled conflict, LEO/Probation can use the booking glass booths.

LEO/Probation will not need to follow the metal detector screening procedure.

Do not ask for their DOB or SSN. Reception Officer will input a standard DOB which is used on all LEO visitors: 1/1/1901.

808.14.2 PROFESSIONAL VISITING ROOM PROCESS

Law Enforcement Officer (LEO) will come in to the Jail from the front lobby. All firearms and other weapons, will be secured in a provided gun locker or their personal vehicle.

LEO will fill out a professional visitor form (pink) at the front desk in the lobby.

LEO will stand in the "Professional Visiting" line with their professional visitor form.

Professional Visitors will take priority over the Public Visitors.

- Probation SOR/PSOR PA's will call Reception from their assigned desk, give the inmate's name and have a Professional Visit room assigned to them. The Electronic Monitor (EM) ankle monitor can be installed on the inmate while inside the professional room.

LEO will give their employment credentials and professional visitor form to the Reception Officer. If the LEO does not have proper employment credentials, but he/she does have valid government identification such as, a CA ID or DL, they may be permitted to interview only after the Reception Officer notifies the Watch Commander and the LEO's identity has been properly verified. If the LEO's identity cannot be verified, the interview will not be authorized until proper identification of the LEO can be made. The Reception Officer will log the LEO's first name, last name, date of birth, and agency into the computer under the Visitor Menu prior to a visit being approved. The Reception Officer will maintain possession of the LEO's ID and a Professional Visit room will be assigned.

If the LEO is not in uniform with a visible badge, the Reception Officer will provide the LEO with a visitor tag to be placed on their person and made visible for Jail staff to identify.

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The LEO will be given a visitor tag to be placed on their person and made visible for Jail staff to identify.

The LEO will proceed through the metal detector and first Jail door, then proceed to the assigned room.

- Professional Visit Room #1 (marked BO6AA) will be the door to the right of the Jail Interior door.
- Professional Visit rooms #2 through #5 will be through the (BO7AA) door next to the visitor elevator on the far right end of the main floor visiting area (The rooms are marked accordingly).
- There are black buttons on each of the Professional visit room walls for when the LEO has completed the interview or if assistance is needed.

Once the LEO is checked in and if there are no Professional Visit rooms available, the LEO may wait for a room to become available or may choose to conduct their visit on the glass on the inmate's respective housing detention level. If the LEO decides to visit the inmate on the glass, the LEO will follow the [Glass Booth Visiting Procedure for Professional Visitors](#).

808.15 GLASS BOOTH VISITING PROCESS FOR PROFESSIONAL VISITORS

For Professional visitors, if there are no available professional interview rooms, they may choose to wait for a room, or conduct a visit at the established visiting location for each inmate housing area. The visit would be a non-contact visit.

808.15.1 PROCESS

- The Professional Visitor will come in to the Jail from the front lobby.
- The Professional Visitor will fill out a Professional Visitor form (pink) at the front desk in the lobby.
- The Professional visitor will give their credentials and Professional Visitor form to the Reception Officer. The Reception Officer will log the Professional Visitor's first name, last name, date of birth, and agency into the computer under the Visitor Menu prior to a visit being approved. The Reception Officer will maintain possession of the Professional Visitor's ID.
- The Reception Officer will notate on the Professional Visitor form each inmates assigned housing level.
- Example: #1 Joe Smith: **Level 3**, #2 Janice Trinity: **Level 1**.
- The Reception Officer will return the form to the Professional Visitor and also provide them with a Jail two-way radio to communicate with on each of the detention levels when needed.
- The Reception Officer will provide the Professional Visitor with a visitor tag to be placed on their person and made visible for Jail staff to identify.

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- The Professional Visitor will proceed through the metal detector and first Jail door, then follow the white line on the floor to the visitor elevator and press the button according to what detention level the inmate is housed.
- Booking Level = 2
- Level One = 5
- Level Two = 7
- Level Three = 9
- If there is a conflict when using the detention levels for interviewing, Reception will have the Professional Visitor use the booking level glass booths, marked #1 through 5, starting from the left of the visiting elevator.
- If the Professional Visitor is visiting on the glass on the detention levels, the Professional Visitor will use the two-way radio. If the Professional Visitor is on the glass on the booking level, they will contact Central Control by standing between the inner and outer Jail doors. The Professional Visitor will be visible from a camera viewed from Central Control.
- The Reception Officer will notify the level mod officer that a Professional Visitor will be conducting a visit on their level.
- The visit will be conducted on a glass booth, utilizing a visitor phone for communication during the visit. (*See Monitoring/Recording Inmate Visits*)
- The Professional Visitor will use the two-way radio to notify the mod officer they have finished their visit and will return to Reception to be logged out. If the Professional Visitor has another visit they will proceed to the next location from which the list of names were written down on the professional visitor form.

When the Professional Visitor has completed their visit(s), they will exit the Facility through the outer Jail door which will be unlocked by the Central Control Officer. The Professional Visitor will return the two-way radio to the Reception Officer. The Reception Officer will log the Professional Visitor out and return their ID.

808.16 MONITORING/RECORDING INMATE VISITS

Under certain circumstances it is necessary to monitor/record inmate conversations with their visitors or people not included under the exclusionary rules of evidence.

The three main factors for monitoring/recording inmate conversations are:

- Maintain the security of the Jail.
- Maintain a safe environment in the Jail.
- Obtain incriminating information from the inmate for cases under investigation.

Random samplings of inmate conversations are encouraged as they may provide information pertaining to safety/security of the jail and can enhance criminal investigation.

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All monitoring/recording of inmate conversations will be done at the direction of the Watch Commander of the shift in question.

The monitoring equipment, apparatuses, and wires and computers to recording devices, will not be tampered with, changed, or altered. In the event a professional visitor who falls within the criteria of the exclusionary rules of evidence, and chooses to use a glass booth to conduct their visit, the Watch Commander will be notified. The Watch Commander will turn off the recording to the phones during that visit. The Watch Commander will turn the recording back on upon the completion of the visit.

808.17 PROFESSIONAL VISITS BY CLERGY

Visits to individuals while in custody by clergy will be encouraged and accommodated whenever reasonably possible. The Jail Agency Staff Services Analyst will maintain applications for contact clergy visits. These applications can be obtained by the Jail Administration Office in the lobby of the Main Jail. The applications must be filled out and turned into the Jail Chaplain who will forward it to Jail Administration for the appropriate background check and approval. There are two types of visits available for members of the clergy: Non-Contact and Contact.

808.17.1 NON-CONTACT VISITS

This is a visit that can occur at times other than the inmate's scheduled visiting time and will be conducted at the visiting glass. These visits will normally be arranged by the clergy member contacting the Jail Chaplain, who will fill out the appropriate form which will be presented to the Watch Commander for final approval. In the Chaplain's absence, the Watch Commander may approve these visits. This type of visit requires photo identification, i.e. a driver license, and a clergy or ministerial license. Should there be any question as to the clergy member's identification, the Watch Commander may deny the visit.

808.17.2 CONTACT VISITS

Prior to a member of the clergy having a contact visit, he/she must have filed an application, be approved, and be on a minister contact visit list that is maintained by the Chaplain and available to the Jail Receptionist. If the clergy member is on the contact visit list, Reception will allow the contact visit. If the clergy member is not on the list, the Chaplain and Watch Commander will be contacted to approve/deny the visit. The Watch Commander will have the discretion to approve a non-contact visit under these circumstances. The Watch Commander will always have the discretion to deny any clergy visit for reasonable cause.

808.17.3 INTERVIEW ROOM USE BY CLERGY

Whenever an interview room is available for contact visits, the clergy member will be allowed to use it. However, if the rooms are in use or are needed for attorneys to conduct client interviews, the clergy member may be asked to conduct their visit at the glass even if they are on the contact minister visit list.